



American Connemara Pony Society Region IV

AMERICAN CONNEMARA PONY SOCIETY BY-LAWS

(Refer to www.ACPS.org for most current and official version of ACPS By-laws, policies and procedures)

ARTICLE VI

Regions

1) The Society shall be represented in the fifty states of the United States and the nine provinces of Canada by eleven Regions, designated as follows:

Region 4: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee.

2) Regional Meetings Regional meetings of the Society shall be held each year at such times and places as the Regional Chairperson shall designate.

3) Regional Chairperson A Regional Chairperson may be elected annually for each Region. Qualifications for such office shall include Society membership in good standing for at least one year prior to nomination, and a demonstrated record in advancing the purpose, objectives, and principles of the Society.

a. Regional Chairpersons must be elected prior to the annual membership meeting of the Society, and notice of such election provided to the President and to the Secretary of the Society not less than thirty (30) days prior to said annual meeting.

b. The President may, with the approval of the Board of Governors, designate a Regional Chairperson for any Region which has not conducted an annual election as described in VI 3 a (above).

c. Regional Chairpersons will begin their duties at the time of the annual membership meeting.

4) Regional Chairpersons Duties and Responsibilities shall include, but are not limited to, the following:

a. Serve as a member of the Society's Board of Governors, and represent the Region's interests at meetings of the Board, and submit an annual report of Regional activity.

b. Conduct Regional meetings, and report the proceedings of same to the President and the Secretary of the Society.

c. Foster and promote the best interests of the Society and its membership in the Region.

5) Quorum - At any meeting of the Regional membership, a simple majority of the voting members of the Society living in the Region, present or represented by proxy, shall constitute a quorum for the transaction of all business.

6) Any action taken by vote of Regional membership at a Regional meeting, except for election of a Regional Chairperson, shall not be binding upon the Society unless it is presented in writing to a meeting of the Board of Governors: shall be within the scope and authority of the Board of Governors: and shall be approved by vote of the Board of Governors.

7) Official Activities Regions may have written By-Laws, policies, and procedures not in conflict with those of the Society.

ARTICLE VII

Board of Governors

2) How Chosen The Board shall consist of not less than fifteen (15) nor more than twenty-nine (29) members, chosen as follows:

a. Eleven (11) members representing the eleven Regions shall be chosen as outlined in VI 3 a & b above.

3) Terms of Office Board members shall have terms of office as follows:

a. Regional members shall serve for the year following their election by the Regional membership, coterminate with their terms as Regional Chairperson.

*Elected according to Region 4 Election Policy and Procedure

In 2007, The Region voted to reimburse the current chair for up to \$500 per year for travel &/or hotel attendance to an ACPS BOG meeting, provided that there is at least \$3000 in the Regional bank account. Receipts must be presented for reimbursement.

***ACPS Region 4 Chairman:**

National:

- Notify ACPS President and Secretary of Regional election results (i.e. Name of the Regional Chairman), not less than 30 days prior to the annual ACPS BOG/Membership meeting Sit on BOG and attend annual meeting. (outgoing chair)
- Present Regional Treasury Report to ACPS Treasurer. (Treasurer)
- Prepare Regional report for annual meetings. (Sept – old and new Chairs/ Spring - Committee)
- Maintain Policies and Procedures Manual.
- Ensure Information/Ideas interface between ACPS BOG and Regional Members: P&P Comments, Available Resources(50 brochures/year for breed fair or promo event. Can be purchased at cost (approx. 0.20/ea))
- Submit Regional News to American Connemara magazine and ACPS website. (rotate)
- Solicit nominations to the BOG. (Committee)

Regional:

- Maintain communication lines between Regional Newsletter Editor, Store Clerk, Treasurer and Committee.
- Succession Planning; rotating responsibilities for leading meetings, planning activities, preparing reports
- Ensure Regional Committee annual elections.
- Review all line item expenses over \$200.00

Activities:

- Schedule and conduct Regional Meetings (Committee)
- Support Regional activities (show, raffle, clinics, etc) to encourage education, fundraising and fellowship among members. (Committee)

***Secretary:**

- Maintain Region 4 email list. Issue email notices and website postings as needed or requested.
- Keep notes and issue minutes on meetings. Submit to ACPS Secretary, President, Regional Committee, Region 4 website and Newsletter Editor.
- Assist Treasurer, Chairman, Storekeeper and Newsletter Editor, as needed or requested.
- Keep track of Regional Files/Info: BEC manual, Regional Scrapbook, archives (minutes, treasury reports, election ballots and results)
- Maintain Regional Policies and Procedures (Election of Regional Committee+Treasurer)

***Treasurer:**

- Prepare detailed Treasury reports for each Regional Newsletter and for for each ACPS BOG meeting.
- Work with ACPS Treasurer to ensure compliance with ACPS rules; maintain Regional Tax Free status and bank account.
- Maintain Newsletter subscriber list.
- Detailed quarterly review of account with Chairman.
- Sit on Activities/Show Committee. Secure insurance through ACPS.
- Secure approvals from Regional Chair (& Treasurer) for line items over \$200.00

Newsletter Editor:

- Produce 2 issues per year: July and November
- Send newsletters to all ACPS members in the Region, using labels provided by the ACPS Membership Chair.
- Maintain ledger of expenses and submit to Regional Treasurer for reimbursement within 30 days of publication for each issue.

Regional Store Clerk:

- Recommend items for purchase to Region Committee.
- Purchase items for sale through the Regional store; submit receipts to Regional Treasurer for reimbursement.
- Secure pre-approval from Regional Chair and Treasurer for line items over \$200.00
- Offer items in inventories for sale through the Regional Newsletter, ACPS R4 web page and at Regional Shows/activities.

- Collect money for goods sold and forward to Treasurer for recording and deposit
- Maintain profit balance sheet for store.

Suggested Format for Regional Reports, Meeting agenda's etc.

Regional Meeting Schedule: (Last one held, Next one planned)

National & Regional Business: (elections, communications, policies, proposals, etc.
Committee

Treasury: (balance, fund-raising, other expenses or income generating ideas)
Raffle

Annual Show: (balance sheet, plans for next show)

2001, Georgia
2002, Florida
2003, Tennessee

Regional Store: (balance sheet, items for sale, store activities (sun catchers, Connemara Crossing signs, etc)

Newsletter: (balance sheet, promote subscriptions, income from advertising and contributions for articles, info, etc.

Other Activities (Connemara Camaraderie and Promotional Opportunities: e.g. Trail Ride, Horse Fair Exhibitions, Connemara Hunter divisions)

Scrapbook
Regional History

Breeding/Performance: (foals born, stallions standing, performance accomplishments, etc.)

Calendar of Upcoming Activities

Spring Meeting