

## **BYLAWS - NISQUALLY CHAPTER Back Country Horsemen of Washington**

### **ARTICLE 1 – NAME**

The name of this organization shall be “Nisqually Chapter Back Country Horsemen of Washington”, herein referred to as Nisqually Chapter, and 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. Nisqually Chapter herein adopts the BCHW bylaws and shall be subject to the terms and conditions of Washington Non-profit Corporation Act.

### **ARTICLE II – MISSION STATEMENT**

The mission of this organization shall be:

- To perpetuate the common sense use and enjoyment of horses and mules in America’s back country and wilderness.
- To work to insure that public lands remain open to recreational stock use.
- To assist the various governmental and private agencies in their maintenance and management of said resource.
- 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.
- To foster and encourage new members in Nisqually Chapter Back Country Horsemen of Washington.

Nisqually Chapter Back Country Horsemen of Washington 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 adult person, who subscribes to the mission of BCHW by application and payment of current annual Chapter and BCHW dues, may become a member through membership in Nisqually Chapter. Memberships may be individual or family. For purposes of this rule, an individual must have reached his/her 18th birthday. A family includes a person, his or her spouse or partner, and the children in their household. ‘Children in the household’ include 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 Nisqually Chapter membership application.

Section 2- A Youth Group may qualify for a single membership if the following conditions are met:

- a. The youth group must document in writing it is, or is affiliated with, a governmental or other legal entity authorized to do business in the state of Washington.
- b. The youth group organization must have liability insurance which meets BCHW minimum standards that will cover the activities of the youth group members, including organized participation in any Nisqually Chapter events, present a written certificate of insurance coverage, and make available the signature of a person authorized to legally bind the youth group organization with respect to a hold harmless agreement.
- c. The youth group organization must be responsible for the youth organization’s membership records, and guarantee that no child who is not a current member in good standing of the youth group will be allowed to participate in BCHW activities.
- d. The youth group organization must provide a responsible adult, one to three adult ratio to accompany any youth group member during participation in any Nisqually Chapter activity. Helmets and proper equipment are required.

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If the above special membership criteria are satisfied, the Youth Group may join Nisqually Chapter as an individual member by paying the corresponding annual Chapter and BCHW membership dues, and thereafter all young people who are members of that group shall be able to participate in Nisqually Chapter activities and events.

Section 3- Annual Nisqually Chapter dues shall be set by the Chapter's board, herein after called the Board, 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 calendar year. The dues shall be published in each issue of "Trail News".

Section 4- The membership year shall be January 1 through December 31 of the calendar year. Annual membership dues shall become due and payable as of January 1. If not paid by January general meeting, the member is considered delinquent and cannot vote at any meetings until dues are paid. If dues are not paid by March 1, the member will be dropped from Nisqually Chapter membership.

Section 5- Non members may attend two activities and/or meetings during the calendar year. In order to attend any further activities and/or meetings, membership in Nisqually Chapter is required.

### **ARTICLE IV – MEMBERSHIP MEETINGS**

Section 1 – A general meeting of the membership shall be held on a monthly basis, with a minimum of ten (10) meetings per year. The meeting will be held at a time and location decided on by the majority of the membership present at the general meeting.

Section 2 – Special meetings of the membership may be scheduled by the President as needed, or upon written request of twenty (20) members and giving a minimum of twenty (20) calendar days' notice to the membership.

Section 3 – For the purpose of conducting all Chapter business, voting included, a quorum shall consist of at least one-fourth of the membership in good standing.

### **ARTICLE V –VOTING PROCEDURE AND ELECTIONS**

Section 1 – The President shall appoint the Nominating Committee Chair for Chapter elections no later than the August Board meeting.

Section 2 - The officers shall be elected by the membership at the November general meeting. A slate of candidates will be presented by the Nominating Committee Chairperson. Nominations from the floor will be accepted as well. The term of office shall begin January 1 of the forthcoming year.

Section 3 – Officers of the Nisqually Chapter, elected by the membership for a term of one (1) year shall be President, Vice President, Secretary and Treasurer. Officers shall serve until their successor has been duly elected. The Director and Alternate Director are elected for two (2) year terms on alternate years.

