

**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 HORSEMEN OF CALIFORNIA (BCHC) INC.

Article II. Object - Goals and Purposes:

1. To improve and promote the use, care, development and conservation of California backcountry trails, campsites, streams and meadows.
2. To advocate good trail manners.
3. 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.
4. To keep the membership informed of regulations that affect stock use on public lands and to inform the membership of any pending regulations that might affect their use.
5. To promote public knowledge of the historical aspects of stock use in the backcountry.
6. To keep public land administrators aware of the work and interest of the Unit.
7. To work to ensure that public lands remain open to recreational stock use.
8. To assist the various government and private agencies in their maintenance of these public lands.
9. To foster and encourage the formation of new Units of the Organization.
10. To perpetuate *Wise Use* of Backcountry 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 members in good standing shall have One (1) vote on motions put by Board Action, to the *General Membership 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 individual, young adult, age 18 to 25 years (reduced rate), or adult, age 26 years or older in good standing with the BCHC. Those under 18 years of age shall fall under the Family Membership.
3. TOP OF THE STATE BCHC members and the public may attend functions, even if live animals are present. All participants at an event where live animals are present must sign a BCHC Event Agreement And Release Waiver form. All participants at a work party on Federal or State lands must sign appropriate work agreement paperwork, be present for a safety talk and wear appropriate safety equipment before work starts.
4. Dues: For Family and Individual Memberships, 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 portion of the dues collected (determined by the State) is returned to the Unit of which that member is affiliated (less per membership assessed by National BCH).
5. Good Standing is defined by:
 - a. Paying dues on or before date due.
 - b. Supporting the Goals and Philosophy of BCHC.
 - c. Abiding by Discipline rules per BCHC State Bylaws

Article IV. Officers

1. President:

- a. Shall preside at all meeting of the Board of Directors plus two General Membership meetings.
- b. Work with the Secretary to prepare and publish the next meeting's agenda
- c. Acts as our Unit's BCHC State Director or has the authority to appoint a State Director to represent our Unit at State meetings and correspond regarding associated State business.

2. Vice President:

- a. Shall chair meetings in the absence of the President.
- 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.

4. Treasurer:

- a. Shall maintain adequate and correct books and account records showing:
 - i. Business transactions and held property of the Unit
 - ii. Shall secure two signatures on checks – one of the Treasurer and one other from the President or one of a minimum of two designated Board Members.
- b. Shall secure advance permission of the Board for all expenditures. Budgeted supply items may be Board approved when bill is submitted.
- c. 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 (1st) Quarter of the year.

Article V. Meetings:

1. Board Meetings

- a. Board Meetings are to be held on the First (1st) Thursday of each month, starting at 7:00 p.m.

2. At least Two (2) General Membership meetings shall be held for the general membership:

- a. General Membership meetings shall be held in March and November.
- b. A nomination committee, of three or more Directors/Members, 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 Four (4) one year and Three (3) the following year, showing a total of Seven (7) sitting Directors and One (1) Alternate Director.
- c. Nomination committee shall submit slate of Directors in November.
- d. The November General Membership meeting shall be used (in part) to elect the Directors.
- e. Nominations may be taken from the floor.
- f. The Officers shall be elected at the December Board meeting by the incoming/continuing Directors.
- g. The New Board shall take their seats in January.
- h. The election of Officers shall follow election rules as established by Robert's Rules of Order *Newly Revised*.
- 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 Membership 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:

1. The Board of Directors are to:
 - a. Manage the affairs, property, business and control of policy of the Unit.
 - b. The Board is to be composed of a minimum of Four (4) Officers and Three (3) Directors for a maximum of Seven (7) Officers and Directors.
 - c. The Board is to be elected from the general membership.
 - d. One (1) Alternate Director shall be selected to fill the seat of a missing Director, and shall have voting rights at that meeting. When a quorum is realized with seated Directors, the Alternate will not sit as a Director and will not have the power to vote. This member would be the person who received the next highest number of votes in the last run off for the Board. This member must be in good standing with the Top of the State Unit.
 - e. Alternate Officers: If less than Three (3) Officers are present, the Officer(s) present may select Director(s) to meet the three Officer quorum.

Article VIII. Quorum:

1. Board Meetings: The quorum shall be Three (3) out of Four (4) Officers and Two(2) out of Three (3) Directors for a total number of Five (5).

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

1. The Board at the next regular meeting shall fill said position with a new appointee.
2. New appointees must receive a Majority vote of the Board before they can be "seated".
3. If the position cannot be filled, the Board is instructed to continue to search for an appointee until the position is filled.
4. Positions can only be held by Members in Good Standing of the TOP OF THE STATE UNIT of the BCHC.
5. 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 created and filled at the discretion of the President and approved by the Board. All may not be filled for any reason:
 - a. Agency/Non-Profit Liaison
 - b. Education
 - c. E-notice
 - d. Fish Plants
 - e. Grants
 - f. Group Rides
 - g. Historian
 - h. Insurance
 - i. Membership
 - j. Newsletter/Social Media
 - k. Programs & Events
 - l. Public Lands
 - m. Road clean-up (Adopt-a-Highway)
 - n. Sunshine
 - o. Webmaster
 - p. Work Parties
2. Ad-hoc (appointed by the Chair)
 - a. Audit committee (Three (3) members)
 - b. Nomination committee
 - c. Parades

Article XI. Parliamentary Authority:

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

Article XII. Amendment of Bylaws:

1. If the need to amend is small, the motion "Amend Something Previously Adopted" shall be submitted to the Board.
2. With "notice" – typically One (1) month – a majority vote of the Board (Officers and Directors) and members present is required. Upon approval, the old Bylaws shall become null and void and the new Bylaws shall take effect at that time.
3. If the Bylaws require extensive change, a new set of Bylaws, called a "revision", shall be submitted. Revision must also be submitted to the State for approval.
4. Notice of the Revision and a two-thirds (2/3) vote by the Board/members is required.

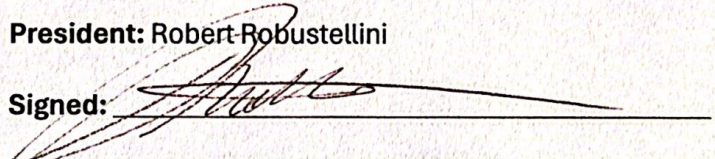
Article XII. Dissolution of TOP OF THE STATE UNIT of BCHC:

1. If at such a time the TOP OF THE STATE UNIT of BCHC shall dissolve, a general membership meeting shall be called.
2. The entire Unit membership must be notified in advance by U.S. mail to the address of record of the in-person general membership meeting. Notice must include the reason for the meeting, whether dissolution is by recommendation of the Unit Board or by recommendation of the BCHC Executive Committee for failure to adhere to BCHC and BCHA Bylaws and/or failure to comply with BCHC reporting and meeting obligations.
3. A motion to dissolve must be voted on at the in-person general meeting and must receive at least 2/3 of the vote of the membership present to be approved.
4. If the motion to dissolve is approved, the Unit members present must then vote on how to dispose of any Unit assets (money and property) after payment of all debts. Assets must either be transferred to BCHC, Inc. (state level) or to another BCHC Unit. When a Unit is dissolved, its members must inform the BCHC Vice President of Membership where to transfer their memberships.

Adopted on (Date): May 7, 2026

Unit Name: Top of the State Unit of BCHC

President: Robert Robustellini

Signed: 

Secretary: Michele Machado Woods

Signed: 