

BYLAWS

of
**SHASTA TRINITY UNIT OF
BACKCOUNTRY HORSEMEN OF CALIFORNIA, INC.**

(Revised Approved Date Here)

ARTICLE I NAME

Section 1: NAME: The name of this unit of the Backcountry Horsemen of California (BCHC) shall be: Shasta Trinity Unit (STU).

Section 2: LOCATION: For the transaction of its business Shasta Trinity Unit is located in the City of Cottonwood in the County of Shasta, California. 20633 Gas Point Rd. Suite B2. #48, Cottonwood, CA, 96022, US

ARTICLE II PURPOSE

Section 1: To perpetuate the commonsense use and enjoyment of stock in America's backcountry and wilderness.

Section 2: To work to insure that public lands remain open to recreational stock use.

Section 3: To assist the various government and private agencies in their maintenance and management of public and private lands.

Section 4: To educate, encourage and solicit active participation in the wise use of the backcountry resource by stock users and the general public commensurate with our heritage.

Section 5: To keep the STU membership informed of regulations that effect stock use on public lands, and to inform the STU membership of any pending **regulations that may affect their use.**

Section 6: Promote and educate on the principles of "Leave No Trace".

Section 7: To educate youth organizations in the commonsense and safe use of stock on our public lands.

ARTICLE III EXECUTIVE BOARD

Section 1: MEMBERS: The Executive Board of Directors shall be composed of 12 members.

Section 2: POWERS: The management of the affairs, property, business, and control of policy is vested in the Board of Shasta Trinity Unit. The Board is vested with the full power and authority to change the principal office, mailing address of the Shasta Trinity Unit from one location to another, but must be located in either Shasta County, Tehama County, or Trinity County. BCHC must be notified of change in location in writing within 30 days of such action. Any such change shall be noted by the Secretary in these Bylaws but shall not be considered an amendment of these Bylaws.

Section 3: ELECTION: The Board shall be elected from the general membership. Four board members will be elected to a 3-year term each year, this will provide continuity to the board as only 1/3 of the members are elected each year. Starting the first year 4 members will be elected to 3-year terms, 4 shall be elected to 2-year terms, and 4 will be elected to 1-year terms and after that all terms will be 3 years. Policies and Procedures will be instituted by the board of directors for the running of all elections.

Section 4: VACANCIES: Vacancies shall be filled by the Board at its next meeting. The Board shall fill vacancies, on an interim basis, until the next available election with the exception in the vacancy of the President, which shall automatically be filled by the Vice President. The vote will be by approval of a quorum of the Board. Notification of such action shall be sent to the BCHC, Inc, Secretary prior to the next BCHC, Inc. Directors meeting.

Section 5: OFFICERS: Officers positions will consist of President, Vice President, Secretary, and Treasurer. Officers will be elected from the board and by the board each year at the first board meeting in January. Any officer may be replaced for cause by a majority vote of the board of directors.

Section 6: MEETINGS: Meetings will be held the first week of each month but an individual meeting may be changed by the board if deemed more efficient or expedient for that particular meeting. Emergency meetings other than the regularly scheduled meetings may be held when determined necessary by the President and must provide a weeks' notice of the meeting.

Section 7: VOTING: All Board members will have one vote at Board meetings with the exception of the President. The President shall provide the deciding vote in cases where the Board is divided equally on a matter.

Section 8: QUORUM: Seven of the twelve Board members shall constitute a quorum for the purpose of conducting business of the unit.

Section 9: ATTENDANCE: Board members unable to attend a board meeting shall notify a board member prior to the meeting. A board member missing a minimum of 4 board meetings in 1 year can be removed for cause by the board and be replaced as required by Section 4.

Section 10: RESIGNATION: Any Board member may resign upon giving written or oral notice to the Board of the Shasta Trinity Unit. The board must vote to accept or reject the resignation at the next scheduled board meeting. The board member shall be replaced as required in Section 4 and shall serve the remainder of the term of the replaced board member. The board member that resigned may not be appointed to another board position during that term.

ARTICLE IV DUTIES OF THE BOARD MEMBERS AND OFFICERS

Section 1: The power and authority of this organization shall be vested in STU membership. The Board shall conform to the wishes and instructions of the STU membership; and subject to the rules of this document, manage and execute the affairs of the STU organization. When the STU organization is not in session, the Board shall have all needful authority to manage the activities of the STU.

Section 2: All board members have a one vote of Yea (Yes), Nay (No), or may abstain from voting on any Agenda item requiring a vote put before the board. The President can only vote when there is a tie, equal Yea and Nay votes, so the tie may be broken, and the item decided. If a Board Member cannot make a meeting, they may appoint a proxy to vote for them on items before the board. The proxy must be another board member. The President and Secretary must be notified in writing (email is acceptable) 2 days prior to the meeting. The absent member must indicate in writing who will be their proxy for voting. The secretary will make note in the minutes of the meeting and announce who was absent and who they assigned to be their proxy before any voting takes place.

