



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

1. INTRODUCTION

- 1.1 The purpose of this policy is to establish clear requirements, expectations, rights, responsibilities, and procedures governing membership of Regional Members within the Canadian Pony Club (CPC). This policy supports the CPC mission and ensures consistent governance, accountability, and program delivery across Canada.
- 1.2 The policy also supports the administration of national member services, including CPC-provided insurance coverage and related risk management requirements that help protect registered participants, volunteers, Branches, Centres, and Regions participating in approved CPC activities.
- 1.3 This policy is intended to complement the CPC Bylaws and shall be interpreted in conjunction with them.
- 1.4 This policy applies to all Regional Members recognized by the Canadian Pony Club and to all Branches, Centres, volunteers, officials, and Registrants operating under a Region's jurisdiction.
- 1.5 Definitions - Definitions contained in the CPC Bylaws shall apply to this policy, including:
 - a) *Regional Member* - An incorporated or unincorporated organization recognized by CPC to promote and implement CPC objectives within an assigned geographic region.
 - b) *Registrant* - An individual who is registered with the Canadian Pony Club through a Branch or Centre.
 - c) *Branch* - A CPC-recognized organization operating within a Region.
 - d) *Centre* - A licensed facility authorized to deliver CPC programming.
 - e) *Good Standing* - Status assigned to a Region that satisfies all requirements established by CPC.
 - f) *Notice* - Any notice required by this Policy shall be delivered electronically to the most recent contact information provided by the Regional Member and shall be deemed received on the date transmitted

2. REGIONAL MEMBERSHIP

- 2.1 Membership eligibility - to qualify as a Regional Member, an organization must:
 - a) Be legally incorporated in Canada or recognized by CPC as an unincorporated Regional Member operating under CPC authority and governance requirements.
 - b) Operate within geographic boundaries established by CPC.
 - c) Support and promote the mission, values, and objectives of the Canadian Pony Club.
 - d) Maintain governance structures appropriate to its status and operations.
 - e) Comply with CPC governance documents
 - f) Comply with Safe Sport requirements;
 - g) Maintain appropriate insurance coverage as required by CPC.
 - h) Submit documentation required by CPC.
 - i) Meet any additional membership requirement established by the CPC



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

2.2 Application for Membership - Organizations seeking Regional Member status must submit:

- a) A completed CPC Membership Application.
- b) Articles of Incorporation or governance documents acceptable to the CPC if unincorporated.
- c) Current bylaws and/or governance documents for an unincorporated region.
- d) List of Board Directors and Officers.
- e) Financial information as requested.
- f) Any other information required by CPC.

Applications shall be reviewed by the CPC Board or its designate and membership becomes effective only upon approval by Ordinary Resolution of the Board or delegated authority.

2.3 Membership Renewal - Regional Members shall renew their membership annually in accordance with timelines established by CPC.

As a condition of renewal and continued membership in good standing, a Regional Member shall:

- a) Submit all reports, declarations, financial information, governance information, and other documentation required by CPC.
- b) Comply with the reporting requirements established in the Regional Annual Reporting Requirements and Renewal Procedures document.
- c) Remit all membership fees and any other amounts owing to CPC by the prescribed deadlines.
- d) Maintain compliance with CPC governing documents.
- e) Continue to satisfy all eligibility requirements for Regional Membership.

2.4 Failure to Renew - Where a Regional Member fails to meet renewal requirements, CPC may take one or more of the following actions:

- a) Request additional information;
- b) Require corrective action;
- c) Declare the Region not in good standing;
- d) Suspend membership privileges;
- e) Deny renewal; or
- f) Terminate membership in accordance with CPC governing documents.

Unless circumstances require immediate action, Regions shall be provided:

- a) Written notice of the deficiency;
- b) Thirty (30) days to respond;
- c) A reasonable opportunity to remedy the deficiency.

The CPC Board may extend timelines where appropriate.

2.5 Membership Fees

- 2.5.1 Membership fees (if any) shall be determined by the CPC Board annually.
- 2.5.2 Notice of fees will be provided to Regional Members.
- 2.5.3 Fees must be paid by the published deadline.
- 2.5.4 Non-payment may result in automatic loss of membership status after applicable notice periods.



