

Canadian Pony Club



RULES AND REGULATIONS – ALBERTA SOUTH REGION

[Abstract](#)

The Rules and Regulations of the Alberta South Region of the Canadian Pony Club Inc.
Approved October 26, 2017. Board Approved April 2018.



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1 INTRODUCTION

- 1.1 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 the Alberta South Region (“ABS”). The boundary of the region is currently an East/West division across the province, through Didsbury on the North, to the national boundary in the South and the provincial boundary in the East, and includes the Columbia Valley in British Columbia in the West.
- 1.3 The Alberta South Region or any Branch within 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 Alberta South 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 ALBERTA SOUTH REGIONAL COMMITTEE

- 2.1 The management and administration of the Alberta South Region shall be vested in the Alberta South Region Regional Committee (hereinafter referred to as “the Regional Committee”), which shall have overall control and management of all matters falling under the jurisdiction of Alberta South Region.
- 2.2 The Regional Committee, in exercising control and management of Alberta South Region shall have the following powers:
 - i) The power to establish and change Regional Policies and Procedures as well as Regional Rules and Regulations as per section 10.5.
 - ii) The power to create or eliminate 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;
 - iii) The power to create and enforce Regional Policies and Procedures 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:
 - iv) Oversee the administration of the Alberta South Region.
 - v) Preside at all Regional Committee and Executive Committee meetings.
 - vi) Be an ex-officio member of all committees formed by the Alberta South Region.



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- vii) Act as the Provincial Sport Organization – currently the Alberta Equestrian Federation - representative as required, disseminate and collect PSO/AEF information.
- viii) Represent the Alberta South 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 REGIONAL SECRETARY, WHO SHALL:

- i) Give notice of all meetings of the Regional Committee and the
- ii) Executive Committee
- iii) Take minutes at all meetings of the Regional Committee and the
- iv) Executive Committee
- v) Circulate the minutes of the meetings of the Regional Committee to all members of the Regional Committee.
- vi) Maintain appropriate minute books of the Alberta South Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
- vii) Maintain a book of motions for ABS Region

2.3.4 REGIONAL TREASURER, WHO SHALL:

- i) Be charged with all financial responsibilities of the Alberta South 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
- v) 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.
- vi) Have the authority to delegate or hire such assistance as is necessary to fulfill his or her duties, provided that such delegation is approved beforehand by the Regional Committee.
- vii) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.5 NATIONAL DIRECTOR, WHO SHALL:

- i) Be the representative of the Alberta South 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 Alberta South Region



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- ii) Report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club.
- iii) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.6 DEPUTY DIRECTOR, WHO SHALL NORMALLY BE THE REGIONAL CHAIR, 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.
- iii) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.7 VISITING COMMISSIONERS, UP TO 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.
- iv) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.8 THE DISTRICT COMMISSIONER FROM EACH BRANCH WITHIN THE ALBERTA SOUTH 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 duties of the elected officers of the Branch
- iv) Report items of significance to the Regional Chair or Executive Committee in a timely manner
- v) Must meet all the requirements for being a District Commissioner including CPC bylaw 13.02 which states "No person who is substantially interested in leasing, renting, or selling horses, instruction in equitation for personal profit or otherwise earns a substantial income from such matters shall be eligible for election as the District Commissioner of any branch which is dependent upon the use of any such goods or services which may be controlled by that person"

2.3.9 THE ASSISTANT DISTRICT COMMISSIONER FROM EACH BRANCH WITHIN THE ALBERTA SOUTH REGION WHO SHALL:

- i) Represent his or her branch on the Regional Committee
- ii) Help with the organization and running of the branch



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- iii) Step in and act as DC in his or her absence
- iv) Meet all of the requirements for being a District Commissioner as shown in 2.3.8 v)

