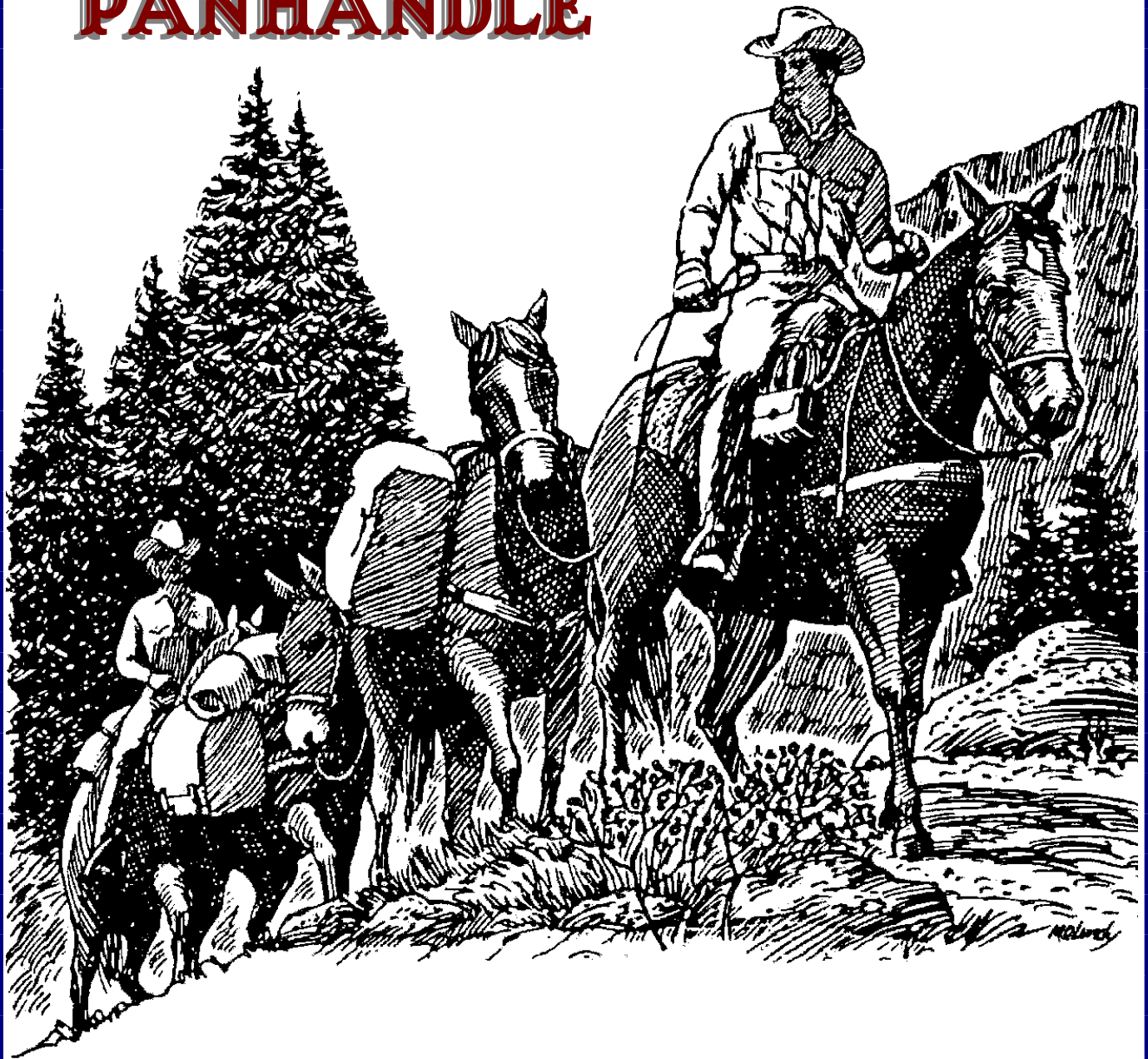


# PANHANDLE



**BACK COUNTRY HORSEMEN**

**NEW MEMBER HANDBOOK**

Updated  
January 1, 2012



## PANHANDLE BACK COUNTRY HORSEMEN INC.

P. O. Box 1903 • Hayden, Idaho 83835

Dear New Member:

Welcome to the Panhandle Back Country Horsemen. In this information packet you will find out what we are about. Please take your time to read through the material. If nothing else, you will get a brief history lesson on Back Country Horsemen.

