



JANUARY 2020

**Policy and Procedure Manual**

Index:

P & P #1	Introduction: Policy and Procedure Manual
P & P #2	Legal Records
P & P #3	Treasury Policy
P & P #4	Logo and Official Merchandise
P & P #5	Membership
P & P #6	Position Statements
P & P #7	Publications
P & P #8	Chapter Formation
P & P #9	Service Committee
P & P #10	Intra Agency Reports
P & P #11	Unsung Hero and Good Neighbor Award
P & P #12	Secretary
P & P #13	Public Lands Committee
P & P #14	Procedural Motions Currently in Effect
P & P #15	Education
P & P #16	Education - Leave No Trace Program
P & P #17	Education - Expansion
P & P #18	Membership Coordinator
P & P # 19	Advertising/Sponsorship

## INTRODUCTION: POLICY AND PROCEDURE MANUAL

1. PURPOSE: to provide an easy and efficient resource document for those decisions and /or actions mandated by the Board of Directors which may be changed and/or enacted without amendment and/or change to the By Laws.

2. REFERENCE: Article XVII, By Laws, Back Country Horsemen of Missouri, Inc.

3. RESPONSIBILITY: Chair, Board of Directors, will designate individual Board members to write and/or amend specific articles. Chair and Recording Secretary, Board of Directors, shall annually, prior to the Annual Membership Meeting, review the manual to insure that the contents are current and comprehensive, accurately reflecting Board decisions and actions of the previous year.

Each individual Board member and officer is responsible for familiarization with the contents and insuring that organizational activities and decisions are in accordance.

4. DISTRIBUTION: Each Board member and officer shall maintain a current copy of the Policy and Procedure Manual. Upon request, all or part of the manual will be sent to members of Back Country Horsemen of Missouri, Inc. Requests by non-members will be individually considered.

## LEGAL RECORDS

1. PURPOSE: to provide an outline and reference for the maintenance of organizational records in accordance with applicable laws and standards.
2. REFERENCE: Missouri Revised Statutes, Chapter 355, Not-For-Profit Corporation Law and Articles XIII, XIV and XV, By Laws, Back Country Horsemen of Missouri, Inc.
3. DEFINITIONS: Please note that most of the following is mandated in the aforementioned By Laws and listed here as easy reference. (Items marked with an asterisk are not mandated in By Laws.)
  - a) Registered Office– Shall be that of the Secretary.
  - b) Principle Office– Shall be that of the Secretary.
  - c) Permanent Records– Shall include the following;
    1. Articles of Incorporation and all amendments thereof, includes annual renewal.
    2. By Laws or restated By Laws with all amendments currently in effect.
    3. Certificate of approvals from Back Country Horsemen of America, includes copies of applications.\*
    4. Secretary of State Service Mark Registration\*
    5. 501(c) 3 Approval\*
    6. Missouri Use and Sales Tax Exemption\*
    7. Any income tax reports filed for past 3 years.\*
    8. Minutes of all meetings including committees for the past 3 years.
    9. All written communication to membership including newsletter for past 3 years.
    10. Names and addresses of Board of Directors and Officers for past 3 years.
    11. All records of action taken without a meeting.
    12. All financial records of income and expenditures for the past 3 years.
    13. Listing of membership indicating voting rights for past 3 years.
    14. Any resolutions passed by the Board of Directors related to the membership including voting and other rights.
    15. Any correspondence to governmental agencies, or other bodies, except those requesting information or policy clarification.\*
    16. Press releases for past 3 years\*
    17. Any contracts including Memorandums of Understanding currently in effect or in effect during past 3 years.\*
    18. Information and promotion pamphlets currently in effect or in effect during past 3 years.\*

4. RESPONSIBILITY:

- a. Chair, Board of Directors and Secretary--Each shall maintain all records listed in 3 c. and collectively audit for completeness prior to Annual Membership Meeting.
- b. Recording Secretary-- Shall insure that "Official" minutes of the Board of Directors meeting have all written reports attached. Official minutes will be sent to Secretary and Chair. Minutes without such attachments may be transmitted to the officers, Board members and Chapter Leaders and will be available to members through that channel.
- c. Treasurer--Shall insure that Chair and Secretary have complete financial records including all income and expenditures, annual budget, membership listing, etc.
- d. Editor, Newsletter-- Will maintain copies of newsletters and minutes of Editorial Board for past 3 years. Will insure that minutes of Editorial Board are sent to Chair and Recording Secretary.
- e. Standing and Ad Hoc Committee Chairs--Will submit written reports and/or minutes of Committee action/meetings to the Board of Directors Meeting as applicable.

