

## WHY NATIONAL AND REGIONAL CHAPTERS

It is important for members to understand that every organization has expenses that need to be met in order to function and grow. Some, but not all, of the expenses involved in the operation of WSDAC are liability insurance (people are progressively becoming more litigious), advertising including internet fees for the website, typical stationery costs for items such as paper, envelopes, printer ink, postage stamps and many other expenses. If we are to become a true presence in the world of equine disciplines, we will need funding in place to put on clinics, shows, demonstrations, etc. as well as funds to cover such things as travel expenses, rental of facilities and so forth. This addresses the “parent” or “umbrella” association that is the Western Style Dressage Association of Canada. Regional Chapters have similar expenses. Everyone working for the WSDAC now is a volunteer and is contributing products and services that cost them personally in time and money – and each is expected to pay annual membership dues like everyone else, both to the National organization and to their Regional Chapter, if they choose to join one.

WSDAC, as the umbrella organization is responsible for setting national standards in all aspects of Western Style Dressage. Without a parent organization establishing a universal protocol Canada wide, there would be confusion and a general lack of unity in training, testing, showing and competing in this discipline. WSDAC is absolutely necessary to its members and to every Regional Chapter that forms.

The purpose of regional chapters is to make it possible for WSD riders to have a group of likeminded, nearby individuals to participate in local shows clinics, demonstrations etc. Canada is a huge country and there is no way that WSDAC can arrange for these types of activities countrywide. Further, we view WSDAC as the steering organization, providing a foundation for Regional Chapters to build on. We must be very selective and careful in planning events that will contribute to the growth of WSDAC at a national level. Each Regional Chapter establishes its own membership fee according to what they feel is appropriate. WSDAC would not object to a Chapter forming that did not require dues from its members. Please bear in mind that we strongly recommend that each Chapter arrange for liability insurance, and each must pay for its own Articles of Incorporation with either the Provincial or Federal government.

There is no circumstance where WSDAC would demand or require any group of members to form a Regional Chapter.

Membership in WSDAC gives each member a voice and a vote regarding Association business and development countrywide. Membership allows for discounted rates at WSDAC sponsored clinics, shows and other events. Information regarding WSDAC that is confidential or not for general public consumption, will be sent to members via email or another method of private communication. We genuinely believe that people that are passionate about the promotion of WSD as a real and distinct equine discipline will not object to the low annual fee for membership in the founding organization, WSDAC.

**REQUIREMENTS TO FORM A REGIONAL CHAPTER WITHIN  
THE WESTERN STYLE DRESSAGE ASSOCIATION OF CANADA**

*(EFFECTIVE DATE: FEBRUARY 15, 2013)*

Each group desiring to form a Regional Chapter within the National organization of the Western Style Dressage Association of Canada will be required to apply and be recognized by WSDAC. Below are the criteria to form a Regional Chapter and an easy to follow format to be sure your Chapter is formally recognized by WSDAC, all of its members and other Regional Chapters within Canada.

**Step One: Part A**

Any group of people intending and desiring to form a Regional Chapter must first file an E-form of intent with the WSDAC Executive. There must be one person designated to handle all communication with the Executive of WSDAC throughout the application and formation process as the Chapter Representative. Further to this there must be at least five (5) WSDAC members to be listed on the Form of Intent from which three (3) Directors can be named, all of whom must be in good standing with WSDAC. It should be noted that WSDAC reserves the right to accept or decline a Chapter's E-form of Intent with or without cause.

The Western Style Dressage Association of Canada incorporated our organizational name under the Federal Canada Not-for-Profit Corporations Act. Our name is protected across Canada under this law and cannot be used by any organization or individual without our written consent.

At the same time this group of interested parties, if they plan to use the words "Western Style Dressage" in naming their Regional Chapter, must also submit an undertaking to change the chapter name if at any time it ceases to be a Regional Chapter of WSDAC. This agreement appears on the E-form of Intent and we will accept a Yes / No response. However, once their Regional Chapter is approved and formalized by WSDAC a "hard copy" of the undertaking signed by the Chapter President or Chairperson must be submitted to WSDAC before the formal Letter of Acceptance is issued to the new Regional Chapter.

