

RULES and REGULATIONS
of the
CANADIAN PONY CLUB INC.
WESTERN ONTARIO REGION



November 2016

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1 INTRODUCTION

1.1 Regions

Canadian Pony Club Inc. has, for purposes of administering Pony Club activities, divided the Country into geographical Regions.

1.2 Western Ontario

One of the geographical Regions is the Western Ontario Region which constitutes the entire southwestern portion of Ontario lying west of a line drawn along highways 427, 27, and 93 from the western edge of Toronto north to Penetanguishene.

1.3 No Incorporation

The Western Ontario Region may not become incorporated.

1.4 Inclusion of CPC Bylaws

The bylaws of Canadian Pony Club Inc. contain various provisions relating to the operation of Regions, Regional Committees, Branches and Branch Executive Committees, all of which are applicable within the Western Ontario 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 Inc., then the bylaws of Canadian Pony Club Inc. shall supersede these Rules and Regulations.

2 WESTERN ONTARIO REGION REGIONAL COMMITTEE

2.1 Overall Control

The management and administration of the Western Ontario Region shall be vested in the Western Ontario Region Regional Committee which shall have overall control and management of all matters falling under the jurisdiction of the Western Ontario Region.

2.2 Powers of Regional Committee

The Regional Committee, in exercising control and management of the Western Ontario 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 CPC 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 Inc. bylaws and policies.

2.3 Composition and Duties of Regional Committees

The following positions constitute the Regional Committee and shall have the following duties:

2.3.1 Regional Chair

Who shall:

- a) Oversee the administration of the Western Ontario Region
- b) Preside at all Regional Committee and Executive Committee meetings
- c) Be an ex-officio member of all committees formed by the Western Ontario Region
- d) Represent the Western Ontario Region as required.
- e) Prepare a report for the Regional Annual General Meeting.

2.3.2 Regional Vice Chair

Who shall:

- a) Act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair
- b) Assist the chair in the performance of his or her duties as required.

2.3.3 Secretary

Who shall:

- a) Give notice of all meetings of the Regional Committee and the Executive Committee
- b) Take minutes at all meetings of the Regional Committee and the Executive Committee
- c) Circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
- d) Maintain appropriate minute books of the Western Ontario Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.

2.3.4 Treasurer

Who shall:

- a) Be charged with all financial responsibilities of the Western Ontario Region
- b) 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
- c) 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
- d) 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.
- e) Provide financial reports to the Regional Committee at all meetings using a format as defined by the Regional Committee.

2.3.5 Director

Who shall:

- a) Be the representative of the Western Ontario Region on the Board of directors of the Canadian Pony Club Inc. and be the main contact for liaison between the Board of Directors and the Western Ontario Region.
- b) Report as needed to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club Inc.
- c) Prepare a report for the Regional Annual General Meeting.

2.3.6 Deputy Director

Who shall:

- a) Work with the Director to maintain an up to date knowledge of current national issues
- b) 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 3 in number, each of whom shall:

- a) Assist in the formation of new branches
- b) Be capable and available as a resource to assist Branches in view of his or her knowledge and experience in the Canadian Pony Club Inc.
- c) Have the authority to attend all meetings of any Branch or Branch Executive Committee in the Western Ontario Region and have access to all Branch records of all kinds.

2.3.8 District Commissioner

One from each Branch within the Western Ontario Region, who shall:

- a) Represent his or her branch on the Regional Committee
- b) Be responsible for his or her branch's activities.
- c) Act as a liaison between their Branch and the Regional Committee and report to the Regional Committee on their Branch activities.
- d) Prepare a report on their branch activities for the Regional Annual General Meeting.

2.3.9 Assistant District Commissioner

One from each Branch within the Western Ontario Region, who shall:

- a) Represent his or her branch on the Regional Committee
- b) Act in absence of the District Commissioner as required and, in such, shall exercise all the powers and duties of the District Commissioner

- c) Meet all of the requirements for being a District Commissioner as specified in the National Bylaws or these Rules and Regulations.