2.3.10 REGIONAL YOUTH REPRESENTATIVES 2, EACH OF WHOM SHALL:

- i) Be at least 16 (see iv below) years of age at the time of taking office.
- ii) Be agreeable to retaining the position for a period of two consecutive years from the time of election with the hopes that one representative will remain in the position to help support the newly elected second representative
- iii) Be a Canadian Pony Club member of a Branch in Alberta South Region in the year he or she is elected and for the duration of his or her term
- iv) Represent the views of Active members of the Region and provide a liaison between the Region and all Active members in the Region
- v) Be 18 years of age or older before voting at any Regional Committee or subcommittee meeting.
- vi) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.11 REGIONAL TESTING CHAIR WHO SHALL:

- i) Provide the opportunity for all qualified members to be tested at the appropriate level as described by the Canadian Pony Club Testing manuals.
- ii) Provide qualified examiners, by arranging suitable training for new examiners within the region and by arranging for examiners to travel from other regions.
- iii) Maintain accurate and complete records of all test results and forward copies of the results to the respective Branches, the Regional Membership Chair to update the database and the National Testing Chair.
- iv) Maintain a master copy of all testing materials, and distribute when necessary.
- v) Be very familiar with the expectations of the position as described in the Canadian Pony Club A/B and C/D Testing Procedures.
- vi) Represent the Alberta South Region on the National Testing Committee of the Canadian Pony Club.
- vii) Prepare a report for review and discussion at the Regional Annual General Meeting.
- viii) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.12 REGIONAL TESTING REPRESENTATIVE WHO SHALL:

- i) Assist the Regional Testing Chair in providing the opportunity for all qualified E to C1 members to be tested at the appropriate level.
- ii) Report items of significance to the Regional Testing Chair



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2.3.13 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) Assist the branches and members to prepare for upgrading in the badge program by providing advice and/or providing access to educational materials.
- iii) Provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
- iv) Advise for and monitor the organization of Regional Quiz and other quiz activities within the region
- v) Represent the Alberta South Region on the National Education Committee of the Canadian Pony Club.
- vi) Prepare a report for review and discussion at the Regional Annual General Meeting.
- vii) Fill out the required forms to apply for the National Education Grant.
- viii) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.14 COMPETITIVE DISCIPLINE CHAIRS - ONE EACH FOR ACTIVE DISCIPLINES. ANY DISCIPLINE FOR WHICH THERE IS NO CHAIR ELECTED WILL BE ASSUMED INACTIVE WITHIN THE REGION UNTIL THE DISCIPLINE CHAIR POSITION IS FILLED AT THE FOLLOWING AGM OR AT SUCH OTHER TIME THAT IS AGREED TO BY THE REGIONAL COMMITTEE EACH OF WHO SHALL:

- i) Be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Alberta South 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 Alberta South Region taking part in National activities relating to their respective discipline
- iii) Represent the Alberta South Region on the National Committee established for their respective discipline by Canadian Pony Club.
- iv) Prepare a report for review and discussion at the Regional Annual General Meeting.
- v) Fill out required forms to obtain National grants associated with their discipline.
- vi) Report items of significance to the Regional Chair or Executive Committee in a timely manner
- vii) Complete necessary forms for Chaperone and Competitor Bursaries and forward to the Treasurer

2.3.15 REGIONAL COMMUNICATIONS CHAIR, WHO SHALL:

- i) Help to promote the interests of the Alberta South Region through encouraging or assisting in having Regional or Branch activities reported in local media



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- ii) Be aware of all Branch websites
- iii) Collect information as required to keep the regional and/or branch web pages up to date
- iv) Represent the Alberta South Region on the National Communications Committee of the Canadian Pony Club.
- v) Prepare a report for review and discussion at the Regional Annual General Meeting.
- vi) Report items of significance to the Regional Chair or Executive Committee in a timely manner

2.3.16 REGIONAL MEMBERSHIP CHAIR, 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 as required to Canadian Pony Club, the Communications Chair and Regional Chair.
- v) Report items of significance to the Regional Chair or Executive Committee in a timely manner
- vi) Maintain the Regional Contact List

2.3.17 RISK MANAGEMENT OFFICER, WHO SHALL:

- i) Ensure that all events include a designated Safety Officer.
- ii) 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) Receive copies of all reportable incident reports and process them as required by National Policy and ensure their safe keeping, security and adherence to non-disclosure to unauthorized sources.
- v) Collect original background checks and forward them to the National Administrator.
- vi) Maintain a list of people with current background checks on file with the National Administrator
- vii) Report items of significance to the Regional Chair or Executive Committee in a timely manner.

