

## Bylaws

### of THE TOP OF THE STATE UNIT of THE BACKCOUNTRY HORSEMEN OF CALIFORNIA, INC.

Article I. The name of the UNIT shall be TOP OF THE STATE UNIT of BACKCOUNTRY HORSEMAN OF CALIFORNIA (BCHC) INC.

Article II. Object- Goals and Purposes:

1. To promote care and conservation of backcountry trails, camp sites, streams and meadows.
2. To foster the use of backcountry trails by horse/mule persons in the National Parks and Forests, State Parks, BLM Lands, Wilderness, and other public lands.
3. To keep the membership informed of regulations that effect stock use on public lands and to inform the membership of any pending regulations that might effect their use.
4. To promote public knowledge of the historical aspects of stock use in the backcountry.
5. To keep public land administrators aware of the work and interest of the unit.
6. To work to ensure that public lands remain open to recreational stock use.
7. To assist the various government and private agencies in their maintenance and ruling of these public lands.
8. To foster and encourage the formation of new units of the Organization.
9. To perpetuate *Wise Use* of Back Country and Wilderness.

Article III. Members:

1. Individual or Family Membership in the BCHC is open to any person/family interested in the goals of the Unit. Individual member in good standing shall have one (1) vote on motions put by Board action, to the *general meeting*, which is to be held twice a year. Each family membership shall have two (2) votes if both attending.
2. Membership in the TOP OF THE STATE Unit of BCHC is open to any member, over the age of 18 years in good standing with the BCHC. Those under 18 years of age shall fall under the Family Membership.
- 3.A. To participate in activities of the TOP OF THE STATE BCHC when stock is in use, each person must be a member in good standing. (See current insurance policy)

- 3.B. Public may attend functions when live animals are not present (or a physical barrier is between animals and the public, etc.).
4. Dues (*Amendment 1 - Revised 04/03/2002*)  
Dues are: Family & Individual membership dues are to be kept current with the structure of the State BCHC, to be paid within one month of due date depending on month joined.
  - a. One half of dues collected by the State Board is returned to the unit of which that member is affiliated (less per membership assessed by National BCH).
  - b. Additional dues may be assessed by the Top Of The State Unit.
5. Good Standing is defined by:
  - a. Paying dues on date due
  - b. Supporting the Goals and Philosophy of BCHC

Article IV. Officers:

1. President:
  - a. shall preside at all meetings of the Board of Directors plus two annual meetings
  - b. other
2. Vice President:
  - a. shall chair meetings in the absence of the President and
  - b. shall assume the duties of the president when the president is unable to act or perform their assigned duties
3. Secretary:
  - a. shall keep minutes of the Meetings of said Unit
  - b. shall submit required documents and materials to the State/National levels of BCH
  - c. receive and handle, as directed, communications of the unit
  - d. other
4. Treasurer:
  - a. shall maintain adequate and correct books and account records showing:
  - b. business transactions and held property of the UNIT
  - c. assure that dues have been paid to BCHC
  - d. shall secure two signatures on checks- - one of the Secretary or Treasurer and one other from one of two designated Board Members
  - e. shall secure permission of the Board for expenditures over \$50.00

- f. shall secure an annual audit of the books by three (3) members (appointed by the President). This audit review shall be reported within the first (1<sup>st</sup>) Quarter of the year.
- g. other

Article V. Meetings:

1. Board Meetings. (*Amendment 2 - Revised 05/02/2002*)(Amendment 5 - Revised 01/12/2011)(Amendment 6 - Revised 10/12/2011)
  - a. Board Meetings are to be held on the First (1st) Thursday of each new month, starting at 7:00 P.M. *standard time*.
  - b. other
2. At least Two (2) Annual meetings shall be held for the general membership:
  - a. Annual meetings shall be held in March and November
  - b. A nomination committee, of three or more non Directors, shall be selected in October to select a slate of Directors. Terms are for two (2) years and are to be on an alternating rotation schedule of seven (7) one year and six (6) the following year showing a total of thirteen (13) sitting Directors (*Amendment 3 - revised 12/05/2006*)(*Amendment 4 - Revised 09/02/2010*)
  - c. Nomination committee shall submit slate of Directors in November
  - d. The November Board meeting shall be used (in part) to elect the Directors
  - e. The Officers shall be elected at the December Board meeting,
  - f. The New Board shall take their seats in January
  - g. The election of officers shall follow election rules as established by Robert's Rules of Order *Newly Revised*
  - h. Nominations can be taken from *the floor*
  - i. Special meetings may be called at the direction of the President or four (4) Directors. A Twenty-four (24) hour notice will be given when possible