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

3. UNINCORPORATED REGIONAL MEMBERS

- 3.1 The Canadian Pony Club ("CPC") may recognize a Regional Member that is not incorporated as a separate legal entity. Such Regions shall be known as Unincorporated Regional Members. An Unincorporated Regional Member operates under the authority and recognition of CPC and shall comply with all applicable CPC governing documents.
- 3.2 An Unincorporated Regional Member shall be considered a Regional Member of CPC and shall enjoy the rights, privileges, and responsibilities of membership as determined by the CPC Bylaws, Membership Policies, and other governing documents.
- 3.3 An Unincorporated Regional Member shall:
 - a) maintain a governance structure acceptable to CPC;
 - b) maintain records of meetings and decisions;
 - c) maintain financial records;
 - d) operate transparently and accountably; and
 - e) comply with CPC governing documents.
- 3.4 Authority delegated to an Unincorporated Regional Member remains subject to CPC oversight and may be modified or withdrawn in accordance with CPC governing documents.

4. RIGHTS OF REGIONAL MEMBERS

- 4.1 Regional Members in good standing are entitled to:
 - a) Participate in CPC programs and activities.
 - b) Receive national services and support.
 - c) Access CPC-provided insurance coverage and related insurance services, subject to the terms, conditions, limitations, and requirements established by CPC and its insurers.
 - d) Use approved CPC educational materials and programming.
 - e) Attend meetings of Members.
 - f) Exercise voting rights through an appointed Delegate.
 - g) Submit proposals and recommendations to CPC governance bodies.
- 4.2 Each Regional Member shall have one vote at meetings of Members.

5. RESPONSIBILITIES OF REGIONAL MEMBERS

- 5.1 Governance - Regional members shall
 - 5.1.1 Maintain an active Board of Directors or, in the case of an Unincorporated Regional Member, an active Regional Board or governance committee responsible for the management and oversight of the Region.
 - 5.1.2 Operate in accordance with all applicable federal, provincial, and municipal legislation, and in accordance with CPC governing documents and membership requirements.
 - 5.1.3 Maintain current and effective bylaws, policies, procedures, and governance practices appropriate to the Region's structure and operations.



CANADIAN PONY CLUB



Membership Policy

Policy for the Regional Members of the Canadian Pony Club

Loyalty	Character	Sportsmanship
---------	-----------	---------------

5.1.4 Notify CPC of any significant governance changes, including changes to directors, officers, governance structure, incorporation status, or operating authority.

5.1.5 Cooperate with governance reviews, compliance assessments, and reasonable requests for governance information made by CPC.

5.2 Registration and membership administration - Regional members shall administer registrations and membership records using CPC-approved systems and processes, ensure registration information is accurate and current, and that only properly registered individuals participate in CPC programs and activities.

5.3 Program delivery - Regional members shall deliver CPC-approved programs and support CPC educational, certification, safety, and horse welfare objectives.

5.4 Safe Sport responsibilities - Regional members shall implement CPC Safe Sport requirements, ensure required screening is completed, respond appropriately to concerns and complaints, and promote participant safety and welfare.

5.5 Financial Accountability - Regional members shall Maintain sound financial management practices, accurate records, appropriate oversight of financial affairs, and ensure all amounts owing to CPC are paid when due.

6. BRANCH AND CENTRE OVERSIGHT

6.1 Regional Members are responsible for the recognition, support, and oversight of Branches within their jurisdiction.

6.2 Before recognizing a new Branch, the Region shall take reasonable steps to ensure that the Branch has appropriate leadership, administrative capacity, financial controls, and an understanding of CPC program, membership, Safe Sport, and insurance requirements.

6.3 Approved applications shall be submitted to CPC where national recognition is required.

6.4 CPC retains the authority to establish national standards for Branch recognition and operation, require information relating to Branch activities, review compliance with CPC requirements, and require corrective action where necessary to protect participants, programs, membership administration, insurance, Safe Sport obligations, or the interests of the Corporation.

6.5 Regional Members are responsible for the support and oversight of Centres within their jurisdiction

6.6 Regional Members shall receive and evaluate applications from facilities seeking Centre status and make recommendations to the CPC Board of Directors regarding their acceptance as CPC Centres.

6.7 No facility shall be recognized as a CPC Centre until a Centre Agreement or other contract, in a form approved by CPC, has been executed between the facility and CPC.



