



Squaw Butte Back Country Horsemen

STANDING RULES

ARTICLE I

PURPOSE

This document provides guidance for the day-to-day operation and workings of the Squaw Butte Back Country Horsemen Inc. (Chapter).

ARTICLE II

MEMBERSHIP & DUES

- Section 1. Members in good standing are members who have paid their dues by January 30th of each year for the coming calendar year. Members who have not paid their dues by January 30th will be dropped from membership and mailing lists and will become delinquent on March 1st.
- Section 2. Any member who has not paid their membership dues by the February regular meeting shall be sent a reminder letter that they will be delinquent on March 1st. The letter will remind them to return any Chapter equipment.
- Section 3. Dues will not be prorated for any part of the year.
- Section 4. Members shall complete and sign a liability waiver at the beginning of each year.
- Section 5. Upon approval by the Board of Directors (Board), dues for members deployed on long term active military duty may be waived until the member returns.

ARTICLE III

MEETINGS

- Section 1. The Chapter shall hold regular monthly meetings on the 1st Thursday of each month at 7:00 P.M. unless a meeting is omitted or changed by previous chapter vote. A notice giving the date, time, and place shall be supplied to the members and public before the meeting.
- Section 2. Meetings shall be presided over by the President or, if the President is absent, by the Vice President, or if the Vice President is also absent, by a chairperson elected at the

meeting. If the Secretary is absent, the presiding officer may appoint a person to act as Secretary for the meeting.

Section 3. Special meetings may be called by the President, or upon written request signed by any three (3) Board of Directors (Board) members, or upon written request signed by any ten (10) voting members in good standing. A notice giving the date, time, and place for the special meeting shall be supplied to the members and public before the meeting.

Section 4. Board meetings shall be held at the convenience of a majority of the Board, as needed, to conduct Chapter business. All members shall be welcome at Board meetings, but only board members can vote.

ARTICLE IV

ORDER OF BUSINESS

Section 1. The order of business at all regular Chapter meetings shall typically be:

- 1) Call to order
- 2) Pledge of allegiance
- 3) Introduction of guests and new members
- 4) Reading of the minutes
- 5) Treasurer's report
- 6) Committee reports
- 7) Unfinished business
- 8) New business
- 9) Program or good of the order
- 10) Adjournment

ARTICLE V

OFFICERS, DIRECTORS, AND COMMITTEE DUTIES

Section 1. Officers and directors shall conform to the wishes and instructions of the majority of the membership.

Section 2. The President shall:

- 1) Serve as Parliamentarian or appoint a Parliamentarian;
- 2) Preside over all Chapter and Board meetings;
- 3) Exercise general executive control over the affairs of the Chapter;
- 4) Call special Chapter and Board meetings;
- 5) With approval of the Board, designate committees required for the Chapter to function;
- 6) Be an ex-officio member of all committees;
- 7) Prepare a proposed budget in conjunction with the Treasurer;
- 8) Be one of three signers of checks for disbursement of funds;
- 9) Maintain an updated list of all Chapter property and equipment;
- 10) Perform all other duties pertaining to the office.

Section 3. The Vice President shall:

- 1) Assist the President when called upon to do so;
- 2) Be vested with all the powers and duties of the President in the absence of the President;
- 3) Be one of three signers of checks for disbursement of funds;
- 4) Perform all other duties pertaining to the office.

Section 4. The Secretary shall:

- 1) Record and keep the minutes of all regular, special, and Board meetings;
- 2) Issue notices;

- 3) Keep the By Laws and Standing Rules current by bringing recommended edits to the membership for approval;
- 4) Furnish copies of the By Laws and Standing Rules to all members;
- 5) Perform all other duties pertaining to the office.

Section 5. The Treasurer shall:

- 1) Collect dues and revenue;
- 2) Keep all funds in a bank account;
- 3) Disburse all funds for the Chapter;
- 4) Account of income and expenditures in writing, available for inspection by any member in good standing;
- 5) Report the state of Chapter finances on a monthly basis;
- 6) Be one of three (3) check co-signers, any one (1) of which may validate a check;
- 7) Maintain the membership list and submit it annually to the State Treasurer;
- 8) Hold and use the one (1) Debit Card solely for the purpose of paying recurring on-line services;
- 9) Perform all other duties pertaining to the office.

Section 6. The Board of Directors shall:

- 1) Be responsible to the membership;
- 2) Manage the affairs of the Chapter;
- 3) Follow the direction given by the members;
- 4) Have the authority to execute the purposes of the Chapter when not in session;
- 5) Develop a budget and yearly action plan;
- 6) Act as the nominating committee in the event an office becomes vacant;
- 7) Perform all other duties pertaining to the office.

