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# Standing Rules

## Article I

### PURPOSE

This document provides guidance for the day-to-day operation and workings of the Teton Valley Back Country Horsemen Chapter.

## Article II

### MEMBERSHIP & DUES

- Section 1. Members in good standing are members who have paid their dues by May 31st of each year. Members who have not paid their dues by June 1<sup>st</sup> will be dropped from membership and mailing lists and will become delinquent for that year.
- Section 2. Dues will not be prorated for any part of the year.
- Section 3. Members shall complete and sign a membership/liability waiver in May of each year or upon joining membership each year.
- Section 4. Upon approval by the Board of Directors (Board), dues for members deployed on long term active military duty may be waived until the member returns.

## Article III

### MEETINGS

- Section 1. The Chapter will not have member meetings each month. Member meetings will occur 3 times per year at the start of each social (Spring Fling, Summer BBQ, and Fall Gathering). A notice giving the date, time, and place shall be supplied to the members before the meeting/social. Other important Chapter happenings will be reported via emails to all members and be posted on our website.
- Section 2. Meetings shall be presided over by the President or, if the President is absent, by the Vice President, or if the Vice President is also absent, by a chairperson elected at the meeting. If the Secretary is absent, the presiding officer may appoint a person to act as Secretary for the meeting.

- Section 3. Special meetings may be called by the President, or upon written request signed by any three (3) Board of Directors (Board) members, or upon written request signed by any ten (10) voting members in good standing. A notice giving the date, time, and place for the special meeting shall be supplied to the members and public before the meeting.
- Section 4. Board meetings shall be held at the convenience of a majority of the Board, as needed, to conduct Chapter business. It is required to have one board meeting per year. All members shall be welcome at board meetings, but only board members can vote. The President can call an Executive Session for board members only.

## Article IV

### ORDER OF BUSINESS

- Section 1. The order of business at all regular Chapter meetings shall typically be:
- 1) Call to order – distribute agenda
  - 2) Introduction of guests and new members
  - 3) Approval of the minutes
  - 4) Treasurer’s report
  - 5) Committee reports
  - 6) Unfinished business
  - 7) New business
  - 8) Program or good of the order
  - 9) Adjournment

## Article V

### OFFICERS, DIRECTORS, AND COMMITTEE DUTIES

- Section 1. The President shall:
- 1) Preside over all Chapter and Board meetings;
  - 2) Exercise general executive control over the affairs of the Chapter;
  - 3) Call special Chapter and Board meetings;
  - 4) With approval of the Board, designate committees required for the Chapter to function;
  - 5) Be an ex-officio member of all committees;
  - 6) Assist the Treasurer in the preparation of a budget;
  - 7) Be one of minimum of two signers of checks for disbursement of funds;
  - 8) Perform all other duties pertaining to the office.
- Section 2. The Vice President shall:
- 1) Assist the President when called upon to do so;
  - 2) Be vested with all the powers and duties of the President in the absence of the President;
  - 3) Be a signer of checks for disbursement of funds;
  - ~~4) Perform all other duties pertaining to the office.~~
- Section 3. The Secretary shall:
- 1) Record and keep the minutes of all regular, special, and Board meetings;
  - 2) Issue notices;
  - 3) Keep the ByLaws and Standing Rules current by bringing recommended edits to the membership for approval;

- 4) Furnish copies of the ByLaws and Standing Rules to all members;
- 5) Keep a list of chapter property and equipment and its location;
- ~~6) Perform all other duties pertaining to the office.~~

Section 4. The Treasurer shall:

- 1) Collect dues and revenue;
- 2) Keep all funds in a bank account;
- 3) Disburse all funds for the Chapter;
- 4) Account of income and expenditures in writing, available for inspection by any member in good standing;
- 5) Report the state of Chapter finances on a monthly basis;
- 6) Be the primary co-signer for checks;
- 7) Maintain the membership list and submit it annually to the State;
- ~~8) Perform all other duties pertaining to the office.~~

Section 5. The Board of Directors shall:

- 1) Be responsible to the membership;
- 2) Manage the affairs of the Chapter;
- 3) Follow the direction given by the members;
- 4) Have the authority to execute the purposes of the Chapter when not in session;
- 5) Develop a budget and yearly action plan;
- 6) Act as the nominating committee in the event an office becomes vacant;
- ~~7) Perform all other duties pertaining to the office.~~

