

THE UNITED STATES PONY CLUBS, INC. VIRGINIA REGION POLICIES

Adopted: November 7, 2015

PURPOSE

These policies are established to provide guidelines for the administration of the activities of the Virginia Region. The policies shall in no way lessen the authority granted the Regional Supervisor under the By-Laws of the United States Pony Clubs, Inc., and the By-Laws of Regions of the United States Pony Clubs, Inc.

OFFICERS

In accordance with the By-Laws of Regions of the United States Pony Clubs, Inc., the Virginia Region will have Administrative Officers and Regional Officers.

The Administrative Officers of the Region will be the Regional Supervisor (RS), and Vice Regional Supervisor(s) (VRS). The Regional Officers will be the Secretary, Treasurer, Regional Instructional Coordinator (RIC), and Horse Management Organizer (HMO).

APPOINTEES

The RS may appoint Committee Chairs for a 1-year term.

TERM LIMIT

There is no term limit for Administrative and Regional Officers.

REGIONAL BOARD

Officers of the Region are members of the Regional Board. The Regional Board also includes committee chairpersons appointed by the Regional Supervisor, as needed.

The Regional Board shall make recommendations on issues to the Regional Supervisor and assist in generating plans prior to Regional Council meetings, in addition to performing their identified duties.

The Regional Board will meet as needed to transact routine business and oversee the planning of Regional activities. Dates will be set by the Regional Board and will be published on the Regional Website. Interested persons are welcome to attend Regional Board meetings, and they must notify the Regional Secretary at least one week in advance. Meeting places may vary and, if there are a large number of attendees, accommodations must be made.

REGIONAL COUNCIL

The Regional Council is comprised of the DCs and the Jt DCs of each club; the CA of each Riding Center; and the Officers of the Region, so long as the majority of the council consists of local leadership.

The DC, Jt.-DC or designated Club representative (authorized in writing by the District Commissioner) of each member Club; the CA of each Center or designated representative (authorized in writing by the Center Administrator); and Regional Officers are each entitled to one vote. However, if a Regional Officer is also a DC,

Jt-DC or CA, they will authorize in writing a designated Club/Center representative to vote on behalf of the Club/Center and they will cast a separate vote.

NOMINATING COMMITTEE

A Nominating Committee will be formed per the By Laws of the Regions of the United States Pony Clubs, Inc. When it is possible, the committee will represent the Region geographically and include one individual with historical perspective of the Region and Pony Club.

REGIONAL MEETINGS

The Virginia Region will host at least two Regional Council meetings per year. One will be held after the National Annual Meeting and one will be its regular Annual Meeting each year in the fall. Regional Officers, DCs, Jt-DCs and CAs are required to attend these meetings

ACTIVE CLUB/CENTER

A Club/Center in the region will be considered active if:

1. The Club submits regional dues, minutes of its annual meeting, treasurer's report, lists of Pony Club members, officers and sponsors, a summary of activities for the past year and a tentative calendar of events for the coming year, and any other requested information to the RS by the annual Fall Regional Council meeting.
2. The Center submits a copy of the Center Contact List, Summary of Center Payment to USPC, list of members with correct certification levels, payment for Regional dues, and any other requested information, to the RS by the Annual Fall Regional Council Meeting.
3. It responds in a timely fashion to all requests for information in the region.
4. Sends the DC, Jt DC or CA to Regional Council meetings.
5. It hosts, co-hosts or assists, as appropriate, with a regional activity at least once a year.
6. It sends Pony Clubbers to regional activities, as appropriate.

REGIONAL MEMBERSHIP FEE

The annual membership fee for the Region, for the current year, will be voted on at the Annual Regional Council Meeting in the immediate preceding year.

Regional Membership Fees will be collected for all Club and Center members belonging to region.

The allocation of membership fees shall be noted in the proposed budget that is presented to the Regional Council for approval at the Annual Regional Council Meeting.

FINANCIAL

GENERAL REGIONAL FUND

- A. Income to this fund is generated from the following sources:
 1. Regional membership fees
 2. Rally participation fees
 3. HB and above testing fees, as determined annually
 4. Educational and prep clinics
 5. Regional fund raisers unless designated to a specific purpose.

6. Donations to the region unless designated to a specific purpose.

B. Expenses to be paid from this fund, subject to availability, shall include:

1. Administrative costs: USPC corporate membership fees for Regional Officers; transportation, lodging, and meeting expenses for the RS, Vice RS(s), RIC, HMO to attend the USPC National Annual Meeting, and a standard (IRS) mileage allowance for conducting regional business, as funds allow; postage, telephone, facsimile, copying, and shipping expenses incurred by the RS and VRS(s) to communicate with member clubs and USPC national office and to carry out the business of the region.
2. Cost to Region of upper level testings.
3. Educational and prep clinics (i.e., standards and ratings).
4. Expenses incurred by other regional officers on regional business when authorized by the RS.
5. Other expenses deemed appropriate and necessary to carry out the business of the region. All expenses incurred on behalf of the region and requested to be reimbursed must be approved in advance by the RS and supported by receipts.

ASSET CATEGORY LIST

Regional assets categories will include, but not limited to, Regional Equipment for preps and testing, and Regional Bank Accounts (checking and Pay Pal accounts).

RESERVE FUND

This part of the general fund shall be held in reserve to support any other expense category where expenses exceed the budget that the RS deems necessary to continue even though the activity is over budget.

USPC CHAMPIONSHIP FUND

The Region will determine, annually, at the November meeting, if it will supplement Championships for the following year.

REFUNDS

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

EDUCATION

The region will plan the following clinics as described in addition to other educational activities for the year as deemed appropriate:

- At least one upper level prep clinic will be offered to prepare candidates for certifications of HB and above, if there are members seeking a National Level Certification.
- A Standards & Certifications Clinic will be held annually to keep current with USPC standards. Pony Club instructors, examiners, DCs, sponsors, Pony Clubbers and their parents are strongly encouraged to attend this clinic to familiarize themselves with the current standards.
- A Horse Management Judges (HMJ) Seminar will be held annually to keep current with USPC standards. These seminars are to aid participants in the Region's HMJ Program, and to develop an apprentice program.

NATIONAL CERTIFICATIONS

Testing for Upper Level certifications will be requested of USPC as needed.

USPC CHAMPIONSHIPS

A goal of the region is to support qualified members at Championships. Pony Clubbers within the region who meet the age and rating requirements for the discipline in which they intend to compete and who qualify at a regional rally or equivalent in that discipline, are eligible to compete at USPC Championships. All eligible members are invited to qualify for these regional teams.


DEVIATIONS AND WAIVERS

In situations with special circumstances, the RS may authorize deviations to or waivers of regional policy, if such deviation or waiver does not conflict with the By-Laws. The Regional Advisory Board shall be notified when and if such deviations or waivers occur.

AMENDMENTS

Policies shall be reviewed at least every 3 years. Any member of the Regional Council may propose a policy amendment at any time. Amendments shall become effective when adopted by the vote of the Regional Council and approved by the VPRA.

RS Approved , Date: 11/7/2015

VPRA Approval: , Date: 11/12/15

Amended Date: _____