



**BY-LAWS of
SOUTHEAST MINNESOTA BACK COUNTY HORSEMEN
of MINNESOTA**

ARTICLE I

The name of the organization shall be SOUTHEAST MINNESOTA - BACK COUNTY HORSEMEN - MINNESOTA (SEMN-BCH-MN). SEMN-BCH-MN is a chapter of the Back Country Horsemen of MN (BCH-MN) which is a chapter of Back Country Horsemen of America (BCHA).

**ARTICLE II
MISSION STATEMENT**

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 insure that public lands remain open to recreational stock use.

Section 3: To assist the various governments, 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 back country horsemen's organizations.

ARTICLE III **MEMBERSHIP**

Section 1: Membership shall be open to any individual, family, organization or business interested in promoting the purposes listed in Article II.

Section 2: Types of membership shall be "Individual" with 1 vote, "Family" (2 or more immediate family members living in one household) with up to 2 votes, and "Associate"; the latter category to be comprised of businesses and organizations. Associate shall not carry a vote but shall be notified of all projects and meetings.

Section 3. Only members in good standing [dues paid] may exercise the right to vote on matters of organizational business

Section 4. Memberships cannot be transferred.

ARTICLE IV **DUES**

Section 1: Membership dues shall be determined annually by the Board of Directors.

Section 2: Membership shall correspond to the calendar year - January 1 through December 31 of the same year. Dues shall be payable in January of each year.

Section 3: Membership shall be cancelled if dues are not paid by February 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.

Section 4: The holding of any office or membership on any committee shall be contingent upon the member being in "good standing".

ARTICLE V **MEETINGS**

Section 1: General membership meetings of the members shall be designated by the board at a time and place. Announcement of the general meeting will be announced two (2) weeks prior to the meeting via e-mail and website.

Section 2: An annual meeting of the members shall take place in the month of January. The specific date, time and location of the annual meeting to be held will be designated by the Board. The annual meeting will be posted the month prior to the date of the meeting via e-mail and website.

Section 3: At the annual meeting the voting members shall elect board members and receive annual reports on activities for the past and the coming year.

Section 4: Special meetings may be called by the president, the executive board or members by a simple majority.

Section 5: Notice of special meetings shall be given to each voting member via e-mail and website.

Section 6: The members present at a properly noticed meeting shall constitute a quorum for the transaction of legal business.

Section 7: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE VI **OFFICERS**

Section 1: The Officers of the Organization shall consist of a President, a Vice President, a Secretary and a Treasurer. These shall be staggered two year terms.

Section 2: The election of officers shall be conducted at the annual meeting in accordance with these by-laws.

Section 3: Any vacancy in an office shall be filled by special election.

ARTICLE VII **DUTIES OF OFFICERS**

Section 1: The officers and board of directors shall conform to the wishes and instructions of the membership and subject to the rules of this document, manage and execute the affairs of the organization. When the organization is not in session, the board of directors shall have all needful authority to manage the activities of the organization.

Section 2: The President, or in his absence the vice president, shall preside at all meetings in accordance to Roberts Rules of Order, keeping and following the agenda. The President shall prepare an agenda for each meeting. The President may be authorized to sign checks for the disbursement of funds. The President shall appoint committee chairmen. The President shall appoint two members, in good standing, to perform an annual financial audit. The President shall be responsible for all communication between the state and national organization.

Section 3: The Vice President shall perform the duties of the President when absent or by request, report volunteer hours, and perform such other duties as pertains to this office.

Section 4: The Secretary shall record and keep accurate and complete minutes of all regular and special meetings. Be the communication link from the President to the general membership.

Section 5: The Treasurer shall be responsible for the financial control of all organizational funds. The Treasurer shall give financial reports to the membership on a regular basis, shall keep financial records of income and expenditures suitable for audit, shall assist in the formation of an annual budget, shall collect dues, and maintain a "good standing"

membership list. The Treasurer shall be authorized to sign checks for the disbursement of funds.

