



CANADIAN PONY CLUB

Regional Branch Membership Policy

Policy for the Branch Members of the *[insert name of REGION]*

**INSERT
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1. INTRODUCTION

- 1.1 The purpose of this policy is to establish clear requirements, expectations, rights and responsibilities of Branch Members within the *[insert name of region]* (Region). This policy supports effective governance, safe program delivery, correct membership administration and compliance with Canadian Pony Club (CPC) and Regional standards.
- 1.2 This policy is intended to complement the *[insert name of region]* Bylaws and General Policies shall be interpreted in conjunction with them.
- 1.3 Definitions - Definitions contained in the CPC Bylaws shall apply to this policy, including:
 - a) *Region* - An incorporated or unincorporated organization recognized by CPC to promote and implement CPC objectives within an assigned geographic region.
 - a) *Registrant* - An individual who is registered with the Canadian Pony Club through a Branch or Centre.
 - b) *Branch Member* - A CPC-recognized organization operating within the Region.
 - c) *Centre* - A licensed facility authorized to deliver CPC programming.
 - d) *Good Standing* - Status assigned to a Branch that satisfies all requirements established by CPC and the Region.
 - e) *Notice* - Any notice required by this Policy shall be delivered electronically to the most recent contact information provided by the Branch Member and shall be deemed received on the date transmitted

Authority to Establish Branch Requirements

- 1.4 CPC may establish national requirements applicable to all Branches. The Region may establish additional requirements, policies, procedures, reporting obligations, and standards applicable within the Region, provided they do not contradict CPC governing documents. Branches shall comply with all applicable requirements established by both CPC and the Region.
- 1.5 Where a conflict exists between this Policy and CPC governing documents, the CPC governing document shall prevail.

2. BRANCH MEMBERSHIP

- 2.1 Membership eligibility - to qualify as a Branch Member, an organization must:
 - a) Be sanctioned by the CPC as a Branch operating under CPC authority and governance requirements.
 - b) Be recognized by the Region as a Branch Member operating under regional authority and governance requirements.
 - c) Support and promote the mission, values, and objectives of the CPC.
- 2.2 Membership Renewal - Branch Members shall renew their membership annually in accordance with timelines established by CPC and the Region.



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- 2.4 Failure to Renew - Where a Branch Member fails to meet renewal requirements, the Region may request additional information or require corrective action. As a last measure the Region may suspend membership privileges and deny renewal or terminate membership in accordance with CPC or Regional governing documents.

3. RIGHTS OF BRANCH MEMBERS

- 3.1 Branches in good standing are entitled to:
- a) Participate in CPC and Regional programs and activities.
 - b) Receive National and Regional services and support.
 - c) Use CPC educational materials and programming
 - d) Attend meetings of Members and exercise voting rights through an appointed Delegate.
 - e) Submit proposals and recommendations to the Region.

4. RESPONSIBILITIES OF BRANCH MEMBERS

- 4.1 Program delivery - Branches shall
- 4.1.1 encourage and assist Registrants to progress in the Pony Club education, testing, and competition programs.
 - 4.1.2 ensure that all Registrants and their caregivers have access to information required to carry out all responsibilities they may have within the Branch.
 - 4.1.3 ensure that all Branch activities are sanctioned and properly documented. Branches will need to inform the Region of activities requiring additional insurance such as activities that are open to non-registrants or high-risk activities
- 4.2 Testing – Branches will
- 4.2.1 encourage and assist their Registrants to progress in the Pony Club testing programs and provide the support needed to do so.
 - 4.2.2 provide opportunities for such lectures, demonstrations, or clinics which may be suitable from time to time to assist Registrants in upgrading their knowledge.
 - 4.2.3 maintain accurate and complete records of all test results and forward test results to the Region or National as required.
- 4.3 Regional events – Branches will support regional events by helping in organizing such events and encouraging its Registrants to attend.

5. BRANCH RULES AND REGS & POLICY REVIEW

- 5.1 Amendments to the Branch's Rules and Regs (R&Rs) shall be submitted to the Region for review before implementation.
- 5.2 The Region shall try to complete its review within forty-five (45) days of receipt. If the Region does not provide written comments, recommendations, or objections within forty-five (45) days, the submission shall be deemed accepted.



