

## **STUART RANGE PONY CLUB POLICIES**

The name of this Club, a member of The United States Pony Clubs, Inc., and of the INLAND EMPIRE Region, shall be STUART RANGE Pony Club. In addition to these policies, this club is subject to the National, Regional and Club Bylaws, National and Regional Policies, and other rules and regulations established by USPC.

### **ADDENDUMS AND MODIFICATIONS TO THIS POLICY:**

The members and sponsors understand and agree that the following forms are part of Stuart Range Pony Club Policy:

Addendum A: Certification Policies.

The colors of the club are BLACK AND WHITE.

### **PURPOSE**

These policies are established to provide guidance for the administration of the activities of the STUART RANGE Pony Club. The policies shall in no way lessen the authority granted the District Commissioner under the By-laws of the United States Pony Clubs, Inc., the By-laws of Regions and By-laws of Registered Clubs of the United States Pony Clubs, Inc.

### **OFFICERS**

In accordance with the Bylaws of Clubs of the United States Pony Clubs Inc., STUART RANGE Pony Club will have Administrative Officers (DC and Jt-DCs), Club Officers (Treasurer and Secretary) and any additional Club Officers established by the Club Sponsors.

### **APPOINTEES**

The DC may appoint the following (Club Advisors) for a 1 year term: (Example Junior Board Advisor).

### **TERM LIMIT**

There is no limit on number of consecutive terms for any officer.

### **BOARD**

All Administrative and Club Officers are considered members of the Board. At Board meetings each Board Member shall have a vote.

The Board is responsible for aiding the DC in the creation of the budget, drafting policy amendments and making programming suggestions for presentation to Club Sponsors.

Meetings of the Board are distinct from Sponsors meetings.

## COMMITTEES

A Nominating Committee will be formed as per By-law 4.1(e).

The Fundraising Committee will be chaired by the Treasurer and is responsible for a minimum of ONE FUNDRAISER EACH YEAR to be determined at annual sponsor meeting.

## SPONSORS

Sponsors are eligible individuals who meet all requirements, including having been accepted by the DC. Sponsors are the voting body of the Club. Sponsors will be required to pay a Due each year to be eligible. The amount of Dues for Sponsors will be determined annually through the Sponsors at the annual meeting.

Those persons wishing to support the Club, but who do not have an interest in the administration of the Club will be called "Friends of STUART RANGE Pony Club." They will receive newsletters, invitations and updates for club functions, but will not be eligible to vote. A minimum donation amount to be considered a "Friend of the Club" will be determined annually at the annual meeting of Sponsors.

## CLUB MEMBERSHIP FEES

The amount of Club dues for Participating Members will be determined annually through the budget process which is presented and voted on by the Sponsors at their annual meeting.

Membership fees are also paid, per member, to the Region, and to USPC, at rates set by those entities.

## MEETINGS

Board meetings are usually held once a month, and as needed, at a time determined by the DC.

Meetings of Participating Members, mounted and un-mounted, are held according to the calendar approved annually by the Club Sponsors.

Sponsor meetings will be scheduled and held in accordance with USPC Bylaws for Registered Clubs. The annual meeting of Sponsors should be held at least 1 week prior to the annual meeting of the Regional Council.

## MEMBERS IN GOOD STANDING POLICY

A Member is considered in Good Standing if they are current with all dues and fees owed the Registered Club/Riding Center Program, Region and USPC and when available participate in one or more of the following:

1. They show evidence of sincere interest in the activities of their Pony Club.
2. They assist younger members of the club in the learning process.
3. They participate in Pony Club activities at the local, regional, or national level when and where appropriate, according to age, experience, and suitability of mount.
4. They participate in a minimum of 50% of the organized meetings of the club.

Taken directly from the USPC By Laws:

### **Member In Good Standing Policy Clarification**

**This is meant to create an understanding for all, as to what the "Member in Good Standing" policy means.**

Clubs and Regions can put reasonable requirements on members to enhance the Testing or Rally experience by helping to insure that our members are prepared for the activities they participate in.

Clubs and Regions can make exceptions to their own requirements on a case-by-case basis.

Clubs and Regions cannot deny or restrict members access to Pony Club activities based on volunteer participation of their parent(s).

Clubs and Regions cannot make Championship Qualifications any more restrictive than those given in the specific discipline rulebooks.

### **RALLY PARTICIPATION**

The Club may pay a portion of the entry fee for rallies or championships for competitors who comply with the Member in Good Standing Policy, at the discretion of the DC, in consultation with the Board, and if funds are available.

### **CERTIFICATIONS**

**Please see attached Addendum A for procedures required for Certifications. A completed record book and checklist are a requirement for testing.**

Candidates for national testing's normally pay their own fees, but financial assistance may be offered at the discretion of the DC, in consultation with the Board, if funds are available.

Fees for local testing's (C2 and below) may be paid partially or in full by the club, at the discretion of the DC, in consultation with the Board, if funds are available.

### **INSTRUCTION PROGRAM**

The Club will develop a mounted and un-mounted instruction program using the USPC curriculum.

### **FINANCIAL**

Funds are disbursed by the Treasurer for expenses previously approved in the Club budget. Additional expenses may be disbursed after consultation with the DC up to \$500. This will be reported to the Club at the next Sponsor meeting. Any expenditure over \$500 that was not previously approved in the budget, must be voted upon by the Club Sponsors.

Club Revenues/Income shall be, but is not limited to, Club membership fees, camp, clinic and riding fees, donations, fundraising and Sponsor Fees.

Club expenses shall be, but are not limited to, fees for instructors/clinicians, facilities, rallies, certifications, awards, fundraiser expense and club administrative costs.

Club assets categories will include, but are not limited to, Club Equipment, Club Bank Accounts, Spirit Wear, Club Library, Club owned horses, Land etc

**REFUNDS AND REIMBURSEMENTS**

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

Reimbursement requests must be accompanied by a receipt and submitted to the Treasurer within 45 days and are subject to the DC's approval for anything which is not a normal operating expense.

**AMENDMENTS**

These policies may be amended at any time by a majority vote of a quorum of the current Club Sponsors of record. Amendments shall become effective after they have been adopted by the Club Sponsors of Record and approved by the RS, subject to review by the Vice President of Regional Administration.

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

RS Approval: \_\_\_\_\_

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