

**BY-LAWS  
of the  
BACK COUNTRY HORSEMEN OF MINNESOTA**

**ARTICLE I  
NAME**

The name of this organization shall be the Back Country Horsemen of Minnesota hereinafter referred to as the BCH-MN, and shall be incorporated under the laws of the State of Minnesota as a non-profit, educational organization. The administrative body of the BCH-MN shall be hereinafter referred to as the State Board of Directors (SBD).

**ARTICLE II  
PURPOSE**

**Section 1.** To perpetuate the common-sense use and enjoyment of horses in America's back country and wilderness areas.

**Section 2.** To work to ensure that public lands remain open to recreational stock use.

**Section 3.** To assist the various government, state and private agencies in their maintenance and management of said resource.

**Section 4.** To educate, encourage and solicit active participation in the wise and sustaining use of the back country resource by horsemen and the general public commensurate with our heritage.

**Section 5.** To foster and encourage the formation of new local Back Country Horsemen's chapters.

**ARTICLE III  
MEMBERSHIP**

**Section 1.** Chapters are formed within the state by making application to the SBD. Any chapter seeking membership must adopt the purposes of the BCH-MN and the Back Country Horsemen of America (BCHA) as stated in Article II.

**Section 2.** The chapter application for membership must include:

- a. The name which must include the wording (Chapter) of the Back Country Horsemen of Minnesota.
- b. A copy of the chapter's by-laws.
- c. A list of officers.
- d. A membership list of at least fifteen (15) individuals.
- e. Applicable dues.

**Section 3.** Membership as a chapter in the BCH-MN must be approved by a majority vote of the SBD.

**Section 4.** All chapter members are also members of the BCH-MN and BCHA.

**Section 5.** Chapter membership may be revoked by the SBD for conduct by the chapter or its members on behalf of the chapter, which is contrary to the mission of the BCH-MN or adversely reflects on the integrity of the organization. Revocation shall be by a three-fourths vote of the SBD in attendance at an officially called meeting. Notice of the proposed revocation vote shall be made to all member chapters thirty (30) days prior to the vote. A revoked chapter's right to use the name "Back Country Horsemen" or similar name in anyway, will terminate.

**Section 6.** Membership classifications shall be "Individual" with one (1) vote, "Family" (two (2) or more immediate family members living in one household) with up to two (2) votes, and "Associate" (organizations or businesses) shall not carry a vote. Associate members support the purposes of BCH-MN (Article II) and shall be notified of all projects and meetings.

**Section 7.** Individual, family, or associate members interested in being a member of more than one (1) chapter in Minnesota may become a member of two (2) or more chapters by paying the applicable local chapter annual dues.

**Section 8.** The membership and fiscal year of this organization and all chapters shall be the calendar year.

## **ARTICLE IV DUES**

**Section 1.** The dues applicable to the state and national requirements shall be determined annually by the SBD by November 30.

**Section 2.** Dues shall be payable on the first day of January of each year. Dues shall be considered delinquent when not renewed within three (3) months of January 1. Delinquency in payment of the annual dues shall remove a member from good standing; and said member shall relinquish all voting rights and privileges. The holding of any office or membership on any committee shall be contingent upon the member being in good standing.

**Section 3.** The SBD shall establish and maintain policies and procedures to facilitate the reporting of chapter memberships and payment of dues to the State Treasurer. These policies and procedures shall insure that all chapter members have access to all benefits of BCH-MN and BCHA membership, privileges, and responsibilities. Each chapter shall submit no later than January 10, a final report of chapter membership as of December 31 of the preceding calendar year accompanied by any balance of dues owed.

## **ARTICLE V POWERS and DUTIES**

**Section 1.** The supreme authority of BCH-MN shall be in its membership. The SBD shall execute this authority when the members are not assembled, but shall follow the direction given them by the members and shall be responsible to them.

**Section 2.** Individual membership shall have one (1) vote and family memberships shall have up to two (2) votes. Associate members shall have no vote at any meeting. Members shall also have the powers and duties contained elsewhere in these by-laws. Individual members of more than one chapter shall have one (1) vote and family members of more than one (1) chapter shall have up to two (2) votes at the BCH-MN state level.

**Section 3.** The SBD shall have power to take any action not inconsistent with law or BCH-MN by-laws, or any duly enacted resolution of a general membership meeting.