We would like to encourage you to be a part of our activities. Our work related outings are the heart of our club. We can always use the help. Our pleasure rides are always in great country. We usually include a big potluck dinner at all of our outings.

In addition to our outings, you'll get a lot of information from our programs, clinics, newsletter, etc. Finally, you are now contributing to the preservation of horse use in our back country.

**WELCOME ABOARD!**

## **PANHANDLE BACK COUNTRY HORSEMEN, INC.**

P.O. Box 1903  
Hayden, Idaho 83835

Back Country Horsemen is an organization whose name indicates its sole purpose, horsemen who are specifically interested in the back country. BCH was formed in 1973 in Montana's Flathead Valley when horse users became alarmed by attempts being made to close trails and eliminate horse use in back country areas where they had always been allowed.

Panhandle Back Country Horsemen was organized on January 21, 1984. It was the second club in Idaho, with Salmon River being the first. Salmon River BCH remains the headquarters for BCH of Idaho. Their address is PO Box 513, Salmon, ID 83846.

There are now 15 clubs in the state. The organization has expanded to eleven states with approximately 9,000 members. New clubs are continuously being formed.

Horsemen in Idaho are fortunate. We have some of the largest back country areas in the United States. Our problems are minor compared to those of states like California and Washington. However, we must always be vigilant against over regulation by the government and encroachment on our rights as horsemen and horsewoman in the back country.

We work with the US Forest Service in the Idaho Panhandle National Forest which is made up of six Ranger Districts. Panhandle Back Country Horsemen is a volunteer, nonprofit organization that works to maintain trails and establish horse trail heads in cooperation with the Forest Service. We are not a saddle club, but we do have pleasure rides and find time for fun when our work is completed.

**PANHANDLE BACK COUNTRY HORSEMEN, INC.**  
**2012 OFFICERS AND DIRECTORS**

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**OFFICERS**

President	Marilyn Rousher	208-667-7452	mustanggranny55@yahoo.com
Vice-President	Angela Parsons	208-640-3105	angeleyes005@frontier.com
Secretary	Deborah Samovar	208-245-3041	dsamovar@gmail.com
Treasurer	David Rousher	208-667-7452	mustanggranny55@yahoo.com

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**BOARD MEMBERS**

Jill Reineccius	208-660-5549	kooy04@hotmail.com
Bill Clarke	208-687-1968	williamclarke78@yahoo.com
Karen Kimball	208-772-2434	jkkimball01@gmail.com
Marilyn Rousher	208-667-7452	mustanggranny55@yahoo.com
Bob Funke	208-772-5326	funkelog2@gmail.com
Angela Parsons	208-640-3105	angeleyes005@frontier.com

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**STATE OFFICERS**

State Director	Karen Kimball	208-772-2434	jkkimball01@gmail.com
State Director	Marilyn Rousher	208-667-7452	mustanggranny55@yahoo.com
State Director (alt)	Bill Clarke	208-687-1968	williamclarke78@yahoo.com
BCHI Foundation Director	Joni Lueck	208-664-9589	selkirkav@selkirk-aviation.com

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Executive Director			
Education	Terry Sverdsten	208-682-2308	timberr@wildblue.net
Public Lands	Jerry Shriner	208-667-2949	jerryshriner@gmail.com
Editor Newsletter	Deborah Samovar	208-245-3041	dsamovar@gmail.com
Website Wrangler	High Desert Design		hdd4309@gmail.com