2.4 Except for District Commissioners, Assistant District Commissioners 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 or by proxy at a Regional Annual General Meeting.



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- 2.5 DC's, ADC's and Regional Youth Representatives shall form a majority of the Voting members of the Regional Committee.
- 2.6 District Commissioners and Assistant District Commissioners shall be elected by their individual branches as per CPC Bylaws.
- 2.7 The Regional Committee shall elect Regional Youth Representatives. Each Branch shall forward their recommendation for Regional Youth Representatives to the Regional Chair prior to the Regional Annual General Meeting

3 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 videoconference, 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.

4 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 All meetings will be conducted according to "Call to Order – Meeting Rules and Procedures for Non-Profit Organizations" except where Regional Rules and National Bylaws take precedence.
- 4.3 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. The request may be served by mail, facsimile or electronic media. Seven days written notice shall be given, in a similar manner, to each member of the Regional Committee.
- 4.4 Notice of any regular meeting of the Regional Committee shall be sent, by the Secretary or Communications Chair, to each member of the Regional Committee not less than twenty-one days prior to the meeting.
- 4.5 Twenty five percent of the members of the Regional Committee must be present in person (or by proxy where proxies are permissible as described in 4.6) 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.



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- 4.6 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. The form of proxy to be used when allowed by the Rules and Regulations shall be in the form attached hereto as Schedule A.
- 4.7 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 2.4 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 or if they fail to attend three consecutive meetings

5 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 terms for all other offices shall be one year.
- 5.2 The term of office for the Director shall run from the beginning of the calendar year after the AGM of the Regional Committee, in which they are elected, to the end of the next calendar year. The term of office for the Regional Chair shall run from the AGM at which they are elected, until the AGM 2 years later. The term of office for District Commissioners shall run from the branch AGM that they are elected, until the branch AGM 2 years later. The term of office for all other Regional Committee members shall start at the end of the meeting at which they are elected, and shall run to adjournment of the next AGM of the electing body whether at a Branch level or Regional Level.
- 5.3 Any vacancy occurring during the term of office for any position which is filled under section 2.4 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 2.6 or 2.7, 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.



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6 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 in person or by proxy.
- 6.2 Each current member of the Regional Committee, who is 18 years of age or older, including the Chair, shall be entitled to only one vote at Regional Committee meetings even if they hold multiple positions within the organization. In the event of a tie the Chair shall not have a tie-breaking vote. In the event of tie a motion is defeated except in the case of an election where voting continues till the tie is broken.
- 6.3 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. In the event of two or more nominations for one position, voting shall be conducted using a written ballot. The voting must continue till the tie is broken
- 6.4 All voting shall be conducted using a show of hands, except for elections, where secret ballots will be used or where one half of the people present request a secret ballot

7 ALBERTA SOUTH REGION EXECUTIVE COMMITTEE

- 7.1 The Alberta South Region Executive Committee shall be made up of the Regional Chair, Vice Chair, National Director, Deputy Director, Regional Secretary, Regional Treasurer, the Testing Chair, and one chair representing the disciplines of the Region. The disciplines representative is decided amongst the Chairs representing the different competitive disciplines by election at the Regional Annual General Meeting.
- 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, including the Chair, shall be entitled to one vote at meetings of the Executive Committee where they are in attendance. In the event of a tie the Chair shall not have a tie-breaking vote. A tie vote shall result in the motion being defeated except in an election where voting must continue till the tie is broken.



