

**THE UNITED STATE PONY CLUBS, INC.
MIDDLE CALIFORNIA REGION POLICIES**

approved 11/11

PURPOSE

These policies are established to provide guidelines for the administration of activities of the Middle California 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 the By-Laws of Regions of the United States Pony Clubs, Inc.

OFFICERS

In accordance with the Bylaws of Regions of the United States Pony Clubs, Inc., the Middle California Region will have Administrative Officers (RS and Vice RS) and Regional Officers (Secretary, Treasurer, and Regional Instruction Coordinator).

The Officers of the Region shall make up the Regional Advisory Board. The Regional Advisory Board may also include Coordinators appointed by the Regional Supervisor, as needed. These Coordinators include, but are not limited to, the Horse Management Organizer, Riding Center Coordinator, National Testing Coordinator, C1 / C2 Testing Coordinator, Rally Coordinator, C Activities Coordinator and D Activities Coordinator, Youth Board Advisor.

The Board shall act as advisors to the Regional Supervisor, making recommendations on issues and assisting to generate plans prior to Regional Council meetings, in addition to performing their identified duties.

The Board will meet at least quarterly to transact routine business and oversee the planning of regional activities. Dates will be set by the Board and will be published on the regional Digest and Website. Interested persons are welcome to attend Board meetings, but they must notify the Regional Secretary at least one week in advance. Meeting places may vary and must accommodate the number of people planning to attend.

REGIONAL COUNCIL VOTING

The Regional Council is made up of the Regional Board, the District Commissioner of each member club and the Center Administrator of each Riding Center. These individuals have one vote, or, if they cannot attend a meeting, may designate a representative in writing or by e-mail to the Regional Supervisor. If any member of the Regional Board is also the DC of a member club, they will authorize in writing or e-mail a designated club representative to vote on behalf of the member club and they will cast a separate vote as a member of the Regional Board.

NOMINATING COMMITTEE

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

REGIONAL COUNCIL MEETINGS

The Middle California Region will host at least two Regional Council meetings per year. One will be held after the National Annual Meeting and will include a DC Training Program and one will be its regular Annual Meeting in the fall of the year. A majority of voting members of the Regional Council is required to attend these meetings. Other meetings may be called as necessary.

ACTIVE CLUB

A Club in the region will be considered active if:

1. It submits regional dues, minutes of the Annual Meeting of Sponsors, treasurer's report, lists of Pony Club members, officers and Sponsors, a 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. It responds in a timely manner to all requests for information to the region.
3. It sends the DC or JT-DC to Regional Council meetings.
4. It hosts, co-hosts or assists, as appropriate, a regional activity at least once a year.
5. It sends Pony Club members to regional activities, as appropriate.

ACTIVE PARTICIPATION

Participating members are considered active in the region if they are Members in Good Standing of their club and if they demonstrate sustained interest in their club and region, by participating in club and regional activities. Should a disagreement arise in determining if a participating member is active, the RS, and/or the VRS, in consultation with the DC of the participating member's club shall make the final decision.

REGIONAL MEMBERSHIP DUES

The annual membership dues for the Middle California Region are payable by club check with the annual club reports due on November 15. All membership dues must be paid prior to January 1, or they will be delinquent. New memberships throughout the year must also be paid with a club check. No member is eligible to participate in regional activities until fees are paid.

Regional membership dues are:

Clubs: \$45 per year, or \$60 for prorated new memberships
Riding Centers: \$25 per year, or \$33 for prorated new memberships

Late fees will be assessed at \$5 per person for clubs submitting delinquent dues, unless waived by the Regional Supervisor.

The membership dues shall be allocated as follows:

Clubs: \$35 to the General Fund / \$10 to the Championships Fund
Riding Centers: \$15 to the General Fund / \$10 to the Championships Fund

FINANCIAL

GENERAL FUND

Income to the Regional Treasury is generated by

- Regional membership dues
- Regionally sponsored educational activities/clinics, prep clinics, and camps
- Regional fund raisers unless delegated to a specific purpose
- Donations to region unless delegated to a specific purpose.

Expenses to be paid from this fund, subject to availability, shall include

- Educational activities/clinics, prep clinics and camps
- Cost to region of National Tests
- Administrative costs: required USPC corporate memberships for Regional Officers (RS, VRS, RIC, and HMO), USPC Annual Meeting expenses for the RS, VRS, RIC and HMO (amounts to be budgeted annually); standard IRS mileage reimbursement for conducting regional business as funds allow; postage, telephone, FAX, copying, and shipping expenses incurred by the RS and VRS to communicate with member clubs and USPC National Office and to carry out the business of the region.
- Expenses incurred by other regional officers on regional business when authorized by the RS and supported by receipts
- 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

RESERVE FUND

The part of the General fund which is not earmarked for any specific purpose in the Annual Budget can be used as a source of funding when expenses exceed the budget and the RS deem it necessary to continue the activity even though over budget.

USPC CHAMPIONSHIPS FUND

This fund is to support attendance to USPC Championships. Income shall be generated by

- \$10 from each Regional dues
- Fund Raisers and Donations that are allocated to this special fund

EDUCATION

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

- At least one upper level prep clinic will be offered for ratings of HB and above
- A Standards & Ratings clinic will be held at least every two years to keep current with USPC Standards of Proficiency. Pony Club instructors, ratings examiners, DCs, sponsors, members, and parents are strongly encouraged to attend.
- At least one Horse Management Judges Seminar will be held annually to develop knowledgeable Assistant Horse Management Judges.