5. ACCESS TO RECORDS: Please reference Article XIII, By Laws.

6. MINUTES: Minutes shall be taken of all Board of Directors meetings, Annual and other Membership Meetings, Editorial Board and all Standing and Ad Hoc Committee Meetings.

## TREASURY POLICY

1. **PURPOSE:** to list By Law interpretations and policy decisions as determined by the Board of Directors on the organizational receipt, handling and disbursement of funds.
2. **REFERENCE:** Article VII (6) , By Laws, Back Country Horsemen of Missouri, Inc. and Minutes Board of Directors Meetings (Dates enclosed in parenthesis).
3. **LISTING:**
  - a) Pre Approval: Expenditures in excess of \$100 must be pre-approved by a simple majority of the Board of Directors. Individuals must submit receipts to Treasurer for reimbursement. (December 12, 2002)
  - b) Authorized Expenditures: President and/or Treasurer can authorize expenditures up to \$100. Individual must have receipt for reimbursement.
  - c) Non-Approved Expenditures: Non-approved emergency expenditures by individuals may be submitted to Board for consideration of reimbursement. (December 12, 2002)
  - d) Office Expense Fund: Office expenses of the Secretary, Treasurer and Recording Secretary, including postage, procurement of organizational stationary and envelopes, telephone bills, and software purchases and will be funded as set by the annual budget. Receipts are required for reimbursement.
  - e) Signatory on Checks: Sole signatory on checks is interpreted to mean that one signature only, primarily, the Treasurer, is required. An additional officer or Board member will be designated by the Board of Directors as authorized to write checks in the absence or in capitation of the Treasurer. Geographical proximity to the Treasurer may be a factor in secondary signatory designee. (December 12, 2002; January 29, 2003)
  - f) Deadline for Reimbursement: Expenses, reimbursable, must be submitted to the Treasurer with appropriate documentation within 60 days of occurrence. (August 4, 2003)

## LOGO AND OFFICIAL MERCHANDISE

1. **PURPOSE:** to list Board of Directors mandates on merchandise bearing the Back Country Horsemen of Missouri, Inc. logo.
2. **USE OF LOGO:** Logo has been registered with the Missouri Secretary of State as a service mark, for official use only by our organization. (Approval dated March 3, 2003 from Secretary of State).
3. **MERCHANDISE:** Merchandise will be procured as determined by Board decision. The inventory of merchandise for resale will be kept by an individual appointed by the Board.

## MEMBERSHIP

1. PURPOSE: to list Board decisions and information related to dues, coordination with Back Country Horsemen of America (BCHA), tabulation methods, etc.

2. REFERENCE: Articles III, IV and XIII, By Laws, Back Country Horsemen of Missouri, Inc., Correspondence (includes email) received from BCHA.

3. DUES: Dues shall be **\$40** for individual members, **\$45** for family members and **\$60** for Associates which includes businesses and clubs.

Membership dues include fees for BCHA which are **\$15** for individual and **\$18** for family. BCHA does not have an Associate category, our Associate members shall be counted as family for that purpose. (Working Group/Interim Board Meeting, August 3, 2002) (Board Meeting, February 28, 2006)

Membership shall run for the calendar year in which a member joins, i.e. January 1<sup>st</sup> to December 31<sup>st</sup>. (Board of Directors, January 12, 2003)

A full year membership dues paid by NEW members after October 1<sup>st</sup> will include the remainder of that year and the new year. (Board of Directors, September 22, 2003, March 31, 2018)

4. SUBMISSION OF DUES TO BCHA: National dues are payable in advance for each member listed as current on the membership rolls on December 31<sup>st</sup>. Dues for the current year will be based on our membership rolls on December 31<sup>st</sup> of the previous year.

Members may be subsequently added to the national list and receive BCHA newsletters throughout the year. Dues will not be payable to the national headquarters for these members. In other words, BCHA will only accept money once a year. New Members will be counted on the next December 31<sup>st</sup> date. (Board Meeting, February 28, 2006)

5. TABULATION METHODS: Two different methods shall exist and are as follows:

a) Members. BCHA counts individual membership as one member and family as two members. As BCHA does not have a category for Associate Memberships, such are included in the family category and counted as two members.

b) Memberships: Each different category, i.e. individual, family and associate, counts as one membership.

