

RULES and REGULATIONS
of the
CANADIAN PONY CLUB INC.

Central Ontario Region



Approved October 2010
Revised January 2011
Revised April 2015
Revised November 2019

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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 Central Ontario Region. The boundaries of the Central Ontario Region shall be Highway 427, 27, 93, then northwesterly to the Ontario-Manitoba border on the west, Lake Ontario on the south, the western boundaries of Renfrew, Lanark and Lennox and Addington Counties on the east, and James Bay on the north.
- 1.3** The Central Ontario Region 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 Central Ontario 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 Inc., then the bylaws of Canadian Pony Club Inc. shall supersede these Rules and Regulations.

2 CENTRAL ONTARIO REGION REGIONAL COMMITTEE

- 2.1** The management and administration of the Central Ontario Region shall be vested in the Central Ontario Region Regional Committee which shall have overall control and management of all matters falling under the jurisdiction of the Central Ontario Region.
- 2.2** The Regional Committee, in exercising control and management of the Central Ontario Region shall have the following powers:
 - 2.2.1** the power to establish and change Regional Policies and Procedures as well as Regional Rules and Regulations as per section 9.5
 - 2.2.2** 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;
 - 2.2.3** the power to create and enforce Regional Policies in keeping with Canadian Pony Club bylaws and policies. (added 2015)
- 2.3** The following positions, each of which shall carry one vote unless otherwise noted, constitute the Regional Committee and shall have the following duties:
 - 2.3.1** Regional Chair, who shall:
 - 2.3.1.1** oversee the administration of the Central Ontario Region
 - 2.3.1.2** preside at all Regional Committee and Executive Committee meetings
 - 2.3.1.3** be an ex-officio member of all committees formed by the Central Ontario Region
 - 2.3.1.4** represent the Central Ontario Region as required.

- 2.3.2** Regional Vice Chair, who shall:
- 2.3.2.1** act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair.
 - 2.3.2.2** assist the Chair in the performance of his or her duties as required.
- 2.3.3** Regional Assistant **Vice Chair**, who shall:
- 2.3.3.1** act in absence of the Vice Chair as required and, in such, shall exercise all the powers and duties of the Vice Chair
 - 2.3.3.2** assist the Vice Chair in the performance of his or her duties as required.
NOTE: Both the northern and southern parts of the region must be represented by holding one of the positions of Regional Chair, Regional Vice Chair or Regional Assistant **Vice Chair**. The northern part of the region includes North Bay and all Branches north of North Bay. (added 2015) (updated November 2019)
- 2.3.4** Secretary, who shall:
- 2.3.4.1** give notice of all meetings of the Regional Committee and the Executive Committee.
 - 2.3.4.2** take minutes at all meetings of the Regional Committee and the Executive Committee.
 - 2.3.4.3** circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
 - 2.3.4.4** maintain appropriate minute books of the Central Ontario Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
 - 2.3.4.5** Maintain a book of motions for COR region. (added November 2019)
- 2.3.5** Treasurer, who shall:
- 2.3.5.1** be charged with all financial responsibilities of the Central Ontario Region
 - 2.3.5.2** 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
 - 2.3.5.3** 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
 - 2.3.5.4** be responsible for filing a Financial Report consisting of an Income 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.