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- 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 any period of 6 or more consecutive months or if they fail to attend three consecutive meetings
- 7.7 All members of the Regional Committee may attend any meeting of the Regional Executive Committee and at the discretion of the Chair may speak at such meetings. Only members of the Regional Executive Committee shall be entitled to vote at meetings of the Regional Executive Committee.

8 FINANCIAL

- 8.1 The fiscal year of the Alberta South Region shall be from January 1 to December 31.
- 8.2 The Regional Committee at a meeting in April or May, following the National AGM, shall establish Regional Membership fees for the Alberta South Region for the following year. 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 Alberta South 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 Alberta South 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.
- 8.7 Separate accounts for particular activities or events are strongly discouraged.



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9 BRANCHES

- 9.1 Branch fiscal years shall be decided by each Branch however, all Branches must provide financial reports to the Region as per section 9.3
- 9.2 Annual Branch Reports, including but not limited to the Annual Branch Charter Renewal, meeting minutes including AGM Minutes and yearly Branch Financial Statements, together with memberships for the following year are to be submitted to the Region within thirty days of the Branch's AGM or no later than December 15th. Branches submitting their charters between December 15th and December 31st will be assessed a penalty of \$50.00. Those Branches will also be given a formal notice by email, telephone or in person that failure to submit their memberships and/or Annual Branch Reports by December 31st shall result in an automatic suspension, this paragraph of the Alberta South Regional Rules and Regulations serving as a written warning. A Branch of the ABS Region, which has been suspended, shall not take part in any Pony Club activities nor shall the members of its Branch Executive Committee be entitled to a vote at Regional meetings or general meetings of the ABS Region. Once the Region has received the appropriate documents and payments, including the \$50.00 penalty noted above, a suspended Branch may apply to the Regional Committee for reinstatement. Branches whose fees and documentation have not been received by March 1st shall be subject to further action, to be determined by the Regional Executive Committee.
- 9.3 Annual Branch Financial Reports will report on a year covering October 1 of the previous year to September 30 of the current year and are due to the Regional Treasurer by November 15 of the current year.
- 9.4 If a branch becomes "Inactive" or is "disbanded" the following applies:
 - i) 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 Alberta South Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
 - ii) 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 Alberta South Region. In addition, Branches shall have the right to request disbanded status from the Region.
 - iii) All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within six months of formal notification.
- 9.5 The Alberta South Region shall encourage membership in Canadian Pony Club. Formation of new Branches where numbers warrant shall follow the Alberta South Regional New Branch Formation Policy. The Canadian Pony Club shall have final approval of the Branch name.



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10 MISCELLANEOUS

- 10.1 The Alberta South Region shall be represented at the Canadian Pony Club National Annual General or Special General Meetings by one or more “Corporate Members” as defined by CPC.
- 10.2 In addition to the Director’s vote, the Corporate Members from the Alberta South 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 Alberta South 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 Alberta South Region is entitled.
- 10.5 The Rules and Regulations of the Alberta South 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.



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SCHEDULE A

THE CANADIAN PONY CLUB –ALBERTA SOUTH REGION

PROXY

The undersigned Member of the Alberta South Regional Committee (Regional Committee) hereby nominates, constitutes and appoints _____ who is a member of this Regional Committee, as proxy for the undersigned to attend the meeting of the Alberta South Regional Committee Annual General Meeting or Special General Meeting to be held at _____ on _____ day of _____ 20____ and any adjournments thereof, and to vote or otherwise act thereat for and on behalf of and in the name of the undersigned, in respect of all matters that may come before the Meeting in the same manner as the undersigned could do if personally present thereat, the undersigned hereby ratifying and confirming that agreeing to ratify and confirm all that such proxy may lawfully to be virtue thereof.

Dated this _____ day of _____.

Signature _____

Name _____

Position(s) _____