

APPENDIX H**SAMPLE PONY CLUB POLICIES****SHORT VERSION**

The name of this club, a member of The United States Pony Club, Inc., shall be _____ Pony Club.

The colors of the club are _____ and _____.

SPONSORS

All parents of participating members of the club will be considered Sponsors of the club after paying the annual Sponsor fee and being accepted by the DC.

Other interested adults may be Sponsors after paying the annual Sponsor fee and being accepted by the DC.

The Sponsor fee is \$_____ per year.

Those persons wishing to support the club to a greater degree than the Sponsor fee may become "Friends of _____ Pony Club" but will not be considered Sponsors.

DUES

The amount of club dues will be set each year by the Executive Board.

Dues are also paid by members to the region, and to the national organization, at rates set by those entities.

EXECUTIVE BOARD

The DC, Jt-DC(s), secretary, and treasurer, and all parents of participating members are considered members of the Executive Board and have full voting rights at Board meetings.

Other interested persons may become members of the board by indicating their interest, and by attending board meetings, and will have a vote on issues that come before the board. Meetings of the Executive Board are distinct from Sponsors' Meetings.

Voting is restricted to one vote per family.

MEETINGS

Board meetings will be held as needed, at a time determined by the DC, but usually on the third Wednesday evening of each month.

Meetings, mounted and unmounted, are held according to the schedule set by the Executive Board.

Participating members may attend Board meetings.

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The Annual Meeting of Sponsors will be held yearly according to requirements of the national organization.

Any and all other Sponsors' Meetings will be held according to the requirements of the national organization.

MEMBER IN GOOD STANDING

Participating members are considered members in good standing if they evidence a sincere interest in the activities of the club, assist younger members in the learning process, have no outstanding debts with the club and participate with regularity in the events of the club at the club, regional, and national level, when and where appropriate, according to age, experience, and suitability and safety of mount.

RALLY PARTICIPATION

All members are encouraged to participate in rallies. Any member who wishes to go to either a club, regional, or national rally will be permitted to go so long as they are safe, appropriately qualified, and interested in going.

The club will pay half the entry fee for any participant in a regional or national rally.

The DC will decide on team make-up for all regional rallies. National rally teams are chosen by the Regional Supervisor.

RATINGS

Ratings are usually held when sufficient members are available for the test, but, in no case, will a member be required to wait more than six months to be tested for a rating for which he or she is qualified to test.

Candidates for national testings normally pay their own fees, but financial assistance may be offered at the discretion of the DC, in consultation with the Executive Board.

Fees for local testings (C-2 and below) may be paid by the club, at the discretion of the Executive Board.

FUNDS

Funds are dispersed by the treasurer in consultation with the DC and the Executive Board. The treasurer will maintain the accounts of the club in such manner that any member may request and be shown the accounts at any given time.

AMENDMENTS

These policies may be amended at any time by a vote of a majority of the Sponsors.

Approved: (Date) _____

APPENDIX H**LONG VERSION**

(Date) _____ PONY CLUB

Certain provisions of the following Policies reflect USPC National Bylaws and Policies voted on by the USPC Board of Governors. These provisions must be included in the Policies of all Registered Clubs.

ARTICLE I – NAME

The name of the “Registered Club of the United States Pony Clubs, Inc.,” shall be “_____ Pony Club,” and is assigned to the _____ Region.

ARTICLE II – PURPOSE AND POLICIES**SECTION 1. PURPOSE**

The purpose of this club shall be to provide a safe program for youth that teaches riding, mounted sports and the care of horses and ponies, thereby developing responsibility, moral judgment, leadership, and self-confidence.

This Registered Club is organized exclusively for educational purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code.

SECTION 2. POLICIES

The policies of _____ Pony Club shall be in harmony with the Bylaws and Policies of the National organization of the United States Pony Club, Inc., and the _____ Region.

ARTICLE III – FIELD OF SERVICE

The field of service shall be within the territories of _____.

ARTICLE IV – POLICY CHANGES

These policies can be amended at any regular meeting of the Sponsors by a majority vote of Sponsors of record, provided that the amendment has been presented at the previous regular meeting. There must be a quorum present to vote.

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ARTICLE V – MEMBERSHIP

SECTION 1. MEMBERSHIP

It is the policy of USPC to admit as participating members all interested young persons who comply with the requirements for membership regardless of race, color, gender, religion, or national origin.