2.3.10 Youth Representatives

Two each of whom shall:

- a) Be at least 18 years of age at the time of taking office, be a Canadian Pony Club, Inc. member of a Branch in Western Ontario Region and reside in the Province of Ontario in the year he or she is elected and for the duration of his or her term.
- b) Represent the views of Active members of the Region and provide a liaison between the Region and all Active members in the Region.
- c) Work together to prepare a report for the Regional Annual General Meeting.

2.3.11 Regional Testing Chair

Who shall:

- a) Provide the opportunity for all qualified members to be tested at the appropriate level.
- b) Provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
- c) Maintain accurate and complete records of all test results.
- d) Prepare a report for the Regional Annual General Meeting.
- e) Represent the Western Ontario Region on the National Testing Committee of the Canadian Pony Club, Inc.

2.3.12 Regional Education Chair

Who shall:

- a) Assist the branches and members to prepare for upgrading their test levels by providing advice and/or providing access to educational materials.
- b) Provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
- c) Represent the Western Ontario Region on the National Education Committee of the Canadian Pony Club, Inc.
- d) Prepare a report for the Regional Annual General Meeting.

2.3.13 Competitive Discipline Chairs

One for each of the following activities:

- Dressage
- Prince Phillip Games (PPG)
- A/B/C Rally
- D Rally
- Show Jumping

- Tetrathlon
- Quiz
- LeTrec

Each of whom shall:

- a) Be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Western Ontario Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club Inc.
- b) Be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, Inc., the selection process for members from the Western Ontario Region taking part in National activities relating to their respective discipline
- c) Except for D Rally and LeTrec Chairs, represent the Western Ontario Region on the National Committee established for their respective discipline by Canadian Pony Club, Inc. The A/B/C Rally Chair shall represent the Western Ontario Region on the National Rally Committee.
- d) Prepare a report for the Regional Annual General Meeting.

2.3.14 Communications Chair

Who shall:

- a) Help to promote the interests of the Western Ontario Region through encouraging or assisting in having regional or branch activities reported in local media.
- b) Collect interesting regional and branch information and or photographs and use them to prepare at least three regional newsletters each year.
- c) Assist branches with local promotions or branch newsletters.
- d) Collect information as required to keep the regional and/or branch web pages up to date
- e) Represent the Western Ontario Region on the National Communications Committee of the Canadian Pony Club, Inc.
- f) Prepare a report for the Regional Annual General Meeting.

2.3.15 Ontario Equestrian Federation Representative

Who shall:

- a) Represent and help to promote the interests of the Western Ontario Region at meetings of the OEF.
- b) Report to the Regional Committee on items of interest from OEF.
- c) Coordinate the submission to OEF of annual grant applications.
- d) Prepare a report for the Regional Annual General Meeting.

2.3.16 Membership Secretary

Who shall:

- a) Coordinate the collection of all National and Regional membership information and fees
- b) Maintain accurate Regional membership records
- c) Submit all membership information to Canadian Pony Club Inc. as required.
- d) Prepare a report for the Regional Annual General Meeting.

2.4 How Regional Committee Members are Elected

- 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 in person at a Regional Annual General Meeting
- b) Candidates are encouraged to provide a summary of their qualifications to the Elections Committee or the Regional Chair (if an Elections Committee is not in place) who will distribute them to the Regional Committee prior to the next meeting.
- c) Prior to voting, nominations from the floor will be accepted and all candidates will have an opportunity to address the Regional Committee.
- d) If only one candidate puts their name forward for a position, there shall be a yes/no vote to confirm whether or not the candidate is acceptable to the Region. Automatic acclamations are not allowed. One vote may be taken to confirm all single candidates at once, however if that vote is negative, separate votes will be needed for each position.
- e) 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.
- f) District Commissioners and Assistant District Commissioners shall be elected by their individual branches as per CPC Bylaws.
- g) Youth Representatives shall be elected by all active members in good standing. Candidates' resumes shall be circulated to each Branch, and voting shall be conducted by each Branch District Commissioner, who shall forward results to the Regional Committee.
- h) Not later than the last Regional Committee meeting prior to the Regional Annual General Meeting, the Regional Committee shall select by election or other process of their choice, an Elections Committee consisting of at least 2 persons. Ideally, this selection should be made at the prior year's AGM to handle all elections in the following year.
- i) The Elections Committee shall be responsible for encouraging one or more potential candidates to run for each position which is open at the AGM or at other times when positions become vacant.

