

Chapter 10

CHANGES IN CLUB STATUS – what it all means

In this chapter:

- ▶ Name Change
- ▶ Change of Region
- ▶ Regional Provisional Status
- ▶ Inactive Status
- ▶ Discontinuation

Change is part of life. Occasionally, major changes are necessary to facilitate the goals of USPC and safeguard the welfare of members.

Name Change



TIP: Check with the National Office to see if the name choice(s) for your club are available BEFORE you talk with your RS or hold your Sponsors' Meeting to vote on the name change!

Once a name has been used by a club, another club may not use that name, regardless of whether the other club is active or discontinued. Names once used by a club are also not available.

Clubs must submit the minutes to the National Office from the meeting in which a name change was voted upon and approved. Club name changes are approved by the Regional Supervisor and may be used immediately, but are not considered official until after they are reported to the Board of Governors. A letter verifying the change is sent to the DC (and copied to the RS) within one week of the Board's decision.

Change of Region

As activities shift location within regions, a club may find that it is participating more with a neighboring region or for some other reason may want to change regions. This is not a decision to be made lightly and a club may not shift from region to region. However, if there is a reason for a club to change regions, the following steps must be taken:

1. The RSs of both regions must agree to the change.
2. The club submits the minutes of the meeting in which the change of region was voted upon to the RS of their current region.
3. The current RS writes a letter of approval and sends it to the new region's RS along with a copy of the club minutes.
4. The new region's RS initials the letter and forwards it, with a copy of club minutes, to the National Office.
5. The change of region must go forward to the Board of Governors for final approval.

Regional Provisional Status

Regional provisional status may be given to clubs that are just getting started, are being reactivated, or are having problems with the viability of their club for whatever reason. The benefit of this status is that the RS defines goals and makes an action plan to help the club achieve the goals. The RS has the authority to place a club on provisional status for a predetermined time, typically a year, and may opt to continue the provisional status until such time as the RS determines the club can stand on its own.



REMEMBER: The RS has the authority to recommend the discontinuation of a club. Every effort will be made by the RS to take steps to keep a club active and healthy. So, while provisional status may sound ominous, it's actually a good thing!

Inactive Status

Every club is going to experience bumps in the road, like: membership attrition, changing demographics, lack of available leadership, etc. Sometimes the bumps are big and threaten to dissolve a club. But the RS and the National Office staff are ready to help your club. Inactive status allows a club to take a break and evaluate the situation and to decide if it is best to reactivate or discontinue.

The RS, after discussion with the DC, recommends inactive status to the Vice President for Regional Administration (VPRA) for action at the next meeting of the Board of Governors. The RS should work closely with the club to explore all possible options to avoid closing the club. If there are no active members, but revitalization is a possibility, a one-year inactive status is designed to allow clubs to seek new members and/or volunteers without permanently closing. A club returning to active status is not required to pay the new club start up fee.



REMEMBER: One adult (preferably the DC) must be a Corporate Member to receive mailings and remain in communication with the National Office and the region during the inactive year.

Discontinuation



REMEMBER: Once a club is discontinued, it cannot be reactivated. All of its assets are reallocated. Should the members wish to re-activate, they will have to establish a brand new Pony Club, including paying the start-up fee and applying for a new EIN.

Once all avenues of keeping the club active and healthy have been exhausted with no results, the RS will have to make the decision to officially close the club. The RS, after discussion with the DC, will recommend discontinuation to the Vice President for Regional Administration (VPRA) for action at the next meeting of the Board of Governors.

If there are Sponsors of the club, a meeting needs to be held to vote to discontinue the club. The minutes of the meeting must be sent to the National Office and to the RS. If there are no remaining sponsors, the existing officers should indicate that on the final reports and written request for discontinuation. Written minutes and

Chapter 10 – CHANGES IN CLUB STATUS

financial reports, signed by the existing club officers, must be sent to the Regional Supervisor and the National Office.

Disposition of assets must be completed. A division of assets between remaining members and/or sponsors is illegal. Section 6.2 of the Club Bylaws says that “assets shall be transferred by the VPRA, after conferring with the RS, to a Region or another Registered Club, or any other Corporation having a 501(c)(3) or like designation as provided in the Internal Revenue Code of the United States.”

The RS will facilitate the transfer of any remaining members to another club.