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

7. NATIONAL COMPLIANCE AND REGIONAL AUTONOMY

- 7.1 Regional Members are independent organizations responsible for the governance and administration of their own affairs in accordance with their governing legislation, bylaws, and policies.
- 7.2 Regional Members shall maintain governance documents that are consistent with the CPC Bylaws, Membership Policies, Safe Sport requirements, and other national policies adopted by the CPC Board of Directors.
- 7.3 Regional Members may adopt bylaws, policies, procedures, and operating practices that address local requirements, provided such provisions do not conflict with CPC governing documents, program standards, or membership requirements.
- 7.4 Where a Regional Member bylaw, policy, procedure, rule, decision, or practice conflicts with the CPC Bylaws, policies, or mandatory national standards, the CPC governing document shall prevail to the extent necessary to maintain national consistency and the Region's status as a Member in good standing of the CPC.
- 7.5 The CPC shall not ordinarily interfere with decisions that are within the lawful authority of a Regional Member, including decisions relating to local administration, budgeting, committee structure, and regional operations, unless such decisions conflict with CPC governing documents, create significant risks, or otherwise affect the interests of the Corporation.
- 7.6 For purposes of this Policy, a "significant risk" includes circumstances reasonably likely to:
 - jeopardize participant safety or welfare;
 - expose CPC or a Region to substantial legal or regulatory liability;
 - materially impair CPC insurance coverage;
 - cause significant financial loss;
 - undermine public confidence in CPC programs or governance; or
 - adversely affect CPC's ability to fulfil its mission.

The determination of significant risk shall be made by CPC acting reasonably and in good faith based on the available information.

- 7.7 Where CPC determines that a Regional Member decision is inconsistent with national requirements, CPC may require the Regional Member to review, amend, suspend, or rescind the decision, policy or bylaw. Failure to comply may result in corrective action, suspension, loss of good standing, or termination of membership in accordance with the CPC Bylaws and applicable policies.
- 7.8 Nothing in this Policy shall be interpreted as granting CPC authority to manage the day-to-day affairs of a Regional Member except where expressly provided for in CPC governing documents or where necessary to enforce membership requirements, national program standards, Safe Sport obligations, disciplinary requirements, or legal obligations of the Corporation.

8. REGIONAL BYLAW AND POLICY REVIEW

- 8.1 Regional bylaw amendments shall be submitted to CPC for review before implementation.



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty	Character	Sportsmanship
8.2	Policies relating to Safe Sport, discipline, complaints, appeals, screening, privacy, membership, branch and centre oversight and registrants shall be submitted to CPC for review before implementation.	
8.3	CPC shall endeavour to complete its review within forty-five (45) days of receipt.	
8.4	If CPC does not provide written comments, recommendations, or objections within forty-five (45) days, the submission shall be deemed accepted.	
8.5	Notwithstanding such acceptance, CPC may subsequently require amendments where a policy or bylaw is determined to conflict with CPC governing documents, national standards, or legal obligations.	
8.6	Where a dispute arises concerning the interpretation, application, or consistency of a Regional Member's bylaws, policies, decisions, or practices with CPC governing documents, the CPC Board may determine the matter, subject to any appeal process established by CPC policy.	

9. ANNUAL REPORTING REQUIREMENTS

- 9.1 As a condition of renewal and continued membership in good standing, each Regional Member shall submit the reports and declarations prescribed by CPC.
- 9.2 The CPC Board may establish and amend specific reporting requirements, templates, forms, deadlines, and submission procedures through the *Regional Annual Reporting Requirements and Renewal Procedures* document. Regional Members shall submit reports in the format prescribed by CPC.

The following reporting categories shall be required:

- a) Governance Report
- b) Financial Report
- c) Membership Report
- d) Program Delivery Report
- e) Insurance and Risk Management Report
- f) Branch and Centre Status Report
- g) Annual Compliance Declaration

10. GOOD STANDING

- 10.1 A Regional Member must continue to satisfy the eligibility requirements for membership and shall be considered in good standing when it:
 - a) Maintains active membership status.
 - b) Has paid all fees owed to CPC.
 - c) Complies with CPC bylaws and policies.
 - d) Delivers CPC programs as required.
 - e) Submits all required reports and documentation.
 - f) Cooperates fully with investigations or disciplinary proceedings.
 - g) Is not under suspension.



