

**UNITED STATES PONY CLUBS
POLICY STATEMENT**

SUBJECT: INSTRUCTION COUNCIL COMMITTEES

EFFECTIVE DATE: 9/19/93

POLICY NO: 5001

REVISED DATE: 10/28/17

I. PHILOSOPHY:

In order to effectively accomplish the Mission of The United States Pony Clubs, Inc., and to provide greater geographical and organizational representation, the Board of Governors realizes that Instruction Council Committees are necessary to accomplish certain tasks that are impractical for the Board to handle.

II. POLICY STATEMENT:

The policy of the Board of Governors is that Instruction Council Committees shall be established, as deemed appropriate, by the Board of Governors.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. Instruction Council Committees shall be created by Board resolution that establishes the name, nature, function, and tenure of said committees.

B. Each Instruction Council Committee Chairperson shall report to the Vice President of Instruction.

C. *Membership*

1. The Vice President of Instruction shall nominate Instruction Committee Chairpersons and "at-large" members to be ratified by the Board of Governors no later than the first Board Meeting of the Corporation at the USPC Annual Convention.

2. Committee members shall be appointed by the Committee Chairpersons upon the approval of the Vice President of Instruction.

3. Committee Chairs must be in compliance with Policy 0721, Background Check for Volunteers.

4. Committee members must be Corporate or Life Members of USPC, Inc. They also must be in compliance with Policy 0710, Conflict of Interest.

5. Committee membership shall consist ideally of at least five (5) and no more than nine (9) members.

6. Committee membership shall be limited to three (3) consecutive years unless the individual is appointed Chairperson of the Committee. In unusual

circumstances, after the three-year term expires, the committee member may be reappointed annually with the approval of the Board. However, no member may serve more than six consecutive (6) years on a committee unless appointed Chairperson, see #7 below.

7. Committee Chairpersons may serve for three (3) consecutive years. In unusual circumstances, after the three-year term expires, the Chairperson may be reappointed annually as Chairperson with the approval of the Board. However, no member may serve more than six consecutive (6) years as Chairperson for that Committee.
8. During the last year of a Chairperson's term, the Vice President of Instruction may designate a Chairperson-elect for that committee.
9. Approximately one-third committee members shall revolve off the committee each year so as to provide continuity and innovation to the work of the committee.
10. In addition to the committee members, the Vice President of Instruction may appoint up to two (2) resource people for a one (1) year term, who will serve in an advisory capacity. Resource people are not members of the committee but may participate in the work and deliberations of the committee.
11. The President of USPC and the Vice President of Instruction shall be ex-officio members of all Instruction Council Committees.

- D. The Chairperson shall make the committee reports to the Board for each meeting, and as requested.
- E. Resolutions creating committees under this policy shall be attached.

IV. **DELEGATION OF AUTHORITY:**

The Vice President of Instruction shall have oversight of this policy.

V. **ENACTMENT:**

Established:  Date: 05/19/02
Board President

VI. **ATTACHMENTS:**

- A. Curriculum-Standards Committee
- B. Horse Management Committee
- C. D1-C-2 Curriculum Committee
- D. C-3/HB Curriculum Committee
- E. National Testing Committee
- F. Visiting Instruction Committee
- G. Regional Instruction Coordinator (RIC) Committee
- H. National Youth Congress/ Academy of Achievement Committee