

Chapter 15

MEMBERSHIP: ADULT & YOUTH – the core of your club

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***D**o you know how important it is to get your club's memberships in on time? Without the complete and proper memberships at the National Office, your club is in violation of the bylaws, there is no insurance for those individuals, and your club's standing is in jeopardy! The National Office works hard to process all memberships in a timely manner – Do your part and get the paperwork and dues to them!*

Corporate Membership

The DC and Jt-DC **MUST** maintain a Corporate Membership in USPC during their term in office. By doing so, you are part of the national organization and members of the corporation for legal and voting purposes. This provides additional support for USPC in developing materials, programs and activities nationwide. But more importantly, it ensures that the DC and Jt-DC receive communications from the National Office in ways such as *USPC News* (a quarterly magazine), Annual Directory, and other mailings that may be sent throughout the year.

If a club decides to pay the Corporate Membership fee for an officer, a provision should be made in club policy. Corporate Memberships are not refundable or

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transferable. If for any reason the DC or Jt-DC does not finish their term of office, their replacement must become a USPC Corporate Member and pay a separate fee.

Alumni Corporate Memberships

This is a discounted category of Corporate Membership for Pony Club Alumni who are between the ages of 21 and 25. Alumni Corporate Members have all the rights and privileges found in the regular Corporate Membership.

Life Membership

This is a Corporate Membership for the life of an individual. Life Members have all the rights and benefits of regular Corporate Members. In addition, they receive a pin, certificate and are listed in the Annual Directory to acknowledge their commitment to USPC.

Life Membership is also available to Alumni under the age of 25 at a significantly reduced rate. A Life Membership is a great way to congratulate your upper level Pony Club members when they graduate or to acknowledge a dedicated volunteer.

Participating Youth Membership

MEMBERSHIP REPORT FORM



TIP: An interactive form is available on the Web site. Don't forget to print it out and have it properly signed!

The Membership Report Form (MRF) is a four-page document that is used to process a youth's membership in USPC. The first page contains all the information on the youth – name, address, parents/guardian, phone number, Email. In addition, the DC or the Membership Secretary must also complete the top section – name and number of club, region, contact information for the person submitting the form, join/continue date, and current rating.

MEMBERSHIP REPORT FORM, *continued*



REMEMBER: The Membership Report Form must be submitted by the club and sent in with a club check. Forms submitted by parents/members or with a personal check will NOT be processed and will be returned.

The first page also contains the Code of Conduct. Below the Code of Conduct are signature lines for both the youth and the parent/guardian. This must be signed by BOTH the youth, regardless of age, and the parent/guardian.

The second page is the waiver of liability. This must be signed by the parent/guardian. The signature of the youth is also requested. If a parent/guardian feels uncomfortable having their child sign, it will be accepted with only the parent/guardian signature.



REMEMBER: The Membership Report Form must be completed in full and properly signed. If not, it will be returned to the club and a return fee will be assessed.

Pages three and four contain state statutes concerning equine liability. Not all states require this be included on forms and some states may not yet have one. Regardless of the member's state of residence, these pages **MUST** be attached for all members at the time of signing. However, pages three and four do not need to be sent to the USPC office.

DUES



REMEMBER: Submit national dues for new members immediately! Until National dues and completed appropriate paperwork are received by USPC, members are NOT covered by USPC insurance and MAY NOT participate in Pony Club activities.

Each youth member pays annual dues. This includes national, regional, and club dues and fees.

Always submit national dues on a club check, through the club checking account. This is to the advantage of the club. If there is ever a question about a membership

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check being cashed, the club has a record. In addition, the club check indicates to the National Office that the DC has approved the membership.

TRANSFERRING MEMBERS

During the membership year, members may transfer to another club with the permission of both DCs. National dues are **paid only once per year**, but clubs and regions may require that transferring members pay additional club and/or regional dues.

The DC of the old club should send the new DC verification of the child's dues payment, rating, original join date, etc. The DC of the new club should send a completed Membership Report Form to USPC, marking that the child is transferring into their club. Parents must complete a new Medical Release Form for the new club's files. The RS must also be notified of this change.

DUAL MEMBERSHIP

Dual Membership is not encouraged, but is acceptable in certain cases, i.e., member spends the summer in a different location, going to school, or for some other reason cannot consistently be involved with their traditional local club. The DCs of both clubs must agree to the dual membership, and the RS should be notified. If the clubs are in different regions both RSs should be notified.

The member and both DCs must agree upon which club is the "club of record." That club is responsible for sending in the membership dues, rating updates, etc., for the member. The member will be recorded in the National Office database only under the club of record.

National dues are **paid only once per year**, but clubs and regions may require that dual members pay additional club and/or regional dues. Check with your Regional Supervisor to see if the region has any paperwork to be completed for dual membership.

DENYING MEMBERSHIP

On very rare occasions, a DC may find themselves in a situation where he/she does not want to admit a potential member or a renewing member into the club.

The National Bylaws 8.6 reads, "Participating Members shall: ... (d) have the approval of the District Commissioner or Joint District Commissioner in charge."

TERMINATING MEMBERSHIP

Terminating a membership is a very serious consideration and should not be done lightly, or to further the gains of any individual in the club. Follow the procedure set forth in the bylaws.

The National Bylaws 8.7.b states, “A District Commissioner...shall direct and manage all matters in the Club...Upon the request of a majority of the Registered Club Sponsors, the District Commissioner...shall consider termination of a child’s...participation in the Registered Club. A District Commissioner...after consultation with the Registered Club Sponsors and with the advance approval of both the Regional Supervisor...and the Vice President of Regional Administration, may remove from the Club a...Participating Member at any time, with or without cause.”