6. RELEASE OF MEMBERSHIP LISTS: Membership lists or any part thereof shall not be released to non-members without the consent of the Board. (Refer to Article XIII, By Laws for more information)



7. VOTING RIGHTS: Each individual membership and each family membership in good standing shall be entitled to one vote; Associate memberships shall be entitled to two votes in all matters before the membership including the election of officers and Board members. (Article IV, By Laws.)

8. ASSOCIATE MEMBERS BENEFIT: Associate members, business or organization, have an option of a business card ad in the newsletter quarterly. (Board of Directors, December 12, 2002).

## POSITION STATEMENTS

1. **PURPOSE:** to establish a core resource for use by Back Country Horsemen of Missouri, Inc. (BCHMO) officers, Board members and other personnel in our interactions with governmental and nongovernmental agencies; such shall be set by the Board of Directors and discussed with the membership at the Annual Membership Meeting.

2. **REFERENCE:** Article V, Section 1, By Laws, Back Country Horsemen of Missouri, Inc. and Back Country Horsemen of America Manual plus related correspondence.

### 3. STATEMENTS:

a) Multi User Trails: BCHMO supports multi use trails and mutually cooperative efforts with public land managers and other trail user groups. (Board of Directors, February 20, 2003)

b) Missouri Department of Conservation: BCHMO advocates for involvement and input in developing consistency and uniformity in equestrian use between the eight Regions of the Missouri Department of Conservation. (Board of Directors, February 20, 2003)  
Memorandum of Understanding – Missouri Department of Conservation -October, 2012

c) Request for Advocacy, Trail Rider Impact: BCHMO will comprehensively review critical incidents and/or situations to determine the probable impact on individual equestrian land usage, present and future. Such items determined to impact overall equestrian land usage, public and private, may necessitate organizational action. (Board of Directors, August 4, 2003)

d) Use of Alcohol: BCHMO discourages the use of alcohol while participating in equine activities (Board of Directors, December 11, 2003).

e) Ozark Trail: Multi use, i.e. hikers, equestrians and mountain bikers, access for the Ozark Trail on all public lands shall be the policy of the State of Missouri. Multi use on private lands shall be encouraged in all land easements negotiated by Missouri state agencies. (Annual Membership Meeting, November 13, 2004)

f) Memorandum of Understanding – Missouri State Parks

g) Resolution – Katy Trail – July 19, 2009

h) Adopt-A-Trail – Ozark Trail

i) LAD Resolution with Ozark Trail

j) Memorandum of Understanding – Corp of Engineers – St. Louis District

k) Memorandum of Understanding – US Department of Interior-Bureau of Land Management- July 2009

l) Memorandum of Understanding -US Forest Service – Mark Twain National Forest -October 2009

## PUBLICATIONS

1. **PURPOSE:** to establish standards and organizational structure for the newsletter, Back Country Horsemen of Missouri, as set by the Board of Directors in accordance with the By Laws and other applicable requirements. (Board of Directors, 1-7-2020)

2. **REFERENCE:** Article X. (A) By Laws, Back Country Horsemen of Missouri, Inc.

3. **CHAIR, PUBLICATIONS:** As a function of the Board of Directors, the Chair must be a Director or appointed by the Board of Directors. (Above referenced By Law)

A. Primary function of the Chair shall be that of the Editor, newsletter, which includes creation, solicitation and receipt of articles, any and all necessary editing, proofing for spelling, grammar and punctuation, adherence to journalistic standards and layout in a format ready for printing/copying. The end result shall be a product that reflects the underlying organizational philosophy and activities in a positive public image.

B. Secondary duties include creation, publication and annual review of other organizational literature and pamphlets.

C. The Chair will have the primary responsibility for the web page and social media sites. If these functions are vested in separate individuals, the Chair will maintain active liaison with the webmaster to insure that the web page reflects the same standards as outlined for the newsletter.

D. A written report shall be submitted by the Chair, Publications, to the Board of Directors prior to each Board meeting and a summary report prepared for the Annual Membership Meeting.

E. The Chair maintains the stock of informational pamphlets on membership, trail ethics, and other designated material. Distributes as requested.