Section 4 – No person shall hold office if they are not a Nisqually Chapter member. No member shall hold more than one Board position at a time

Section 5 –An individual must be 18 years of age and a Nisqually Chapter member in order to be nominated for any office, or to be appointed to any chair.

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Section 6 – Voting by proxy will not be allowed. Single memberships will be authorized one vote; family memberships will be authorized two votes. The Youth Group organization will be entitled to one vote, which must be cast by their adult representative. The candidate receiving the majority of votes, and verified by the Nominating Committee, shall be declared elected.

### **ARTICLE VI – OFFICERS AND THEIR DUTIES**

Section 1 – The President shall preside at all meetings of the Chapter. He may appoint such standing and special committees and temporary officers as necessary and appropriate subject to Board approval. The President shall supervise budgetary matters and proper internal control of Chapter finances. He will ensure an annual review of the Treasurer’s financial records is performed. The President shall serve as an ex-officio member of all chairs and committees, except for the Nominating Committee.

Section 2 – The Vice-President shall assist the President as necessary and preside in his absence at all meetings. This officer is responsible for Chapter General Meeting programs. If the President’s position becomes vacant, the Vice President will complete that President’s term.

Section 3 – The Secretary shall receive and respond to all communications of the Chapter. The Secretary shall record, transcribe, report and maintain historical records of all meetings, transactions and communications. The Secretary shall maintain a perpetual inventory of acquired Chapter assets.

Section 4 – The Treasurer shall maintain accurate records of income, expenses, disbursement and pay all bills approved by the Board. He will maintain the records of membership dues paid for both Nisqually Chapter members and BCHW. He shall provide the required financial reports to BCHW. He shall provide a brief financial report at Board and General Meetings, and will maintain the Chapter bank accounts. He shall prepare a budget and provide a complete annual financial report for the ensuing year by the date determined by the Board.

Section 5 – The Director is a member of the BCHW Board of Directors and represents the Chapter membership at state meetings. He is responsible for conveying information between Nisqually Chapter members and BCHW. He shall inform the appropriate state officer of activities and/or concerns relative to the Chapter’s area. He must attend all BCHW Board meetings, or send a responsible person in his place

Section 6 – The Alternate Director shall perform the duties of the Director in his absence, attend all BCHW Board meetings possible with him in an effort to stay current with BCHW matters, and communicate all state legislative actions and potential actions related to the BCHW mission statement to the chapter membership. If the Director’s position becomes vacant, the Alternate Director will complete that Director’s term.

Section 7 – The President, subject to the approval of the Board, shall appoint one Trail Scout Coordinator and one Trail Maintenance Leader.

Section 8 – The Trail Scout Coordinator is responsible for developing the trail ride calendar and overseeing the trail rides and other trail related activities. This appointed officer shall have the final judgment in matters of trail condition, safety, horsemanship and personal conduct at all trail activities. Appointed duties and jurisdiction will be according to need, knowledge, experience, and as directed by the President.

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Section 9 – The Trail Maintenance Leader is responsible for developing the work party calendar and overseeing the work parties and other trail work activities. This appointed officer shall have the final judgment in matters of trail conditions, safety, horsemanship and personal conduct at all work activities. Appointed trail work duties and jurisdiction will be according to need, knowledge, experience, and as directed by the President.

Section 10 – The Treasurer has several tasks to complete each month to include: make deposits, pay bills, enter all transactions into QuickBooks, reconcile all bank accounts, and provide membership chairman with membership information.

Section 11 – The Membership Chairman has two main focuses: membership and outreach. Membership duties consists of assuring the accuracy of membership information, is the point of contact to the State Membership Chair, and works with the Nisqually Chapter Treasurer to assure the membership database (YM) matches the payment records. Outreach responsibilities to include the authoring of outreach material for the Nisqually Chapter and to find opportunities to recruit new membership.

Section 12 – All elected and appointed officers and Chapter members shall be responsible for any non-budgeted expenditure they may incur without prior approval of the Board. Emergency expenditures with adequate justification may be approved by a majority of the Board.

### **ARTICLE VII – OFFICERS VACANCIES AND REMOVAL**

Section 1 – With the exception of the President and the Director, vacancies of elected officers shall be filled by a special election at a regularly scheduled general meeting. Elected officers will be seated immediately.

