

RULES and REGULATIONS
of the
"BRITISH COLUMBIA LOWER MAINLAND
REGION"
CANADIAN PONY CLUB INC.



March 2004

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1.0 INTRODUCTION

- 1.1 The Canadian Pony Club Inc. (hereinafter referred to as "Canadian Pony Club") has, for purposes of administering Pony Club activities, divided the Country into geographical Regions.
- 1.2 One of the geographical Regions is British Columbia Lower Mainland, hereinafter referred to as BCLM Region.

The geographical boundaries of the BCLM Region are

Eastern Boundary:	The area of Hope in the Upper Fraser Valley
Western Boundary:	Vancouver, including the Sunshine coast and Squamish/Whistler corridor
Southern Boundary:	The Canada/U.S.A. International border
Northern Boundary:	The natural geophysical region of the Cascade Mountains

The BCLM Region is a fully recognized and sanctioned Region of the Canadian Pony Club.

- 1.3 The BCLM Region may not become incorporated.
- 1.4 The bylaws of Canadian Pony Club contain various provisions relating to the operation of Regions, Regional Committees, Branches and Branch Executive Committees, all of which are applicable within the BCLM Region and all of which are incorporated herein by reference. If there is a conflict between these Rules and Regulations and the bylaws of Canadian Pony Club, then the bylaws of Canadian Pony Club shall supersede these Rules and Regulations.

2.0 BCLM REGION REGIONAL COMMITTEE

- 2.1 The management and administration of the BCLM Region shall be vested in the BCLM Regional Committee which shall have overall control and management of all matters falling under the jurisdiction of the BCLM Region.
- 2.2 The Regional Committee, in exercising control and management of the BCLM Region shall have the following powers:
 - a) the power to establish and change Regional Policies and Procedures as well as Regional Rules and Regulations as per section 9.5.
 - b) the power to create or eliminate both positions (except those positions required by the Canadian Pony Club Bylaws) and subcommittees and to delegate to them such authority and responsibility as the Regional Committee deems appropriate;
 - c) the power to create and enforce Regional Policies in keeping with Canadian Pony Club bylaws and policies.
- 2.3 The following positions constitute the Regional Committee and shall have the following duties:
 - 2.3.1 **Regional Chair**, who shall:
 - i) oversee the administration of the BCLM Region
 - ii) preside at all Regional Committee and Executive Committee meetings
 - iii) be an ex-officio member of all committees formed by the BCLM Region
 - iv) represent the BCLM Region as required.

2.3.2 Regional Vice-chair, who shall:

- i) act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair
- ii) assist the chair in the performance of his or her duties as required.

2.3.3 Secretary, who shall:

- i) give notice of all meetings of the Regional Committee and the Executive Committee
- ii) take minutes at all meetings of the Regional Committee and the Executive Committee
- iii) circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
- iv) maintain appropriate minute books of the BCLM Region which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
- v) maintain a book of motions for BCLM Region.

2.3.4 Treasurer, who shall:

- i) be charged with all financial responsibilities of the BCLM Region
- ii) be responsible for books of account to be maintained and available for inspection by members of the Region at such time and in such place as is reasonable
- iii) ensure that such books of account are reviewed on a frequency and in a manner as may be required from time to time by the Region
- iv) be responsible for filing a Financial Report consisting of an Income Statement and a Balance Sheet with the Canadian Pony Club by the next Annual General Meeting of Canadian Pony Club at the conclusion of the current calendar year.

2.3.5 Director, who shall:

- i) be the representative of the BCLM Region on the Board of directors of the Canadian Pony Club and be the main contact for liaison between the Board of Directors and the BCLM Region.
- ii) report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club

2.3.6 Deputy Director, who shall:

- i) work with the Director to maintain an up to date knowledge of current national issues
- ii) immediately assume the position of Director if the Director for this region is not able to continue in their position for any reason.

2.3.7 Visiting Commissioners, up to a maximum of 6 in number, each of whom shall:

- i) assist in the formation of new branches
- ii) be capable and available as a resource to assist Branches in view of his or her knowledge and experience in the Canadian Pony Club
- iii) act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.

2.3.8 The District Commissioner from each Branch within the BCLM Region, who shall:

- i) represent his or her branch on the Regional Committee
- ii) be responsible for his or her branch's activities.
- iii) supervise and oversee the administration of the officers of the Branch.
- iv) if unable to attend regional meeting should complete a 'Transfer of Voting Rights' document which Assistant District Commissioner should

present to the Recording Secretary prior to the start of the meeting as in Bylaw 15.0 1f.