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

- 10.2 Administrative Non-Compliance. A Regional Member that fails to submit required reports, documentation, or fees by prescribed deadlines may be declared administratively non-compliant.
- 10.3 Prior to loss of good standing or suspension, CPC shall normally provide written notice and an opportunity to remedy the deficiency within thirty (30) days unless immediate action is required due to safety, legal, insurance, or regulatory concerns.

11. COMPLIANCE AND ENFORCEMENT

- 11.1 Monitoring and compliance. The CPC Board may:
- Review Regional Member operations.
 - Request documentation or audits.
 - Conduct compliance reviews.
 - Require corrective action plans.
- 11.2 Regional Members shall cooperate with all compliance processes.
- 11.3 Where a Region is not meeting CPC requirements, CPC will generally seek progressive resolution through:
- Information Request;
 - Corrective Action;
 - Loss of Good Standing;
 - Suspension; and
 - Termination.
- 11.4 Information Requests - A Region shall provide any requested information within thirty (30) days unless otherwise specified by CPC.
- 11.5 Corrective Action - Where deficiencies are identified, CPC may require one or more of the following:
- Written response;
 - Corrective Action Plan;
 - Governance review;
 - Financial review;
 - Additional reporting requirements; and/or
 - Training or education requirements.
- 11.5.1 Where a Corrective Action Plan is required, unless otherwise stated:
- the Region shall submit its proposed plan within thirty (30) days;
 - the plan shall identify specific corrective measures;
 - the plan shall include timelines for completion; and
 - the plan shall normally be completed within sixty (60) days.
- 11.5.2 Extensions may be granted where justified by the circumstances.
- 11.6 Failure to address identified deficiencies may result in disciplinary action, including loss of good standing, suspension, or termination.



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

- 11.7 Nothing prevents CPC from taking immediate action where member safety, Safe Sport obligations, insurance coverage, legal obligations, or significant risk require a more immediate response.

12. SUSPENSION OF MEMBERSHIP

- 12.1 A Regional Member may be suspended when it:
- 12.1.1 Fails to comply with CPC bylaws or policies.
 - 12.1.2 Fails to maintain required standards.
 - 12.1.3 Refuses to cooperate with investigations.
 - 12.1.4 Places CPC members, participants, horses, finances, or reputation at risk.
 - 12.1.5 Engages in conduct contrary to CPC values.
- 12.2 Except where immediate action is required to protect participants, satisfy Safe Sport obligations, maintain insurance coverage, or fulfil legal obligations, CPC shall provide:
- a) written notice;
 - b) reasons for the proposed suspension;
 - c) at least fourteen (14) days to respond; and
 - d) an opportunity to be heard before a decision is made.
- 12.3 A suspension may be imposed by the CPC Board through the voting threshold established in the CPC Bylaws.
- 12.4 During suspension, the Region:
- a) Is not in good standing.
 - b) Loses voting privileges.
 - c) May not conduct CPC-sanctioned programming unless specifically authorized.
 - d) May lose access to CPC resources and services.
- 12.5 Protection of Branches and registrants During Regional Suspension
- 12.5.1 Where a Regional Member is declared not in good standing, suspended, or subject to corrective action, CPC shall take reasonable steps to protect the interests of Branches, Centres, Registrants, volunteers, and participants who are not responsible for the circumstances giving rise to the action.
 - 12.5.2 Individual Registrants, Branches, and Centres that remain compliant with CPC requirements shall not automatically lose their status, privileges, certifications, or eligibility solely because a Region has been declared not in good standing or suspended.
 - 12.5.3 Where practical, CPC may implement measures to ensure the continuation of:
 - a) Registrations;
 - b) Certifications and testing;
 - c) Educational programs;
 - d) Clinics and events;
 - e) Competitions and rallies;
 - f) CPC-provided insurance coverage and related insurance services; and



CANADIAN PONY CLUB



Membership Policy

Policy for the Regional Members of the Canadian Pony Club

Loyalty

Character

Sportsmanship

- g) Other CPC-approved activities.

12.6 Interim Administration

- 12.6.1 During a period of suspension, CPC may temporarily administer some or all regional responsibilities directly or through an appointed representative, committee, or administrator. Such authority may include:

- a) Communication with Branches and Centres;
- b) Support program delivery;
- c) Monitor compliance
- d) Facilitate reporting requirements; and
- e) Implement approved corrective measures.

