

Approved January 19, 2008

**PANHANDLE BACK COUNTRY HORSEMEN, INC.**

PO BOX 1903, HAYDEN, ID 83835

**BY-LAWS**

Adopted December, 1986 (With Amendments)

**ARTICLE I**

**SECTION 101**

1. The purpose of the organization is to perpetuate enjoyable common sense use of horses in the back country. Assist government agencies in the maintenance and management of trails and other back country resources; educate, encourage and solicit active public participation in wise and sustaining use of the resources that our heritage has provided for us, and to that end no funds shall be dispersed for any other purpose. (Amended 10/18/97)

**ARTICLE II**

**SECTION 201 - MEMBERSHIP**

1. Membership shall be composed of any individual interested in promoting the purpose as stated in Article I and be eighteen years of age.
2. Associate membership may be acquired by businesses or organizations interested in supporting the purpose as stated in Article I.

**SECTION 202-DUES**

1. Dues shall be twenty-five (\$25.00) dollars per year for individuals and immediate family (living in the same household), shall be thirty-five (\$35.00) per year. (Amended 01/19/2008.)
2. Associate membership dues shall be no less than thirty (\$30.00) dollars per year. Associate member(s) do not have voting rights. (Amended 01/19/2008.)
3. (Removed 12/7/91.)
4. Dues are payable January 1<sup>st</sup> for the calendar year. Any member having not paid their dues by March 31<sup>st</sup> shall no longer be in good standing and no voting rights shall be allowed. (Added 3/11/89.)
5. Any new member joining after October 1<sup>st</sup> of any year, their dues shall apply to the following year. (Added 3/11/89.)

**ARTICLE III**

**SECTION 301 – VOTING**

1. Each member eighteen (18) years of age or older, in good standing, shall be entitled to one (1) vote on all matters acted upon at any regular meeting.
2. (Removed 10/18/97.)
3. Family memberships in good standing shall be entitled to two (2) votes on all matters acted upon at any regular meeting.
4. A simple majority vote of those members present and in good standing shall be required to act on any matter brought before the organization.
5. With the exception of the removal of officers and proposed amendments which shall require a two-thirds (2/3) majority of members present.
6. No individual shall have more than one (1) vote.

## **ARTICLE IV**

### **SECTION 401 - MEETINGS OF MEMBERSHIP**

1. A regular meeting shall be on the third (3<sup>rd</sup>) Saturday of each month at 7:30 PM with the exception of months June, July, and August such meetings will be held on the third (3<sup>rd</sup>) Wednesday of each month at 7:30 PM. The December meeting to be held at a convenient date due to holiday schedules. (Amended 10/18/95.)
2. All business meetings shall be conducted at regular scheduled meetings.
3. Special meetings may be called by the President for the purpose of education or special programs, but no other business may be conducted.
4. Twelve (12) voting members in good standing shall constitute a quorum for the transaction of business at any regular meeting. (Amended 01/19/2008.)
5. Prior notice shall be given of all meetings.
6. Any reports that are to be given or any matter needing action, shall be brought to the attention of the presiding officer prior to the start of the meeting, to the end that an agenda may be followed.
7. In the event that unforeseen circumstances necessitate the change of date or time of a regular scheduled meeting, the Board of Directors may no later than one month prior to schedules meeting set a date and time for such meeting. (Added 4/10/91.)

## **ARTICLE V**

### **SECTION 501 - OFFICERS AND DIRECTORS**

1. The Officers of this organization shall consist of President, a Vice-President, a Secretary, a Treasurer and such other officers as the voting membership may form from time to time create.
2. The Board of Directors shall consist of six (6) members. There shall be four (4) members elected. The President and Vice-President shall be the fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) members. The President shall be Chairman of the Board In case of a tie vote at any board meeting, the Chairman may cast the tie break vote, even though he has already voted (Amended 3/11/89.)
3. An Executive Director may be appointed by the Board with a voting right a term of one (1) year; but may be re-appointed for an unlimited number of terms

### **SECTION 502 - QUORUM**

1. A quorum of three (3) Directors shall be required to conduct business at board meetings. In the absence of the Chairman, the members present may select one to preside. (Amended 11/21/92.)

### **SECTION 503 - STATE BOARD DIRECTORS**

1. There shall be two (2) State Board Directors and one (1) Alternate Director who will serve in the absence of the State Director(s) inability to act, or should a vacancy(s) occur. Term of office for State Directors shall be two (2) years, with one vacancy occurring every other year. The Alternate Director will serve a one year term. (Amended 01/19/2008.)

2. In the event that less than two (2) State Directors are unable to attend a State Directors meeting, the Chairman of the Board of Directors shall appoint another Board member to represent the organization allowing the same expense allowance as set forth in Article XI. (Amended 12/7/91.)

#### **SECTION 504 - BOARD MEETINGS**

1. The Board of Directors shall meet at the convenience of the majority of the Directors, but should meet at least once a month. (Amended 01/19/2008.)
2. Regular members shall be welcome at Board meetings but shall have no vote.
3. Prior notice shall be given to Board members of any board meeting.

