



## THE UNITED STATES PONY CLUBS, INC. Great Lakes REGION POLICIES

Adopted: 1991; Revised 11/93, 11/94, 3/97, 3/99, 10/2000, 3/2003, 11/2003,  
11/2004, 11/2005, 3/2006, 11/2011, 3/2012, 3/2015

### ***Purpose***

These policies are established to provide guidance for the administration of the activities of the Great Lakes Region. The policies shall in no way lessen the authority granted the Regional Supervisor under the By-Laws of the United States Pony Clubs, Inc., and By-Laws of Regions of the United States Pony Clubs, Inc.

### ***Officers***

In accordance with the By-laws of Regions of the United States Pony Clubs Inc., the Great Lakes Region will have Administrative Officers (RS and VRs), and Regional Officers (Treasurer, Secretary, RIC and HMO).

### ***Appointees***

The RS may appoint a Regional Testing Coordinator, an Advisor to the Junior Leadership Council, and other committee chairs, as needed, for a 1-year term.

### ***Term Limit***

There is no limit to consecutive terms of any Regional Officer.

### ***Regional Board***

Officers of the Region are members of the Regional Board. The Regional Board also includes committee chair persons appointed by the Regional Supervisor, as needed.

The Regional Board shall make recommendations on issues to the Regional Supervisor and assist in generating plans prior to Regional Council meetings, in addition to performing their identified duties.

The Regional Board will meet as needed to transact routine business and oversee the planning of Regional activities and instructional planning, and prepare recommendations to the Regional Council (RC). Dates will be set by the Regional Board and will be published on the Regional FaceBook group and GLR yahoo digest. Interested persons are welcome to attend Regional Board meetings, and they must notify the Regional Secretary at least one week in advance. Meeting places may vary and, if there are a large number of attendees, accommodations must be made.

### ***Regional Council (RC)***

The Regional Council is comprised of the DCs and Jt. DCs of each club; the CA of each Riding Center; and the Officers of the Region, so long as the majority of the council consists of local leadership.

Sponsors and other club or riding center members are welcome to attend regional council meetings, but only the DC or CA, or his/her proxy has voting privileges.

The DC, Jt.-DC or designated Club representative (authorized in writing by the District Commissioner) of each member Club; the CA of each Center or designated representative (authorized in writing by the Center Administrator); and Regional Officers are each entitled to one vote. However, if a Regional Officer is also a DC, Jt-DC or CA, they will authorize in writing a designated Club/Center representative to vote on behalf of the Club/Center and they will cast a separate vote.

**\*\*Note:** No individual shall be allowed to cast more than one vote, even if they hold multiple positions.

### ***Regional Meetings***

The Annual Meeting of the Regional Council shall be held in the fall of each year, in accordance with the USPC By-laws. The RC also meets in the spring of each year held after the National Annual Meeting, and may meet at any other time, when deemed appropriate. Regional Officers, DCs, and CAs are required to attend these meetings.

### ***Nominating Committee***

A Nominating Committee will be formed per the Bylaws of the Regions of the United States Pony Clubs Inc. Whenever possible the committee will represent the Region geographically and include one individual with historical perspective of the Region and Pony Club.

### ***Active Club/Center***

A Club/Center in the Region will be considered active if:

1. The club submits Regional dues, minutes of the annual meeting, treasurer's report, lists of Pony Club members, officers and sponsors, summary of activities for the past year and a tentative calendar of events for the coming year, and any other requested information, to the RS by the Annual Fall Regional Council Meeting.
2. The Center submits a copy of the Center Contact List, Summary of Center payment, list of members with correct certification levels, payment for Regional dues, and any other requested information, to the RS by the Annual Fall Regional Council Meeting.
3. Responds in a timely fashion to all requests for information by the Region.
4. Sends the DC or Jt-DC, CA or ACA to all Regional Council meetings.
5. Hosts, co-hosts or assists, as appropriate, with a Regional activity at least once a year.
6. Sends Pony Club members to Regional activities, as appropriate.

## ***Regional Membership Fee***

The annual membership fee for the Region will be voted on annually by the RC at the Spring RC meeting for the following year.

The fee for renewing members is due with the Fall Renewal Packet and is delinquent January 1st. A late charge to be determined through the budgeting process shall be added after that date. For new members joining after September 1, the fee shall be one-and-a-half times the annual fee and provides membership for the balance of the current year and the entire upcoming year. Fees for new members are due at the time of their application.

The allocation of membership fees shall be noted in the proposed budget that is presented to the Regional Council for approval at the Annual Regional Council Meeting.