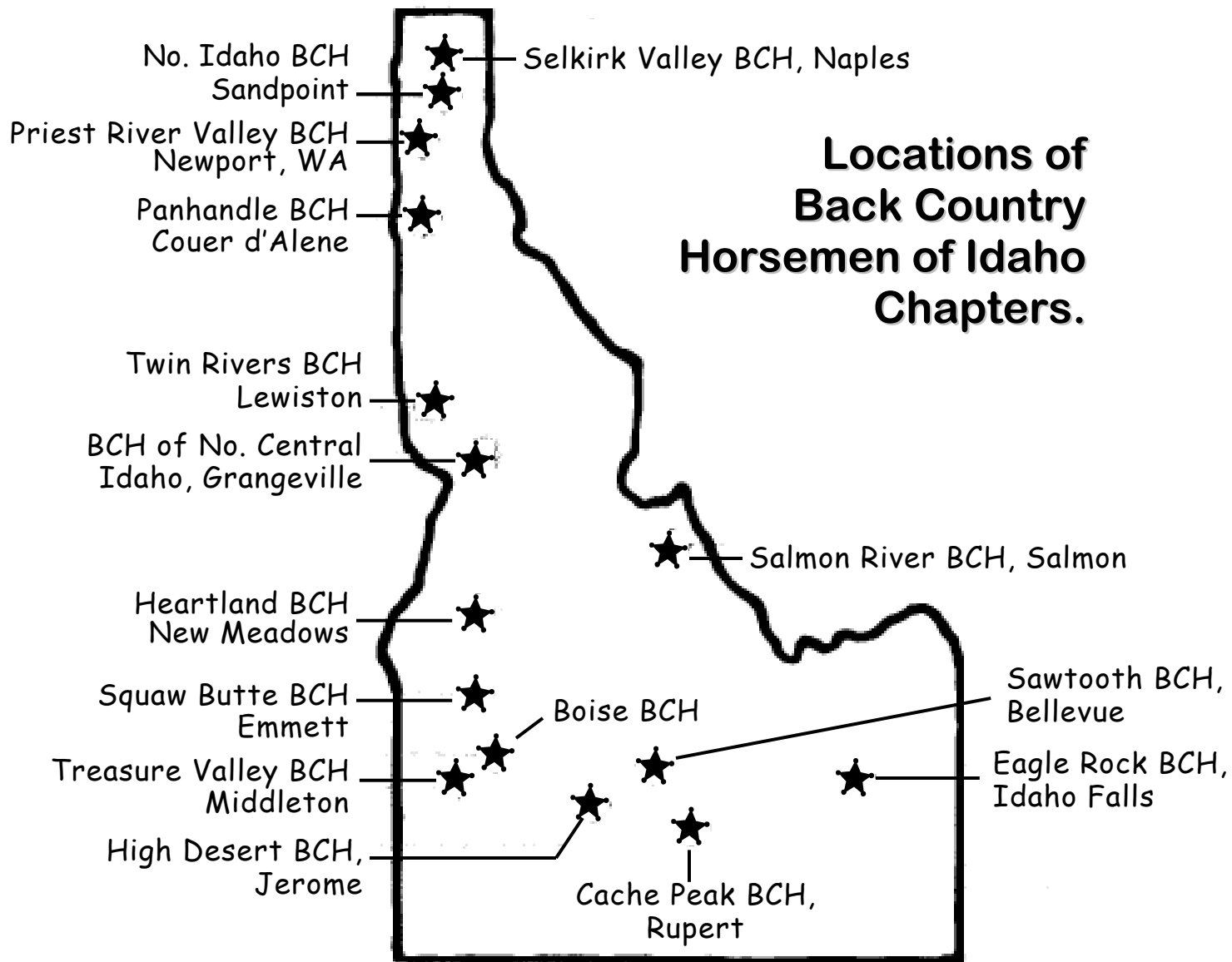
# **BACK COUNTRY HORSEMEN** of Idaho

Back Country Horsemen was formed in January of 1973 with a three-fold PURPOSE, service to the back country, the education of horsemen, and representation in land use planning and management. These basic precepts have been the reason for our growth, strength, and effectiveness and this growth has forced the formation of a State Organization. The State Organization is charged with the responsibility of furthering affiliated clubs, horsemen and the resource we love so well.

Each club within the State elects two State Directors and one Alternate to be in attendance at all Meetings. From the State Board Directors of each State, two are elected to be National Directors on the board of Back Country Horsemen of America. There are State Board meetings in March (along with the Convention), July, and December. If a State Director from a club is unable to attend, the Alternate may take his or her place. Attendance from all clubs within the State are encouraged to attend as their must be 50% attendance to constitute a quorum for conducting business.

Out of Panhandle's BCH annual dues \$15.00 (individual) or \$25.00 (family) is sent to BCH of Idaho. From the \$15.00, \$10.00 is forwarded to the Back Country Horsemen of America (or \$13.00 per family.). Our State dues pay for a newsletter sent out three times a year, education, seminars, membership and representation in the Idaho Horse Council, along with involvement in legislative issues concerning horse use in Idaho. The dues to BCH of America assist in the printing of four issues of a National Newsletter and involvement in back country horse issues within the United States.