2.3.9 Youth Representatives up to two, each of whom shall:

- i) be at least 16 years of age or over, C2 level or above at the time of taking office and be a Canadian Pony Club Member of a Branch in BCLM Region for the duration of his or her term
- ii) represent the views of Active members of the Region and provide a liaison between the Region and all Active members in the Region
- iii) be 18 years of age or older before voting at any Regional Committee or subcommittee meeting.

2.3.10 Regional Testing Chair who shall:

- i) provide the opportunity for all qualified members to be tested at the appropriate level.
- ii) provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
- iii) maintain accurate and complete records of all test results.
- iv) represent the BCLM Region on the National Testing Committee of the Canadian Pony Club,
- v) prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.11 Regional C/D Testing Chair who shall:

- i) represent his or her region on the Regional Testing Committee in the event that the Testing chair is unable to attend any meetings
- ii) and assist the Testing Chair with Regional activities.

2.3.12 Regional Education Chair who shall:

- i) assist the branches and members to prepare for upgrading their test levels by providing advice and/or providing access to educational materials.
- ii) provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
- iii) represent the BCLM Region on the National Education Committee of the Canadian Pony Club,
- iv) prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.13 Competitive Discipline Chairs —one each for the following activities

Dressage
 Prince Phillip Games (PPG)
 Rally
 Show Jumping
 Tetrathlon
 Quiz

Each of whom shall:

- i) be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the BCLM Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club
- ii) be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the BCLM Region taking part in National activities relating to their respective discipline
- iii) represent the BCLM Region on the National Committee established for their respective discipline by Canadian Pony Club,

- iv) prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.14 Communications Chair, who shall:

- i) help to promote the interests of the BCLM Region through encouraging or assisting in having regional or branch activities of all Disciplines reported in local media.
- ii) collect interesting regional and branch information and or photographs and use them to prepare at least three regional newsletters each year.
- iii) coordinate Regional efforts for promotion of Canadian Pony Club.
- iv) assist branches with local promotions or branch newsletters / liaison with the designate from each branch.
- v) collect information as required to keep the regional and/or branch web pages up to date.
- vi) attend Regional Meetings, BCLM Region.
- vii) represent the BCLM Region on the National Communications Committee of the Canadian Pony Club,
- iv) prepare a report and an annual financial statement for the Regional Annual General Meeting.
- v) prepare the regional calendar.

2.3.15 Membership Secretary, who shall

- i) collect all National and Regional membership information and fees
- ii) maintain accurate Regional membership records
- iii) forward fees and a copy of membership information to the Regional Treasurer
- iv) submit all membership information to Canadian Pony Club as required.

2.3.16 Risk Management Officer

- i) The BCLM Region embraces and supports the promotion of risk management as an integral aspect of all decision making process in our Pony Club activities. Discipline Chairs, event organizers, committee chairs are to ensure that all events include a designated Safety Officer.
- ii) The Regional Risk Management Officer is a resource who will be available to liaise with designated safety officers in any or all aspects of risk assessment for the purpose of providing recommendations in the development of a safety and security plan for participants and volunteers.
- iii) Attend event/committee debriefings for the purpose of evaluating and identifying strengths, address issues, determine recommendations that will result in overall improvements in future events.
- iv) Shall receive copies of all reportable incident reports and process them as required by National Policy and ensure their safekeeping, security and adherence to non-disclosure to unauthorized sources.
- v) Provide reports as required to the Regional Chair.

- 2.4**
- a) Except for District Commissioners, Assistant District Commissioners, Youth Representatives, and other members who are elected by their respective branches or the active members at large, Regional Committee members shall be elected by a simple majority vote of those present or holding proxies at a Regional Annual General Meeting.
 - b) DC's, ADC's Youth Representatives, and other members who are elected by their respective branches or by the Active Members at large shall form a majority of the members of the Regional Committee.

- c) District Commissioners and Assistant District Commissioners shall be elected by their individual branches as per Canadian Pony Club Bylaws.
- d) Regional Youth Representatives shall be elected and where there are insufficient candidates to hold an election, an appointment shall be made by the Regional Committee to fill the position. Each Branch shall forward their recommendation for Regional Youth Representative to the Regional Chair not less than twenty-one days prior the Regional Annual General Meeting.
- e) The Regional Risk Management officer shall be elected and where there are insufficient candidates to hold an election, an appointment shall be made by the Regional Committee to fill the position.

3.0 MEETINGS -GENERAL

3.1 Any committee member may participate in a meeting of that committee in person or (if available) by means of a telephone or video conference, or by any means of communication by which all persons participating in the meeting are able to communicate with one another. Such participation shall constitute presence at the meeting.

