



**BACK COUNTRY HORSEMEN OF WASHINGTON
WHATCOM CHAPTER BYLAWS**

ARTICLE I - NAME

The name of this organization shall be “Back Country Horsemen of Washington, Whatcom Chapter,” hereinafter referred to as Whatcom BCH. 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. Whatcom BCH herein adopts the BCHW bylaws and Standing Rules 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 commonsense use and enjoyment of horses in America’s back country and wilderness.
2. To work to ensure 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 Whatcom BCH and BCHW.

Whatcom BCH 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 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

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 will cover the activities of the youth group members, including organized participation in BCHW 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. Provide a responsible adult supervisor to accompany any youth group member during participation in any BCHW activity.

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

Section 3

Annual chapter dues shall be set by the Board, based on the budgeted needs of the chapter. The membership must ratify any change of dues by a simple majority vote of those present and voting 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 listed in the Standing Rules of the chapter.

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 not delegated by the membership to the chapter board and will be held at a time and location decided by a simple majority vote of the members present and voting. Special Meetings, if needed, may be called by the President by giving the membership reasonable notice depending on the circumstances.

Section 2

Each adult member in good standing, and present at a general membership meeting, shall be entitled to 1 vote on any issue that comes before the membership. Children ages 18 through 23 included in a Family Membership are eligible to vote. In the event that Whatcom BCH adopts a Youth Group then each Youth Group Organization shall be entitled to one vote. The Youth Group Organization shall determine among themselves how their one vote shall be cast. An adult representing the group shall cast the vote. Members must be present at the meeting to vote. 10 members present shall constitute a quorum. Refer to Standing Rules for election of officers.

Section 3

In the event an emergency or natural disaster makes the holding of an in-person meeting of the membership unlawful or impossible, the membership may conduct its meetings by

electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster. The membership shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for all members, including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause. Virtual meetings shall comply with the requirements of Sections 1 and 2 above.

ARTICLE V - BOARD MEETINGS AND VOTING

Section 1

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, Alternate State Director, Secretary, Financial Manager, Immediate Past-President, Trail Bosses, all Committee Chairs and 2 Board Members-at-Large.

Section 3

All Board members will have one vote with a simple majority of those present and voting 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. Board members holding more than one Board position will have only one vote.

Section 4

The Board shall have the powers and duties necessary or appropriate, as granted to it by the members, for administration of the affairs of the chapter. Approval of bylaw and standing rule changes are specifically retained by the membership. The Board will manage an annual budget as approved by the members. The Board will act on the President's nominations for committee chairs, approval requiring a majority vote of those present and voting.

Section 5

If an elected, or appointed, office becomes vacant at any time during the term of office, the President shall appoint a replacement subject to approval of the Board by majority vote of those present and voting. Such replacement shall serve the balance of the unexpired term of the officer whose position had become vacant.

Section 6

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

Section 7

In the event an emergency or natural disaster makes the holding of an in-person meeting of the Board unlawful or impossible, the Board may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster. The Board shall use its best efforts to implement any such virtual meetings with

full regard for the need to maintain as much as possible accessibility for all board members, including those with disabilities and those who lack access to sophisticated technology tools. Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause. Virtual meetings shall comply with the requirements of Sections 1 through 6 above.

Section 8

At the general membership meeting the Board will provide an activity report, subject to approval of the members.

ARTICLE VI – OFFICERS AND CHAIRS TERMS OF OFFICE AND QUALIFICATIONS

Section 1

The term of office for all officers and chairs, except State Director & 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 December 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 their 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

The Board may remove or declare an appointed Board position vacant by unanimous ballot of those present and voting, the affected member abstaining. 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. If the Board deems such action is in the best interest of the chapter, notice of proposed removal must be given to the affected member a minimum of twenty (20) days prior to the Board meeting date at which time such removal will be voted upon. The notice to the member must state the cause for the proposed removal and inform the member of the right to present witness or other evidence on his behalf to the Board.