Each November there is a Convention, which is hosted by an individual chapter. Each chapter may have eight voting delegates to vote on State business, but everyone is encouraged to attend. The convention is a two day event with chapter reports, speakers, general business, along with great food and entertainment. It is always a great time seeing old friends and making new ones.



**PANHANDLE BACK COUNTRY HORSEMEN DO'S AND DON'TS**  
**SAFETY FOR PEOPLE AND HORSES IS OUR PRIMARY CONCERN**

1. The "Trail Boss" is in charge on the trail as well as in the camp, unless there is a designated Camp Boss. Consult the "Boss" for your job assignment.
2. Have discussion prior to work, safety tailgate session. Discuss trail conditions.
3. No stud horses allowed....
4. Absolutely no dogs.
5. No alcohol on trail.
6. PBCH outings are not the time to train green horses. Horses need mountain experience and must be in good condition. They need to know how to walk on trail, before going with the group. Also, every horse must have a rider except pack horses. Ask an experienced BCH member for help in getting ready for an outing.
7. If your horse kicks put a red or orange ribbon on his tail.
8. No loose horses.
9. No tailgating of the horse in front of you. If you have trouble with your horse, pass the word on to the Trail Boss...stop...ask the Trail Boss for another position, maybe in the back of the line.
10. Those in front should wait until all riders are mounted before moving on. This also applies to waiting for all horses to drink before moving on down the trail!
11. Do not run horses. The trail is for walking only. Horses should be kept in line.
12. Temporary tying to trees only. Use high line roped between trees for tying horses.
13. Tie horses at least 200 feet away from lake or stream. No camping within 100 feet of lake or stream.
14. Use weed free feed in the back country.
15. Pack out all cans and garbage.
16. Around the camp spread horse droppings with a rake. Pick up unused hay before heading home. Always leave the campground clean.
17. These rules will be enforced by those in charge of outing.

**PACK IT IN - PACK IT OUT!**

# **TRAIL BOSS CHECK LIST**

## **I. ALWAYS BE ENTHUSIASTIC ABOUT THE PROJECT!**

## **II. BEFORE THE PROJECT:**

1. Contact the agency which will be involved with this project (i.e.: USFS, BLM, Fish & Game) to establish the where; what; and why of the project.
2. Communicate with the agency regarding materials, tools needed, number of workers etc. Make certain everyone understands what is to be accomplished.
3. Enlist other members interested in the project to assist you. These people can help cover specific responsibilities of the project - this can range from trail work to camp helpers. Coordinate the project with these people.
4. Provide the Newsletter Editor with all pertinent information on the project. Include: Dates - Times - Project Description - Meal Plans - Water Availability - Contact Person and Phone # for Questions and/or RSVP - Directions with Map
5. Preride and/or visit the project site if needed.
6. Prepare what is needed for the project and make arrangements to get them to project:
  - A. Map and Compass
  - B. Phones or Radios
  - C. First Aid Kits for Humans and Equines
  - D. Phone Numbers for Emergencies
  - E. Camp Necessities like: Food, Water, Firewood, B-B-Q Grill etc.
  - F. Tools - Be sure tools are in good repair
7. Plan for as many possible things that could happen.

## **III. PROJECT DAY**

1. Place directional signs to camp location.
2. Sign up all workers on Volunteer Agreement provided by agency. This is extremely important for insurance purposes.

## **IV. AFTER PROJECT**

1. Check if equipment is cleaned and ready to go, then return to storage shed.
2. Do the paperwork: Fill out trail report & follow up with agency regarding compensation (if any).
3. Provide Newsletter Editor with project report, include photo if available.
4. Give a wrap-up report at next General Meeting.