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- 5.3 Notwithstanding such acceptance, the Region may subsequently require amendments where the Branch R&Rs or a Branch policy is determined to conflict with CPC or Regional governing documents. In such cases the CPC governing document and applicable Regional governing documents shall prevail.

6. ANNUAL REPORTING REQUIREMENTS

- 6.1 As a condition of renewal and continued membership in good standing, each Branch Member shall submit the reports and declarations prescribed by CPC.
- 6.2 Branch fiscal years shall be January 1 to December 31.
- 6.3 In addition to the reporting required by the CPC, the Region may request additional information from its Branches.

7. GOOD STANDING

- 7.1 A Branch Member must continue to satisfy the eligibility requirements for membership and shall be considered in good standing when it has complied with the requirements set in the *National Branch Recognition Policy*.
The Region also requires that the Branch Member:
- a) Complies with Regional bylaws and policies.
- 7.2 Prior to loss of good standing or suspension, the Region 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.

8. COMPLIANCE AND CORRECTIVE ACTION

- 8.1 Where a Branch does not meet CPC or Regional requirements, the Region will generally seek progressive resolution through:
- a) Information Request;
 - b) Request for Corrective Action;
 - c) Declare the Branch not in Good Standing (inactive);
 - d) Suspension of membership privileges ; and
 - e) Termination of membership where appropriate.
- 8.2 Information Requests - A Branch shall provide any requested information within thirty (30) days unless otherwise specified by the Region or CPC.
- 8.3 Regions will give notice and an opportunity to correct identified deficiencies, unless immediate action is deemed necessary due to Registrant safety, Safe Sport obligations, insurance coverage, legal obligations, or significant risk.



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9. SUSPENSION OF MEMBERSHIP

- 9.1 A Branch Member may be suspended for failure to comply with CPC or Regional requirements, maintain required standards, cooperate with investigations, or protect the interests of participants and the organization.
- 9.2 During suspension, the Branch loses voting privileges, access to CPC services and authority to conduct CPC-sanctioned activities unless specifically authorized.
- 9.3 Protection of registrants During Branch Suspension
 - 9.3.1 Where a Branch Member is declared not in good standing, suspended, or subject to corrective action, the Region shall take reasonable steps to protect the interests of registrants, volunteers, and participants who are not responsible for the circumstances giving rise to the action.
 - 9.3.2 Where practical, the Region 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
 - g) Other CPC-approved activities.

10. TERMINATION OF MEMBERSHIP

- 10.1 Membership may be terminated when:
 - a) Membership expires and is not renewed.
 - b) Eligibility requirements are no longer met.
 - c) The Branch is dissolved.
 - d) Termination is otherwise warranted under CPC policies.
- 10.2 Prior to termination, the Region shall provide written notice and an opportunity to respond.
- 10.3 Termination of Branch Membership does not automatically revoke CPC branch sanctioning. The Region may request the CPC to suspend or disband a Branch in accordance with CPC policies.

11. APPEALS

- 11.1 A Branch Member may appeal a decision resulting in loss of good standing, suspension or termination in accordance with CPC's Dispute Resolution and Appeals Policy

12. BRANCH ASSETS UPON DISBANDING

- 12.1 Where a Branch Member is disbanded, dissolved, ceases operations, or loses recognition by CPC, any funds, property, equipment, records, intellectual property, or other assets of the Branch shall be transferred to the Region, subject to any legal restrictions, trust conditions, grant requirements, or contractual obligations.



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

13. RESIGNATION

- 13.1 A Branch Member may resign by providing written notice to the Region.
- 13.2 Resignation from the Region results in termination of Regional membership and loss of eligibility for Branch status. They may also be disbanded by the CPC.
- 13.3 Resignation does not relieve the Branch of outstanding financial or reporting obligations.

14. MISCELLANEOUS

- 14.1 This policy shall be reviewed by the Regional Board at least every three years or earlier as required by legislative or organizational changes.