**Section 4.** The SBD shall be charged with the duties of distributing pertinent information, providing a clearing house for actions and ideas, and representing the state organization on a state and national scale. It shall assist and coordinate with local chapters in their efforts and provide help and direction.

**Section 5.** The SBD shall elect two (2) members designated as "National Directors" to the National Board of Directors of the Back Country Horsemen of America. National Directors shall be elected for a two (2) year term with each board position elected in alternate years. The SBD shall elect one Alternate National Director annually.

## **ARTICLE VI BOARD of DIRECTORS**

**Section 1.** The State Board of Directors (SBD) shall consist of the state officers, two (2) directors from each chapter, the state representatives to the National Board of Directors (National Directors), and Area Representatives as appointed by the SBD. Each chapter shall also select one (1) alternate director to serve in the absence of either of their regular directors.

**Section 2.** Each member of the SBD shall have one (1) vote.

**Section 3.** The SBD by a majority vote may create Area Representative positions to serve in a director role on the SBD. This appointment term length shall be at the discretion of the SBD or until a Chapter is formed in that area.

**Section 4.** The SBD shall meet quarterly, but may meet as often as necessary to conduct the business of the organization. Electronic notice of meeting shall be sent to the SBD at least fifteen (15) days prior to the meeting date. These notices shall contain the known business agenda; however, other items of business may be added to the

agenda at the time of the meeting. Special meetings may be called by the President or upon written request signed by three (3) SBD voting members.

**Section 5.** Notice of all general membership meetings shall be given to all BCH-MN members thirty (30) days in advance (stated in Section 4 above)

## **ARTICLE VII ANNUAL & GENERAL MEMBERSHIP MEETINGS**

**Section 1.** The annual meeting of BCH-MN shall be held at such a time and place as is established by the SBD. Notice shall be given to all members thirty (30) days or more in advance of the meeting.

**Section 2.** Attendance. Any member in good standing may attend any general membership meeting and have voting privileges.

**Section 3.** All meetings shall be conducted in accordance with Robert Rules of Order.

**Section 4.** It shall be the responsibility of the SBD to develop the agenda for all general membership meetings. For inclusion in the agenda, local chapters must submit their agenda items before the regular SBD meeting, prior to a general membership meeting. Copies of local agenda items shall be sent to local chapters by the SBD thirty (30) days or more prior to the meeting date.

**Section 5.** The members present at a general membership meeting shall constitute a quorum for the conduct of business. A simple majority of delegates in attendance can conduct business.

**Section 6.** The President of the SBD shall preside over business affairs of all general membership meetings.

## **ARTICLE VIII OFFICERS and DUTIES**

**Section 1.** The officers shall be President, Vice-President, Secretary, and Treasurer. Officers shall be elected by the members at the annual meeting for a two year term. No officers may serve more than two (2) consecutive terms in the same office. President and Treasurer shall be elected in even number years and Vice President and Secretary in odd number years. The officers and National Directors shall assume office at the beginning of the fiscal year.

**Section 2.** The President will have no voting privileges except to resolve a tie vote of the Board of Directors.

**Section 3.** The President shall be the chief administrative officer of the BCH-MN whose main responsibility is to provide leadership to the organization. Specific duties shall include:

- a. Serve as the official spokesman for the BCH-MN
- b. Authorize BCH-MN statements having state significance.
- c. Sign all official BCH-MN documents.
- d. Delegate duties and responsibilities.
- e. Establish lines of communication with other BCHA entities.
- f. Provide direction/assistance to chapter members.
- g. Preside over all assembled meetings of the SBD.
- h. Assist the SBD, committees, and chapter members in developing and maintaining sound financial practices.
- i. Relegate responsibility to committees.
- j. Serve as ex-officio on all committees.
- k. And such other duties as normal to the office of President.

**Section 4.** The Vice President shall:

- a. Assist the President and assume duties of the President when the President is absent.
- b. Be responsible for new chapter expansion and membership development and may create a committee for such purposes.
- c. Be responsible for the collection of all volunteer hours and the reporting of such to the National Executive Secretary or other appropriate National officers.
- d. And such other duties as normal to the office of the Vice President.

**Section 5.** The Secretary shall:

- a. Record and permanently file the minutes of all SBD meetings.
- b. Furnish copies of these minutes to board members and chapter presidents.
- c. Assist the President in preparing agendas for all assembled meeting of the SBD
- d. Furnish members of the SBD with a current list of officers from all member chapters.
- e. Send written notice of all meetings of the SBD to the chapter presidents and SBD members
- f. And such other duties as normal to the office of the Secretary.