_____ Pony Club's minimum age requirement for membership is six years of age, except there will be no minimum age requirement for a rider who demonstrates to the satisfaction of the club DC that he/she has mastered skills to pass the D-1 test.

To maintain "Membership in Good Standing," a participating member shall pay all dues, national, regional and local; must attend at least four meetings a year; participate in club activities and have demonstrated good citizenship.

Prospective new participating members with parents/guardians must attend the first Pony Club meeting as an observer and fill out appropriate paperwork and pay membership dues.

Participating members must pay a one-time initiation fee, national dues to USPC, and regional and local dues.

Participating members progress through a series of proficiency levels as their knowledge and skills increase. These are USPC Standards of Proficiency. The beginning or lower level ratings are D-1 through C-2 are club ratings. The C-3, B, H-A and A are national ratings, administered by the National Testing Committee. Clubs are required to offer ratings a minimum of twice a year (USPC Policy 5010).

Guidelines and levels of ratings below:

A. RATING GUIDELINES

- 1) Ratings are offered twice a year (February & September). Please set your goals accordingly.
- 2) You must notify Rating Chairman of your intention to rate in writing or Email one month in advance.
- 3) Your flowcharts will be used to judge readiness. A Pony Club instructor must sign off each skill.
- 4) You must pay at the time you sign up for a rating, at least one month in advance (\$15 for D-1 through D-3 and \$20 for C-1 & C-2 ratings). This is due to the expense of getting examiners and expenses involved in bringing people in for the rating.
- 5) Ratings will be held at _____.
- 6) DC or Jt-DC must be present.

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B. D RATINGS

The D Ratings are designed to introduce the participating member to the fun and challenge of riding. The D-1 through D-3 rated member learns to safely ride independently, exhibiting control and maintaining a secure seat at the walk, trot, canter and in jumping over low fences. In addition to developing basic riding skills, the “D” rated member establishes safety habits and knowledge of the daily care of a pony or horse and riding tack.

In accordance with the USPC Standards of Proficiency, new participating members must wait 30 days before they are eligible to test for the D rating.

C. C RATINGS

The C rated member demonstrates the skills of an active horse-person and is able to demonstrate sound judgment and responsibility in the care of ponies or horses. The C rated member shows solid development towards a secure seat, demonstrates control and confidence in all phases of riding, and a firm knowledge of daily horse care and management.

D. B RATING

The B rated member demonstrates the skills of an active horse-person who is interested in acquiring further knowledge, confidence, and proficiency in all phases of riding and horse care.

E. H/H-A RATINGS

The H/H-A Ratings covers horse management, teaching and training. The H/H-A has the knowledge, experience and maturity to evaluate and care for a mount’s needs efficiently and in a variety of circumstances, and to teach riding and horse care to others.

E. A RATING

The A Rating is the highest rating to be achieved. The A is able to ride mounts at various levels of schooling with judgment, tact and effectiveness; to train young mounts; and to retrain spoiled mounts.

SECTION 2. MEMBERSHIP, DUES AND FEES

A. CORPORATE MEMBERSHIP

The Corporate Membership is a National Membership. CMs are allowed to vote for national corporate officers. Additional information about Corporate Membership may be obtained in the USPC National Bylaws.

1. LIFE MEMBER

Individuals who have a commitment of service and support to the USPC, Inc., may become Life Member upon payment of life membership dues.

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2. REGULAR CORPORATE MEMBER

Individuals who have a commitment of service and support to the USPC, Inc., may become a Regular Member upon payment of dues. Corporate memberships in one category or another are required for all DCs and Jt-DCs. (Policy 1001)

B. SPONSOR

Sponsors in the Registered Club may include those individuals who have executed the Articles of Organization; a parent of a child in the club who has paid the annual club Sponsor's fee; and such other individuals who have indicated an interest in supporting the club, have been approved by the DC, and have paid the annual club Sponsor's fee. Sponsors are required to meet at least once a year to elect officers, set Sponsor fees, approve a calendar, set a budget, etc. Additional Sponsors' Meetings, throughout the year, are generally held for planning and policy-making. (See Bylaws of the Registered Clubs)

C. "LEG-UPPERS"

Individuals who have a commitment of service and support to the Registered Club but do not want voting rights. Leg-uppers will receive the club's monthly newsletter.

