

**By-Laws of
Back Country Horsemen of Central Arizona
Adopted July 2016**

ARTICLE I – NAME

The name of this organization, which is a non-profit corporation, shall be Back Country Horsemen of Central Arizona

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 areas.
2. To work to insure that public lands remain open to recreational use.
3. To assist the various government and private agencies in their maintenance and management of said resource
4. To educate, encourage, and solicit active participation in the wise and sustaining use of the back country resources by horsemen and the general public commensurate with our heritage.
5. To foster and encourage the formation of new Back Country Horsemen of America units.

ARTICLE III – OFFICERS AND BOARD

SECTION I. The officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer.

SECTION II. Election of officers shall be conducted at the annual February meeting in accordance with Article IV of these by-laws. State Delegates shall be appointed by the Board.

SECTION III. The Board of Directors shall consist of the officers, the immediate past President, and the chairperson of the following permanent committees. Committees may have up to two (2) co-chairs. Committees may be chaired by a person(s) who also serves as an officer with the exception of the President.

1. Public Lands and State/National issues
2. Packing, Projects, and Trails
3. Publicity and Communication
4. Activities, Education, and Safety
5. Verde Valley District

SECTION IV. The committee chairperson(s) shall be nominated by the Board.

SECTION V. Three delegates and an alternate shall be appointed to serve on the state Board of Directors. These delegates shall serve staggered two year terms from beginning in December and can serve multiple terms. The delegates shall represent the local chapter at the state level. In the event a regular delegate cannot complete his/her term the alternate shall serve the balance of the regular delegate's term.

ARTICLE IV – ELECTIONS AND VACANCIES

SECTION I. Officers shall be elected by the membership at the February meeting and will assume office immediately. Officers will serve a one-year term with the option of serving multiple terms.

SECTION II. A nominating committee of at least three members shall be appointed by the Board at least two months prior to the regular elections.

SECTION III. The purpose of the nominating committee shall be to select a slate of candidates for the officers of the chapter. The slate of candidates shall be submitted during the January meeting of the Board. A list of candidates shall be presented to the membership by written correspondence with the announcement of the annual meeting.

SECTION IV. An officer vacancy shall be filled by appointment by the remaining officers, and such appointees shall hold office until the next annual meeting.

SECTION V. Vacancies of a committee chairperson shall be filled by appointment of the Board.

ARTICLE V – DUTIES OF OFFICERS AND BOARD OF DIRECTORS

SECTION I. The power and authority of this organization shall be vested in the Board by the membership. The officers and directors shall conform to the wishes and instructions of the membership; subject to the rules of this document, manage and execute the affairs of the organization.

SECTION II. The President, or his/her representative shall preside at and conduct all Board meetings and the annual membership meeting. The Board shall appoint committee chairpersons and the President shall be an ex-officio member of all committees. The President may co-sign checks for the disbursement of funds.

SECTION III. The Vice President shall perform the duties of the President when absent or by request. The Vice president may also co-sign checks for the disbursement of funds.

SECTION IV. The Secretary shall record official minutes of meetings, which upon approval by the Board shall be distributed to the membership. The Secretary is responsible for

annual reporting with the Arizona Corporation Commission and keeping record of all conflict of Interest Policies. The Secretary shall perform other clerical duties as required by the Board.

SECTION V. The Treasurer shall be responsible for the financial control of all funds, shall give financial reports to the membership and Board on a regular basis, shall keep financial records of income and expenditures suitable for an audit, shall assist in the formation of an annual budget, and shall maintain a membership roster. The Treasurer shall coordinate efforts for collection of annual dues. The Treasurer shall be one of the co-signors of the checks for the disbursement of funds. The Treasurer shall report new members to BCHAZ on a quarterly basis. The Treasurer shall file tax forms for the chapter and maintain an insurance policy for the chapter. The Treasurer shall keep record of all signed releases by members.

SECTION VI. A committee chairperson shall serve as the head of each permanent committee. The committee chairperson shall be responsible for the function of the committee and shall coordinate the committee activities with the organization as a whole and report to the Board at regular meetings.

ARTICLE VI – PERMANENT COMMITTEES

SECTION I. The Public Lands Committee shall be the ‘watch dog’ of the policies and activities of the land management agencies. Members or chairpersons of this committee shall also be the chapter’s delegates to the state and national organizations. This committee shall plan, organize, and carry out courses of action to protect the interests of recreational horse users on public lands. The committee shall have a member(s) that track the chapter’s volunteer hours. The committee shall report regularly to the membership on issues of importance.

SECTION II. The Packing, Projects, and Trails Committee will plan, organize, and carry out activities which will further the mission of the chapter. This committee is to function as the liaison between the chapter and the land management agencies, including the Forest Service. The committee will work cooperatively with the land management agencies in planning and carrying out volunteer work projects, including trail maintenance through the Forest Service.

SECTION III. The Publicity and Communication Committee will provide information to the membership and general public of events and activities of the chapter. This committee shall serve as the public relations agent for the chapter.

SECTION IV. The Activities, Education, and Safety Committee shall plan, develop, and carry out a variety of events which will provide fellowship and enjoyment for all members while also providing information to further the mission of the chapter. Some of these activities will insure the health and safety of members while on volunteer projects or out in the back country.

SECTION V. The Verde Valley District Committee will be the chapter’s liaison in the Red Rock Ranger district, the Verde Ranger district, and the Prescott National Forest.

SECTION V. The Board may appoint special committees as needed to meet temporary needs of the chapter.

ARTICLE VII – MEMBERSHIP AND DUES

SECTION I. Membership is open to anyone who is committed to the mission of Back Country Horsemen of Central Arizona as stated in Article II.

SECTION II. There shall be one membership classification – member. Individuals or families may join as members. Each ‘member’ shall have one vote at the annual meeting officer election and can participate in all BCHCAZ activities. If spouses would each like their own separate vote they may join as two separate individual members and pay separate dues instead of together as a family.

SECTION III. Yearly dues shall be determined by a majority vote of the Board. Dues shall be payable on the first day of January each year. Dues shall be considered delinquent when not paid by the first day of February. Delinquency in payment of annual dues shall remove a member from the chapter until dues have been paid.

SECTION IV. All paid memberships shall carry one voting right. Only paid members may exercise their right to vote at chapter meetings or annual elections.

SECTION V. Membership shall be January 1 through December 31.

SECTION VI. The holding of any office or membership on any committee shall be contingent upon being a paid member.

ARTICLE VIII – MEETINGS

SECTION I. The chapter shall hold one annual meeting in February at a regular time and location to be determined by the Board.

SECTION II. Special meetings may be called by the membership, directors, or officers upon due notification of persons concerned.

SECTION III. Ten members shall constitute a quorum for transaction of legal business.

ARTICLE IX – AMENDMENTS

SECTION I. These by-laws may be revised or amended at any regular meeting by the Board with approval by the majority of membership based on response rate.

SECTION II. All amendments and additions to the by-laws shall be edited into the master copy of the by-laws kept by the Secretary.

ARTICLE X – SUSPENSION OF MEMBERS

Any officer or member whose conduct shall not have been in the best interests of the chapter may be suspended or removed from participation in all chapter activities for the remainder of the membership year by the Board.

ARTICLE XI – BUDGET

The Treasurer, with input from the officers and directors, shall prepare a yearly budget, which shall be presented to the membership for approval at the annual February meeting.

ARTICLE XII – MISCELLANEOUS

Any member or guest who participates in an event involving livestock or volunteer service must sign a “BCHCAZ Liability Release Form”. It shall be the duty of the Treasurer to keep all signed forms on file for one year after the event.

President

Secretary