## ***Financial***

### **General Fund**

Income to this fund is generated from, but not limited to, the following sources:

1. A portion of Regional Membership Fees as determined annually.
2. Rally Participation Fees paid by the rally organizer as determined annually. The rally organizer should budget this fee into the entry fees for the rally they are hosting.
3. HB and above testing fees, as determined annually.
4. Educational and prep clinic fees.
5. Regional fundraisers unless delegated to a specific purpose.
6. Donations to Region unless delegated to a specific purpose.

Expenses to be paid from this fund shall include:

1. Administrative costs: USPC Corporate Membership fees for Administrative and Regional Officers; background check fees; transportation, lodging and meeting expenses for the RS, VRS, RIC and HMO to attend the USPC National Annual Meeting, and a standard (IRS) mileage allowance for conducting Regional business, as funds allow; postage; telephone; facsimile; copying; and shipping expenses incurred by the RS and VRS to communicate with member Clubs, Centers and USPC National Office and to carry out the business of the Region.
2. Cost to Region of Upper Level Certifications.
3. Educational and prep clinics.
4. Expenses incurred by other Regional officers on Regional business when authorized by the RS.
5. Other expenses deemed appropriate and necessary to carry out the business of the Region. All expenses incurred on behalf of the Region, and requested to be reimbursed, must be approved in advance by the RS and supported by receipts.

### **Asset Category List**

Regional asset categories will include, but are not limited to, Regional equipment and Regional bank accounts.

## **Reserve Fund**

This part of the General Fund shall be held in reserve to support any other expense category where expenses exceed the budget but the RS deems it necessary to continue the activity even though over budget.

## **USPC Championship Fund**

1. A Rally Participation Fee, determined annually at the fall RC meeting, shall be incorporated into the entry fee of each rally competitor to be used for the Championship fund.
2. Income to this fund shall be generated by, but not limited to the rally participation fee from regional rallies.
3. Champ Camp costs shall be paid entirely if funds are available in the Championships Fund. .

## **Refunds**

No refunds of dues or fees paid are given unless extenuating circumstances exist or the RS has been asked for prior approval and sufficient funds exist.

## **Education**

The Region will plan the following clinics as described in addition to other educational activities for the year as deemed appropriate.

1. At least one upper level prep clinic will be offered to prepare candidates for certifications of HB and above, if there are members seeking a National Level Certification.
2. A Standards & Certifications Clinic will be held annually (Policy 3015A) to keep current with USPC standards. Pony Club instructors, examiners, DCs, sponsors, Pony Club members and their parents are strongly encouraged to attend this clinic to familiarize themselves with the current standards.
3. A Horse Management Judges (HMJ) Seminar will be held annually (Policy 3016A) to keep current with USPC standards. These seminars are to aid participants in the Region's HMJ Program, and to develop an apprentice program.

## **National Certifications**

Preparation of National Testing candidates (HB, C3, B, H-HM/H/HA and A) is the responsibility of the candidate, the club or riding center and the Region.

Candidates applying for a National Testing must attend at least one regional test preparation session specific for the certification sought by the candidate within 12 months of application date.

Testings for Upper Level certification will be requested of USPC as needed.

Regional Testing Fees for these Upper Level certifications will be determined during the annual budget process.

## ***USPC Championships***

The Region supports sending qualified members to Championships. Pony Club Members within the Region who meet the age and certification requirements for the discipline in which they intend to compete, who qualify at a Regional rally or equivalent in that discipline and who are Members in Good Standing, are eligible to compete at USPC Championships. All eligible members are invited to qualify for these Regional teams. Mounted and unmounted members attempting to qualify for Championships must meet any and all minimum qualifications which have been established in the discipline rulebooks or by the USPC activities committees, as well as submit "Intent to Qualify for Championships" form to VRS by due date.

The Region will pay an amount to be decided annually by the RC during the budgeting process. Team members and/or families will be responsible for all other costs not covered by the Region.

## ***Deviations and Waivers***

In situations with special circumstances, the Regional Supervisor may authorize deviations to or waivers of Regional policy, if such deviation or waiver does not conflict with the By-laws. The Regional Board shall be notified when and if such deviations or waivers occur.

## ***Amendments***

Policies shall be reviewed at least every 3 years. Any member of the Regional Council may propose a policy amendment at any time. Amendments shall become effective when adopted by the vote of the Regional Council and approved by the VPRA.

Approved: \_\_\_\_\_

VPRA Approval: \_\_\_\_\_

Amended: \_\_\_\_\_