- 2.3.5.5** Provide financial reports at all Regional Committee meetings using a format as defined by the Regional Committee. (added November 2019)
- 2.3.6** Director, who shall:
- 2.3.6.1** be the representative of the Central Ontario Region on the Board of directors of the Canadian Pony Club Inc. and be the main contact for liaison between the Board of Directors and the Central Ontario Region.
- 2.3.6.2** report to the Regional Committee on the proceedings of the Board of Directors of the Canadian Pony Club.
- 2.3.6.3** prepare a report for the Regional Annual General Meeting. (added November 2019)
- 2.3.7** Deputy Director, who shall:
- 2.3.7.1** work with the Director to maintain an up to date knowledge of current national issues
- 2.3.7.2** immediately assume the position of Director if the Director for this region is not able to continue in his or her position for any reason.
- 2.3.7.3** be the Regional Chair unless the Regional Chair holds the Director's position, in which case shall be the Regional Vice-Chair. (added 2015)
- 2.3.8** Visiting Commissioners, up to eight in number, but no more than 40% (rounded up based on numbers at time of the AGM (added November 2019) of the number of active Branches, each of whom shall:
- 2.3.8.1** assist in the formation of new Branches and Centres and/or the wrap-up of inactive/suspended Branches and Centres.
- 2.3.8.2** be capable and available as a resource to assist Branches and Centres in view of his or her knowledge and experience in the Canadian Pony Club.
- 2.3.8.3** have the authority to attend all meetings of any Centre, Branch or Branch Executive Committee in the Central Ontario Region. The power to access all Branch records when required to settle a dispute, perform an investigation or close a branch shall reside with the Executive Committee or the Regional Committee. (added November 2019)
- 2.3.8.4** act as a liaison between Branches, Centres and the Regional Committee and report to the Regional Committee on activities. (revised November 2019)
- 2.3.9** The District Commissioner from each Branch within the Central Ontario Region, who shall:
- 2.3.9.1** represent his or her Branch on the Regional Committee
- 2.3.9.2** be responsible for his or her Branch's activities.

- 2.3.9.3** Act as a liaison between their Branch and the Regional Committee and report to the Regional Committee on their Branch activities. (added November 2019)
- 2.3.9.4** Prepare a report on their branch activities for the Regional Annual General Meeting. (added November 2019)

2.3.10 The Assistant District Commissioner from each Branch within the Central Ontario Region, who shall:

- 2.3.10.1** Represent his or her Branch on the Regional Committee.
- 2.3.10.2** Act in absence of the District Commissioner as required, and while doing so shall exercise all the powers and duties of the District Commissioner
- 2.3.10.3** Assistant District Commissioners shall be Voting Members of the Regional Committee. (revised November 2019)
- 2.3.10.4** A Branch Executive Committee member shall only be a Voting Member of the Regional Committee in the absence of the Branch District Commissioner and/or Assistant District Commissioner, provided that the Regional Chair or the Regional Secretary or, in their absence, their delegate, receives a properly completed Transfer of DC/ADC Rights form (Appended) at or before the meeting. This Branch Executive member must be registered with the membership secretary as on the Annual Report and in compliance with CPC Bylaws. (added November 2019)

2.3.11 Regional Youth Representatives, up to three in number, but no more than ten percent (rounded up) of the number of active Branches, who shall:

- 2.3.11.1** be an Active Member
- 2.3.11.2** represent the views of **all** Active Members of the Region **by providing** a liaison between the Region and the Branch & Centre Youth Representatives. (revised November 2019)

The complement of Regional Youth Reps will contain:

- 2.3.11.3** **up to two Senior Regional Youth Representatives**, 18 years of age or older, who shall **be Voting Members of the Regional Committee**. (revised November 2019)
- 2.3.11.4** **at most one Junior Regional Youth Representative**, who **must be under 18 years of age when elected, to be a Non-Voting Member of the Regional Committee**. (revised November 2019)

- 2.3.11.4.1** Branch Youth Representatives: one from each Branch, each of whom shall be an Active Member, elected by the Active Members of his

or her Branch **but not a member of the Regional Committee.** (revised November 2019)

2.3.11.4.1.1 be a Canadian Pony Club member of a Branch in Central Ontario Region in the year he or she is elected and for the duration of his or her term

2.3.11.4.1.2 represent the views of Active Members of his or her Branch and provide a liaison between the Region and all Active Members in his or her Branch via the Regional Youth Representatives.
(removed Affiliate November 2019)

2.3.11.4.2 Centre Youth Representatives: one from each Centre, each of whom shall be an Active Member, chosen by any method agreed upon by the Active Members of his or her Centre but not a member of the Regional Committee.
(added November 2019)

2.3.11.4.2.1 be a Canadian Pony Club member of a Centre in Central Ontario Region in the year he or she is elected and for the duration of his or her term. (added November 2019)