**Section 6.** The Treasurer shall:

- a. The Treasurer shall safeguard all monies relative to the BCH-MN.
- b. Develop and maintain a system of accounting to include records of income, expenses, and the disbursement of all monies.
- c. Provide financial reports, balance sheets and statements of operation to the SBD at all assembled meetings or as required by the Board.
- d. Participate in the creation of all budgets and audits.
- e. File annually all appropriate state non-profit and corporate forms and make appropriate Internal Revenue reports.
- f. Sign on all disbursements.
- g. Quarterly furnish the Executive Secretary of the Back Country Horsemen of America with a list of all Back Country Horsemen

members from Minnesota. This list shall include the members mailing addresses for the national newsletter.

h. And such other duties as normal to the office of the Treasurer.

**Section 7.** Chapter Delegates/Directors: Chapter Delegates/Directors shall act as a communication link between their chapter and the SBD. They shall report pertinent State Board information to their chapters at each chapter meeting.

**Section 8.** Officers of the SBD may be removed by a two-thirds (2/3) vote of the general membership providing notice of the proposed action has been sent to all members thirty (30) days in advance of the action.

**Section 9.** Chapter delegates/directors to the SBD may be removed by their respective chapter and their alternate shall finish their term. Notice of removal and the name of the replacement director shall be furnished to the SBD immediately following the action.

## **ARTICLE IX NATIONAL DIRECTORS**

**Section 1.** The BCH-MN is entitled to two (2) voting directors on the National Board of Directors of the Back Country Horsemen of America; therefore, the SBD shall select two (2) National Directors and an alternate to serve on the National Board. These directors and alternates shall preferably be members of the state board; however, other individuals who are members in good standing of a local chapter may also be selected as National Directors. To maintain continuity on the National Board, the National Directors will serve staggered two-year terms. No two (2) National Directors shall be selected from the same chapter except if only one chapter exists at the time.

**Section 2.** National Directors and alternates to the National Board shall express a willingness and desire to attend and actively participate in the National Board meeting with some or all of the expenses to be borne by the individual.

## **ARTICLE X COMMITTEES**

**Section 1.** The President shall create committees and appoint committee chairs subject to Board approval.

**Section 2.** Committees can be either permanent or temporary. The committees may include:

- a. Public Lands
- b. Publicity/Media
- c. Education
- d. Membership/Expansion
- e. Service Volunteer Hours
- f. Finance
- g. Health and Safety
- h. Membership

- i. Marketing and Public relations
- j. Activities

**Section 3.** Nominating Committee - A nominating committee of at least three (3) members shall be appointed two (2) or more months prior to the general election at the annual meeting. All members shall be provided with the slate of candidates for the officer positions thirty (30) days or more prior to the annual meeting. Nominations may also be made from the floor during the election. Meeting notification may be electronic.

**Section 4.** Committee chairs shall be appointed by the President with approval by the SBD. Vacancies of a committee chair shall be filled by appointment by the state President .

## **ARTICLE XI FINANCES**

**Section 1.** Approved office expenses for the officers and National Directors may be borne by the treasury of the state organization.

**Section 2.** The state organization may provide financial assistance, all or in part, to the voting delegates attending the National Board of Directors meeting. The amount of financial assistance shall be determined by the SBD, Local chapters or individuals may also assist in this effort.

**Section 3.** All membership and financial records shall be audited annually prior to the annual meeting by two (2) or more members appointed by the President. An audit report shall be presented to the membership at the annual meeting.

## **ARTICLE XII AMENDMENTS**

**Section 1.** These by-laws may be amended, repealed, or new sections added by a majority vote of the members of the SBD at an assembled meeting and ratified by a two-thirds (2/3) vote of all members at a general membership meeting. All members shall be notified in writing thirty (30) days prior to the General Membership meeting at which the by-laws are to be changed.

## **ARTICLE XIII LIQUIDATION, DISSOLUTION, or TERMINATION**

**Section 1.** In the event of liquidation, dissolution, or termination of the BCH-MN any assets remaining shall be transferred to the Back Country Horsemen of America Education Foundation of America 501 (c) (3) or to an-other Back Country Horsemen organization as determined by the SBD of Back Country Horsemen of Minnesota.

