

**UNITED STATES PONY CLUBS
POLICY STATEMENT**

SUBJECT: USPC INSTRUCTIONAL MATERIALS
POLICY NO: 2650

EFFECTIVE DATE: 9/19/93
REVISED DATE: 01/14/05

I. PHILOSOPHY:

In order to provide the organization with instructional materials that are consistent with the Mission and the Guiding Beliefs of The United States Pony Clubs, Inc., while ensuring the effective operation of the National Office and maintaining the fiscal integrity of the organization, the Board of Governors believes that controls on the production of materials are necessary.

II. POLICY STATEMENT:

The policy of the Board of Governors is that materials will be published by the National Office only after proper review and only with proper authority.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

- A. Instructional materials are defined for purposes in this policy as of permanent nature including, but not limited to:
 - 1. Rule Books
 - 2. Written material and electronic media.
- B. Any proposed material, or revision thereof, which alters Pony Club policy shall not be produced until:
 - 1. The affected policy is revised according to the Board Procedural Policy or,
 - 2. The policy alteration is removed from the production.
- C. The Board of Governors may authorize the production of any material at any time.
- D. Instructional materials:
All materials proposed for production by Activity or Instruction Council Committees must be reviewed by the Council and submitted by the Vice President to the Program Administration Council (PAC) for review and presentation to the Board.
- E. All materials proposed for production by Board Committees must be submitted to the Program

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Administration Council for review and presentation to the Board.

IV. DELEGATION OF AUTHORITY:

- A. The Programs Administration Council shall have the responsibility for this policy.
- B. The President shall have oversight of this policy.

V. ENACTMENT:

Harold P. Heath

Established: _____ Date: 01/14/05
Board President