2.3.11.4.2.2 represent the views of Active Members of his or her Centre and provide a liaison between the Region and all Active Members in his or her Centre via the Regional Youth Representatives
(added November 2019)

2.3.12 Horsemaster Representative who shall

2.3.12.1 be a registered Horsemaster at the time of taking office and be a Canadian Pony Club Associate Member of a branch in the region for the duration of his or her term.
(added November 2019)

2.3.12.2 represent the views of Horsemaster members of the region and provide a liaison between the Region and all Horsemaster members in the Region. (added November 2019)

2.3.13 Centre Administrator who shall

2.3.13.1 be the designated spokesperson for the Centre. (added November 2019)

2.3.14 Regional Testing Chair who shall:

2.3.14.1 provide the opportunity for all qualified members to be tested at the appropriate level.

- 2.3.14.2** provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
- 2.3.14.3** maintain accurate and complete records of all test results.
- 2.3.14.4** represent the Central Ontario Region on the National Testing Committee of the Canadian Pony Club.
- 2.3.14.5** prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.15 Regional Education Chair who shall:

- 2.3.15.1** assist the Branches and members to prepare for upgrading their test levels by providing advice and/or providing access to educational materials.
- 2.3.15.2** provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
- 2.3.15.3** represent the Central Ontario Region on the National Education Committee of the Canadian Pony Club.
- 2.3.15.4** prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.16 Competitive Discipline Chairs – one each for the following activities:

- Dressage
- Prince Philip Games (PPG)/Mounted Games
- Quiz
- Rally
- Show Jumping
- Tetrathlon

Each of whom shall:

- 2.3.16.1** be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Central Ontario Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club Inc.
- 2.3.16.2** be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the Central Ontario Region taking part in National activities relating to their respective discipline
- 2.3.16.3** represent the Central Ontario Region on the National Committee established for their respective discipline by Canadian Pony Club.
- 2.3.16.4** prepare a report and an annual financial statement for the Regional Annual General Meeting.

2.3.17 Communications Committee Chair, who shall:

- 2.3.17.1** help to promote the interests of the Central Ontario Region through encouraging or assisting in having regional or Branch activities reported in local media.
- 2.3.17.2** collect interesting regional and Branch information and or photographs and use them to prepare at least three regional newsletters each year.
- 2.3.17.3** assist Branches with local promotions or Branch newsletters.
- 2.3.17.4** collect information as required to keep the regional and/or Branch web pages up to date. (added 2015)
- 2.3.17.5** represent the Central Ontario Region on the National Communications Committee of the Canadian Pony Club. (added 2015)
- 2.3.17.6** prepare a report and an annual financial statement for the Regional Annual General Meeting. (added 2015)
- 2.3.17.7** prepare the regional calendar (added November 2019)

2.3.18 Membership Secretary, who shall:

- 2.3.18.1** collect all National and Regional membership information and fees
- 2.3.18.2** maintain accurate Regional membership records
- 2.3.18.3** forward fees and a copy of membership information to the Regional Treasurer
- 2.3.18.4** submit all membership information to Canadian Pony Club as required.
- 2.3.18.5** maintain the Regional contact list.

2.3.19 Ontario Equestrian Representative, who shall represent Canadian Pony Club, along with representatives from the Western Ontario Region and the Saint Lawrence-Ottawa Valley Region, at meetings of the Provincial Sport Organization, and to the Regional Committee on items of interest from OE. The Ontario Equestrian Representative shall be a non-Voting Member of the Regional Committee. (revised November 2019)**2.3.20** Properties Representative, who shall store and care for all Regional properties, and ensure that they are made available for Regional competitions as appropriate, keep a record of each property and its state of repair, and recommend necessary repairs or replacements to the Regional Committee. The Properties Chair shall not be a Voting Member of the Regional Committee. (added 2015)**2.3.21** Assistant Chairs, as follows:

- Communications
- Dressage
- Education
- Prince Philip Games (PPG)/Mounted Games
- Rally (D)

Rally (Working)
Show Jumping
Testing (C/D)
Tetrathlon

each of whom shall assist his or her respective Chair as required.