- 12.6.2 An Interim Administration does not replace the Regional Board and does not assume ownership of Regional assets solely by virtue of appointment. An Interim Administration acts solely for the purpose of protecting CPC programs, participants, membership administration, and compliance requirements.

- 12.7 Where a Region is suspended, CPC may require access to financial records relating to CPC registrations, national fees, insurance fees, grants, or other funds connected to CPC operations to ensure the protection of members and the proper administration of programs.

- 12.8 Restoration of Regional Status. A suspension shall be lifted when CPC is satisfied that:

- a) The Region has corrected the issues giving rise to the suspension;
- b) Required governance measures have been implemented;
- c) Any corrective action plan has been completed; and
- d) The Region meets the requirements for membership in good standing.

13. TERMINATION OF MEMBERSHIP

- 13.1 Membership may be terminated when:

- a) Membership expires and is not renewed.
- b) Eligibility requirements are no longer met.
- c) The Region resigns.
- d) The Region is dissolved.
- e) The Board determines termination is warranted under CPC policies.

- 13.2 Prior to termination, CPC shall provide:

- a) Written notice;
- b) Reasons for the proposed action;
- c) An opportunity to respond.

14. APPEALS

- 14.1 A Regional Member may appeal a decision in accordance with CPC's Dispute Resolution and Appeals Policy where the decision results in:

- a) loss of good standing;



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

- b) suspension; or
- c) termination of membership.

Character

Sportsmanship

14.2 Unless otherwise provided within the Appeals Policy:

- a) an appeal shall be submitted within fourteen (14) days of receipt of the decision;
- b) the appeal shall identify the grounds for appeal;
- c) the original decision remains in effect unless otherwise directed by the appeal body; and
- d) the appeal decision shall be final and binding.

15. REGIONAL ASSETS UPON DISBANDING

15.1 Where an Incorporated Regional Member is dissolved, wound up, or otherwise ceases to exist as a legal entity, the distribution of its assets shall be governed by:

- a) its governing legislation;
- b) its bylaws; and
- c) any applicable legal obligations.

15.2 As a condition of membership, every Incorporated Regional Member shall maintain a dissolution clause consistent with applicable legislation and directing that, after payment of all liabilities and satisfaction of all legal obligations, any remaining assets be transferred to CPC or another CPC-recognized not-for-profit organization approved by CPC. Regions shall ensure such provisions comply with applicable provincial legislation and any charitable or regulatory requirements.

15.3 Where an Unincorporated Regional Member is disbanded, dissolved, ceases operations, or loses recognition by CPC, any funds, property, equipment, records, intellectual property, or other assets held on behalf of the Region for CPC purposes shall revert to CPC, subject to any legal restrictions, trust conditions, grant requirements, or contractual obligations.

15.4 Assets received by CPC under this section shall be used solely for the advancement of the objectives of the Canadian Pony Club and may be:

- a) held in trust pending re-establishment of the Region;
- b) transferred to a successor Region;
- c) used for the benefit of Branches and members formerly served by the Region; or
- d) applied to national CPC programs and services.

15.5 Before any transfer of assets, reasonable efforts shall be made to satisfy or provide for the Region's legitimate debts, liabilities, contractual obligations, and statutory requirements.

15.6 Regional Records - Upon dissolution, disbandment, or loss of recognition, the Region shall provide CPC with all records reasonably necessary to protect members and continue program delivery, including:

- a) membership and registration records;
- b) financial records;
- c) governance records;
- d) insurance documentation; and
- e) other records required by CPC.



CANADIAN PONY CLUB

Membership Policy

Policy for the Regional Members of the Canadian Pony Club



Loyalty

Character

Sportsmanship

- 15.7 Where CPC subsequently recognizes a successor Regional Member serving substantially the same geographic area, CPC may transfer assets held to the successor Region, subject to any conditions CPC considers appropriate.

16. RESIGNATION

- 16.1 A Regional Member may resign by providing written notice to CPC.
- 16.2 Resignation does not relieve the Region of outstanding financial or reporting obligations.

17. MISCELLANEOUS

- 17.1 This policy shall be reviewed by the Canadian Pony Club Board at least every three years or earlier as required by legislative or organizational changes.