Participating members shall pay appropriate National and Regional dues annually. All National/Regional dues for the coming year shall be payable no later than the last day of October or a date designated by the Working Board.

Participating members shall also pay to the _____ Pony Club an annual capping fee. Capping fees pay for operating costs (postage, newsletter, phone calls, some lesson fees & etc.) of the club. Fees will be invoiced semi-annually – January and July.

All new participating members shall be liable for dues immediately upon acceptance to membership.

Sponsors shall pay \$5.00 annual dues per person which will hold their Sponsorship until the end of the Annual Sponsors' Meeting. Sponsors are not invoiced.

Refunds of dues will not be made to any members resigning during the fiscal year.

The fiscal year shall be from January 1 through December 31.

All dues must be paid in a timely manner. Delinquents may be reinstated upon payment of dues in arrears and a \$5.00 late fine.

ARTICLE VI – INSURANCE

For any child to engage in club activities and be covered under the USPC Insurance Plan, correct dues, and membership information must be on record at the National Office.

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ARTICLE VII – CLUB EXPENDITURES

A Check and Balance System for authorizing and approving club expenditures must be in place by use of Section 1 or Section 2 below at the discretion of the DC.

SECTION 1. CHECK SIGNATURES

There shall be two authorized signatures on checks exceeding \$50. (Treasurer and DC)

SECTION 2. EXPENDITURES**A. AUTHORIZING EXPENDITURES**

At the beginning of each year, before any expenditures are made in that year, the District Commissioner will issue a letter to the Treasurer naming those individuals within the club authorized to approve expenditures for the club along with the amount each is authorized to approve for any given expenditure. Approval authority expires if rescinded by the District Commissioner or automatically at the year-end. The Treasurer shall not be an individual authorized to approve expenditures.

B. APPROVING SIGNATURES

Those authorized to approve club expenses in accord with item “A” above will do so by signing their name and listing the budget charge area, e.g., Rally, Concession, Fund-raising, etc., on the invoice, receipt or other expense record they wish to have paid and then forward the document to the treasurer for payment.

C. ISSUING FUNDS

All club funds will be issued by the Treasurer in accord with items “A” and “B” above.

D. REIMBURSEMENT/COMPENSATION

Pony Club’s annual budget will provide funds for one person to attend the USPC Annual Meeting. The person attending the Meeting will give an overview report of the conference to the Working Board. Said person’s attendance will be subject each year to funds availability over and above monies required for participating member instruction and programs.

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ARTICLE VIII – CLUB MEETINGS

SECTION 1. REGULAR AND SPECIAL MEETINGS

There shall be one regular club Meeting each month at a time and place convenient to the club.

Annual Meeting of Sponsors shall be held in the fall of each year at such time and place as may be designated by the District Commissioner. Notice of the annual meeting stating the time and place thereof shall be postmarked at least thirty (30) days before the meeting to each Sponsor at his/her address as it appears on the records of the Registered Club. A copy of the meeting agenda shall be sent with the notice. The Regional Supervisor (RS) and Vice-Regional Supervisor(s) (VRS) must be notified in the same manner. Minutes of annual meeting are taken by the club Secretary and mailed to National Office, the RS and the Sponsors of the club. (See Bylaws of the Registered Clubs, Article 4)

Special Meetings of Sponsors may be called by Sponsors, Working Board and/or DC in order to address special issues, such as elections or policy decisions. Notice of such meetings shall be postmarked or delivered no less than fifteen (15) days prior to the date of the meeting. Minutes of all Sponsor meetings are taken by the club Secretary and mailed to National Office, the RS and the Vice President of Regional Administration. (See Bylaws of the Registered Clubs 4.2.4)

SECTION 2. QUORUM

At any meeting of Sponsors, one-third of the Sponsors of record constitutes a quorum for the transaction of the business of the club. Voting by proxy is permitted at Sponsors' Meetings.

ARTICLE IX – OFFICERS

The elected officers of the Registered Club shall be the Treasurer and the Secretary. The Sponsors vote and propose a DC and Jt-DC(s) to recommend for appointment by the RS. The officers shall perform the duties prescribed by the Bylaws of USPC, these policies and by the parliamentary authority. All officers shall be Sponsors of the club. The DC and Jt-DC(s) shall also be Corporate Members of USPC.