3.2 Meetings of BCLM Regional committees, excepting the Regional Committee, may be either in person, (provided that no committee members disagree and the conditions in section 3.1 are met) by conference call, or by other means.

4.0 MEETINGS OF THE REGIONAL COMMITTEE

- 4.1** The Regional Committee shall meet at least three times in each calendar year at a location within the region as selected from time to time by the Regional Committee. One of these shall be the Annual General Meeting for which the main purpose shall be to hold elections and to receive annual reports.
- 4.2** A special meeting of the Regional Committee shall be called by the Chair or by the Secretary, on direction of the Chair, upon receipt of a written request signed by one-third of the members of the Regional Committee. Seven days written notice shall be given.
- 4.3** Notice of any regular meeting of the Regional Committee shall be sent by the Secretary to each member of the Regional Committee not less than twenty-one days prior to the meeting.
- 4.4** Thirty three percent of the members of the Regional Committee present in person or by proxy shall constitute a quorum for the transaction of business at any meeting of the Regional Committee provided that at least 10 persons must be present in person.
- 4.5** Proxies are permitted only at Regional Annual or Special General Meetings and then only for voting in elections or on other important issues where advance notices of motions are given.
- 4.6** Unless a prior agreement is reached with the members of the Regional Committee, each member of the Regional Committee who is elected as per section 2.4a may by ordinary motion at a Regional Committee meeting be declared to have resigned if they do not attend a minimum of 50 percent of

Regional Committee meetings during any period of 6 or more consecutive months

5.0 TERMS OF OFFICE

- 5.1** Under the Bylaws of the Canadian Pony Club, the terms of office for the Director, the Regional Chair, and all District Commissioners is two years. The term for the Regional Test Chair and the Regional C/D Test Chair shall be two years. The term of the Treasurer shall be two years. The terms for all other offices shall be one year.
- 5.2** With the exception of the Director, whose term, as per Canadian Pony Club, bylaws, shall run on the calendar year, all terms of office shall run from one Regional Annual General Meeting to the next or second next AGM as dictated by the number of years of a "term".
- 5.3** Any vacancy occurring during the term of office for any position which is filled under section 2.4a may be filled at any subsequent Regional Committee meeting by an election with the remaining members of the Regional Committee voting, provided it is so stated in the next meeting's notice.
- 5.4** Any vacancy occurring during the term of office for any position which is filled under section 2.4c or 2.4d may be filled at any time by the Regional Committee or Branch Executive Committee as specified in the Canadian Pony Club Bylaws.
- 5.5** When any vacancy is filled during a term of office, the new incumbent shall complete the original term of office with all the powers and privileges of the position. A new election must be held at the end of the original term of office.

6.0 VOTING AT REGIONAL COMMITTEE MEETINGS

- 6.1** Except as otherwise noted in these Rules and Regulations, every question shall be decided by a simple majority of the eligible voters who are present at the meeting or holding proxies (proxy for annual or special meetings only).
- 6.2** Any District Commissioner or Assistant District Commissioner who is unable to attend a regional meeting may send a representative in their place who shall carry all the voting and other rights and responsibilities of the absent DC or ADC at that meeting. The DC must advise the Regional Chair prior to the meeting, the name of the person who will be carrying the vote for the absent DC or ADC.
- 6.3** Each current member of the Regional Committee, excluding the Chair and who is 18 years of age or older, shall be entitled to one vote at Regional Committee meetings even if they hold multiple positions within the organization. The Chair shall have a vote in the event of a tie.
- 6.4** Each current member who is 18 years of age or older, including the Chair, shall have one vote at Regional Elections. In the event of a tie the Chair shall not have a tie-breaking vote. The candidate with the lowest number of votes will be dropped and voting shall be repeated until elections are concluded by a majority vote. Voting shall be conducted using a written ballot.
- 6.5** All voting shall be conducted using a show of hands, except for elections, where secret ballots will be used or where 1/2 of the people present request a secret ballot.

7.0 BCLM REGION EXECUTIVE

- 7.1** The BCLM Region Executive Committee shall be made up of the Regional Chair, Vice Chair, Director, Deputy Director, Secretary, Treasurer, Testing Chair, and Education Chair.
- 7.2** The Executive Committee shall perform management and administrative functions between meetings of the Regional Committee following the directions of the Regional Committee and Canadian Pony Club. The Executive Committee shall not establish policies or operate outside of the financial constraints determined by the budgets approved by the Regional Committee.
- 7.3** The Executive Committee shall meet as necessary during the calendar year. Meetings shall be called in the same manner provided for Regional Committee meetings and at such places within the Region as may be determined by the Executive Committee.
- 7.4** Each member of the Executive Committee, excluding the Chair, shall be entitled to one vote at meetings of the Executive Committee where they are present. The Chair shall not have a vote except in the case of a tie at which time they may vote to break the tie.
- 7.5** Fifty percent of the members of the Executive Committee present in person shall constitute a quorum.
- 7.6** Unless a prior agreement is reached with the members of the Executive Committee, each member of the Executive Committee may by ordinary motion at a Regional Committee meeting be declared to have resigned if they do not attend a minimum of 50 percent of Executive Committee meetings during the calendar year, that are deemed necessary meetings to call.