3 MEETINGS OF THE REGIONAL COMMITTEE

3.1 Frequency

The Regional Committee shall meet at least nine times in each calendar year at a location within the region as selected from time to time by the Regional Committee. The last regular meeting of the year shall be the Annual General Meeting for which the main purpose shall be to hold elections and to receive annual reports.

3.2 Special Meetings

A special meeting of the Regional Committee may be called by the Regional Chair after consultation with the Executive Committee. A special meeting must 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 or email messages received from one-third of the Regional Committee subject to confirmation by return email. Notice of any special meeting of the Regional Committee shall be sent by the Secretary to each member of the Regional Committee not less than seven days prior to the meeting. The agenda of a special meeting may only include those items listed in the notice of meeting.

3.3 Notice of Meetings

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 two weeks prior to the meeting. **Announcing meeting dates for one or several months in advance shall be sufficient notice.**

3.4 Quorum

Thirty three percent of the members of the Regional Committee constitute a quorum for the transaction of business at any meeting of the Regional Committee.

3.5 Proxy Limitations

Proxies are permitted only at Regional Special General meetings and then only for voting on important issues such as a vote on removal from office where advance notices of motions are given.

3.6 Meeting Attendance Requirements

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 4 or more consecutive months.

3.7 Right to speak on special matters

Any Active Member or Branch Associate Member from any Branch shall have a right to attend Regional Committee meetings in order to speak on a specific subject by prior arrangement with the Regional Chair. The Chair must allow all reasonable access but must control the number of such arrangements so as to prevent undue interference with the operation of the Region.

3.8 Right to attend meeting as an observer

Active Members or Branch Associate members from any Branch may attend Regional Committee meetings as observers provided that the meeting Chair may excuse them if there is not adequate space or if non-public matters such as discussions of disciplinary action for a member are dealt with at the meeting. Such visitors may be allowed to speak at the option of the meeting Chair.

3.9 Limited right to attend Executive or other committee meetings

Meetings of the Regional Executive and other Regional Committees are normally restricted to committee members only. Visitors may attend as observers or to speak only at the request of the meeting Chair.

4 TERMS OF OFFICE

4.1 Terms set under CPC Bylaws

Under the Bylaws of the Canadian Pony Club Inc., the terms of office for the Director, the Regional Chair, and all District Commissioners is two years. The terms for all other offices shall be one year.

4.2 Start and end of terms

With the exception of the Director, whose term, as per Canadian Pony Club, Inc. bylaws, shall run on the calendar year, all terms of office shall run from one Regional Annual General Meeting to the next, second or third AGM as dictated by the number of years of a "term".

4.3 Filling Vacancies – Members elected by Committee

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 that a notice of the vacancy is sent to all members of the Regional Committee at least 1 week prior to the meeting at which the voting takes place. Candidates are encouraged to provide a summary of their qualifications to the Elections Committee or the Regional Chair (if an Elections Committee is not in place) who will distribute them to the Regional Committee prior to the next meeting. Prior to voting, nominations from the floor will be accepted and all candidates will have an opportunity to address the committee.

If only 1 candidate puts their name forward for a position, there will be a yes/no vote to confirm whether or not the candidate is acceptable to the region. Automatic acclamations are not allowed. One vote may be taken to confirm all single candidates at once, however if that vote is negative, separate votes will be needed for each position

If a vacancy occurs on the Regional Executive Committee, it shall be temporarily filled as follows. Vice Chair fills a Chair vacancy. Deputy Director fills a Director vacancy. For other Executive positions or if the Vice Chair or Deputy Director position is also vacant, the Executive Committee shall select one of its remaining members to fill the vacancy or vacancies.

If a vacancy occurs for the position of chair of a regional competitive discipline, testing, or education, the Executive Committee may appoint a temporary replacement. The replacement shall not gain a vote on the Regional Committee but shall not lose any voting privilege they may have from holding another office.

Terms of office for all temporary replacements shall end at the next regional meeting provided that it is at least 2 weeks after the notice of vacancy is sent to the regional committee.

4.4 Filling Vacancies – Members elected by Other Means

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 persons who elected the original office holder.