Section 6. The President and director as chapter representative shall serve on the State Board of Directors (SBD).

ARTICLE VIII **BOARD OF DIRECTORS**

Section 1: The Board of Directors (Board) is responsible to the members. The Board is responsible for overall policy and delegates' responsibility to the membership and committees.

Section 2: The Board shall consist of seven (7) members including the four (4) officers and three (3) additional general board members. Board members must be twenty one (21) years of age or older.

Section 3: The Board shall meet at least quarterly, at an agreed upon time and place.

Section 4: Elections of Board members shall occur as the first item of business at the annual membership meeting.

Section 5: Board members will be elected by a majority vote of the general membership.

Section 6: For a member to be eligible to vote at the annual meeting they must be a member in good standing for a minimum of two (2) months prior to the elections

Section 7: All Board members shall serve a two (2) year term, and are eligible for re-election for an additional term.

Section 8: At the January meeting the membership shall elect one director as a chapter representative and one director as an alternate chapter representative of SEMN-BCH-MN to the state board of BCH-MN. These directors shall serve staggered two year terms.

Section 9: A quorum must be attended by at least five (5) Board members before business can be transacted or motions made or passed.

Section 10: An official Board meeting will be announced via e-mail/phone one week prior to that meeting to all board members.

Section 11: The President shall be the Chairman the Board and the Vice President shall be the Vice Chairman of the Board.

Section 12: The Chairman shall preside at the meetings in accordance to Roberts Rules of Order, keeping and following the agenda.

Section 13: The Vice Chairman shall preside at the meetings when the Chairman is absent.

Section 14: The Secretary shall be responsible for keeping records of Board actions including the taking of minutes at all Board meetings, sending out announcements, distributing copies of minutes to each Board member, assuring that records are maintained

Section 15: When a vacancy occurs on the Board; nominations may be submitted to the Secretary by the general membership. Voting will take place at the next membership meeting. These vacancies will be filled only to the end of the vacant Board members term.

Section 16: Resignation from the Board must be in writing and received by an officer.

Section 17: Special meetings of the Board may be called upon a request of any Board member. The Secretary shall notify all Board members of special meetings according to Section 9.

ARTICLE IX **COMMITTEES**

Section 1: The Board may create committees as needed. Each committee will assign a secretary to take minutes and these minutes will be forwarded to the chapter secretary no later than seven (7) days following the committee meeting.

Section 2: No member may serve on more than three (3) committees, including the board as one (1) committee. This does not exclude a person from participating in other committee activities.

ARTICLE X
REVISION OF THE BY-LAWS

Section 1: These by-laws may be amended by giving the general membership thirty (30) days notice of the proposed revision.

Section 2: After a period of 30 days, the proposed changes will be put to a vote at the next regular membership meeting following the thirty (30) days notice; by a majority vote of the membership present.

Section 3: If greater than 50% of tallied votes are in favor of the proposed changes, the By-Laws will be amended.

ARTICLE XI
REMOVAL

Section 1: Any officer or member whose conduct has not been in the best interests of the Organization may be removed from participation in Organization activities by a two-thirds vote of the membership at a regular meeting.

Section 2: Notification of intent to remove an officer or member must be made to the membership thirty days preceding the meeting that the action is to take place.

Section 3: An officer or member who is removed must be informed in writing of the action taken by the membership.

ARTICLE XII
GENERAL

Section 1: No correspondence may be sent using SEMN-BCH-MN's name without Board approval.

Section 2: All expenses must be approved by the Board. If reimbursement is expected a valid receipt must be presented to the board.

Article XIV
ADOPTION

These by-laws ratified and adopted this day of January 21 2023

Signed President Marilyn Messmer
Marilyn Messmer

Secretary Diane Freese
Diane Freese

Dated November 25, 2018
Incorporated December 9, 2018

Revisions:

January 20, 2019

January 19, 2020

May 1, 2021 (Article III, Section 1 & 2, removed "Associate" membership)

January 21, 2023 (Article V, Section 2-Annual meeting must be in
January)