8.0 FINANCIAL

- 8.1** The fiscal year of the BCLM Region shall be from January 1 to December 31.
- 8.2** Regional Membership fees for the BCLM Region shall be established by the Regional Committee at the May Regional Meeting. Branches may establish and collect additional fees at their own discretion.
- 8.3** The Regional Committee shall collect from individuals, via the branches, the appropriate National and Regional fees due and payable in each year and shall remit all National fees to the Canadian Pony Club Treasurer. All National, Regional, and Branch annual fees must be paid before a person may be registered as a member of the Canadian Pony Club.
- 8.4** Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the BCLM Region may not borrow or raise money by loan at any time.
- 8.5** No member of the Regional Committee, the Regional Executive Committee, or a Branch Executive Committee shall receive remuneration for services. Reimbursement for reasonable out of pocket expenses incurred in the

performance of duties or functions may be allowed, upon presentation of receipts, at the discretion of the Committee involved.

- 8.6** The financial accounts of BCLM Region shall be reviewed annually. A statement for review shall be presented within three months of the fiscal year-end. Arrangements for such financial review shall be set at the Annual General meeting.
- 8.7** Separate accounts for particular activities or events are strongly discouraged.

9.0 BRANCHES

- 9.1** The affairs and activities of Branches shall be managed under the supervision of the District Commissioner by a Branch Executive Committee which shall be composed of a District Commissioner, Assistant District Commissioner, Branch Treasurer, Branch Secretary and Person at Large as numbers permit according to National Bylaws 12.04 and 12.05.
- 9.2** Branch fiscal years shall be September 1 to August 31.
- 9.3** Annual Branch Reports and the Annual Branch Financial Reports are to be filed to the Region within sixty days of December 31 of each year.
- 9.4** If a branch becomes "Inactive" or is "Disbanding" the following applies:
- a) The Regional Committee has the right to declare a branch "Inactive" by virtue of having no members in a given year. A Branch has the right to request that it be declared inactive in anticipation that it will start up again. An inventory of assets and funds shall be delivered to the BCLM Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
 - b) The Regional Committee has the right to declare an Inactive Branch "Disbanded" if it has been inactive for 2 years. It shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to BCLM Region within six months. Branches have the right to request disbanded status from the Region. Branches wishing to do so must forward all Branch assets to the Region.
 - c) All assets of a Disbanded Branch become the property of the BCLM Region and must be forwarded to the Regional Treasurer within six months.
 - d) In the event of dissolution or winding-up of a Branch in BCLM Region, all its remaining assets after payment of Branch's' liabilities shall revert to the region, BCLM.
 - e) each club to provide one person from their club to assist Communication's Chair.
- 9.5** The BCLM Region shall encourage membership in Canadian Pony Club. Formation of new Branches where members warrant shall follow the BCLM Regional New Branch Formation Policy. The Canadian Pony Club shall have final approval of the Branch name.

10.0 MISCELLANEOUS

- 10.1** The BCLM Region shall be represented at Canadian Pony Club National Annual General or Special General Meetings by one or more "Corporate Members".

- 10.2** In addition to the Director's vote, the Corporate Members from the BCLM Region will be entitled to cast a total of one vote for each 25 Active Members who were registered in this Region as of the Dec 31 prior to the meeting.
- 10.3** In most cases, the Director, who is a Corporate member, will be the only person from this Region who will be attending the National meeting and he or she shall carry all of the votes to which the BCLM Region is entitled.
- 10.4** If for any reason the Regional Committee prefers to have the votes carried by one or more other persons, the Regional Committee may elect additional Corporate Members and assign each of them any portion of the votes to which the BCLM Region is entitled.
- 10.5** The Rules and Regulations of the BCLM Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than twenty-one days notice specifying the intention has been given. The resolution must be passed by not less than two-thirds of the members present in person at a meeting of the Regional Committee. Any changes to the Rules and Regulations shall not be acted upon until approved by the Board of Directors of the Canadian Pony Club.
- 10.6** All meetings of the Regional Committee and the Executive Committee shall be conducted in accordance with "Call to Order — Meeting Rules and Procedures for Non-Profit Organizations" when not in conflict with these Rules and Regulations.