4.5 Term of Office when Filling Vacancies

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.

5 VOTING AT REGIONAL COMMITTEE MEETINGS

5.1 Simple majority

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 in person.

5.2 Voting rights at meetings except for elections

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.

5.3 Voting rights and procedures for elections

Each current member of the Regional Committee 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 secret ballot.

6 WESTERN ONTARIO REGION EXECUTIVE COMMITTEE

6.1 Composition of committee

The Western Ontario Region Executive Committee shall be made up of the Regional Chair, Vice Chair, Director, Deputy Director, Secretary, and Treasurer.

6.2 Powers of Committee

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 Inc. The Executive Committee shall not establish policies or operate outside of the financial constraints determined by the budgets approved by the Regional Committee.

6.3 Meeting frequency

The Executive Committee shall meet at the call of the Regional Chair or any 3 members of the Regional Executive Committee at such places or by such telephonic/electronic means as may be determined by the Executive Committee.

6.4 Voting rights

Each member of the Executive Committee including the Chair shall be entitled to one vote at meetings of the Executive Committee where they are in attendance in person, by telephone or via internet. Quorum

Fifty percent of the members of the Executive Committee shall constitute a quorum.

6.5 Meeting Attendance Requirements

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 any period of 4 or more consecutive months.

6.6 Risk Assessment Requirements

Act as the Risk Assessment committee and review all regional discipline rule changes submitted by the Regional Discipline Chair before being distributed to the Regional Committee for review and voting.

6.7 Sub-Committee for Resolution

Act as the Sub-Committee that supports both the Discipline Chairs and the Branches to resolve issues of conflict.

7 FINANCIAL

7.1 Fiscal Year

The fiscal year of the Western Ontario Region shall be from January 1 to December 31.

7.2 Setting Membership Fees

Regional Membership fees for the Western Ontario Region shall be established by the Regional Committee prior to September 1 for the following year. Branches may establish and collect additional fees at their own discretion.

7.3 Collecting Membership Fees

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 CPC 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.

7.4 Banking

- a) Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the Western Ontario Region may not borrow or raise money by loan at any time
- b) Any cheques or other types of payments which are for an amount of \$500 or more shall require 2 authorized signatures. Payments of under \$500 shall require only one authorized signature. For e-transfers or cash payments, the second approval may be via email sent to the person making the transfer.
- c) All payments require a source document such as an invoice, letter, or email describing the reason for the expenditure.
- d) No two members of the same family will have signing authority. Family will include but not be limited to spouse, parents, sisters, brothers, children, grandchildren, nephews, nieces.
- e) All financial records must be maintained in a commercially available accounting and reporting program which is approved by the Regional Committee.

7.5 Remuneration for members of all committees

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.

7.6 Review of accounts

The financial accounts of Western Ontario Region shall be reviewed annually. A statement for review shall be presented within three months of the fiscal yearend. Arrangements for such financial review shall be set at the Annual General meeting.

7.7 No separate accounts for activities

Separate accounts for particular activities or events are not permitted.

8 BRANCHES

8.1 Branch fiscal years

Branch fiscal years shall be January 1 to December 31.

8.2 Annual Branch Reports

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.

8.3 Inactive or Disbanded Branches

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 Western Ontario 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 Western Ontario 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 Region and must be forwarded to the Regional Treasurer within six months.

8.4 Formation of new Branches

The Western Ontario Region shall encourage the formation of Branches with a minimum of five Active members. The Canadian Pony Club Inc. shall have final approval of the Branch name.

9 MISCELLANEOUS

9.1 Representation of WOR at National Meetings

The Western Ontario Region shall be represented at Canadian Pony Club Inc. National Annual or Special Meetings by one or more “Corporate Members”.

9.2 Entitlement to “Corporate Members”

In addition to the Director’s vote, the Corporate Members from the Western Ontario 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.

9.3 Director normally carries all votes

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 Western Ontario Region is entitled.

9.4 Regional Committee may elect others to carry votes

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 Western Ontario Region is entitled.

9.5 Changes to these Rules and Regulations

The Rules and Regulations of the Western Ontario Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than two weeks’ 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 Inc.

9.6 Meeting Procedures not covered by these Rules and Regulations

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