***Remember to acknowledge those that helped you!***

# WHAT TO BRING ON HORSE PACK TRIP

## COOKING

Foil  
Flour  
Coffee  
Propane Stove  
Griddle  
Coffee Pot  
Plates/Paper Plates  
Fry Pan  
Dutch Oven & Briquettes  
Drinking Cups & Mugs  
Utensils  
Pots & Pans  
Dish Soap and Scour Pad  
Dish Pan  
Dish Towel & Dish Rag  
Pam and/or Cooking Oil  
Can Opener  
Spatula & Large Knife  
Cook Set  
Bowls  
Water Pills  
Pot Holders  
Diper Wipes  
Food & Drink  
Ice  
Seasonings  
Paper Towels

## HORSES

First Aid Kit  
Cloves  
Fly Spray  
Extra Leather Straps  
Headstall  
Halters & Lead Ropes  
Hobbles  
Extra Cinch  
Blankets  
Saddle & Pads  
Pack Saddle  
Bailing Twine  
Spare Shoes & Nails  
Small Hammer  
Brushes  
Hoof Pick  
Horse Feed & Treats  
Bucket  
Small Chain Saw  
Compact Elec. Fence  
Mantles  
Feed Bags  
Crupper  
Saddle Bag  
Highline  
Rope

## OTHER

Human First Aid Kit  
Camera & Film & Batteries  
Binoculars  
Garbage Bags & Baggies  
Canteen  
Flashlight  
Map  
Bug Repellent  
Toilet Paper  
Compass & Florescent Tape  
Matches  
Burn Paper  
Mantels & Fuel  
Pocket Knife  
Fishing Pole & License  
Tern & Mantles  
Tarp  
Raft  
Sleeping Bag & Pads  
Cots  
Sunscreen & Chapstick  
Duct Tape  
Folding Table  
Collapsible Chairs  
Chaps, Boots &. Gloves  
Pistol  
Rain Gear & Hat Cover  
Axe & Hand Saw  
Clothing & Personal Items  
Shovel  
Lantern  
Tool Kit  
Sunglasses  
Hat  
Clothes Line  
Mirror Paper/Pen  
Hand & Bath Towels  
Needle & Thread

# HORSE FIRST-AID in the BACK COUNTRY

Following is an overview of field first-aid for care of typical problems encountered with horses, to be administered only in the absence of veterinarian services.

## COLIC

Definition: Abdominal Pain

Causes:

- I. The horse has a complex digestive system that seems to lend itself to problems that result in pain or severe complications.
- II. Most colics begin as a result of a simple problem.
  - \*A. Lack of water consumption
    1. Impactions
  - B. Excessive nervousness
    1. Tense abdomens = pain
  - C. Failure of internal parasite control
    1. Decreased blood supply to digestive system
      - a. Impaction
      - b. Gas buildup to peristalsis failure
  - \*D. Changes in diet
    1. Impaction
    2. Excess gas formation
- III. Any of these problems can progress to serious situations such as:
  - A. Intestinal twists or torsion
  - B. Intestinal rupture

Clinical Signs:

- I. Stretching
- II. Frequent looking at flanks
- III. Kicking at abdomen, +/- pawing at ground
- IV. Stretching
- V. Increased respiratory rate
- VI. Sweating
- VII. Lying down, +/- rolling

Assessment of Situation:

- I. Listen for abdominal sounds
  - A. Most intestinal problems result in decreased peristalsis and therefore decreased intestinal sounds.
    1. Listening with a stethoscope or one's ear can give the answer.
  - B. Those situations where increased peristalsis occurs are usually a result of ingestion of an unusual and often "rich" food.
    1. Apples, rich alfalfa, or clover are among the most common.
    2. Frequently, a lot of gas is formed in these situations and acuteness is pronounced.
    3. Diagnosis with a stethoscope or ear is easy.

### Treatment:

- I. Since most colics are a result of a simple cause, most respond to simple treatment.
  - A. Walking - this helps him relax to allow inciting factors to pass.
  - B. Pain medication such as Banamine is good *it* response to walking is not noted.
    1. Banamine is a good analgesic, especially when given iv.  
When given into the muscle, it is not uncommon to see muscle soreness or abscess formation.
  - C. Warm water administered by drenching or stomach tube will usually get peristalsis "going", which helps dilute and pass cause.
  - D. Mineral Oil may be given the same way as the water. It is more dangerous since if given by drench and the horse inhales some, the result is usually pneumonia and death. If excess gas is being formed and if walking and pain medicine are not doing the "job", oil may be necessary.
  - E. Blankets to keep the animal warm may be necessary to prevent shock.

Summary: Colic is rarely a problem if caught early and treated before more serious complications result from rolling, etc. Walking is the most effective treatment. The others are used when the situation does not seem to be responding.

## LAMENESS

Definition: Pain resulting in changes in mobility.

### Causes:

- I. Sole Punctures
  - A. Hails
  - B. Sharp Rocks
- II. Sprains
  - A. Ligament injuries
- III. Infections or nerve damage
- IV. Founder (laminitis)
  - A. Overweight
  - B. Illness from infections or any sickness can result in secondary founder.

### Signs:

Most lameness problems will originate in the feet. Most will involve some type of penetration of the sole, resulting in infection and pain.

- I. Foot abscesses
  - A. Horse walks on toe or heel, depending where the problem is.
  - B. May seem to improve then get worse every other day.

C. Usually not a lot of heat in foot.

Treatment:

- I. Clean and examine sole. Be sure area is completely cleaned.
- II. Put pressure on sole c channel lock pliers or hoof testers.
- III. If point of entry is found, par the sole out and allow drainage.
  - A. Pack with numotizine
  - B. Wrap with gauze.
  - \*C. Place EZE boot and allow animal to return to normal activity.
  - D. Give Penicillin injection and tetanus vaccine if needed.
- IV. It usually takes about two weeks for these to heal.

If the cause is a fracture or severe sprain, treatment is going to be limited. Do not give pain meds such as Bute or Banamine if a severe sprain or fracture is suspected, as further injury will often result. Wrapping the leg firmly and allow removal to civilization is most advised.

Summary: An EZY boot is your best defense and treatment against sole injuries.

### LACERATIONS

- I. Cuts, rope burns, etc. are common injuries horses seem to obtain in their race to commit suicide.
- II. Suturing
  - A. Heals fast
  - B. Decreases proud flesh formation
  - C. Area must be clean and fresh
- III. Wrapping
  - A. If wound is in area that can be wrapped, it is advisable.
    1. Protects area against further injury
    2. Keeps wound clean
    3. Keeps medication in contact with wound
  - B. If wound is below knee or hock:
    1. Clean and clip hair around the wound
      - a. May scrub with water - I am not sure how important. Get the easy debris and coat good with antibiotic. When changing wrap in 24 hours, most of dirt will be in ointment and bandage and can be wiped off.
    2. Apply antibiotic ointment and cortisone to prevent scar tissue (proud flesh).
    3. Apply ample pad over gauze bandage.
    4. Use elastic bandage to put pressure on area. \* Leg bandages should include whole leg. Must include bulbs of heel.
    5. Re-wrap daily for first 2 or 3 days or if bandage slips. As discharges decrease, bandage change time can be increased to every 3 days.

6. After area has smooth, pink tissue that is even with skin, switch to topical proud flesh meds to finish healing.

Summary: No matter how you attack skin break injuries, keep a close eye on them: re-check frequently. Even if suture, wraps often necessary to prevent swelling.

## EYE PROBLEMS

### Signs:

- I. Swelling
- II. Discharge
- III. Rubbing eye on knee or owner

### Treatment:

- I. Antibiotic ointments without cortisone
  - A. Apply every 2-3 hours
    1. Controls infection
    2. Decreases pain
    3. Keeps external parasites away (flys)
- II. Keep in shade or protect eye from bright sunlight
  - A. Fringes
  - B. Panty hose over head - cut out for good eye

Summary: Most eye problems respond to topical treatment quickly. Stopping further irritation is most important. If not, blood in eye or severe injury to cornea. The animal will need extensive care to keep from losing the eye.

## SHOCK

Definition: Severe trauma or pain

- I. Rolls down cliff
- II. Excess blood loss
- III. Colic
  - I. Rapid respiration
  - II. Cold sweating
- III. Quivering for long period of time
  - IV. Weak and unresponsive to stimuli

### Treatment:

- I. Blanket to control temperature
- II. Walk slowly

## GLOSSERY OF DRUGS

E-SE: Vitamin E - selenium. Used for sore muscles (tying up). 10cc into muscle. One treatment will usually suffice. It can be over-dosed.

BANAMINE: For colic or laminitis. 10cc in muscle or vein every 4 hours or as needed. Can result in sore muscles or abscesses when given into muscle.

LIDOCAINE: Local anesthetic. Use around wounds before suturing or, cleaning if pain warrants.

BUTAZOLIDIN TABLETS: Laminitis or sore horse problems. 2 tablets every 12 hours for the average horse.

GRANULEX: Topical wound spray. Has cleaning effect. Use several times a day as needed.

IODINE SURGICAL SCRUB: To clean wounds. Soak leg and foot wounds.

OPHTHALMIC OINTMENT: Terratnycin, mycitracin, etc. Apply to eye every 2-3 hours.

PANALOG OINTMENT: Burns, insect bites, saddle sores, wounds: can be used in eyes -be sure no corneal injury as it has cortisone and can complicate the problem.

MEDO-LYTE POWDER: Electrolytes for dehydration. Use as directed on package.

DIPYRONE: Anti-spasmodic. Used in colic to slow peristalsis. Also may extend colic time. Be sure to evaluate before using. We use it on about one out of every one hundred cases.

ACEPROMAZINE TRANQUILIZER: Not a pain relief medicine. Used for calming effect. Some horses react with opposite effect. Walk animal out of problem if reaction occurs.

BANDAGE MATERIAL: Furacin and cortisone powder on gauze. Pad leg well. Elastic bandage over pad. Tape for external pressure and to hold elastic

PENICILLIN: Administer IM in rump. Best to use Procaine and use 20cc every 24 hours for 4-5 days continuously. If use Combiotic, administer every 12 hours for 4-5 days.

**PANHANDLE BACK COUNTRY HORSEMEN, INC.**  
PO BOX 1903, HAYDEN, ID 83835

**BY-LAWS**

Amended and adopted October 15, 2011

**ARTICLE I**

**SECTION 101**

1. The purposes of the organization shall be:
  - a. To perpetuate enjoyable common sense use of horses in the back country;
  - b. Assist government agencies in the maintenance and management of trails and other back country resources;
  - c. Educate, encourage and solicit active public participation in wise and sustaining use of the resources that our heritage has provided for us, and;
  - d. To those ends no funds shall be dispersed for any other purpose.

**ARTICLE II**

**SECTION 201 - MEMBERSHIP**

1. Membership may be conferred to any individual, family or youth group interested in promoting the purpose as stated in Article I. Individuals must be eighteen years of age and all members must have dues paid current.

For purposes of this section a family shall be defined as an adult person, his or her spouse or partner and all children residing in their household including children up to, and including 23 years of age who are residents of the household and dependant on the family for support.

For purposes of this section a youth group shall be considered an individual member provided it meets the following criteria:

- a. It shall document, in writing, that it is affiliated with a governmental or other legal entity authorized to do business in the State of Idaho
  - b. It shall provide evidence that the group maintains liability insurance covering the activities of all group members including all PBCH activities in which a group member or members participate, further the group shall make available the signature of a person authorized to legally bind the group organization with respect to a hold harmless agreement.
  - c. The group must be responsible for the youth organization's membership records, and guarantee that no child who is not a current member in good standing of the youth group will be allowed to participate in PBCH activities.
  - d. The group must provide a responsible adult supervisor to accompany any group member during participation in any PBCH activity.
2. Sponsor membership may be acquired by businesses or organizations interested in supporting the purposes of the organization as stated in Article I.

**SECTION 202-DUES**

1. Dues shall be set by the Board of Directors subject to ratification by a majority vote of the membership at a regularly scheduled meeting. Any change in dues shall become effective at the beginning of the next fiscal year. The amount of current dues shall be listed in the Standing Rules of the Chapter.

## **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. Family memberships in good standing shall be entitled to two (2) votes on all matters acted upon at any regular meeting.
3. A Sponsor membership shall not carry the right to vote.
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; with the exception of the removal of officers and proposed amendments which shall require a two-thirds (2/3) majority of members present.
5. No individual shall have more than one (1) vote. Youth groups under **Art II.201.1.a** shall be considered individuals for the purpose of voting.

## **ARTICLE IV**

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

1. Meetings of the membership, hereinafter called Meetings, shall be held to conduct any business of the Chapter and will be held at a time and location decided by a simple majority vote of the members. The current time and location shall be listed in the Standing Rules of the Chapter.
2. All business shall be conducted at regular scheduled meetings.
3. Special meetings may be called by the President or any five members submitting to the president a written request for such meeting. Special meetings shall be for a specific item of business or for the purpose of education or special programs, and 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 meeting.
5. Meetings shall be held at a time and place set by a majority of the members in a regular meeting and the minutes of a regular meeting shall state the time and place of the next meeting.
6. In the event that unforeseen circumstances necessitate the change of date or time of a regular scheduled meeting, the Board of Directors shall, as soon as possible notify the membership of the required change.

## **ARTICLE V**

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

1. The Officers of this organization shall consist of a President, a Vice-President, a Secretary, a Treasurer and such other officers as the voting membership may from time to time create.
2. The Board of Directors shall consist of six (6) members. There shall be four (4) Directors elected from the membership. The President and Vice-President shall be the fifth (5<sup>th</sup>) and

sixth (6<sup>th</sup>) members respectively. The immediate past president shall serve as an ex-officio member for one (1) term. The President shall be Chair of the Board.

4. In the event of a vacancy on the Board of Directors the Chair shall appoint a replacement subject to a majority ratification vote of the membership at the next regular meeting. Such appointment shall become effective immediately upon ratification and the individual shall serve until the next regular election of officers and directors. In the event of a vacancy in the president position the vice-president shall immediately elevate to the president position.
5. In the event of a tie vote in the Board of Directors the Chair shall cast the deciding vote

#### **SECTION 502 - QUORUM**

1. A quorum of three (3) Directors shall be required to conduct business at board meetings. In the absence of the Chair, the members present may select one member to preside.

#### **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 a State Director's inability to act, or should a vacancy(s) occur. Term of office for State Directors shall be two (2) years. State Directors terms shall be staggered such that one is elected each year. The Alternate Director will serve a one year term.
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 Standing Rules.

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

1. The Board of Directors may meet at the convenience of the majority of the Directors, but shall meet at least once a month.
2. Regular members shall be welcome at Board meetings but shall have no vote.

#### **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.
4. The President or Vice-President may co-sign checks.
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.

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

1. It shall be the duty of the President to preside at all meetings and the Board of Directors meeting; 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. The President 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 or her absence or inability to act, he/she 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.
4. 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 shall validate a check. All funds shall be kept in a bank account, approved by the membership at any regular meeting. The Treasurer's records shall be open for inspection, to any member in good standing, at a reasonable time.
5. The Treasurer shall make all financial records to the financial review committee for the purpose of review per Article **IX, Section 901.3**.
6. Treasurer will also prepare a budget and submit to Board members annually for approval to the membership.
7. 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.

## **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.
2. 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.
3. 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.
4. 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.

## **ARTICLE VIII**

### **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.

## **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 Officer 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.
3. The Chair shall appoint a committee of no less than three members, who shall, at the end of each fiscal year and at the change of Treasurers, review the financial records of the Chapter and report to the Chapter no later than the next regular meeting
4. 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.
  - a. Nominations may be made by any member from the floor, prior to the election.

## **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 at two (2) regular meetings prior to a vote being taken.

## **ARTICLE XI**

### **SECTION 1101 - STATE MEETINGS**

1. There shall be 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. The amount of any expense shall be set by standing rule.

## **ARTICLE XII**

Robert's Rules of Order shall govern the conduct of the business of Panhandle BCH when not in conflict with these by-laws.

## **ARTICLE XIII**

In the event of dissolution of the Panhandle Back Country Horsemen, any unexpended funds will be distributed to Back Country Horsemen of Idaho.

**PANHANDLE BACK COUNTRY HORSEMEN, INC.**  
PO BOX 1903, HAYDEN, ID 83835  
**STANDING RULES**  
Created and adopted October 15, 2011

**SECTION 101 -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.
2. Sponsor membership dues shall be no less than thirty (\$30.00) dollars per year. Sponsor member(s) do not have voting rights.
3. 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.
4. Any new member joining after October 1<sup>st</sup> of any year, their dues shall apply to the following year.

**SECTION 201 - MEETINGS OF MEMBERSHIP**

1. A regular meeting shall be on the third (3<sup>rd</sup>) Saturday of each month at 7:00 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 7:00 PM. The December meeting to be held at a convenient date due to holiday schedules.

**SECTION 301 - STATE MEETINGS**

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.
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.
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