Assistant Chairs shall be non-Voting Members of the Regional Committee except in the case where their chair has a vote and will be absent from a Regional Committee meeting. In this case the assistant chair must present a properly completed Transfer of Voting Rights Form (Appended) at or before the meeting to the Regional Chair, the Regional Secretary or, in their absence, their delegate. (amended November 2019)

2.4 Election of Regional Committee Members:

a) District Commissioners and Assistant District Commissioners shall be elected by their individual Branches as per CPC Bylaws. (amended November 2019)

b) Regional Youth Representatives (maximum of three) shall be elected by the Branch and Centre Youth Representatives. Two senior Youth Reps must each be 18 years or older when elected. They will hold voting privileges on the Regional Committee. One junior non-voting Regional Youth Rep must be under 18 years when elected. (amended November 2019)

c) The Horsemaster Representative (one) shall be elected by the Horsemaster members of the region. (added November 2019)

d) Centre Administrators shall be the designated representatives for their Centre. (added November 2019)

e) The remaining Regional Committee members, as listed in item 2.3, shall be elected by a simple majority vote of those, with voting rights, present in person, by teleconference or by proxy (CPC BYLAW 15.01 f) at a Regional Annual General Meeting. (amended November 2019)

2.4.1 DC's, ADC's, the Regional Youth Representatives, the Horsemaster Representative and other members who are elected by their respective Branches or by the Active Members at large shall form a majority of the Voting Members of the Regional Committee (amended November 2019)

3 MEETINGS OF THE REGIONAL COMMITTEE

3.1 The Regional Committee shall meet at least six times in each calendar year at a location within the region as selected from time to time by the Regional Committee. One of these meetings shall be the Annual General Meeting for

which the main purpose shall be to hold elections and to receive annual reports. (revised November 2019)

- 3.2 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 20% of the voting members of the Regional Committee. Seven days written notice shall be given.
- 3.3 Notice of any regular meeting of the Regional Committee shall be sent by the Secretary by mail, telephone or e-mail, such that members of the Committee shall have no less than seven (7) days notice of such meetings.
- 3.4 Twenty percent of the Voting Members of the Regional Committee, including those eligible through a transfer of voting rights, present in person or by teleconference call or by other electronic means shall constitute a quorum for the transaction of business at any meeting of the Regional Committee. At least two members of the Executive Committee must be present in person or by teleconference call or by other electronic means. (amended November 2019)
- 3.5 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. Proxies are accepted only from Voting Members of the Regional Committee in their absence, in the hands of a Voting Member of the Regional Committee in attendance. (amended November 2019)
- 3.6 Unless a prior agreement is reached with the members of the Regional Executive Committee, each member of the Regional Committee who is elected as per section 2.4e 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.

4 TERMS OF OFFICE

- 4.1 Under the Bylaws of the Canadian Pony Club, the terms of office for the Director, the Regional Chair, and all District Commissioners are two years. The terms for all other offices shall be one year.
- 4.2 With the exception of the Director, whose term, as per Canadian Pony Club bylaws, shall run on the calendar year, all terms of office shall run from one Regional Annual General Meeting to the next or second AGM as dictated by the number of years of a "term".
- 4.3 Any vacancy occurring during the term of office for any position which is filled under section 2.4e may be filled at any subsequent Regional

Committee meeting by an election with the remaining members of the Regional Committee voting, provided that a notice of the vacancy is sent to all members of the Regional Committee at least 1 week prior to the meeting at which the voting takes place. Prior to voting, nominations from the floor will be accepted and all candidates will have an opportunity to address the committee. (added November 2019)

- 4.4 Any vacancy occurring during the term of office for any position which is filled under section 2.4a may be filled at any time by the Regional Executive Committee or Branch Executive Committee as specified in the Canadian Pony Club Bylaws.
- 4.5 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. (added 2015)