Section 4

The Board may recommend the removal of a person from an elected position by unanimous ballot of those present and voting, the affected officer abstaining. 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. If the Board deems such action is in the best interest of the chapter, notice of proposed removal must be given to the affected officer a minimum of twenty (20) days prior to the Membership Meeting date at which time such removal will be voted upon by the membership. Passage requires a simple majority of those present and voting. The notice to the officer must state the cause for the proposed removal and inform the member of the right to present witness or other evidence on his behalf to the membership.

ARTICLE VII - ELECTED OFFICERS AND THEIR DUTIES

Section 1

The elected officers of the chapter shall include President, Vice President, Secretary, Financial Manager, State Director, Alternate State Director, 2 Trail Bosses and 2 Board Members-at-Large.

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.

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 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 Whatcom BCH, except for financial records kept by the Financial Manager.

Section 7

The Financial Manager works under the direction of the President. The Financial Manager shall comply with current BCHW central accounting policies and procedures including BCHW Standing Rule 2021-2 or its successor(s). Chapter financial records will be sufficient to reconcile with BCHW centralized accounting. The Financial Manager will keep records of chapter membership dues paid. The Financial Manager will produce monthly financial statements for the President and render periodic financial reports to the Board. The Financial Manager will present any bills that exceed the approved overall budget to the Board. While the Board can move line items within a budget, it can't spend more than the

total set budget without approval of the Membership. The Financial Manager 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 Financial Manager may, subject to the President's approval, appoint a Financial Manager Pro Tem to serve at any major function the Financial Manager cannot attend. The Financial Manager shall produce a financial report for each major event or fund-raiser.

Section 8

The Trail Bosses are responsible for developing the trail ride and work party calendar and overseeing the trail rides, work parties and other trail activities. They shall have the final judgement in matters of trail condition, safety, horsemanship and personal conduct at all trail activities. The duties and jurisdiction will be divided between them according to need, knowledge, experience and as directed by the President.

Section 9

The Two Board Members-at-Large shall attend all meetings of the Board to provide additional input of the membership in Board decisions and assist with additional responsibilities of the Board.

ARTICLE VIII - APPOINTED CHAIRS ON THE BOARD

Section 1

The President shall appoint all committee Chairs to the Board, subject to approval of the elected Board Members, approval requiring a majority vote of those present and voting.

Section 2

The Membership Development Chair shall be responsible for coordinating the membership renewal process, maintaining a current membership list and the development of new memberships. The chair will develop and manage membership-input programs and/or surveys to aid in the future direction of the chapter.

Section 3

The Newsletter Chair shall be responsible for production of the chapter newsletter on a timetable approved by the Board.

Section 4

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 5

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 and 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 6

The Legislative Chair shall keep the members, and others, informed of all legislative matters that pertain to stock use in the chapter's area. The Chair shall also coordinate efforts with the BCHW Legislative Chairs whenever possible.

Section 7

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

ARTICLE IX - HOUSEKEEPING

Section 1

The chapter's fiscal year shall be January 1st through December 31st. The term of officers and chairs shall be December 1st through November 30th. The membership year shall be January 1st through December 31st.

Section 2

Robert's Rules of Order is adopted as a guideline for conduct of all meetings as long as consistent with these bylaws and applicable. A simple majority vote of those present and voting at any meeting may suspend the rules of procedure. 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 December each year, or with change of Financial Managers, 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 selected by the President and approved by the Board.

Section 4

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

Section 5

Wherever a gender is used herein all genders 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 6

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 those present and voting of the Board, the proposed bylaw change(s) shall then be submitted to the membership for consideration. These bylaws may be amended or repealed by an affirmative vote of two-thirds of the voting members of the membership present and voting at a regular or special meeting of the

membership provided a quorum of the membership is present. Any proposed change to the bylaws shall be distributed to the membership at least 20 days prior to the meeting.

ARTICLE XI - ADOPTION

These bylaws as adopted on this 21st day of November, 2022 hereby supersede all previous bylaws of Back Country Horsemen of Washington, Whatcom Chapter.

IN WITNESS whereof, the undersigned, as per the resolution duly passed by the membership in the Whatcom BCH meeting, do hereby adopt and ratify these bylaws.

Cindy R. Peewo
Chapter President