### 4. NEWSLETTER:

a. **Name:** The name of the newsletter shall be Back Country Horsemen of Missouri. (Board of Directors, 12-12-2002, 3-31-2018, 1-7-2020)

b. **Frequency and Deadlines:** Newsletter shall be published four times annually, issues shall be Winter, Spring, Summer and Fall. Deadlines for material to the Editor shall be March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>. (Board of Directors, January 29, 2003)

c. **Disclaimer:** Newsletter shall contain the following statement on the credit page: *“Back Country Horsemen of Missouri is the official, quarterly newsletter of the Back Country*

*Horsemen of Missouri (BCHMO). Reprint permission must be solicited from the Editor and as applicable, the author. Articles of relevance to our purposes are earnestly sought. Note: The views and opinions expressed in the authored articles may not necessarily be those of Back Country Horsemen of Missouri.” (Board of Directors, 1-29-2003, 1-7-2020)*

d. Public Relations Distribution: A limited number of newsletters can be distributed for public relations purposes to government and other bodies as determined by the Publications Committee. Such distribution shall be listed by the Chair in the written report to the Annual Membership Meeting.

e. Associate Members Benefit: Associate members, business or organization, have the option of a business card ad in the newsletter quarterly. (Board of Directors, December 12, 2002)

f. Copyright Awareness: Written permission must be obtained before reprinting material in whole or part that is published either in hard copy or the Internet. Exceptions would be that material which 1) is published as a press release, 2) has explicit permission contained therein for reprint and 3) has appropriately quoted and referenced short segments contained in an original article.

5. The Publications Committee shall be actively engaged in proof reading and other activities necessary to insure that each issue reflects the intent of the Board of Directors in providing high quality information to the membership and others. Unresolved issues regarding newsletter content or style shall be referred to the Board of Directors for resolution. (Board of Directors, December 11, 2003)

## CHAPTER FORMATION

1. **PURPOSE:** to establish guidelines and requirements for members of Back Country Horsemen of Missouri to create sub-units called chapters.
2. **REFERENCE:** Back Country Horsemen of America Handbook for new and established BCH groups and Articles XXI and XXII, Bylaws, Back Country Horsemen of Missouri, Inc.
3. **MEMBERSHIP OPTIONS:** Members can select to join an existing chapter, create a new chapter or remain members at large. Both chapter members and members at large would pay the same dues, have the same benefits including voting privileges in the election of state officers and the Board of Directors. (Affiliation with Back Country Horsemen of Missouri automatically insures affiliation with the national parent organization, Back Country Horsemen of America.)
4. **CHAPTER BENEFITS:** Chapters can create a sense of community among like minded responsible equestrians in a smaller geographical region, develop working relationships with the land managers on site, formulate unique and creative programs to address their community concerns and hopefully, just have a bit of fun.
5. **CHAPTER REQUIREMENTS:** These items must accompany the application to the Board of Directors, Back Country Horsemen of Missouri, for review and approval of the chapter. Applications will be sent to the Secretary, Back Country Horsemen of Missouri.
  - a. Chapters must be comprised of 15 or more members. (Individual memberships count as one member, family and associate memberships count as two members.) A list of members and signed statement by the Recorder attesting that these members have indicated their desire to become involved in the new chapter must be prepared.

Full contact information including email addresses on new members along with payment of dues must be included.
  - b. All chapter members must be members of Back Country Horsemen of Missouri. Chapters cannot contain individuals who are not members of the state organization and consequently, national organization. Chapters may not deny, suspend, terminate or expulse from chapter memberships those individuals who are paid current members of the parent organization, Back Country Horsemen of Missouri. (Board Meeting, March 10, 2007)
  - c. Name of the chapter shall be determined by majority vote of the chapter membership and must reflect a positive image of equestrians. Official title shall be \_\_\_\_\_ Chapter, Back Country Horsemen of Missouri.

d. Chapters must have a minimum of three elected officers. Additional information will be listed below under 7. Suggested Titles and Specific Functions.

e. Chapters must agree in writing to abide by the requirements of Back Country Horsemen of America and the provisions of Back Country Horsemen of Missouri Bylaws and the Policy and Procedure Manual. These requirements may be fulfilled through a mechanism titled Chapter Constitution.

6. PRIMARY FUNCTIONS OF CHAPTER OFFICERS: The primary functions of the chapter officers shall be three fold 1) to insure that the rights of the members are honored in the smooth operation of the chapter through formal discussion of issues, voting procedures and maintenance of adequate records, 2) to insure that the chapter operates within the philosophy and framework set by Back Country Horsemen of American and Back Country Horsemen of Missouri, and 3) to act as the liaison between Back Country Horsemen of Missouri Board of Directors and the chapter.

7. SUGGESTED TITLES AND SPECIFIC FUNCTIONS: Individual chapters may elect to outline more functions and have additional officers. Below information is listed as guidelines to assist members in the formation of chapters. Please note that all officers must be elected by the members of the chapters and serve one calendar year.

It is strongly recommended but not required that the titles for chapter officers be distinct and different from the titles of the state officers and Board of Directors. Suggested titles and functions for the three primary officers are as follows:

a) Trailmaster— lead officer, shall be responsible for conducting meetings and organizing chapter functions, acts as point of contact for chapter.

b) Assistant Trailmaster—performs functions of Trailmaster in absence or incapacity of Trailmaster.

c) Recorder—records minutes of meetings and provides to all members. Maintains membership list for the chapter, sends notices of meetings via electronic or standard mail. Maintains all records for 3 years. Dependent upon chapter decision, may also maintain treasury.

## SERVICE COMMITTEE

1. PURPOSE: to establish guidelines and structure for service activities/ projects between Back Country Horsemen of Missouri (BCHMO) and Missouri public land management agencies.
2. REFERENCE: Article X .5(D) By Laws, Back Country Horsemen of Missouri.
3. CHAIR, SERVICE: Chair shall be appointed by the President and approved by the Board of Directors. (Above referenced By Law)
  - A. Primary function of the Chair shall be to annually record, summarize and report state wide service projects and functions to BCHMO and Back Country Horsemen of America.
  - B. To provide the BCHMO Service Form and guidance to Chapters or individuals in setting up volunteer work events and accurately completing the information required on the form. Each activity must meet BCHA requirements and standards for service activities.
  - C. To track and record a paper trail of BCHMO projects underway or completed to be available upon request.
  - D. To keep an additional record of service hours/information on projects of non BCHMO equestrian groups performing service if turned in to BCHMO for informational and data gathering purposes.
  - E. To contact and annually turn in the statewide volunteer hours to each public land management agency.
  - F. To provide training/guidance to Chapter Service representatives or individuals to follow a prescribed format when setting up work events. This format would ensure a consistent statewide standard in dealing with the various public land managers at the agency headquarters as well as with the local and field managers. Before a volunteer event takes place, the Chapter Service Representative will:
    1. Make sure there is a formal agreement between BCHMO/Chapter and the public land agency at the state level or federal level. BCHMO/Chapters have Memorandums of Understanding with the National Park Service, the National Forest Service and the Bureau of Land Management through our affiliation with Back Country Horsemen of America. All other land management agencies must be dealt with on an individual basis. Start at your local level but involve top management if possible.
    2. Meet with the local land manager to discuss the BCHMO purpose in volunteering - to ensure equestrian trails remain open and to assist in developing their trail system.
    3. Ask and discuss with the local manager how BCHMO/Chapter can be of service to protect and promote good trail usage.



4. Work with the land manager to set a date, meeting place and the method to record names and information of participants to be turned in to BCHMO and the land manager. The agencies have their own forms to record information but it will most likely come from BCHMO/Chapter forms.

G. To work with the Education Committee to create and promote trail standards compatible with the multi use trail concept.

H. The Service Committee shall consist of BCHMO Service Chair, a Service Representative from each BCHMO Chapter designated to collect hours for its chapter and any other persons selected by the BCHMO Chair. The Service Committee shall meet at least once a year.

I. Service Chair shall prepare a written report on service projects for presentation at each BCHMO Board of Directors Meeting and for the Annual Membership Meeting. Service Chair will advise officers and Board of Directors on all matters related to service projects including any issues and/or problems.

## INTRA AGENCY REPORTS

1. **PURPOSE:** to provide a method and establish deadlines for individual chapters and the state organization, Back Country Horsemen of Missouri, for required annual reports and requested information. Such information will serve as a basis of in house evaluation and communication as well as data for the State-level report delivered at the National Board Meeting, Back Country Horsemen of America, by the National Board Directors.

2. **DATA REQUIRED BY BCHA:** Our National Board Directors as outlined in By Law Article VI (7) shall be responsible for the initiation, tabulation and creation of the required annual report to be presented at the National Board Meeting in April each year.

Data required includes names, addresses and membership type of all Back Country Horsemen of Missouri members as of December 31<sup>st</sup>, names and contact information on the state officers and Board of Directors, a listing of chapters to include names and contact information on leaders and total members, total volunteer service hours and contribution, educational achievements, advocacy efforts and any other notable events.

3. **REQUIRED ANNUAL REPORT FROM CHAPTERS:** In accordance with By Law Article XXII (1), each chapter must submit to the President a list of members with contact information by March 1<sup>st</sup>. Chapter leaders should consider coordination with the Membership Coordinator, BCHMO, to verify that members are current. Chapters with less than 15 current members should include their plans to achieve minimal membership.

Additionally, chapters shall include their projected date for election of leaders within the forthcoming year. After such election, the chapter shall submit an additional report to the Secretary with all pertinent contact information on elected officials.

### 4. REQUESTED DATA FOR ANNUAL BACK COUNTRY HORSEMEN OF MISSOURI MEMBERSHIP MEETING IN NOVEMBER:

A. **Chapter:** Each chapter leader will be responsible for compiling pertinent information on significant achievements within their chapter by October 1<sup>st</sup> each year in a written format submitted to the President, BCHMO. Chapter leaders may be asked to give a 3-5 minute presentation.

B. **State Organization:** The President, BCHMO, shall collect chapter reports and other data to prepare a statewide overview of activities, achievements and goals for presentation to the membership.

C. **Content:** In addition to above listed requirements, the following information would also be helpful in any applications for National awards: a) specific information about projects and

work days, including pictures, b) Adopt-A-Trail Agreements c) Leave No Trace activities d) calendar activities including social events e) advocacy activities to include public meetings f) any awards or recognition g) membership drives h) networking within equestrian and community at large.

P & P # 11  
December 2004

## UNSUNG HERO AND GOOD NEIGHBOR AWARD

1. PURPOSE: to establish criteria for this recognition and award by the Publication Committee.

2. CRITERIA: The activities of any candidate must meet the first four criteria listed below; compliance with the last three criteria may be optional and subject to the judgment of the Editorial Board. Candidates may or may not be members of Back Country Horsemen of Missouri.

- a. Sustained Effort— two years or longer.
- b. Volunteer—no commercial advantage or financial remuneration involved.
- c. Outcome—cited outcome that benefits the preservation of equestrian trails on public land in Missouri.
- d. Conservation—natural resources are protected.
- e. Leadership—inspires others to participate in joint venture.
- f. Community Recognition—evidence of local community support.
- g. Industry—involves an average of 10 hours or more monthly.

3. FREQUENCY: There shall be no requirements on the frequency of this award. It shall be dependent upon the submission of candidates by the membership and others.

4. METHOD OF RECOGNITION: Individuals so selected will be featured in an article in the Back Country Horsemen of Missouri.. A framed plaque will be presented, preferably, at the Annual Membership Meeting. Press releases may be utilized to extend the scope beyond Back Country Horsemen of Missouri.

5. NOMINATIONS: Any current BCHMO member may nominate someone for this award.

## SECRETARY

1. **PURPOSE:** to outline duties and responsibilities of the Secretary as a guide for newly elected individuals, the other officers and the Board of Directors.

2. **REFERENCE:** By Law Article VII, VIII (8) and XIV (2,3)

3. **GENERAL MEMBERSHIP COMMUNICATION:** In coordination with the President and Chair, prepares letters, emails and other communication for the general membership to include the following:

a. Duties are the following.

- 1) Email alerts and letters sent on issues and special concerns, requires maintaining a updated listing of all members' email addresses.

4. **OTHER FUNCTIONS:**

- a) Maintains Legal Records as prescribed in By Laws.
- b) Works with President to set up Annual Membership Meeting. Responsible for creation of ballots and distribution to members only. Records official minutes and roll call of all attendees for this event. Assists with creation of agenda and distributes to attendees.
- c) Works with President and Chair to complete annual report to BCHA.
- d) Confirm required reports to Missouri Secretary of State on not-for-profit corporation, logo, etc. are filed. Maintains principal office for organization as designated by Missouri Secretary of State.

## PUBLIC LANDS COMMITTEE

1. **PURPOSE:** To establish guidelines and structure as well as give direction for public lands activities, information gathering, legislative activity, public lands issue monitoring and response and to guide relationships between BCHMO and public land management agencies.
2. **REFERENCE:** Article X, section 5 (E) By Laws, Back Country Horsemen of Missouri Position Statements, P & P # 6.
3. **CHAIR:** The Chair shall be appointed by the President and approved by the Board of Directors. The chair shall take a leadership role in seeing that the committee carries out the below listed responsibilities and shall report directly to the Board of Directors on a regular meeting basis.
4. **MEMBERSHIP:** The chair may select from the board or membership additional individuals to serve on the committee and assist in committee activities.
5. **RESPONSIBILITIES:**
  - A. The committee shall have knowledge and act accordingly with the Position Statements and philosophy of BCHMO. (i.e. P & P # 6)
  - B. The committee shall take action to be placed on the public information distribution list for the public land managers. The committee shall establish contact with appropriate officials at public land managers' agencies.
  - C. The committee will insure appropriate representation at all public meetings related to public land access and usage issues.
  - D. The committee shall review all material related to equestrian access, research issues as necessary and make recommendations to the Board of Directors.
  - E. The committee will review requests for advocacy and bring a report and/or make recommendations to the Board of Directors. The committee serves to aid the board in comprehensively reviewing critical incidents and/or situations to determine probable impact on individual equestrian land usage, present and future. Such items determined to impact overall equestrian land usage, public and private, may necessitate organizational action.

## PROCEDURAL MOTIONS CURRENTLY IN EFFECT

1. The following procedural motions have been approved by the Board of Directors on the dates indicated.

January 17, 2006 – The Chair, Board of Directors and the President are named the official spokesmen and they can delegate as necessary.

July 8, 2006 – The Board will conduct its normal course of business a minimum four times a year from this date forward.

December 4, 2006 – All outside activities that involve physical space or time at Annual Membership Meetings must have prior written approval from the President. It will be at the discretion of the President if such activity would require Board approval.

August 24, 2007 – Dogs are not allowed on trails during functions and must be on a leash in camp.

## EDUCATION COMMITTEE

1. **PURPOSE:** to provide means to disseminate information to Board of Directors, Officers and members concerning issues and educational opportunities to promote BCHMO's purpose and mission.
2. **REFERENCE:** Article X (C) By Laws, Back Country Horsemen of Missouri.
3. **CHAIR, EDUCATION:** chair shall be appointed by the President and approved by the Board of Directors. (Above referenced Article X; By Laws).
4. **MEMBERSHIP:** The chair may select from the Board or membership additional individuals to serve on the committee and assist in committee activities including Expansion and the Leave No Trace Program.
5. **RESPONSIBILITIES:**
  - A. The committee shall maintain awareness of issues/events and work with other committees to educate and inform membership.
  - B. The committee shall make available information and expertise to land managers concerning trail issues as they affect the BCHMO mission.
  - C. The committee shall promote BCHMO's purpose and mission through various educational formats and events. Each chapter shall have representation on the committee and be willing to promote such educational formats and events in their local chapter area as needed.
  - D. The Committee Chair shall be involved in the Leave No Trace Program activities and help coordinate the Leave No Trace Program.
  - E. The Committee Chair shall be involved in Expansion to help implement Expansion activities.

## EDUCATION – LEAVE NO TRACE PROGRAM

1. **PURPOSE:** The Leave No Trace (LNT) Education component will be to establish a format to carry out the Back Country Horsemen of Missouri LNT Program and training events (Master, Train the Trainer, Awareness).
2. **CHAIR:** Education Chair.
3. **MEMBERSHIP:** The Education Chair and the LNT Master Stock Educators will be those responsible for the LNT Education component. Others may be appointed to serve on the committee at the discretion of the Chair and the Master Stock Educators.
4. **RESPONSIBILITIES:**
  - A. The LNT Master Stock Educators will carry out “Train-the Trainer” courses by following a set procedure for each trainer course.

(1) Selection and advertising for students may be done in various ways. i.e. BCHMO website, newsletter, flyer, poster, news release, etc. – emphasis must be to select serious minded students that will promote the LNT message. All print material to solicit students must be approved by Chair and Master Stock Educators. It is advised to have a set wording format for selection/advertising for students.

(2) Master Educators will communicate with select students. Student tuition must be paid before LNT materials and cover letter will be sent. Payment will be sent to BCHMO Treasurer.

(3) Two form cover letters for student class information will exist. One will inform students of stock LNT training procedure; the second for non-stock LNT class procedure. The letter will accompany the LNT packet sent to students.

(4) The cover letter will state:

The date, location, and directions to the location. The letter will make clear this is two-day training. Students are responsible to provide personal hygiene items, snacks if desired. LNT training is a non-alcohol event.

Stock LNT Class letter will include information on how best to plan for stock containment (trees for high line, etc.) Students of stock training will provide their own horse, feed, hay, tack and containment items.