Section 3: PRESIDENT: The President, or his/her representative, shall preside at all meetings and shall have an agenda provided to the Board one week before the meeting. The President shall appoint committee chairmen and shall be an ex-officio member of all committees. The President may co-sign checks for the disbursement of funds. They shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. They will not have a vote in matters before the board, except to cast a tie breaking vote.

The President shall be responsible for all communication between the state and/or national organization. The President will have the first option to serve as the BCHC State Board Director. If the President chooses not to serve as BCHC State Board

Director, the director position will be appointed by the President from the Board. In the case of multiple State Board Directors, the President will appoint the proper number the BCHC Board of Directors requires.

Section 4: VICE PRESIDENT: The Vice President shall perform the duties of the President when absent, or by request.

Section 5: SECRETARY: The Secretary shall keep the minutes and records of all STU meetings. The minutes of the prior meeting shall be submitted to the President 2 weeks prior to the next scheduled board meeting. He/she shall present to the board at any meetings all communications addressed to the organization. The secretary shall attend to all correspondence of the STU and shall exercise all duties incident to the office of Secretary.

Section 6: TREASURER: The Treasurer shall have the care and custody of all monies belonging to the STU and shall be solely responsible for such monies or securities of the STU. He/She must be one of the officers who shall sign checks or drafts of the STU. He/She shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting. They shall exercise all duties incident to the office of Treasurer. A Treasurers Report will be submitted to the President two weeks prior to the next scheduled meeting.

Section 7: OTHER POSITIONS AS REQUIRED BY BCHC: BCHC requires other positions be appointed by each Unit for communications. These positions may include but are not limited to: Public Lands Director, Membership Director, Education Director, Insurance Coordinator, Work Project Coordinator, Webmaster, Newsletter Editor, and various other positions as deemed necessary by the State BCHC Board of Directors. The President will appoint someone to these positions from the Board. Board members appointed to these positions may hold more than one position.

Section 8: BCHC STATE BOARD DIRECTOR(s): The BCHC State Board Director(s) shall be appointed by the President. It is highly recommended the President take this position but has the option to appoint another Board Member. This position is liaison to the State Board of Directors. This liaison shall present to the unit board all communications concerning the semi-annual State Director's meeting in a timely manner so that the Unit Board can direct the liaison how to vote on State issues. There will be one BCHC State Board Director for every 150-unit members. When the unit membership surpasses 150 members, an additional BCHC State Board Director will be appointed.

ARTICLE V MEMBERSHIP

Section 1: **BCHC:** Membership in BCHC is defined within the BCHC bylaws
ARTICLE IV - MEMBERS AND LOCAL UNIT STRUCTURE – Section 1.

Section 2: **STU:** Membership in the Shasta Trinity Unit of the BCHC is open to any member in good standing with the Backcountry Horsemen of California.

Section 3: **DUES:** Individual and Family membership dues in the BCHC is determined by the State Board of Directors of the Backcountry Horsemen of California.

Section 4: **MEETINGS:** There shall be at least 4 general membership meetings in a calendar year, and any other meetings deemed necessary by the Board. Special meetings may be called by the President or upon written request signed by any three (3) voting members. Notice shall be given to all voting members of all meetings.

ARTICLE VI COMMITTEES

Section 1: **STU COMMITTEE CHAIRMAN:** The Chairman of each committee shall be selected from the STU membership by the President. Each Chairman shall select individual members of their committee from the STU membership.

Section 2: The Board or the President may form additional committees as needed.

Section 3: **REPORTS:** Each Committee chairperson shall submit a report on the status of their committee to the board at each Business meeting, this report may be verbal or, if they cannot attend the meeting, in writing. Their reports will be incorporated into the minutes of that meeting and available to the general membership for review.

Section 4: **TRAIL BOSS:** Each unit event shall have an appointed trail boss. The Trail Boss is concerned with the safety of the horse and riders. The Trail Boss has absolute authority to make decisions to maintain safety and the enjoyment of the ride. The Policies and Procedures of the Parent Organization, BCHC, must be followed by the Trail Boss.

ARTICLE VII AMENDMENTS

These bylaws may be amended by the following procedures:

1. Form a committee to draft the document,

2. Submit draft bylaws to Shasta Trinity Board for approval,
3. Once approved by board, mail a copy to STU general membership, and schedule a STU general membership meeting 2 months after mailing,
4. Approval by two thirds vote of STU general members present at general membership meeting,
5. Once approved by the STU general membership, send bylaws to BCHC for final approval.

**ARTICLE VIII
REMOVAL BY STU MEMBERSHIP**

Section 1: Removal of a STU member must follow the guidelines set forth in the State BCHC bylaws under **ARTICLE IV MEMBERS AND LOCAL UNIT STRUCTURE, SECTION 2 – DISCIPLINE.**

**ARTICLE IX
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the proceedings of this unit in all cases not provided for in these bylaws.

**ARTICLE X
SUPREMACY CLAUSE**

The bylaws of this unit shall not conflict with the bylaws of the BCHA or BCHC. The bylaws of this association shall be the supreme law of this unit.

Date approved by Unit: October 1st, 2022

Verified by: _____

President Backcountry Horsemen of California – Shasta Trinity Unit