SECTION 1. NOMINATION AND ELECTION

A Nominating Committee must be proposed by the DC with approval of the Sponsors, either at the prior Annual Sponsors' Meeting, or at some other time during the year, and at least 3 months before the next Annual Sponsors' Meeting. The committee is charged with presenting a slate of officers for the approval of the Sponsors at the next Annual Sponsors' Meeting. Nominations may also be made from the floor at the meeting. (See Bylaws of the Registered Clubs 4.1.5)

The term of office for each officer shall be one year. A maximum of five consecutive terms may be held. Officers assume duties at the beginning of the Fiscal Year, January 1.

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SECTION 2. DUTIES

The District Commissioner is a corporate member of USPC, Inc., and a Sponsor of the Registered Club. The District Commissioner (DC) shall direct and manage all matters within the club. The DC, with the concurrence and support of the Sponsors, has oversight and responsibility for the Registered Club and acts as liaison between the club, Region, and National Office. The DC is responsible for initiating, planning, guiding, and implementing the instructional program of the club. The DC clarifies club expectations for the members and encourages them to set appropriate goals for themselves.

A professional trainer and/or instructor cannot be DC of the Registered Club.

The Joint District Commissioner(s) is corporate member of USPC, Inc., and a Sponsor of the Registered Club. The Jt-DC works closely with the DC. He/She accepts duties delegated by the DC, or very often shares such duties with the DC. The Jt-DC presides at club Sponsors' meetings in the absence of the DC, attends activities, and performs any of the functions of the DC as agreed upon between the DC and Jt-DC.

The club Secretary is elected by the Sponsors at the Annual Meeting. The club Secretary is a Sponsor of the Registered Club. The club Secretary shall keep a current list of the names and addresses of all members and shall maintain a file of essential records on each member, which shall be transferred to the successor at the end of the term of office. (See Bylaws of the Registered Clubs 2.2.1)

The club Secretary shall keep the minutes and the attendance of all Sponsors' Meetings and shall keep a current list of all Sponsors of record.

The Treasurer shall be the custodian of the Registered Club funds; shall collect all dues and assessments and receive all monies; shall keep full and accurate accounts and shall present financial statements at the regular meetings of the club and to the Sponsors of Record; shall present an annual report of the balance sheet and prepare an annual budget for the Annual Sponsors' Meeting and shall turn over to successor all books and financial records. The Treasurer is responsible for prompt payment of all dues and fees to the association and for sending the Summary of Cash Receipts and Disbursements to the USPC National Office and the RS by February 15 of each year. (See Bylaws of the Registered Clubs 2.2.2)

The Treasurer shall issue funds and/or make payments for expenditures approved in accordance with club policies. (See Article VII)

The Treasurer shall chair the club's Financial Committee.

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ARTICLE X – WORKING BOARD

SECTION 1. COMPOSITION AND DUTIES

The Working Board shall be composed of the elected officers with the DC as Chairperson, and appointed Sponsors and chairs of committees involving administrative or program responsibility. Committee chairs shall be appointed by the DC. The term of office of chairs shall not exceed one year.

The Working Board shall have general supervision of the affairs of the Registered Club between meetings and shall perform such other duties as are specified in these Policies. The Board shall be subject to the orders of the club and none of its acts shall conflict with action taken by the club. The Board shall have the power to act in an emergency and such action having been sanctioned by a two-thirds vote of the Board shall be binding on the club.

SECTION 2. MEETINGS

The Working Board shall hold regular monthly meetings prior to the regular monthly meeting of the club. Special meetings may be called by the DC or upon request of three members of the Board.

SECTION 3. WORKING BOARD AUTHORITY

The Working Board shall have the authority to regulate the number selected to membership yearly. The number, which shall be determined by the needs of the organization, shall be discussed yearly prior to the Annual Meeting of Sponsors.

ARTICLE XI – COMMITTEES

SECTION 1. STANDING COMMITTEES

A. FINANCE COMMITTEE

There shall be a Finance Committee, which shall function as a financial, fact-finding committee to advise the Board and club in matters relating to the finances of club. The committee shall be composed of the Treasurer, as chairperson, and the committee chairs responsible for any phase of the club financing, together with such other members as shall be designated by the DC and the Working Board (the Treasurer plus four members).

B. PUBLIC RELATIONS COMMITTEE

There shall be a Public Relations Committee whose function shall be to arrange for newspaper, radio, and television publicity for the club. It shall attempt to build good public relations by interpreting all club activities to the public so that community understanding, interest and support will result. The chairperson of this committee shall be the Publicity Chairperson.

