



# CANADIAN PONY CLUB

## ANNUAL BRANCH CHARTER RENEWAL FORM

2022

Loyalty

Character

Sportsmanship

REGION: \_\_\_\_\_ BRANCH: \_\_\_\_\_

The contact information below will be used by the Region and National Office for branch related mail, email or phone communications, and to establish committees of common interest.

### 2022 BRANCH COMMITTEE

**District Commissioner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Cell: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Assistant District Commissioner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Cell: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Alternate Email Contact** (if not one of the above): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**If an Alternate contact is specified above, the DC certifies that the person has given written permission for their name, phone and email to be used for Branch contact purposes.**

**Treasurer:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**The Bylaws of the Canadian Pony Club allow for an additional executive member for every 5 Active members in the Branch to a maximum of 10, if the Executive Committee so wishes, to help with the operations of a larger Branch. (By Law 12.05). All Branches are encouraged to have a youth rep.**

**Branch Youth Rep:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



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<b>Position &amp; Name:</b> _____ Phone: _____ E-mail: _____ <b>Position &amp; Name:</b> _____ Phone: _____ E-mail: _____ <b>Position &amp; Name:</b> _____ Phone: _____ E-mail: _____ <b>Please continue on the back if required or you may attach a printed list of your Executive Committee.</b>
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### Branch Charter Renewal Checklist: Check the box "yes" or "no"

✓ Our Branch was represented at a minimum of one regular Regional meeting in 2021.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch was represented at the Regional AGM in 2021.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch held an Annual General Meeting with elections in the last 6 months in accordance with the CPC, Regional and Branch governing documents.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch has at least 1 Active member on our branch committee.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch has Branch AGM and regular meeting minutes on file.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch has submitted the AGM and regular meeting minutes to the Region.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch has submitted a 2021 financial report to the Region.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch has submitted 2022 fees and forms for at least 5 Active members from at least 3 families to the Region.	<input type="checkbox"/> YES <input type="checkbox"/> NO
✓ Our Branch Rules and Regulations have been approved and are on file with the Region.	<input type="checkbox"/> YES <input type="checkbox"/> NO



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### Membership Information

Number of Active Members for 2021 \_\_\_\_\_

Projected number of Active Members for 2022 \_\_\_\_\_

#### 2022 Membership fees: (per member)

Branch (excluding Reg/Nat/PSO) \_\_\_\_\_

Regional \_\_\_\_\_

PSO fee \_\_\_\_\_

Exceptions: \_\_\_\_\_

In accordance with the Canadian Pony Club (CPC) requirements, our Branch has satisfied the minimum Branch renewal criteria. In addition, by accepting the position of District Commissioner (DC), I agree to allow my name, phone and email to be used to allow potential members to contact the Branch.

**2022 DC Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Number of members participating in the following at Branch and/or Regional Level:

PPG \_\_\_\_\_ Show Jumping \_\_\_\_\_ Le Trec \_\_\_\_\_

Rally \_\_\_\_\_ Dressage \_\_\_\_\_ Polocrosse \_\_\_\_\_

Quiz \_\_\_\_\_ Tetrathlon \_\_\_\_\_

### Banking Information

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Account Numbers: \_\_\_\_\_

List of signing officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Treasurer and one other to sign each cheque.**



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I hereby declare that the above list of signing officers is correct, and proper signing authority has been registered by the Bank or Credit Union, based on the Regional and Branch Signing Authority on Page 7 of the Operations Manual. I further declare that none of the signing officers are related and/or living together by any of the following restricted relationships as outlined in Section II.4 on p.11 of the CPC Operations Manual: "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, and nephews

**D.C.'s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Treasurer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This entire report is due immediately following your Branch AGM in the fall or NO LATER THAN DECEMBER 31<sup>st</sup>, 2021 to the Regional Membership Secretary or Regional Chair, who will provide a copy to the CPC National Office.

**Note:** The CPC National Office may select any Branch's Charter Renewal for audit. Submission of the Charter Renewal indicates agreement to comply with audit terms. During an audit, the BRANCH may be asked to submit documentation such as copies of annual general or regular meeting minutes or more detailed financial information.

The Region or National Office shall have the authority to **suspend or terminate** the Branch's Charter upon the determination that the Branch is no longer a viable entity; that the Branch is unable or unwilling to comply with the charter renewal process; or that such an action is in the best interests of CPC and in accordance with applicable policies.



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### Branch Financial Statement

Please **attach** a financial statement showing income and expenses, funds on hand at the end of the year and any assets that the Branch owns **OR** fill out the form below.

Branch \_\_\_\_\_ Year \_\_\_\_\_

#### Income

Fees	_____	_____
Grants	_____	_____
Fundraising	_____	_____
	_____	_____
Other	_____	_____
	_____	_____
Total		_____

#### Expenses

Arena Rental	_____	_____
Instructors	_____	_____
Supplies	_____	_____
Testing	_____	_____
Other	_____	_____
	_____	_____
Total		_____

Branch Assets \_\_\_\_\_

\_\_\_\_\_