The Regional Board will assess needs and determine each fall which clinics should be planned for the coming year and may add or delete clinics as necessary. Member clubs will be expected to assist with these clinics, as requested.

NATIONAL TESTS

Testing dates for National Tests (HB, H-HM, C3, H, B, HA & A) in the region will be requested of USPC as needed. Candidates for National Tests must be Members in Good Standing and meet the age requirements and application deadlines as specified by the USPC. Applications for National Tests shall be due to the Regional Supervisor two weeks prior to the date they are due at the USPC Office

USPC CHAMPIONSHIPS

Our region supports qualified members attending Championships. Members who wish to attend must meet age, rating, and qualifying requirements for the

discipline of their choice, which includes qualifying at a regional rally or the equivalent. All eligible members are invited to qualify for regional teams. Based on available funds, the Region will pay up to half the entry fee for one complete team per division in every discipline for any USPC Championships.

CHANGES

Changes to regional policy may be required from time to time and will normally be proposed by the Regional Supervisor or Vice Regional Supervisor, but can be proposed by any of the Regional Council or Regional Board, before presentation to the Regional Council as a whole, and adopted by a majority vote of a quorum of the Regional Council. Members of the Regional Council must receive notice of proposed changes at least seven (7) days prior to any voting meeting.

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.

APPENDIX A

Middle California Region Youth Board Policies

Mission Statement

The Middle California Regional Youth Board (YB) shall provide leadership opportunities for the Region's members and develop a communication bridge between the Region's members and the Regional Council presenting ideas and concerns of the youth membership to the Regional Council.

Membership of Regional Youth Board

The YB shall consist of USPC Middle California youth Members in Good Standing. One representative from each club and/or Riding Center shall serve a one-year term that shall extend from January 1st to December 31st, and may serve additional consecutive terms.

There is no age or rating requirement for YB, but representatives shall have the maturity level, interest and ability to participate in YB meeting and Regional Council Meetings, to serve on committees, and to help organize regional events.

Election to the Regional Youth Board

The selection of representatives to the YB shall take place at each club and/or Riding Center. Representatives shall be elected annually in the Fall by the Members in Good Standing of their club and/or Riding Center. Each Member in Good Standing shall have a chance to vote, with each having one vote. The Regional Council at the Annual Regional Council Meeting shall approve each year's YB representatives.

The YB shall consist of not less than 15 representatives and no more than thirty representatives. The number shall be fixed each year at the Spring Regional Council Meeting.

Election of Regional Youth Board Officers

The YB shall be directed and managed by the Officers. The Officers shall be the Chair, the Vice Chair, the Secretary and the Treasurer. Each Officer shall be a member of the YB and shall be elected for a one-year term that shall extend from January 1st to December 31st. Officers may serve additional consecutive terms.

Officers shall be elected at the Fall YB Meeting by a majority vote of representatives.

Duties of the Officers:

Chair

The Chair shall act as leader and spokesperson for YB. The Chair shall report on YB's activities to the Regional Council at their two meetings yearly. The Chair shall provide input to the Regional Board and Regional Council when requested. The Chair shall lead the YB meetings. Additional duties may include promoting and assisting with Regional activities and fundraising.

Vice Chair

The Vice Chair shall provide direct support to the Chair and shall lead YB meetings if Chair is unavailable. The Vice Chair shall assume duties of any absent Officer. Additional duties may include promoting and assisting with Regional activities and fundraising.

Secretary

The Secretary shall take accurate minutes of all YB meetings and distributes minutes to all YB representatives, the YB Advisor and the RS in a timely manner. The Secretary shall maintain a list of current YB representatives and create a semi-annual newsletter for distribution to the Region. Additional duties may include promoting and assisting with Regional activities and fundraising.

Treasurer

The Treasurer shall give a Treasurer's Report at each YB meeting. The report shall detail income, expenses and assets. Additional duties may include promoting and assisting with Regional activities and fundraising.

Duties of Regional Youth Board Members

Members of the YB are to act as representatives for the members of their clubs and Riding Centers and must bring the ideas and perspectives of the members of those clubs and Riding Center to the Youth Board and to the Region. YB will work with the Regional Council to ensure that the Region develops activities that interest its members. The YB will take an active role in planning and executing an activity and/or fundraiser.

Representatives are expected to attend both the Spring and Fall meetings, held in conjunction with the Regional Council Meetings. Representatives must also be available for monthly conference calls throughout the year, assist in planning and implementing activities and fund-raisers.

Meetings

The YB shall meet twice per year, in person, with the Middle California Regional Council Meetings and shall hold conference calls monthly. The YB will also communicate between meetings.

Regional Youth Board Advisor

A YB Advisor shall be appointed in the Fall by the Regional Supervisor on an annual basis. The YB Advisor shall provide support to the YB acting as liaison between the YB and the RS, by promoting leadership opportunities, assisting at YB meetings, assisting in planning and executing any activities undertaken by YB and providing general guidance to the YB.

General Summary:

The goal of Youth Board is to:

- Offer leadership opportunities to our youth members
- Give the Region a meaningful connection to its members, thereby increasing the sense of community in the Middle California Region
- Actively seek input from members on activities and policies
- Sustain involvement of older and upper level members in Pony Club
- Act as a feedback mechanism from clubs and club-level Youth Boards to the Region
- Act as an additional network and resource for the Region's members
- Plan and execute activities for the region's D level members