



## Forming a WECan Chapter Information

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.

It is important for members to understand that every organization has expenses that must be met in order to function and grow. Expenses include but are not limited to incorporation fees, annual federal and provincial returns, liability insurance, advertising, website expenses, basic office expenses such as paper, stamps, postage, printer ink, envelopes etc. If we are to continue promoting and growing working equitation in Canada we need funding in place to offer member awards programs, National competitions, clinics, demonstrations, attendance at equine trade shows etc. Chapters have similar expenses. Everyone who is working for WECan is a volunteer and is contributing products and services that cost them personally in time and money. Each of these volunteers is still expected to pay annual membership dues and remain a WECan member in good standing.

The purpose of forming a WECan Chapter is make it possible for working equitation riders and interested members to have local events to participate in. WECan as a National based organization cannot possibly offer events and working equitation activities in all areas of Canada therefore it acts as the umbrella organization but relies on Regions and Chapters to organize and create WECan events in the different geographical areas of Canada.

Each group of WECan members desiring to form a recognized Chapter within the National organization Working Equitation Canada will be required to apply, be approved by WECan and meet all requirements to remain a Chapter in good standing. The criteria to form a WECan recognized Chapter is below.

As a recognized Chapter of WECan, Chapter Executives and events are covered under WECan's liability insurance policies. Chapters are however required to run as individual organizations that do not need to be provincially incorporated but are required to follow the rules of the Federal Canada Not-for-Profit Corporations Act. Chapters are required to have at least one annual meeting where Executive and Chapter Representatives will be voted on by Chapter members. A portion of membership fees will be forwarded from WECan to the Chapter for every member who indicates Chapter affiliation on their membership application/renewal. Chapters are required to maintain accurate and professional financial records and must submit annual financial reports to WECan by January 31<sup>st</sup> of every year. WECan is NOT responsible for any debt or negative monetary transactions that the Chapter incurs; this responsibility is on the members of the Chapter and it is required of all Chapter members to ensure that all debts and negative monetary transactions are paid off to a nil balance by their respective due dates. WECan will not pay for any Chapter expenses at any time nor hold responsibility for them. It is up to the Chapter Executive and members to ensure that the Chapter follows all laws laid out in the Federal Canada Not-for-Profit Corporations Act and practices professional conduct and record keeping at all times.

## **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 vote on one person to act as the designated communicator with the executive of WECan throughout the application and formation of the Chapter. Further to this there must be at least ten (10) WECan members in good standing to be listed on the form of intent from which three (3) Directors will 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 is 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 our written consent.

Groups wishing to form and be part of a WECan recognized Chapter must declare their intent to and willingness to follow the procedures and guidelines of WECan, to use WECan developed rules, judging guidelines, shows and to generally adopt the attitude of WECan towards riding working equitation.

## **Forming a Chapter - Step 2:**

The WECan Executive 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 WECan members in good standing and to ensure that the intent and willingness section of the form is complete. If the WECan Executive 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 Executive 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 Your Chapter**

Please be careful and thoughtful in choosing the name of your Chapter. It is important that the name of the Chapter gives a true reflection of what they are and where they are. This is important for other WECan members that are looking for a Chapter to join but really need to know where the meetings are, how far it is to drive to headquarters and how far away most of the events put on by the Chapter may be.

General guidelines to follow include:

- The name you use should be recognized by the general population and people should have reasonable knowledge of where you are
- Make the name of your Chapter distinctive and indicative of a geographical area within a province or territory
- Keep all Chapter names tactful and appropriate in nature, remember we are representing the sport in a professional way that adopts the attitude of WECan towards working equitation.

## **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 geographical areas for Chapters.

Some general guidelines to help you define a region:

- Try and make your region defined by a recognizable boundary, these often include government issued boundaries such as provinces, townships, cities, etc.



# Working Equitation Canada / Équitation de Travail Canada

253 Front St. PO Box 338 Duck Lake, Saskatchewan S0K 1J0



- Please consider the population of horse owners and the degree of participation you expect from the population of the Chapter you are defining.
- The physical area of your region should allow for easy accessibility for your members to get to your events that you plan to organize. 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 your defined area joining your Chapter and members within your Chapter's defined region are welcome to join a different Chapter instead.



## WECan Chapter Application of Intent Form

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

Description of Geographical Location of Chapter: \_\_\_\_\_

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

### Selected Chapter Representative

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	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____



**Chapter Elected Officers**

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

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

Secretary/Treasurer: \_\_\_\_\_

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

As elected representative of the \_\_\_\_\_ chapter  
(Name of Proposed Chapter)  
of WECan I, \_\_\_\_\_,  
(Name of Representative)  
present this WECan Chapter Application of 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:

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:**

**Lynne Jupp – WECan Secretary**  
[secretary@workingequitationcanada.com](mailto:secretary@workingequitationcanada.com)  
RR 3 High River, AB T1V 1N3  
Fax: (403)601-8723

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**Office Use Only**

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

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

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

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

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