Interested parties in forming a Regional chapter also must declare their intent to and willingness to follow the procedures and guidelines of WSDAC, to use WSDAC developed and approved patterns for training, shows and testing and to generally adopt the attitude of WSDAC toward riding Western Style Dressage. (This is part of the E-form of Intent)

**Step One: Part B**

The WSDAC Executive will review the E-form of Intent on the basis of an appropriate description of the region to be encompassed by the Chapter, the appropriateness of the name chosen for the Chapter and to ensure that the "intent and willingness" section of the form is complete. We will also ensure that the Undertaking to Change Name form accompanies the E-form of Intent. If everything looks fine WSDAC will contact the Chapter Representative and advise them to proceed. If there are any concerns by WSDAC, we will promptly and clearly advise the Chapter's representative so that the concerns can be reviewed. WSDAC Executive usually meets each month during the calendar year and all matters concerning Chapters will be considered at the next meeting.

### **Step Two: Part A**

Using the agreed upon name for the Regional Chapter and using the agreed upon defining boundaries of the region, the newly forming Chapter must submit its proposed Articles of Incorporation to WSDAC for review.

### **Step Two: Part B**

The WSDAC Executive at a regular meeting reviews the Articles of Incorporation and a reply is made to the Chapter either approving or stating any concerns regarding the Articles of Incorporation.

### **Step Three: Part A**

The proposed Chapter submits their Articles of Incorporation to either the Provincial or Federal Government for approval. Once the Chapter receives government approval they should immediately notify WSDAC.

### **Step Three: Part B**

When WSDAC receives notification of government acceptance of the Chapter's Articles of Incorporation, it will formally agree to the Regional Chapter name and its defined region in a signed Letter of Acceptance. The newly formed Chapter will be announced in the first upcoming newsletter.

## **REQUIREMENTS FOR NAMING YOUR REGIONAL CHAPTER**

It is a tendency of humankind to use easy and very general parameters in naming their clubs and associations. Please be careful and thoughtful in choosing the name of your Regional Chapter. An example of a poorly named Chapter would be "The Southwestern Ontario Western Style Dressage Association". The reason this is a poor name is that it is giving a general physical area, does not even hint at where the Chapter headquarters may be located and does not take into account that it encompasses an area so heavily populated with people and horses that there could easily be a dozen or more Chapters formed and running successfully within Southwestern Ontario. We are looking for Regional Chapter names that give a true reflection of where they are. This is important for other WSDAC members that are looking for a Chapter to join but really need to know where the meetings are, how far it is to drive to headquarters and how far away most of the events put on by the Chapter may be.

These are the guidelines for naming your Regional Chapter:

- the name you use should be recognized by the general population and people should have a reasonable knowledge of where you are
- make the name of your Chapter distinctive and indicative of a geographical area within a province or territory
- we suggest using the name of a major city or town in your region as part of the name. If there is no major urban centre then perhaps the name of a county or township encompassed by your region would be a good choice to reflect the area where you operate
- in very sparsely populated areas we understand that you may be best represented by naming your Chapter after the actual regional name or territory where your Chapter is forming

WSDAC will review your requested Regional Chapter name before you submit the Articles of Incorporation and will discuss any possible problems with your designated Chapter Representative. This will save time and money if the name you choose is not appropriate, as you will not have to apply to the government agency more than once for your Regional Chapter name.

## **REQUIREMENTS FOR DEFINING A REGION**

Canada is a huge and diverse nation, being heavily populated in some areas and very thinly populated in others. We have to recognize these characteristics when deciding what is an appropriate “region” for determining the boundaries of each Regional Chapter. After a great deal of discussion and pouring over maps of different parts of Canada and considering population density in some areas, we knew that the guidelines would be difficult to develop, could not be “hard and fast” and that we (WSDAC) must be cognizant and flexible in considering the actual Regional Chapter’s request. Each request will be handled on its own unique merits.

These are the guidelines that were developed to help you define your region:

- Your region must be defined by recognizable boundaries. Since Canadian provinces are divided into counties and townships, cities and towns, villages and hamlets, we recommend that you make use of these already defined boundaries.
- You must consider the population of horse owners and the degree of participation you expect from the population of the Region you are defining. Sparse population will indicate a larger physical area to draw from as opposed to a densely populated area, such as the Greater Toronto Area, Montreal or Vancouver. In the case of a densely populated area, it is to be expected that the geographic boundaries will be smaller as there is such a large number of people to draw from.
- The physical area of your region should allow for easy accessibility for your members to get to your clinics and any other events that you plan to organize. The intent of Regional Chapters is to bring likeminded individuals together in a localized area to enjoy the WSD discipline. If there are people interested in your Regional Chapter but live outside your defined area there is no restriction on them joining you. Likewise, if someone in your defined region wishes to drive out of the region to another Regional Chapter, there is no restriction on him or her doing so.
- Be realistic when defining your Region. Don’t assume that you need a huge area of the country for your Chapter based on today’s membership numbers. The objective is to operate professionally and responsibly and draw members into your well-run WSD Regional Chapter