5 VOTING AT REGIONAL COMMITTEE MEETINGS

- 5.1 Except as otherwise noted in these Rules and Regulations, every question shall be decided by a simple majority of the eligible Voting Members who are present at the meeting in person or by teleconference call or by other electronic means.
- 5.2 Each current Voting Member of the Regional Committee, excluding the Chair, and who is 18 years of age or older, shall be entitled to one vote at Regional Committee meetings even if they hold multiple positions within the organization. The Chair shall have a vote in the event of a tie.
 - 5.2.1 If the District Commissioner **and/or Assistant District Commissioner** of a Branch cannot attend a meeting of the Regional Committee, **he/she may delegate an Executive Committee member** of the Branch to cast his/her vote, provided that a properly completed Transfer of Voting Rights Form for DC's and ADC's (appended) has been received by the Regional Chair or the Regional Secretary or, in their absence, their delegate, at or before the meeting. The same provision applies to voting Chairs and their Assistants. (added November 2019)
 - 5.2.2 The Centre Administrator is allowed to attend all Regional Meetings and will carry one vote. When the CA is unable to attend the meeting, the CA may send an alternate delegate, who will carry the vote, as long as the Regional Secretary is notified in advance and the Regional R&R's allow for Branch Alternate Delegates. (added 2019)
- 5.3 AGM and Special Meetings - Each current Voting Member of the Regional Committee 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. Voting shall be conducted using a written ballot on coloured paper. Ballots should be prepared in advance. Proxies will be permitted only for the absence of Voting Members of the Regional Committee.
(amended November 2019)

6 CENTRAL ONTARIO REGION EXECUTIVE COMMITTEE

- 6.1 The Central Ontario Region Executive Committee shall be made up of the Regional Chair, Vice Chair, **Regional Assistant Vice Chair**, Director, Deputy Director, Secretary and Treasurer. Should the offices of Regional Chair and National Director, and/or Vice Chair and Deputy Director, be held by one person, the Executive Committee may expand itself by selecting a maximum of three additional persons from among the voting members of the Regional Committee. (added November 2019),
- 6.2 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.
- 6.3 The Executive Committee shall meet **as required and called by the Regional Chair or any of the Executive Committee members**. 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. **Minutes of these meetings shall be provided to the Regional Committee within 30 days of the meeting.** (revised November 2019)
- 6.4 Each member of the Executive Committee who is at least 18 years of age, shall be entitled to one vote at meetings of the Executive Committee where they are in attendance in person or by teleconference call or by other electronic means.
- 6.5 Three voting members of the Executive Committee present in person or by teleconference call or by other electronic means shall constitute a quorum.
- 6.6 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 FINANCIAL

- 7.1** The fiscal year of the Central Ontario Region shall be from November 1 to October 31.
- 7.2** Regional Membership fees for the Central Ontario Region shall be established by the Regional Committee each September for the following year. Branches may establish and collect additional fees at their own discretion.
- 7.3** 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 CPC 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. (amended 2019)
- 7.4** Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the Central Ontario Region may not borrow or raise money by loan at any time
- 7.5** 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/the Regional Committee. **Any request for reimbursement over \$250 must be fully disclosed to the Regional Committee, the decision for payment will require a majority vote by the Committee and the decision is to be recorded in meeting minutes.** (updated November 2019)
- 7.6** The financial accounts of Central Ontario Region shall be reviewed annually. A statement for review shall be presented within three months of the fiscal year-end. **Any expenses not submitted by the deadline will not be paid out.** Arrangements for such financial review shall be set at the Annual General meeting. (added November 2019)
- 7.7** Separate accounts for particular activities or events are strongly discouraged. Separate activity accounts must be pre-approved annually by the Regional or Executive Committee. When such accounts are permitted:
- 7.7.1** The person controlling the account must, when requested, make a complete report to the Regional Treasurer which includes all information requested by the treasurer
- 7.7.2** The Regional Treasurer must have signing authority for all bank accounts so that accounts may be verified.
- 7.7.3** No two members of the same family may have signing authority on the same account. (added 2015)

- 7.8** All cheques must have two signatures. It is strongly suggested that there be at least 3 people with signing authority and the Treasurer sign every cheque. (Added November 2019)

