

RACINE COUNTY PONY CLUB POLICIES

The name of this club, a member of The United States Pony Clubs, Inc., and of the Lake Shore Region, shall be Racine County Pony Club, Inc. also known as RCPC. In addition to these policies, this club is subject to the National, Regional and Club By-Laws, National and Regional policies, and other rules and regulations established by USPC.

The colors of the club are royal blue and white.

PURPOSE

These policies are established to provide guidance for the administration of the activities of RCPC. 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.

OFFICERS

In accordance with the By-Laws of Clubs of the United States Pony Clubs Inc., RCPC will have Administrative Officers (DC and up to 3 Joint-DCs), Club Officers (Treasurer and Secretary), also a Facility Manager and any additional Club Officers established by the Club Sponsors.

APPOINTEES

The DC may appoint the following: RCPC Youth Board Advisor, Committee Chairs, and others as necessary.

TERM LIMIT

There is no limit on number of consecutive terms for any officer. The Regional Youth Board members will be reviewed and voted on annually by the Board Members.

BOARD

All Administrative and Club Officers 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 the creation of the budget, drafting policy amendments and making programming suggestions for presentation to Club Sponsors.

Meetings of the Board are distinct from Sponsors meetings.

COMMITTEES

A Nominating Committee will be formed as per By-Law 4.1(e). Committees will consist of a chair and an appropriate number of members to conduct the business of the committee. See attached committee descriptions.

SPONSORS

Sponsors are eligible individuals of 18 years of age or older who meet all requirements, including having been accepted by the DC. Sponsors are the voting body of the club and there will be an annual fee to be a Sponsor.

Those persons wishing to support the club, but who do not have an interest in the administration of the club will be called "Friends of Racine County Pony Club." They will receive invitations and updates for club functions, but will not be eligible to vote.

CLUB MEMBERSHIP FEES

The amount of club dues for Participating Members will be determined annually through the budget process which is presented and voted on by the Sponsors at their annual meeting.

Membership fees are also paid, per member, to the Region, and to USPC, at rates set by those entities.

MEETINGS

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

Meetings of Participating Members, mounted and un-mounted, are held according to the calendar approved annually by the Club Sponsors.

Sponsor meetings will be scheduled and held in accordance with The United States Pony Clubs, Inc. By-Laws for Registered Clubs. The annual meeting of Sponsors will be held prior to the annual meeting of the Regional Council.

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.

CERTIFICATIONS

Candidates for national certifications normally pay their own fees, but financial assistance may be offered at the discretion of the DC, in consultation with the Board, if funds are available.

Fees for local certifications (C2 and below) may be paid by the club, at the discretion of the DC, in consultation with the Board, if funds are available.

INSTRUCTION PROGRAM

The club will develop a mounted and un-mounted instruction program using The United States Pony Clubs, Inc. curriculum.

FINANCIAL

Funds are disbursed by the Treasurer for expenses previously approved in the club budget. Additional expenses may be disbursed after consultation with the DC up to \$500. This will be reported to the club at the next Sponsor meeting. Any expenditure over \$500 that was not previously approved in the budget must be voted upon by the Club Sponsors.

Club revenues/income shall be, but is not limited to, club membership fees, camp, clinic and riding fees, donations, fundraising and Sponsor fees.

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 categories will include, but are not limited to, club equipment, club bank accounts, spirit wear and club library.

The club owns the Racine County Pony Club Equestrian Center which is managed by a separate barn committee. The lesson horses and lesson program are also included in the Racine County Pony Club Equestrian Center and not the Club. See attached description of the barn committee. The barn committee performs its functions without direct input from the Sponsors.

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 90 days and are subject to the DC's approval for anything which is not a normal operating expense.

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: *Sydney Pruken* 2/18/17

RS Approval: *Rae Bin* 2/18/17

Amended: _____

RCPC Committees

Clinic/Show: Finds clinicians for the monthly riding clinics, receives the paperwork and makes the schedules. Supervises or delegates the clinic setup and cleanup. Keeps clinics and riders running on time. Determines how many shows are desired for the year and plans and executes the schooling shows. Requests volunteers to help with the various show positions. Sets the annual activity calendar with the approval of the DC.

Social Events: Plans and executes social events such as holiday parties and other events desired by the club.

Food Planning: Plans the menu, purchases or asks for donations of food and coordinates preparation and clean up for RCPC events such as the clinics, shows, camps and other activities as needed.

Unmounted Meeting Planners: Plans the monthly educational meetings and secures speakers or instructor for the topic, sends out reminders for the meeting date and time.

Jump/Trails: Creates and maintains stadium jumps and XC jumps, organizes trail clearings and maintenance.

Fundraising: Plans and executes fundraisers for the club which may include, but is not limited to the Hunter Pace, pie sale, poinsettia sale and flower sale.

Summer Camp Planning: Schedules the date for camp with the clinic committee and secures a clinician. Organizes the schedule for mounted and unmounted activities. Sends out and receives the paperwork and payments.

Membership: Receives and processes new membership applications and checks and hands out new member packet, follows thru on renewing member online paperwork and checks, updates the roster and sends the updates out to the club on new members. Responds to prospective member inquiries.

Certifications: Finds examiners to do the certifications and works with them to create the schedule. Sends out Intent to Rate forms and receives filled out prep guides and flow sheets. Corrects prep guides as necessary and returns to members. Supervises the certification or delegates someone else to attend.

Volunteer: Makes sure that every committee has a chair and working committee. Recruits members if there are vacancies. Tracks volunteer hours for the club. Plans volunteer recognition.

Nominating: Members are selected by the DC to annually collect names of members to be nominated for the position of DC and Joint DC(s), which will then be voted on by the Sponsors and submitted to the Regional Supervisor for approval. The nominating committee also nominates for the positions of Secretary and Treasurer, which will then be voted on by the Sponsors.

Barn Committee: Makes decisions on management, the lesson horses and lesson program, revenues and expenses of the barn. Seeks input from boarders, Board Members, and other business people. Consists of a minimum of 3 members, 2 of which include the barn manager and treasurer.