Section 2 – Elected officers may be removed by a two-thirds (2/3) majority vote of members at a general meeting. The subject officer must be notified by certified mail at least fifteen (15) days prior to this general meeting.

Section 3 – Appointed officers may be removed by a majority vote of the Board.

### **ARTICLE VIII – EXECUTIVE BOARD AND MEETINGS**

Section 1 – Executive Board of seven (7) Chapter members, hereinafter called Board, shall have authority over the affairs of the Chapter between its meetings. Their sole purpose and power is to review and discuss Chapter issues. They shall bring their findings and recommendations to the full membership for discussion and consideration.

Section 2 – The Board shall consist of the President, Vice-President, Secretary, Treasurer, Director, (or the Alternate Directory in the absence of the Director, and two (2) appointed Board members.

Section 3 – The Board shall meet on a monthly basis, with a minimum of ten (10) meetings per year, to conduct Chapter business at a time other than the General Meeting. The time and location shall be decided by a majority vote of the Board.

Section 4 – Board meetings are open to Chapter members, but only Board members are allowed to vote on any issues that require a vote.

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Section 5 – No more than two (2) Board members in addition to the Treasurer may be the registered signatures on the Chapter’s bank accounts.

Section 6 – Any monetary decisions exceeding fifty dollars (\$50.00), and not in the approved budget, must be brought before the General Membership for a vote.

Section 7 –Special meetings of the Board may be called by any two Board members. A minimum of five (5) days’ notice to all other Board members must be given.

Section 8 - Board Meeting business cannot be conducted unless a quorum is present. A majority of the Board members shall constitute a quorum.

**ARTICLE IX - COMMITTEES**

Section 1 – There shall be no Standing Committees. The President, with the approval of the Board, may appoint chairpersons for the following positions: Publicity, Membership, Education, Legislative, Ways & Means, Hospitality, and any others deemed necessary.

Section 2 – The President, with the approval of the Board, may appoint Special Committee chairpersons as deemed necessary. These may include Audit, Community Interaction and Nominating Committee Chair. The chairperson of these committees may appoint such agents or assistants as is necessary to the task.

**ARTICLE X – AMENDMENT OF CHAPTER BYLAWS**

Section 1 - Any proposed changes in the bylaws must be submitted, in writing, by the Chapter member to be published in the Chapter newsletter. These proposed changes must be published in this newsletter for two (2) consecutive months prior to being voted on at the General meeting.

Section 2 - These bylaw proposals may be amended by a two-thirds (2/3) affirmative vote of the members present at the General meeting.

**ARTICLE XI –MISCELLANEOUS**

Section 1 - Subject to Article III, Section 4 of these bylaws, all meetings are open, and shall be conducted in an informal manner. The rules contained in the current edition of Robert’s Rules of Order shall apply if invoked by the presiding officer, or by vote of a majority of the membership present.

Section 2 – 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 sense intended.

Section 3 –In accordance with Article IX, Section 2, a separate list of Appointed Chairpersons and Special Committees shall be attached to, but not included in, these bylaws.

Section 4 – Any organization outside of BCHW requesting monetary donations from Nisqually Chapter must submit their request to the Community Interaction Committee for their request to be considered for inclusion in the following year’s budget. No donations to outside organizations will be considered or funded if this criterion is not met. No donations will be permitted if they are not in the year’s budget. The Fiscal Year of this Chapter shall continue to be January 1 through December 31 of each year.

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**ARTICLE XII – DISSOLUTION**

Upon dissolution of the Nisqually Chapter Back Country Horsemen of Washington, any unexpended chapter funds will be distributed to BCHW.

**ARTICLE XIII – ADOPTION/ REVISION**

These bylaws as revised on this 24 day of August 2018, hereby supersede all previous bylaws of Nisqually Chapter Back Country Horsemen of Washington.

IN WITNESS, whereof, the undersigned, as per the resolution duly passed by the membership on August 7th, 2018 general meeting, do make these the existing bylaws of the Chapter.

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Frank Servine President

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Carole Kowitt Secretary

Adopted March 1991  
Revised October 1994  
Revised August 2008  
Revised May 2011  
Revised March 2015  
Revised August 2018  
Revised June 2019

