



## FORMING A WECAN CHAPTER

Working Equitation Canada (WECan) was registered with the Federal Canada Not-For-Profit Corporations Act with the goal of becoming an umbrella organization for Working Equitation in Canada. WECan, as the umbrella organization is responsible for setting National standards in all aspects of Working Equitation within Canada. It is important that WECan as a parent organization establishes universal protocols throughout Canada to ensure there is unity in training, testing, showing and competing in working equitation.

The purpose of forming a WECan Chapter is to make it possible for working equitation riders and interested members to have local events in which to participate. As a national organization, WECan cannot organize events and activities in all areas of Canada; therefore, it acts as the umbrella organization supporting regions and Chapters to host working equitation events in the different geographic areas of Canada.

Each group of WECan members desiring to form a recognized Chapter will be required to complete a Chapter application. Applications must be approved by the WECan BOD and Chapters must meet and maintain all requirements to remain a Chapter in good standing. Chapters will govern themselves independently, but must comply with Canada Not-for-Profit guidelines and support and promote the values and policies of WECan.

### Forming a Chapter - Step 1:

Any group of people intending to form a Chapter must first file a Chapter Application of Intent with the WECan executive. The group must elect one person to act as the designated communicator/liason with the executive of WECan throughout the application and formation of the Chapter. Further to this there must be at least ten (10) Adult WECan members in good standing to be listed on the form of intent from which at least three (3) Officers shall be named. It should be noted that WECan reserves the right to accept or decline a Chapter's Application of intent with or without cause.

WECan's name and logo are protected across Canada by the laws of the Federal Canada Not-for-Profit Corporations Act and cannot be used by any organization or individual without written consent.

Groups wishing to form and be part of a WECan recognized Chapter must declare their intent to and willingness to follow ALL policies, guidelines and Code of Conduct of WECan. In addition, a Chapter is to use WECan developed rules and judging guidelines for shows and to promote the culture and guiding principals of WECan in the sport of Working Equitation.

### Forming a Chapter - Step 2:

The WECan Board of Directors (BOD) will review the Chapter Application of Intent on the basis of an appropriate description of the region to be encompassed by the Chapter, the appropriateness of the name chosen for the Chapter, all applying individuals are Adult WECan members in good standing and to ensure that the intent and willingness section of the form is complete. If the WECan BOD approve the application they will contact the Chapter Representative and advise them on how to proceed. The Chapter Representative will be promptly and clearly advised so that the concerns can be reviewed. WECan BOD generally meet monthly during the calendar year. All matters pertaining to Chapters will be considered at the next scheduled meeting after details have been received.



### **Requirements for Naming a Chapter**

Please be careful and thoughtful when choosing the name of the Chapter. It is important that the name of the Chapter gives a true reflection of what it is and where it is located. This is important for other WECan members looking for a Chapter to join. It should be simple to recognize the name in the context of its geographic area, where the Chapter meetings are, how close its main headquarters are located, and the general area that most of the Chapter events might be held.

General guidelines to follow include:

- The name used should be recognized by the general population and people should have reasonable knowledge of where you are
- Make the name of the Chapter distinctive and indicative of a geographic area within a province or territory. Chapters may overlap geographic areas within their Region.
- Keep all Chapter names tactful and appropriate in nature, remember the Chapter is to represent the sport in a professional way that reflects the guiding principles of WECan.

### **Requirements for Defining a Region**

Canada is a very vast and diverse nation and as such WECan does not have any specific rules relating to defining geographic areas for Chapters.

Some general guidelines to help define a Chapter's region:

- Attempt to make the region defined by a recognizable boundary, these often include government issued boundaries such as provinces, townships, cities, etc.
- Please consider the population of horse owners and the degree of participation expected from the population of the Chapter being defined.
- The physical area of the region should allow for easy accessibility for members to get to organized events. The intent of Chapters is to bring likeminded individuals together in a localized area to enjoy the Working Equitation discipline. There is no restriction on people out of the defined area joining the Chapter and members within the Chapter's defined region are welcome to join a different Chapter.

### **Maintaining a Chapter in Good Standing:**

- ALL MEMBERS of the Chapter must be WECan members in good standing. (A current WECan membership list can be found on the website or by contacting the WECan secretary.)
- Once approved by WECan, a Chapter is required to have a bank account in the name of the chapter, and must maintain financial records.
- Twice a year, WECan will submit to the chapters, a percentage of WECan membership fees for each Chapter member.
- A Chapter year end is dated December 31<sup>st</sup>, regardless of when the Chapter was formed.
- Chapters are required to submit a Chapter renewal form which will be provided by WECan and can be found on the website under the forms section.
- Chapter renewal forms must be filled out in their entirety and must be accompanied with all required information on Schedules A-D including a full year end financial report, reviewed and signed.
- If a Chapter is new and has no finances or bank account set up, indicate as a null financial statement. Chapter renewal forms are due to WECan by January 31<sup>st</sup> each year.



### WECan Chapter Application of Intent Form

**Proposed Name of Chapter:** \_\_\_\_\_

**Description of Geographic Location of Chapter:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Selected Chapter Representative/WECan Liaison**

**Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**WECan Members forming the Chapter**

We, the undersigned, acknowledge we are aware of and agree to the WECan Chapter terms and agree to move forward with application to form a WECan Chapter as WECan members in good standing:

|     | Printed Name | WECan # | Signature |
|-----|--------------|---------|-----------|
| 1.  | _____        | _____   | _____     |
| 2.  | _____        | _____   | _____     |
| 3.  | _____        | _____   | _____     |
| 4.  | _____        | _____   | _____     |
| 5.  | _____        | _____   | _____     |
| 6.  | _____        | _____   | _____     |
| 7.  | _____        | _____   | _____     |
| 8.  | _____        | _____   | _____     |
| 9.  | _____        | _____   | _____     |
| 10. | _____        | _____   | _____     |



**Chapter Elected Officers**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

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

Treasurer: \_\_\_\_\_ (or may combine with Secretary)

**Acknowledgement of Chapter Members Agreement to WECan Chapter Terms**

As elected representative/liaison of the \_\_\_\_\_ Chapter

(Name of Proposed Chapter)

of WECan I, \_\_\_\_\_, present this WECan Chapter Application of

(Name of Representative please print)

Intent to the WECan Board of Directors for review. I can attest that the WECan members wishing to form this Chapter have been made aware of the Chapter Information and terms issued by WECan and agree, by placing their signatures beside their names, to the terms and rules outline in that document regarding requirements and conduct of WECan affiliated Chapters.

Signature of Chapter Representative/WECan Liaison:

Date:

\_\_\_\_\_

\_\_\_\_\_

**Please complete this form in its entirety including signatures from each of the 10 required WECan members wishing to form this Chapter and return the form via email, fax or mail to:**

[secretary@workingequitationcanada.com](mailto:secretary@workingequitationcanada.com)

**Working Equitation Canada**  
222 Front St. PO Box 338  
Duck Lake, Saskatchewan S0K 1J0

**Fax: (403)601-8723**



**Office Use Only**

Date Received: \_\_\_\_\_

Reviewed and presented to the Board by: \_\_\_\_\_

Board Decision for Chapter Approval: \_\_\_\_\_

Date of Approval/Rejection: \_\_\_\_\_

Reasoning if Rejected: \_\_\_\_\_