Section 6. The State Director (SD) and Alternate State Director (ASD) shall:

- 1) Be elected to serve staggered two-year terms;
- 2) Represent the Chapter at the State Board of Director's (SBD) meeting;
- 3) Convey resolutions, concerns, and information from the Chapter;
- 4) Report the actions and discussions reviewed at the SBD meeting back to the Chapter;
- 5) As the ASD, assume the SD's duties when the SD is absent;
- 6) As the ASD, advance to the permanent position to serve out the balance of the SD's term in the event the SD's absence becomes permanent;
- ~~7) Perform all other duties pertaining to the office.~~

Section 7. Committee Chairmen shall:

- 1) Appoint enough committee members to accomplish the function of the committee.

Section 8. Standing Committees:

- 1) The Audit Committee shall:
  - a. Consist of one (1) officer (other than the Treasurer) and at least one (1) person from the general membership appointed by the Board;
  - b. Conduct the audit after election of officers and the close of the business year in December but prior to January 31<sup>st</sup>;
  - c. Review the Chapter property and equipment log;
  - d. Report the findings to the membership at the Spring meeting.
- 2) The Education Committee shall:
  - a. Coordinate training events for the Chapter;
  - b. Schedule training and speakers;
  - c. Coordinate outreach with other organizations.
- 3) The Public Lands Liaison shall:
  - a. Track public lands issues and inform the general membership;
  - b. Work with the public land's agencies;
  - c. Work with public lands agencies to develop work projects for the Chapter;
  - d. Work with the state and national Back Country Horsemen organizations.
- 4) The Rides (Trail Boss) Coordinator shall:
  - a. Coordinate the activities calendar;

- b. Research new places to ride or for work projects;
- c. Assure that each ride has a leader;
- d. Coordinate with other groups on joint activities;
- e. Answer inquiries from other chapters members about local trails.
- f. Be a member of this committee.

## Article VI

### VOTING

Section 1. General business actions requiring a vote of the group shall be passed by a simple majority vote of the members present and in good standing, provided there is a quorum. Removal of officers, directors, or members is provided under Articles IX and X of the By-Laws.

## Article VII

### ELECTIONS

Section 1. Nominations for officers and directors may be made by the general membership from the floor prior to the election.

Section 2. Elections shall be by majority vote. Secret ballot can be used if necessary or requested. Votes made via email to our general Chapter email will provide secure voting.

Section 3. Votes shall be tallied by one of the officers and verified by another member in good standing.

## Article IX

### RIDES AND WORK PARTIES

Section 1. Members shall comply with and acquire all necessary certifications from Federal, State, and local agencies when working under these agencies' programs.

Section 2. Chapter members may use the Chapter emblem or name or those of the Back Country Horsemen of Idaho (BCHI) or Back Country Horsemen of America (BCHA) affiliates only with prior approval from the appropriate Chapter, BCHI, or BCHA organization.

Section 3. All members can obtain and should follow, *Mountain Manners*, *Horse Sense*, and *BCHA Guidebook* on the Back Country Horsemen of Idaho website [www.bchi.org](http://www.bchi.org) education documents.

Section 4. Trail and camp behavior by members, guests, children, stock, and pets should be within reasonable bounds of consideration and decorum. Behavior considered having potential risk or high likelihood of annoyance to others by anyone present will be subject to immediate correction by the Host/Event Leader or his or her designee.

Section 5.

Dogs shall not be taken on the trails (unless exceptions have been made prior) at rides and members shall provide a means to keep them leashed or contained at all times. Dogs will not be allowed at any time during Service Projects with USFS agency and those projects involving work on and off horseback for extended periods do to liability insurance.

# Article X

## AMENDMENTS

Section 1. The Standing Rules may be amended at any regular or special meeting of the Chapter through the motion and approval process and by a majority vote of the membership present and in good standing.

# Article XI

## RATIFICATION

The Standing Rules document of the Teton Valley Back Country Horsemen is hereby ratified on this 28th day of January, 2023, as passed by the membership after review of rules via email and witnessed by the undersigned.

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Melissa Pangraze , Chapter President

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Lacy Garton , Chapter Secretary

Date Signed: Jan.28, 2023