Section 7. The State Director (SD) and Alternate State Director (ASD) shall:

- 1) Be elected to serve staggered two year terms;
- 2) Represent the Chapter at the State Board of Director's (SBD) meeting;
- 3) Convey resolutions, concerns, and information from the Chapter;
- 4) Report the actions and discussions reviewed at the SBD meeting back to the Chapter;
- 5) As the ASD, assume the SD's duties when the SD is absent;
- 6) As the ASD, advance to the permanent position to serve out the balance of the SD's term in the event the SD's absence becomes permanent;
- 7) Perform all other duties pertaining to the office.

Section 8. The Foundation Director (FD) and Alternate Foundation Director (AFD) shall:

- 1) Be elected to serve a term of two (2) years and may serve for two (2) consecutive terms;
- 2) Report on the status of grant funds collected and disbursed;
- 3) Represent the Chapter at State Foundation meetings;
- 4) As the AFD, assume the FD's duties when the FD is absent;
- 5) As the AFD, advance to the permanent position to serve out the balance of the FD's term in the event the FD's absence becomes permanent;
- 6) Perform all other duties pertaining to the office.

Section 9. Committee Chairmen shall:

- 1) Appoint enough committee members to accomplish the function of the committee.

Section 10. Standing Committees:

- 1) The Nominating Committee shall:
 - 1) Consist of three (3) members from the general membership;
 - 2) Be appointed by the President two (2) months prior to the election of officers;

- 3) Provide a list of suitable candidates for the Chapter's officers and directors one (1) month prior to the election;
 - 4) Prepare ballots based upon the nominations.
- 2) The Audit Committee shall:
 - 1) Consist of one (1) officer and at least one (1) person from the general membership appointed by the Board;
 - 2) Conduct the audit after election of officers and the close of the business year in December but prior to active duty of new officers in January;
 - 3) Review the Chapter property and equipment log;
 - 4) Report the findings to the membership at the January meeting.
 - 3) The Education Committee shall:
 - 1) Coordinate training events for the Chapter;
 - 2) Schedule training and speakers;
 - 3) Coordinate outreach with other organizations.
 - 4) The Public Lands Liaison shall:
 - 1) Track public lands issues and inform the general membership;
 - 2) work with the public lands agencies;
 - 3) Work with the state and national Back Country Horsemen organizations.
 - 5) The Project and Rides Coordinator/Committee shall:
 - 1) Work with public lands agencies to develop work projects for the Chapter;
 - 2) Coordinate the activities calendar;
 - 3) Research new places to ride or for work projects;
 - 4) Assure that each event has an event leader;
 - 5) Coordinate with other groups on joint activities;
 - 6) Be a member of this committee.
 - 6) The Calling Committee shall:
 - 1) Call members to remind them of scheduled activities.

ARTICLE VI

VOTING

- Section 1. General business actions requiring a vote of the group shall be passed by a simple majority vote of the members present and in good standing, provided there is a quorum. Removal of officers, directors, or members is provided under Articles IX and X of the By Laws.

ARTICLE VII

ELECTIONS

- Section 1. Nominations for officers and directors may be made by the general membership from the floor prior to the election.
- Section 2. Elections shall be by secret ballot and the individual receiving the most votes shall be the winner. When there is only one candidate running for an office, the secret ballot may be replaced with a verbal affirmation.
- Section 3. Ballots shall be tallied by one of the officers and verified by another member in good standing.

ARTICLE IX
RIDES AND WORK PARTIES

- Section 1. Members shall comply with and acquire all necessary certifications from Federal, State, and local agencies when working under these agencies' programs.
- Section 2. Chapter members may use the Chapter emblem or name or those of the Back Country Horsemen of Idaho (BCHI) or Back Country Horsemen of America (BCHA) affiliates only with prior approval from the appropriate Chapter, BCHI, or BCHA organization.
- Section 3. The Chapter shall provide all members with one (1) copy of the *Mountain Manners*, *Horse Sense*, and *BCHA Guidebook*.
- Section 4. Trail and camp behavior by members, guests, children, stock, and pets should be within reasonable bounds of consideration and decorum. Behavior considered having potential risk or high likelihood of annoyance to others by anyone present will be subject to immediate correction by the Ride Chairman or his or her designee.
- Section 5. Dogs shall not be taken on the trails at rides or work parties and members shall provide a means to keep them leashed or contained at all times.

ARTICLE X
AMENDMENTS

- Section 1. The Standing Rules may be amended at any regular or special meeting of the Chapter through the motion and approval process and by a majority vote of the membership present and in good standing.

ARTICLE XI
RATIFICATION

The Standing Rules document of the Squaw Butte Back Country Horsemen Inc. is hereby ratified on this 7th day of February 2013, as passed by the membership present at the February regular meeting and witnessed by the undersigned.

Janine Townsend, Chapter President

Linda Erickson, Chapter Secretary

Date Signed: February 7, 2013