8 BRANCHES

- 8.1** Branch fiscal years shall be either January 1 to December 31 or November 1 to October 31.
- 8.2** Branch and Ontario Equestrian renewal memberships for the following year are due to the Regional Membership Chair no later than the Central Ontario Region Annual General Meeting. Branches filing their memberships between the Annual General Meeting and December 31 will be given a formal notice by telephone or in person that failure to file their memberships, Annual Branch Reports and the Annual Branch Financial Reports by December 31 shall result in an automatic suspension, this paragraph of the Central Ontario Regional Rules and Regulations serving as a written warning. A Branch of the Pony Club 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 Pony Club. Once the appropriate documents and payments have been received by the Region, a suspended Branch may apply for reinstatement. Branches whose fees and documentation have not been received by March 1 shall be subject to further action, to be determined by the Regional Executive. (removal of \$50 penalty November 2019)
- 8.3** Minutes of Branch meetings are due to the Regional Chair within two weeks of the meeting.
- 8.4** If a Branch becomes “Inactive” or is “Disbanding” the following applies:
- 8.4.1** 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 Central Ontario Region within ninety days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
- 8.4.2** 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 Central Ontario Region within three months. Branches have the right to request disbanded status from the Region. Branches wishing to do so must forward all Branch assets to the Region.
- 8.4.3** All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within **three months. It is the responsibility of the Branch to deliver all physical assets to the Regional Properties Chair.** (amended November 2019)

- 8.5** The Central Ontario Region shall encourage the formation of Branches. Those wishing to form a new Branch shall apply to the Regional Committee, and the decision as to whether to accept the application shall be based on:
- 8.5.1** input from nearby Branches.
 - 8.5.2** input from a Visiting Commissioner concerning the viability of the potential Branch Executive, and an adequate number of Active Members to sustain the Branch. **The Visiting Commissioner must also discuss any opportunity to collaborate with current area branches. (added November 2019)**
 - 8.5.3** other criteria which may be established by the Regional Committee from time to time.
 - 8.5.4** The Canadian Pony Club shall have final approval of the Branch name.

9 MISCELLANEOUS

- 9.1** The Central Ontario Region shall be represented at Canadian Pony Club National Annual General or Special General Meetings by one or more “Corporate Members”.
- 9.2** In addition to the Director’s vote, the Corporate Members from the Central Ontario 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.
- 9.3** 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 Central Ontario Region is entitled.
- 9.4** 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 Central Ontario Region is entitled.
- 9.5** The Rules and Regulations of the Central Ontario 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 or by teleconference call or by other electronic means 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.
- 9.6** All meetings of the Regional Committee and the Executive Committee shall be conducted in accordance with “Call to Order – Meeting Rules and Procedures for Non-Profit Organizations” when not in conflict with these Rules and Regulations.

THE CANADIAN PONY CLUB –CENTRAL ONTARIO REGION

TRANSFER OF VOTING RIGHTS

VALID ONLY FOR TRANSFER FROM A
DC/ADC TO A BRANCH EXECUTIVE COMMITTEE MEMBER

The undersigned (circle one) District Commissioner/**Assistant District Commissioner** of the Central Ontario Regional Committee hereby nominates, constitutes and appoints

_____ who is the **Executive Committee member holding the position of** _____ of the

Branch, as a substitute for the undersigned to attend the meeting of the Central Ontario Regional Committee Meeting to be held at _____

on the _____ day of _____, 20____, 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.

Dated this _____ day of _____, 20____

Signature _____

Name _____

Position _____

Branch _____

(Transfer Form revised 2019)

THE CANADIAN PONY CLUB –CENTRAL ONTARIO REGION

TRANSFER OF VOTING RIGHTS

**VALID ONLY FOR TRANSFER FROM A
CHAIR TO AN ASSISTANT CHAIR**

The undersigned, (position) _____ chair of
the Central Ontario Regional Committee hereby nominates, constitutes and appoints
_____ who is the Assistant Chair, as a
substitute for the undersigned to attend the meeting of the Central Ontario Regional
Committee Meeting to be held at _____ on
the _____ day of _____, 20____, 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.

Dated this _____ day of _____, 20____

Signature _____

Name _____

Position _____

Branch _____