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C. NOMINATING COMMITTEE

A Nominating Committee is proposed by the DC and elected by the Sponsors at least 3 months before the Annual Sponsors' Meeting. The committee is charged with presenting a slate of officers for the approval of the Sponsors at the Annual Sponsors' Meeting. The committee shall be composed of three to five members. (See Bylaws of Registered Clubs 4.1.5)

D. PROPERTIES COMMITTEE

The Properties Committee shall maintain a permanent storage facility for the club to house all records and other properties belonging to the club.

E. POLICY COMMITTEE

The Policy Committee shall receive any proposed changes to these Policies, and shall study the policies periodically for possible necessary revisions. It shall be the responsibility of this committee to keep these policies in harmony with national, regional and local policies.

SECTION 2. SPECIAL COMMITTEES

Any other committees, standing or special, shall be appointed by the DC as the club or the Working Board deems necessary to carry on the work of the club. The DC shall determine the committee's purpose and term of appointment.

ARTICLE XII – FISCAL RESPONSIBILITY**SECTION 1. FISCAL YEAR**

The Fiscal Year shall be from January 1 through December 31.

SECTION 2. INUREMENT OF INCOME

No part of the net earnings of the club shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the club shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION 3. OPERATIONAL LIMITATIONS

The policy of the Board of Governors is that each Registered Club shall report and fully disclose annually to its Sponsors, its Region and the National Organization the source and utilization of all funds in its custody. Additionally, each Registered Club will comply with all legal requirements imposed on 501(c)(3) designated entities.

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SECTION 4. AUDIT

The books of account of this Registered Club shall be kept in accordance with sound accounting practices and an annual report of the Balance Sheet shall be read at the Annual Sponsors' Meeting.

ARTICLE XIII – AMENDMENTS AND RULES OF ORDER

This constitution and policies may be amended in the following manner: The proposed change(s) shall be presented in writing to the DC by any officer or Sponsor of the club. The DC shall at the next meeting present the proposed change(s) to the club. At the meeting following the presentation, the proposed change(s) shall be adopted by a two-thirds vote of Sponsors [a quorum (one-third) must be present for vote].

Robert's Rules of Order (Newly Revised) shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these Policies and any special rules of order the club may adopt.

Any changes/additions in National or Regional Policies or Bylaws automatically become a part of and supercede as necessary these policies until such time as changes can be ratified at next annual meeting.

ARTICLE XIV – DISSOLUTION

Should the Pony Club ever be dissolved the disposition of all assets of the club remaining shall be distributed to one or more exempt purposes, as outlined in IRS Regulation Section 1.501(c)(3), 1(b)(4) and in the USPC Bylaws of the Registered Clubs and/or USPC National Bylaws.

Upon dissolution of the Registered Club, the Working Board shall, after paying or making provisions for the payment of all the Liabilities of the Corporation, dispose of all the assets of the club exclusively for the purposes of the club, in such manner as directed by the Vice President of Regional Administration.

STANDING RULES

1. Any behavior problems between participating members will be handled individually by the DC.
2. Mandatory clean up at the facility for all members of _____ Pony Club three times year before horse trials or any competition/rally as deemed necessary.
3. The club colors are _____ and _____.
4. Each member must be a "Member in Good Standing" before any ratings/rallies. DC will make this decision based on attendance and participation in club activities, dues paid in full and citizenship.

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5. All Medical Information & Release and Waiver of Liability forms are to be signed and on file with Pony Club annually.
6. If parent or guardian cannot attend club function, a Chaperone Release form must be signed before the member can participate.
7. All mounts brought to club functions must have a current coggins. A copy of the coggins must be given to Secretary before riding.
8. All mounts brought to Pony Club must be at least five years of age.
9. All participating members must follow the Rules and Guidelines for the facility.
10. Before leaving club meetings, the stall you use must be cleaned and all stall gates closed.
11. Each participating member and their family must participate in club fund-raisers.
12. Profits from fund-raising will be used for training and educational purposes for all participating members.
13. The fund-raising for Championship Teams will be designated and profits so noted.
14. Clinicians for club meetings: Once you have committed to ride with an outside clinician you must pay the cost of the lesson, regardless of circumstances, unless another rider can take your place.