

# CANADIAN PONY CLUB



## ANNUAL BRANCH REPORT & CHARTER RENEWAL FORM 2015

**This report is due immediately following your Branch AGM in the fall or NO LATER THAN DECEMBER 31<sup>st</sup>, 2014 to the Regional Membership Secretary or Regional Chair, who will provide a copy to the CPC National Office.**

**Note: The CPC National Office may select any Branch's Charter Renewal for audit. Submission of the Charter Renewal indicates agreement to comply with audit terms. During an audit, the BRANCH may be asked to submit documentation such as copies of annual general or regular meeting minutes or more detailed financial information.**

**The Region or National Office shall have the authority to suspend or terminate the Branch's Charter upon the determination that the Branch is no longer a viable entity; that the Branch is unable or unwilling to comply with the charter renewal process; or that such an action is in the best interests of CPC and in accordance with applicable policies.**

**You do not need to submit this cover page with your report.**

**REGION:** \_\_\_\_\_ **BRANCH:** \_\_\_\_\_

The contact information below will be used by the Region and National Office for branch related mail, email or phone communications, and to establish committees of common interest.

**2015 BRANCH COMMITTEE**

**District Commissioner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Assistant District Commissioner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Alternate Email Contact** (if not one of the above): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

If an Alternate contact is specified above, the DC certifies that the person has given written permission for their name, phone and email to be used for Branch contact purposes.

**Treasurer:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

The By Laws of the Canadian Pony Club allow for an additional executive member for every 5 Active members in the Branch to a maximum of 10, if the Executive Committee so wishes, to help with the operations of a larger Branch. (By Law 12.05)

**Position & Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Position & Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Position & Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Position & Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please continue on the back if required or you may attach a printed list of your Executive Committee.

**REGION:** \_\_\_\_\_ **BRANCH:** \_\_\_\_\_

**Branch Charter Renewal Checklist:** Check the box “yes” or “no”

- Our Branch was represented at a minimum of one regular Regional meeting in 2013.  
 YES  NO
- Our Branch was represented at the Regional AGM in 2013.  
 YES  NO
- Our Branch held an Annual General Meeting with elections in the last 6 months in accordance with the CPC, Regional and Branch governing documents.  
 YES  NO
- Our Branch has at least 1 Active member on our branch committee.  
 YES  NO
- Our Branch has Branch AGM and regular meeting minutes on file.  
 YES  NO
- Our Branch has submitted the AGM and regular meeting minutes to the Region.  
 YES  NO
- Our Branch has submitted a 2013 financial report to the Region.  
 YES  NO
- Our Branch has submitted 2013 fees and forms for at least 5 Active members from at least 3 families to the Region.  
 YES  NO
- Our Branch Rules and Regulations have been approved and are on file with the Region.  
 YES  NO

Number of Active Members for 2014 \_\_\_\_\_

Projected number of Active Members for 2015 \_\_\_\_\_

**2015 Membership fees: (per member)**

Branch (excluding Reg/Nat/PSO) \_\_\_\_\_  
 Regional+National \_\_\_\_\_  
 PSO fee \_\_\_\_\_

Exceptions: \_\_\_\_\_

In accordance with the Canadian Pony Club (CPC) requirements, our Branch has satisfied the minimum Branch renewal criteria. In addition, by accepting the position of District Commissioner (DC), I agree to allow my name, phone and email to be used to allow potential members to contact the Branch.

**2015 DC Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_