

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 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 affect 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 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 member 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, youth 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.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
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 General Membership meetings.
 - b. Work with the Secretary to prepare and publish the next meeting's agenda.
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.
4. Treasurer:
 - a. Shall maintain adequate and correct books and account records showing:
 - (1). Business transactions and held property of the Unit.
 - (2). 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 except 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 new 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 five (5) one year and four (4) the following year showing a total of nine (9) sitting Directors.
 - 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 can 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

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 Five (5) Directors for a maximum number of Nine (9) Officers & Directors.
- c. The Board is to be elected from the general membership.
- d. All officers/directors must be in *Good Standing of the Unit*.
- e. Two alternate directors (one if one director is missing, two if two directors are missing) shall be selected to fill the seats of missing directors, and shall have voting rights at that meeting. When a quorum is realized with seated directors, the alternates will not sit as a director(s) and will not have the power to vote. These members would be the two persons that received the next two highest number of votes in the last run off for the board. These members must be in good standing with the Top of the State Unit.
- f. Alternate officers: if less than 3 officers are present the officer(s) present may select director(s) to meet the 3 officer quorum.

Article VIII. Quorum:

- a. Board Meetings: The Quorum shall be three (3) out of four (4) Officers and Three (3) out of Five (5) directors for a total number of Six (6).

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 President
 - a. Education committee
 - b. Membership
 - c. Newsletter Editor
 - d. Public Lands
 - e. Grants
 - f. Publicity
 - g. Group Rides
 - h. Road Clean-up (Adopt a HiWay)
 - i. E-notice
 - j. Webmaster
 - k. Insurance
 - l. Program & Events
 - m. Fish plant
 - n. Sunshine
 - o. Historian
2. Ad hoc (appointed by the Chair)
 - a. Audit committee (three (3) members)
 - b. Nomination committee
 - c. Parades
 - d. Social

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 of the Board (Officers and Directors) and members present is required. Upon approval, the old bylaws shall become null & void and the new Bylaws shall take effect at that time
- 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 for approval.
- d. Notice of the *revision* and a two-thirds (2/3) vote by the Board/members is required.

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.
- e. Any money left is to be returned to the State level of BCH.

Adopted on (Date): December 3, 2020

Unit Name: Top of the State Unit of BCHC

President:

Secretary:


