

BACK COUNTRY HORSEMEN OF WASHINGTON
CAPITOL RIDERS CHAPTER BYLAWS

ARTICLE I - NAME

The name of this organization shall be “Back Country Horsemen of Washington, Capitol Riders Chapter”, hereinafter referred to as CPR. **It shall be a chapter of Back Country Horsemen of Washington**, which is incorporated as a non-profit organization without issuance of stock, hereinafter referred to as BCHW. **Capitol Riders Chapter herein adopts the BCHW bylaws and shall be subject to the terms and conditions of Washington Nonprofit Corporation Act.**

ARTICLE II – MISSION STATEMENT

The mission of this organization shall be:

- 1. To perpetuate the common sense use and enjoyment of horses in America’s back country and wilderness.**
- 2. To work to insure that public lands remain open to recreational stock use.**
- 3. To assist the various governmental and private agencies in their maintenance and management of said resource.**
- 4. To educate, encourage and solicit active participation in the wise use of the back country resource by horsemen and the general public commensurate with our heritage.**
- 5. To foster and encourage new members in Capitol Riders Chapter and BCHW.**

Capitol Riders Chapter shall at no time conduct any activity which will jeopardize the BCHW current non-profit status or qualification as a charitable organization under Internal Revenue Code section 501(c)(3).

ARTICLE III – MEMBERSHIP AND DUES

Section 1

Any person who subscribes to the mission of BCHW, by application and payment of current annual Capitol Riders Chapter and BCHW dues, may become a member. Memberships may be individual or family. For purposes of this rule, an individual must have reached his/her 18th birthday and a family includes a person, his or her spouse or partner, and the children in their household. 'Children in the household' includes children residing in the home under age 18, and children age 18 to 23 who are residents of the household, dependent upon the family for support, and actively enrolled in a formal education program. All household members 18 years of age or older shall sign the BCHW membership application.

Section 2

Annual Capitol Riders Chapter dues shall be set by the Membership, based on the budgeted needs of the chapter. The membership must ratify any change of dues by a simple majority vote at a general meeting of the membership of the chapter. The change in dues shall be effective for the next fiscal year. The dues shall be published in each issue of the Hoofbeats and listed in the Standing Rules of the chapter.

Section 3

Honorary Membership is for the chapter member who has exemplified themselves as a chapter member for numerous years. It is for those who have shown a lifetime of dedication to Capitol Riders by actively pursuing and promoting the organization and the BCHW Mission Statement in a variety of ways. Honorary members do not pay chapter dues and do not have voting privileges. Honorary Membership is voted on by the chapter membership. Honorary members will receive the chapter newsletter.

ARTICLE IV – MEMBERSHIP MEETINGS AND VOTING

Section 1

Meetings of the chapter membership, hereinafter called Membership Meetings, shall be held to conduct any business of the chapter and will be held at a time and location decided by a simple majority vote of the members.

Section 2

Special Meetings, if needed, may be called by the President. Notice of Special Meetings shall be delivered personally, by mail or by email at least seven days prior to the Special Meeting. Notice of such meetings shall state the place, date and hour of the meeting, and the purpose of the meeting.

Section 3

Each adult member in good standing, and present at a general membership meeting, shall be entitled to 1 (one) vote on any issue that comes before the membership. Children ages 18 through 23 included in a Family Membership are not eligible to vote. Members must be present at the meeting to vote on general matters. A quorum shall be defined as 14 members, one of whom must be an officer. Refer to the Standing Rules for election of officers.

ARTICLE V - BOARD OF DIRECTORS MEETINGS AND VOTING

Section 1

Board of Directors Meetings, hereinafter called Board Meetings, shall be scheduled by the President as needed. The Board members may call for a Board Meeting by a majority vote of the Board members, voting after having notified all the board members.

Section 2

The Board shall consist of the President, Vice-President, State Director, Secretary, Treasurer and Volunteer Hours Coordinator.

Section 3

All Board members will have 1 (one) vote with a simple majority ruling on all actions, except as called for in these bylaws. A quorum to conduct chapter business requires fifty percent of the Board to be present, one of whom must be the President or Vice President. Board members holding more than one Board position will have only 1 (one) vote.

Section 4

The Board is to act as an advisory group to the members, and to act as a grievance committee. The Board will approve an annual budget. The Board will act on the President's nominations for committee chairs. Refer to the Standing Rules for other Board duties.

Section 5

If an appointed office becomes vacant at any time during the term of office, the President shall appoint a replacement subject to approval of the Board. Such replacement shall serve the balance of the unexpired term of the officer whose position had become vacant. Any vacancy in an elected office shall be filled by nominations from the floor at the next Membership Meeting and will be voted on at the second Membership Meeting following the vacancy. All members shall be notified of the election in the same manner as Special Meetings, Article IV, Section 2.

Section 6

No power or authority shall be granted to any chapter officer or Board of Directors to bind newly elected officers or directors for subsequent years.

ARTICLE VI – OFFICERS AND CHAIRS TERMS OF OFFICE AND QUALIFICATIONS

Section 1

The term of office for all officers and chairs, except State Director and Alternate State Director, shall be one year. The term of office for State Director and Alternate State Director shall be 2 years, and elected on alternate years. The election of officers shall take place at the November Membership Meeting with the new officers' term starting as of January 1st. The election procedure shall be outlined in the Standing Rules of the chapter. Officers and chairs may succeed themselves in office, and shall serve until his/her successor has been duly elected or appointed and installed. Officers and Committee Chairs shall serve without compensation.

Section 2

An individual running for any office or appointment must be a chapter member and have reached the age of 18.

Section 3

Officers may be removed by an affirmative vote of two thirds of the members at a Membership Meeting. Notification of action to remove an officer must be made at the Membership Meeting preceding the meeting that the action is to take place. All members shall be notified of the action in the same manner as Special Meetings, Article IV, Section 2. Such action would result from inattention to duties and/or responsibilities, failure to attend three or more consecutive Board Meetings without excusable cause, or conduct that may adversely reflect on the integrity of the chapter.

ARTICLE VII - ELECTED OFFICERS AND THEIR DUTIES

Section 1

The elected officers of the chapter shall include President, Vice President, Secretary, Treasurer, State Director and Alternate State Director.

Section 2

The President shall chair all Membership Meetings and Board Meetings. The President shall appoint such committees as may be necessary and appropriate to conduct the business of the chapter subject to approval of the Board. In addition, the President is the chief executive and administrative officer and legal head of the chapter and will exercise supervision over the chapter and all its activities.

Section 3

The Vice President shall preside over Membership Meetings and/or Board Meetings in the absence of the President. The Vice President shall serve as ex-officio member of all committees and direct activity committee reports at the Membership Meetings.

Section 4

The State Director shall be a member of the BCHW Board of Directors and represent the chapter membership at state meetings, and shall inform the appropriate state officer of activities and/or concerns relative to the chapter's area. The State Director shall represent and promote the interests and purposes of BCHW in the chapter's area. The State Director or Alternate Director MUST attend all BCHW Board and/or Officer meetings or send a Capitol Riders Executive Board Member or a responsible person in their place.

Section 5

The Alternate Director shall perform the duties of the State Director in the absence of the State Director and attend all BCHW Board and/or officer meetings possible with the State Director, in an effort to stay current with BCHW matters. If the State Director position becomes vacant, the Alternate State Director will complete that Director's term.

Section 6

The Secretary works under the direction of the President. The Secretary shall keep clear and accurate records of the business transacted at all meetings of the chapter, and maintain a book of minutes for the chapter. In addition, the Secretary maintains the official chapter records of Capitol Riders Chapter, with the exception of financial records kept by the Treasurer.

Section 7

The Treasurer works under the direction of the President. The Treasurer shall keep accurate records of assets, income, expenses, and disbursements. The Treasurer also maintains the chapter bank account(s), as well as records of membership dues paid for both Capitol Riders Chapter and BCHW. The Treasurer will produce monthly financial statements for the President and render periodic financial reports to the Board. The Treasurer will provide the required financial reports to BCHW. The Treasurer will present any bills that exceed the approved budget to the Board for approval. The Treasurer shall also serve as financial officer for chapter functions involving the handling of significant funds, such as, but not limited to, general chapter membership meetings and chapter fund-raisers. The Treasurer may, subject to the President's approval, appoint a Capitol Riders

Chapter member to serve as Treasurer Pro Tem at any major function the Treasurer cannot attend. The Treasurer shall produce a financial report for each major event or fund-raiser.

ARTICLE VIII - APPOINTED CHAIRS

Section 1

The President shall appoint the committee Chairs and Volunteer Hours Coordinator, subject to approval of the Elected Board Members.

Section 2

The Publicity Chair shall develop and administer information programs, publications, and public relations activities, which give the chapter, and BCHW, a visible profile and maximize favorable recognition. The Chair shall also coordinate efforts with the BCHW Publicity Chair whenever possible.

Section 3

The Education Chair shall develop and administer an education program to educate all interested users of public lands in the principles of 'Leave No Trace' camping, land use, and other topics of interest to the chapter members. The Chair shall also coordinate efforts with the BCHW Education Chair whenever possible.

Section 4

The Ways and Means Chair shall be responsible for coordination and preparation of the chapter's budget to be approved by the Board on an annual basis. The Chair will regularly review income and expenses for compliance with the budget.

Section 5

The Volunteer Hours Coordinator shall be responsible for keeping track of all the chapter volunteer hours, sending the totals to the BCHW Volunteer Hours Coordinator, working with the respective land managers about volunteer opportunities, and informing the chapter members of their respective volunteer hours for the year.

ARTICLE IX – HOUSEKEEPING

Section 1

The chapter's fiscal year shall be January 1 through December 31. The term of officers and chairs shall be January 1 through December 31. The membership year shall be January 1 through December 31.

Section 2

Robert's Rules of Order are adopted as a guideline for conduct of all meetings as long as they are consistent with these bylaws and are applicable. The President may serve as Parliamentarian, or may appoint a Parliamentarian. The decision of the Parliamentarian shall be final in all questions of procedure.

Section 3

At the 1st of January each year, or with change of Treasurers, there shall be a review and report to the Board of the chapter's financial records by a committee consisting of not less than two (2) members, none of which are Board members, selected by the President and approved by the Board.

Section 4

In the event of the dissolution of the Capitol Riders Chapter of the Back Country Horsemen of Washington, the Treasurer is directed to pay all outstanding debts.

Section 5

Upon dissolution of the chapter, any unexpended chapter funds will be distributed to BCHW.

Section 6

Wherever the masculine gender is used herein, the feminine shall be deemed included. Wherever the singular form is used herein, the plural shall be deemed included to aid in the interpretation of the meaning intended.

Section 7

If any provision of these bylaws is determined to be unlawful or unenforceable by any court, the remaining provisions shall remain in full force and effect.

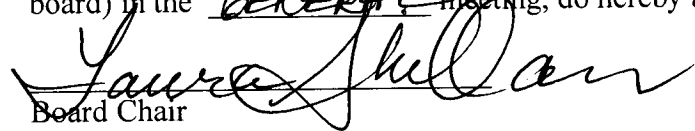
ARTICLE X - BYLAW AMENDMENTS

Amendments to these bylaws shall be proposed in writing and submitted to the Board. If approved by a simple majority vote of the Board, the proposed bylaw change(s) shall then be submitted to the membership for consideration. The membership shall be notified in writing of proposed change(s) at least thirty (30) days prior to the meeting at which the proposed change(s) shall be voted on. Bylaw change(s) shall be approved by a two thirds majority vote of the members present.

ARTICLE XI - ADOPTION

These bylaws as adopted on this 6 day of JANUARY, 2015, hereby supersede all previous bylaws of Back Country Horsemen of Washington, Capitol Riders Chapter.

IN WITNESS whereof, the undersigned, as per the resolution duly passed by the membership (or board) in the GENERAL meeting, do hereby adopt and ratify these bylaws.


Board Chair