Article VI. Voting:

1. Board Meetings are open to the general membership:
  - a. voting is open only to Board Members in good standing.
  - b. general meetings are open to all members in good standing and all said members may vote on Motions brought, by *Board Action*, before that meeting as outlined in Article III.
  - c. These motions are believed by the Board to be for the "good of the

Unit".

- d. Members are asked to present their wishes to the Board.
- e. Voting shall follow the procedures as set by Robert's Rules of Order *Newly Revised*.

2. The Board shall be the *Action Arm* of the Unit.

#### Article VII. Board Responsibilities

The Board of Directors are to:

- a. manage the affairs, property, business and control of policy of the organization.
- b. the Board is to be composed of a minimum Four (4) Officers and Nine (9) Directors for a maximum number of Thirteen (13) Officers & Directors. (*Amendment 4 - Revised 09/02/2010*)
- c. the Board is to be elected from the general membership.
- d. all officers/directors must be in *Good Standing of the Unit*.

#### Article VIII. Quorum:

- a. Board Meetings: The Quorum shall be three (3) out of four (4) Officers and
- b. Four (4) out of thirteen (13) directors for a total number of Seven (7).
- c. The General Meeting that becomes *an Action Meeting*, shall have a Quorum of #a. and #b.(above) plus Eight (8) members in Good Standing of the Unit for a total of Fifteen (15) members.

#### Article IX. Resignation of Officer(s) or Director(s)

- a. The Board at the next regular meeting shall fill said position with a new appointee.
- b. New appointees must receive a Majority vote of the Board before they can be "seated".
- c. If the position can not be filled, the Board is instructed to continue to search for an appointee until the position is filled.
- d. Positions can only be held by Members in Good Standing of the TOP OF THE STATE UNIT of BCHC.
- e. If the Directors and Officers were to *resign in mass*, the General membership shall call a meeting and establish a new Board and that Board will elect new Officers.

Article X. Committees:

1. Standing Committees shall be of the following and appointed by the Chair
  - a. Education committee
  - b. Membership
  - c. News Letter Editor
  - d. Public Lands committee
  - e. Public Service
  - f. Publicity
  - g. Rides
  - h. Road Clean-up (Adopt a HiWay)
  - l. Telephone Tree
  - j. others
  
2. Ad hoc (appointed by the Chair)
  - a. Audit committee (three (3) members)
  - b. Parades
  - c. Social
  - d. other

Article XI. Parliamentary Authority:

Robert's Rules of Order *Newly Revised* shall govern the Unit.

Article XII Amendment of Bylaws:

- a. if the need to amend is small, the motion to "Amend Something Previously Adopted" shall be submitted to the Board.
- b. With "notice" (Typically one (1) month) a majority vote; without notice a two-thirds (2/3) vote is required.
- c. if the Bylaws require extensive change, a new set of Bylaws, called a "revision", should be submitted. Revision must also be submitted to the State.
- d. Notice of the *revision* and a two-thirds (2/3) vote by the Board, is required.
- e. State Bylaws require that Unit Bylaws be approved at State level
- f. Upon a two-thirds affirmative vote of the Board and a two-thirds (2/3) vote of the general membership attending the meeting, the old bylaws shall become null & void and the new Bylaws shall take effect at that time.

Article XIII Dissolution of TOP OF THE STATE UNIT of BCHC

- a. If at such a time the TOP OF THE STATE UNIT OF BCHC shall dissolve, a general membership meeting shall be called
- b. A 24 hour notice shall be given stating the intent to dissolve and
- c. A 2/3 vote shall be required
- d. All bills shall be paid before dissolution.
- f. Any money left is to be returned to the State level of BCH.

Revised and Adopted on (Date) 4 Nov 99

Unit name: TOP OF THE STATE UNIT of BCHC

President Thomas L. Tichner

Secretary Barbara J. Pickens

Revision drafted by Bill Balfrey  
Parliamentarian for the Faculty of the College of the Siskiyous