#### **SECTION 505 - OFFICER AND DIRECTOR MEMBERSHIP**

1. All elected Officers and Directors must be voting members in good standing.

### **ARTICLE VI**

#### **SECTION 601 - POWER AND AUTHORITY OF OFFICERS AND DIRECTORS**

1. The supreme power and authority of this organization shall be lodged in their assembled meetings, and the Officers shall conform to the wishes and instructions of such organization. Subject to such control and direction by the organization, the Directors shall manage and execute the affairs of the organization.
2. When said organization is not in session, the Directors shall have needful authority to execute the purposes of the organization.
3. The Directors shall have authority to approve the paying of general expenditures up to five hundred (\$500.00) dollars for any one month. (Amended 12/7/91.)
4. The President or Vice-President may co-sign checks. (Amended 12/7/91.)
5. No contract or agreement binding this organization shall be entered into, by any Officer, Director, or member without approval of the membership at a regular meeting. (Added 12/7/91.)

#### **SECTION 602 - DUTIES OF OFFICERS AND DIRECTORS**

1. It shall be the duty of the President to preside at all meetings of the organization and of the Board of Directors and to exercise general executive control over the affairs of said organization. To call special meetings of the membership and of the Board of Directors, and such other duties pertaining to the office. He shall be an ex-officio member of all committees.
2. The Vice-President shall assist the President when called upon to do so and in his absence or inability to act, he shall be vested with all the powers and duties of the President.
3. The Secretary shall record and keep the minutes of all regular and special meetings, shall register the names of all members in attendance at meetings, issue notices and perform other duties pertaining of said office. (Amended 01/19/2008.)
3. The Treasurer shall collect dues, keep a current membership list, pay bills (with approval of the membership at a regular meeting), keep a written account of all funds of the organization, and furnish a written report of finances monthly. Treasurer shall be one of the three (3) check signers of record, and two (2) of which may validate a check. All funds shall be kept in a bank account, approved by the membership at any regular meeting. The Treasurers records shall be open for inspection, to any member in good standing, at a reasonable time.

An audit is to be performed, by two members in good standing, of year end Treasurers records annually and reported to membership at a regular meeting. Treasurer will also prepare a budget and submit to Board members annually for approval to the membership. (Amended 01/19/2008.)

5. It shall be the duties of State Directors to attend all State Directors meetings, present State Agenda to the membership for discussion and following State meeting shall report the results of said meeting to the membership. (Added 12/7/91.)

## **ARTICLE VII**

### **SECTION 701 – ELECTIONS**

1. An election of Officers and Directors shall be held at the regular scheduled meeting in November of each year by a majority vote of those present at said meeting. (Amended 10/18/95.)

### **SECTION 702 - TERMS OF OFFICE**

1. The term of office for all Officers shall be January 1<sup>st</sup> to December 31<sup>st</sup> of the calendar year following such an election.
2. The term of office for Directors shall be two (2) years with two (2) vacancies occurring one (1) year and two (2) the following year. (Amended 3/11/89.)
3. The President and Vice-President shall not hold the same office for more than three (3) consecutive terms. There shall be no limit for service by Directors or the Officers.

### **SECTION 703 - NOMINATING COMMITTEE**

1. A Nominating Committee of three (3) members shall be appointed by the President; with the approval of the Board of Directors, at a regular meeting Two (2) months prior to the election of Officers. The purpose of this Committee shall be to provide a list of suitable candidates for election as Officers and Directors. (Amended 01/19/2008.)
2. Nominations may be made by any member from the floor, prior to the election.

## **ARTICLE III**

### **SECTION 801 - REMOVAL OF OFFICERS**

1. Any Officer or Director may be removed from office by a two-thirds (2/3) majority vote of those present at a regular meeting.
2. Notification of action to remove an Officer or Director shall be made at the regular meeting **next** preceding the meeting that the action is to be taken.
3. Any Officer or Director missing three (3) consecutive meetings, without prior notice to Chairman shall be removed from office. The President shall appoint any member, in good standing, to fill any vacancies with approval of the remaining Board of Directors and membership at any regular meeting. (Amended 12/7/91.)

## **ARTICLE IX**

### **SECTION 901 - COMMITTEES**

1. A Chairman of all committees necessary for the function of this organization shall be appointed by the President or presiding Officers at any regular meeting or at anytime pertinent to the function of this organization.
2. The Committee Chairman may in turn pick a committee of members as he or she may deem necessary.

**ARTICLE X**

**SECTION 1001 – AMENDMENTS**

1. These by-laws may be amended or changed at any regular meeting of the organization by a two-thirds (2/3) majority vote of those present at said meeting.
2. Notice of proposed amendments or changes to these by-laws shall be in writing and shall state proposed amendment or change and shall be presented and read at two (2) regular meetings prior to a vote being taken.

**ARTICLE XI**

**SECTION 1101 - STATE MEETINGS**

Expense allowances for State Directors to attend State Director meetings and State Convention. Expense allowance shall include the BCHI Foundation Director to attend one meeting per year. (Amended 01/19/2008.)

1. Mileage allowance shall be at the rate of forty (40) cents per mile (one way), regardless of the mode of travel. Such mileage shall be allowed to only one member in each vehicle. (Amended 01/19/2008.)
2. Attendance per diem shall be at the rate of seventy-five (75) dollars per day for lodging to attend State meetings or State Convention. (Amended 01/19/2008.)
3. Travel per diem to and from State Directors meeting and State Convention shall be computed as follows:

|                                  |         |
|----------------------------------|---------|
| 100 miles or less (one way)      | NONE    |
| 101 miles to 250 miles (one way) | \$12.00 |
| 251 miles to 425 miles (one way) | \$16.00 |
| 426 miles and over (one way)     | \$20.00 |

(Amended 01/19/2008)

**SECTION 1102 – PER DIEM**

(Removed 01/19/2008)