

**St. Margaret's Pony Club
Policies**



Adopted 3/2/92
Revised 6/3/96
Revised 9/9/99
Revised 3/9/11
Revised 4/10/14

ST. MARGARET'S PONY CLUB POLICIES

The name of this Club, a member of The United States Pony Clubs, Inc., and of the Maryland Region, shall be St. Margaret's Pony Club. Founded January 28, 1970 in Annapolis, Maryland. In addition to these policies, this Club is subject to the National, Regional and Club Bylaws, National and Regional Policies, and other rules and regulations established by USPC.

The colors of the Club are Hunter Green and Navy Blue. Logo provided on front cover

I. PURPOSE

These policies are established to provide guidelines for the administration of the activities of the St. Margaret's Pony Club. The policies shall in no way lessen the authority granted the District Commissioner under the By-laws of the United States Pony Clubs, Inc., the By-laws of Regions and By-laws of Registered Clubs of the United States Pony Clubs, Inc.

II. OFFICERS

In addition to the required officers of the Club, (District Commissioner, Secretary and Treasurer, By-law 2) St. Margaret's Pony Club shall have up to two Jt.DCs. and no additional officers.

Term

An Officer's term is one year. There is no limit on number of consecutive terms for any officer.

Voting Process

At the Annual Meeting of Sponsors, nominations of candidates can be made from the floor for consideration in the ballot. Persons so nominated must be present to accept or decline the nomination. Voting shall take place by way of secret ballot.

III. COMMITTEES

Nominating Committee

A Nominating Committee will be formed as per By-law 4.1(e). *The Nominating Committee shall be elected at least 3 months before the Annual Sponsors' Meeting and shall select one of its members to serve as Chair of the Committee. The District Commissioner shall nominate the committee for election by the Sponsors. The Committee shall consist of no less than three and no more than five Sponsors of Record. The Nominating Committee shall propose a slate of Club Officers and recommendations for District Commissioner and Joint District Commissioner(s) for presentation at the Annual Sponsors' Meeting.*

Round Robin Committee will be formed for the purpose of putting on the event. The committee will consist of a Chair, XC steward, Stadium steward, Dressage steward, Secretary

Activity Chairs

Membership Chair

Games Chair

D Rally Chairs

Qualifying Rally Chairs

Horse Swim Chairs

Awards Banquet Chairs
Round Robin Chairs
Certification Chairs
Tetrathlon Chairs
Champs Chairs
Social Chairs

IV. SPONSORS

Sponsors are eligible individuals who meet all requirements, including having been accepted by the DC as per Club By-law 4.1. Sponsors are the voting members of the Club. Sponsors are expected to actively participate in supporting the Club

Sponsor Fee

The sponsor fee and will be determined yearly, at the Annual Meeting of Sponsors.

Sponsors no longer able to participate may resign at any time by submitting a written resignation to the DC, which will be filed by the Club Secretary and recorded on the List of Sponsors.

Friends of SMPC

Those persons wishing to support the Club by way of donation, but who do not have an interest in the administration of the Club will be called "Friends of St. Margaret's Pony Club." They will receive newsletters, invitations and updates for Club functions, but will not be eligible to vote. A donation can be of any amount and may include in-kind donations.

V. DUES

The amount of Club dues for Participating Members will be determined each year and included in the budget proposal that is presented and voted upon by the Sponsors at their Annual Meeting. Dues are also paid, per member, to the Region, and to USPC, at rates set by those entities.

VI. BOARD

All Officers of the Club are considered members of the Board. At Board meetings, each Board member shall have a vote.

The Board is responsible for aiding the DC in creation of the budget, drafting policy amendments, making programming suggestions for presentation to the Club Sponsors, and addressing grievances.

Meetings of the Board are distinct from Sponsor Meetings.

VII. MEETINGS

Board Meetings

Board meetings are held once a month, or as needed, at a time determined by the DC.

Member Meetings

Meetings of Participating Members, mounted and un-mounted, are held according to the schedule created by the Club, ie. Sponsors, Members and Board.

Sponsor Meetings

Sponsor Meetings will be scheduled, at least three times a year, and held in accordance with USPC Bylaws for Registered Clubs Article 4. Meetings shall be conducted in accordance with Robert's Rules of Order, revised. The Annual Meeting of Sponsors will be held at least two weeks prior to the Annual Meeting of the Regional Council.