- B. **Tuition:** Tuition may be set to cover LNT Packet and training materials, two Dutch oven/other type meals (1 supper and 1 **breakfast**) plus lunch and drinks on the second day.



Other costs covered: fuel for 2 Master Educators, postage, LNT pins. (\$70 - 2009) Costs subject to change at the discretion of LNT Master Educators.

C. Instructor Reimbursement Procedure:

One must have a receipt for any expenditure for reimbursement, including fuel. Receipt will be sent to the Treasurer for reimbursement. It is strongly recommended that each trainer keep a log of expenditures and attach receipts. No reimbursement will occur without a receipt.

D. BCHMO will have available two tents for training needs.

Loan of tent will be at LNT instructions discretion.

E. Instructor Volunteer Hours:

Instructors will inform the BCHMO Service Chair and Grant administrator, if an outstanding grant is being used for costs of a training session, of the preparation time, teaching time, travel time and mileage for each training session.

## **EDUCATION - EXPANSION COMMITTEE**

- 1. PURPOSE:** The Expansion component of the Education Committee will work toward expanding membership in the BCHMO organization.
- 2. CHAIR:** Education Chair.
- 3. Membership:** Education Chair and Chapter Leaders. Chapter Leader may appoint chapter member(s) to act in their place.
- 4. Responsibilities:**
  - A.** Expansion component will identify ways and means to expand membership through support for established chapters.
  - B.** Expansion will assist members-at-large or individuals who wish to establish new chapters throughout the state.
  - C.** Expansion activities should promote innovative ways to increase membership.

## **MEMBERSHIP COORDINATOR**

**1.PURPOSE:** to outline duties and responsibilities of the Membership Coordinator for newly elected individuals, the other officers and the Board of Directors.

**2.REFERENCE:** By Law Article VII, X

**3. MEMBERSHIP:** Coordinator shall be appointed by the President and approved by the Board of Directors.

**4. GENERAL MEMBERSHIP COMMUNICATIONS:** In coordination with Board, Officers, Committee Chairs and Chapter Leaders communicates membership data to include the following:

a. Duties are the following.

- 1) Maintenance of accurate membership rosters. Adding new members and updating changes to existing member contact information.
- 2) Annual membership renewal letters.
- 3) Upon joining new members are sent New Member Packets.
- 4) Renewing members are sent Renewal Member Packets.
- 5) Send an updated Membership List to Board, Officers, Chairs and Chapter Leaders.
- 6) All new members and changes to existing member information is sent to Back Country Horsemen of America, Inc.

**5. OTHER FUNCTIONS:**

- a) In conjunction with the Treasurer, the Membership Coordinator will prepare and submit such membership information as required by the Back Country Horsemen of America, Inc. to ensure membership enrollment in that national parent organization.
- b) Works with President and Chair to complete annual report to BCHA.

## ADVERTISING/SPONSORSHIP

1. PURPOSE: to establish BCHMO policy and guidelines for advertising and sponsorship as it pertains to printed material, website, social media and other applications.
  - A. BCHMO does not allow advertising, either paid or unpaid, as defined below; qualitative or comparative language; price information or indications of saving or value, or a call to purchase, sell or use of products or services (including coupons, endorsements or comparisons). Policy applies to BCHMO newsletter, brochures, banners, website, Facebook and other social media including individual Chapter Facebook pages or other chapter material.
  - B. BCHMO may acknowledge sponsors by mentioning or displaying the following: company name, company logo, product lines and contact information (address, phone number, web address). BCHMO may mention slogans and value-neutral material descriptions of a sponsor's goods or services in acknowledging their support and may display or distribute a sponsor's product to the general public at a sponsored activity or event.
    - a. Sponsorship support is defined as a payment, goods or services by a business to a non-profit to further the nonprofit's mission, that is generally recognized by the nonprofit with an acknowledgment that the business has supported the nonprofits activities, programs or special events.
  - C. BCHMO will not advertise details of another organization's activity, charity ride, etc. Exceptions would have to be made by the Board of Directors unless BCHMO or one of its Chapters is a partner or sponsor with the advertising organization.
    - a. Partner is defined as any entity in which BCHMO has entered into an agreement with, to promote an activity.
  - D. Associate Memberships (club or business) are entitled to display a business card in the BCHMO quarterly newsletter and a link on the BCHMO website (refer to Policy & Procedure # 7-Publications).