VIII. RALLY PARTICIPATION

The Club may pay a portion of the entry fee for Rallies or Championships for competitors who comply with the Member in Good Standing Policy, at the discretion of the DC, in consultation with the Board, and if funds are available.

Team Selection

Teams will be selected by the event chair and the DC together.

Team Participation

Participation on a team is determined by skills, knowledge of the rules, team spirit, readiness, age, certification level, and regional and national policies

IX. YEAR END CLUB AWARDS

Participation

Participation plaque with perfect turnout award and teaching recognition

Championships

Trophy for competing at Championships

First Place

First place trophy for any rally

Round Robin

Lowest dressage score at round robin in Elem, BBN, BN, and N divisions
Overall lowest score at round robin

Graduation

Plaque and diploma for graduating member

Subjective

Most improved on the flat
Most improved over fences
Outstanding Stable Manager
Sportsmanship
George Helwig
Pony Clubber of the Year

X. CERTIFICATIONS

A candidate must be a Member in Good Standing to participate in a certification testing. The Club will offer at least two Certification testing dates per year.

Letter of Intent

A letter of Intent shall be written by the candidate to the DC for club-level certifications.

Check lists

Members will present signed checklists (formerly called Flow Charts) to the D.C. in advance and at all club-level certification testing.

Examiners

D-1 candidates shall be examined by an in-Club member of C-1 standing and above. There is no charge to the candidate.

D-2 candidates shall be examined by an in-Club member of C-2 standing and above. There is no charge to the candidate.

D-3 – C-2 – Requires an examiner outside of the Club and fees are determined individually.

National-Level Testing Fee

National level certification testing fees will be paid for by the Club for one attempt at that level.

XI. MOUNTED AND UNMOUNTED LESSONS

The Club may design a mounted/un-mounted program using the USPC curriculum.

XII. PARTICIPATING MEMBERS

Member in Good Standing

A member in good standing is considered to be a member who is up to date on dues payment, has a sincere interest in the Club, and participates in Club activities.

Member Expectations

Members must ride with an approved helmet and proper footwear, and safe tack and equipment, and to respect our land-owners property, Upper-level members are expected to teach the lower-level members.

Participation in Club Fundraising

There is an expectation for members and sponsors to participate in fund raising activities, particularly if the funds that are raised are going to be dispersed out to the members.

XIII. NEW MEMBERS

The minimum age shall be six, or younger with a special exception.

Every effort will be made to have the new member participate in a D1 certification examination within 30 days of their membership acceptance.

New Member Packet

New members will receive a new member packet consisting of: A medical armband with Pony Club card, a Pony Club pin, a D Manual, a copy of the D1 certification checklists, the Standards of Proficiency; the Pony Club Pledge and Logo.

Initiation Fee

An initiation fee of \$30.00 will be required to cover the cost of the new member packet.

XIV. FUNDS

Funds are disbursed by the Treasurer for expenses previously approved in the Club budget. Additional expenses may be disbursed after consultation with the D.C. This will be reported to the Club at the next Sponsor Meeting. Deposits are made only by the Treasurer.

Club Revenues/Income

Club revenues/income shall be, but is not limited to, Club dues, clinic and riding fees, donations and fundraising events.

Club Expenses

Club expenses shall be, but are not limited to, fees for instructors/clinicians, facilities, rallies, certifications, awards, fundraiser expense and Club administrative costs.

Club Assets

Club assets will include, but are not limited to

Two team rally kits

2 tents

2 Club banners

Nine round table linens

2 sets of Games equipment

Games Pinneys

3 guns

targets

3 gun rests

Farrier tools kit

Club checking account.

Perpetual trophies: DC Recognition trophy, George Helwig trophy, Pony Clubber of the Year trophy, round robin dressage silver bowls for Elementary, BBN, BN, and N divisions.

Round Robin lowest score silver plate

Cross Country Flags and Numbers

XV. REFUNDS AND REIMBURSEMENTS

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

Reimbursement requests must be accompanied by a receipt and submitted to the Treasurer within 30 days. Receipts are subject to the DC's approval for anything that is not a normal operating expense.

XVI. AMENDMENTS

These policies may be amended at any time by a majority vote of a quorum of the current Club Sponsors of Record. Amendments shall become effective after they have been adopted by the Club Sponsors of Record and approved by the RS, subject to review by the Vice President of Regional Administration.

Approved: _____

RS Approval: _____

Amended: