

Backcountry Horsemen of California

LEADERSHIP TRAINING MANUAL

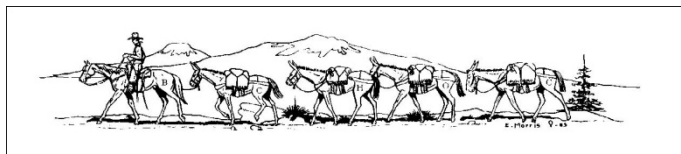


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Table of Contents

Objectives and Purpose of Backcountry Horsemen of California	1
Goals and Purposes - Back Country Horsemen of America.....	2
Using BCH Name and Logo.....	2
Structure of BCHC.....	3
Membership	3
State Board.....	3
The Executive Committee.....	3
Public Lands Committee.....	3
State Education Committee.....	4
Public Service Activities.....	4
Unit Policies.....	4
Communication.....	5
Responsibilities of the Officers.....	6
President.....	6
Vice President(s).....	6
Secretary (Recording)	7
Corresponding Secretary.....	7
Treasurer	7
Running a Meeting.....	9
Standard Agenda.....	9
Parliamentary Procedures	9
Tips on Conducting a Meeting Efficiently.....	12
Setting Up a Budget	13
Sample Budget.....	13
Public Service Activities.....	14
Working with Land Managers	14
Methods for Developing Contacts with Government Agencies	15
Publicity and Public Relations	18
Composing an Effective News Release or Article.....	19
Structure of the Public Lands Committee.....	21
Authorization	21
Committee Officers and Duties	21
Meetings of the Committee.....	22
Officer Orientation Program.....	23
Purposes and Philosophy of the Committee	23
Public Liaison Committees.....	24
Importance of Wilderness.....	25
Public Lands Mission Statement.....	26
Public Lands Action Alerts.....	28
BCHC Hot Line/Alert System	28
BCHC Protocol for Position Statements.....	28
Structure of the BCHC Education Committee.....	29
Unit Education Chairperson.....	29
Programs and Publications.....	29

BCHC Education Committee.....	30
Function	30
Organization.....	30
Selection Process	31
Meetings.....	31
State Education Steering Committee	31
Officer Orientation Program.....	33
Gentle Use Education Program.....	33
Wilderness Rider Program.....	34
Membership Management	37
Importance of a Membership Committee	37
State Membership Management Policies.....	38
Newsletter	40
Liability Insurance	42
Special Awards Program.....	43
BYLAWS OF THE BACKCOUNTRY HORSEMEN OF CALIFORNIA, INC.	46



Objectives and Purpose of Backcountry Horsemen of California

The members of the Backcountry Horsemen of California are dedicated to preserving the public's traditional use of recreational saddle and pack stock in the backcountry. Through education we encourage our members and the public at large to use public lands backcountry and wilderness resources.

Horses and mules have played an important role in American culture and our western heritage. Therefore the Backcountry Horsemen of California organization promotes the common sense use and enjoyment with saddle and pack stock in the backcountry of California.

In cooperation with various governmental agencies Backcountry Horsemen of California is dedicated to preserving and maintaining the backcountry wilderness for future generations to enjoy and to use saddle and pack stock in a backcountry wilderness environment.

OBJECTIVES AND PURPOSE OF BCHC *from the BCHC Bylaws*

- To improve and promote the use, care and development of California backcountry trails, campsites, streams and meadows; to advocate good trail manners.
- To promote the conservation and utilization of our backcountry resources in concert with livestock transportation.
- To keep the backcountry trails and forage areas open to horsemen on all public lands.
- To keep current information before the Corporation membership and its local Units regarding new legislation or management plans related to government regulations of the backcountry.
- To support or oppose new proposals, plans and restrictions as related to the interest of horsemen and those persons interested in recreational stock use and enjoying the backcountry.
- To promote the interest of people who, due to health or physical factors, need transportation other than by foot on backcountry trails.
- To promote public awareness and interest in the historical aspect of horsemen and stock in the backcountry and to help educate backcountry users on ways to use the trail and forage in a manner that conserves the backcountry resources.
- To assist in keeping the public informed of the vital need for a clean backcountry.
- To promote a working relationship with and keep the work and interests of the Corporation before our local, state and federal officials.
- To assist in the formation and continuation of local Units to carry out these purposes.

Goals and Purposes - Back Country Horsemen of America

1. To perpetuate the common sense use and enjoyment of horses in America's back country and wilderness.
2. To work to ensure that public lands remain open to recreational stock use.
3. To assist the various government and private agencies in their maintenance and management of said resource.
4. To educate, encourage and solicit active participation in the wise use of the back country resource by horsemen and the general public commensurate with our heritage.
5. To foster and encourage the formation of new state organizations of BCHA.

Using BCH Name and Logo

The name "Backcountry Horsemen" identifies an organization that promotes safe and responsible use in the back country throughout the United States. Members of the BCHC are expected to practice "Gentle Use" and Leave No Trace principles in use of public lands and to be knowledgeable of the regulations and policies that apply to such activities.

The use of the name Backcountry Horsemen carries with it an obligation to adhere to the objectives of the BCHC and to practice the "Gentle Use Ethics" and Leave No Trace principles advocated by the organization. The name or its logos must never be used for purposes other than to promote the goals of the organization in a responsible manner in conformation with the policies established by the State Board. Any question of propriety should be addressed to the State Board prior to any use of the name or logos on private articles or on letterheads used in communicating personal opinions to agencies or other organizations.

Individual members are encouraged to be active and express their own opinions concerning issues of importance to back country users. Any view of an individual expressed as a representative of the organization must be approved by the BCHC Executive Committee, especially if there is any doubt about whether the statement conforms to the policies of the Backcountry Horsemen of California.



Structure of BCHC

The Backcountry Horsemen of California is incorporated in the state of California and is made up of individuals from throughout the state that have formed an association dedicated to preserve the use of pack and saddle stock on trails, camps and forage wherever such use was historic and significant. The Backcountry Horsemen of California is governed by a Board of Directors made up of members from each local Unit. The State Board elects a President, two Vice Presidents, Vice Presidents of Public Lands and Education, Secretary, Treasurer and two delegates to the National Board of the Back Country Horsemen of America.

Membership

Membership in a Unit of the Backcountry Horsemen of California is open to any individual or family with the same concerns and goals that are compatible with the organization. Members in a region not represented by a local Unit are encouraged to form a new local Unit. Local Units conduct events and activities as they choose but must operate under guidelines provided by the State Board.

State Board

The State Board of Directors establishes policies that must be adhered to by the local Units. The Board conducts two state meetings each year, provides limited liability insurance and a degree of protection under the corporate umbrella. Board meetings are always open to the general membership. Each Unit elects at least one Director to the State Board. Units with more than 150 members are granted an additional Director for each 150 additional members or fraction thereof.

The Executive Committee

The Executive Committee is made up of all current officers plus the immediate Past President and is responsible for duties as assigned by the State Board.

Public Lands Committee

The State Public Lands Committee acts under the authority of the State Board with a Vice President (or Co-Vice Presidents) elected by the BCHC State Board. The State Public Lands Committee is made up of one delegate from each Unit and meets at the same date and place as the State Board. The Public Lands Committee is charged to monitor all activities taking place that affect the use of California's public lands. An important part of each Unit is its

Public Liaison Committee which is charged to maintain a line of communication with the public agencies in the Unit's respective geographic area(s). Activities of the Units' Public Liaison Committees are coordinated by the State Public Lands Committee.

State Education Committee

The State Education Committee acts under the authority of the State Board with a Vice President (or Co-Vice Presidents) elected by the BCHC State Board. The State Education Committee is made up of one delegate from each Unit. The State Education Committee is responsible for gathering, organizing and producing educational materials. These materials are to be used by the Units and their Education Committees to plan and conduct educational programs. The State Education Committee is also responsible for the education component of the annual Rendezvous and manages the Wilderness Rider, Masters of Leave No Trace and Gentle Use Programs.

Public Service Activities

The Second Vice President of the BCHC is traditionally the leader of the State Public/Volunteer Service Activities and is responsible for providing leadership guidance on appropriate volunteer projects on public lands in cooperation with public entities. For the Unit members of the Backcountry Horsemen of California this would be the "sweat-equity interest" in the public lands system. Each Unit reports to the 2nd Vice President at the end of the volunteer season on Volunteer Service Hours Report forms (provided in this manual).

Unit Policies

The individual Units of the Backcountry Horsemen of California operate under the State Board Officers and the State Board Directors. Each Unit must recognize and abide by Bylaws and policies of the BCHC State Board of Directors. All individual Units are required, as a condition of admission to membership on the State Board, to adopt Bylaws that are consistent with the Bylaws of the Backcountry Horsemen of California and all its revisions past, present and future. Any amendment to individual Unit Bylaws must be submitted to and approved by the Backcountry Horsemen of California State Board before ratification by the Unit.

Units are expected to send at least one delegate to each meeting of the Backcountry Horsemen of California State Board. The Backcountry Horsemen of California Bylaws provide for the suspension, by vote of the State Board, of any Unit that fails to be represented at two consecutive Backcountry Horsemen of California State Board meetings. The Board may also take action to suspend any Unit that becomes ineffective, or does not abide by its own or the BCHC Bylaws. A Unit may be considered ineffective by any or all of the following:

1. Failure to have regular meetings.

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2. When their total membership drops below 10 members.
 3. Failure to elect officers on an annual basis.

A Unit that is suspended or dissolved, either by its choice or action of the BCHC State Board, must without delay surrender all assets of the Unit to the control of the Treasurer of the BCHC State Board. Those assets will be held in trust for one year. If the Unit becomes active and is reinstated within one year, those assets will be returned to the care of the elected Treasurer of the Unit. If the Unit remains inactive all such assets become the property of the BCHC State Board.

Communication

Backcountry Horsemen was founded in an effort to present a united front for recreational stock users against those that wish to see riders and their stock excluded from using California trails and back country. To achieve even a semblance of unity there must be communication. All levels of the organization must communicate to be effective: within the Unit, within the State Board, between the Units, between the Units and the Executive Committee, and between the administrators of the public lands and the Backcountry Horsemen of California.

Your position as an officer in the organization carries with it an obligation and responsibility to practice good communication habits. When asked for a response at any level, it should be given as soon as possible and as completely as possible. The format of the response is not as important as the reply itself - a scribbled note, a phone call, an email, or a formal letter all serve the same - the information it contains is the essential part. Let's all work together and help achieve the unity that is required for us to be a successful organization.

Responsibilities of the Officers

President

1. The President must be aware of parliamentary rules and procedure and have a thorough understanding of the Bylaws of the BCHC as well as those of his/her Unit. In addition, the President should be aware of special rules or policies. It is suggested that the President learn and practice good diplomacy during his/her term of office.
2. The President should prepare and distribute an agenda for each meeting which should be adhered to as closely as possible. The President should rely on Robert's Rules of Order as a guide in conducting meetings. In addition, the President must be prepared to:
 - a. Explain and decide all questions of order.
 - b. Consider only one motion at a time and state all motions properly.
 - c. Not allow any debate on a motion before the motion is seconded and restated. Should encourage debate and assign the floor to those properly entitled to it. If there are others that wish to speak, no member may speak twice on the same question until all have spoken one time.
 - d. Put all motions to vote and state the result of the election. President only votes in the event there is a tie.
 - e. Stand while stating the question and taking a vote but remain seated during discussion or report.
 - f. Be absolutely fair and impartial in all matters under discussion.
 - g. Be knowledgeable about Bylaws and abide by them.
3. The President must perform other duties as they are defined by the Bylaws.
4. Upon election, it is suggested that the President meet with officers and discuss plans for the months ahead and concerning the appointment of Chairpersons for the standing committees.
5. The Vice Presidents should be assigned definite responsibilities.
6. A schedule should be prepared, i.e., a Calendar of Events arranged by month, of all important dates, events, functions and meetings arranged in chronological order. List what needs to be done.
7. Minutes of the previous meeting should be reviewed with the Secretary and necessary corrections made in advance of the meeting.
8. Skillful use of committees will greatly lighten the work load of an executive. Delegation of duties also results in getting more members involved in the business of the organization.

Vice President(s)

1. To perform the duties of the President when the President is absent.
2. To perform duties as outlined by the Bylaws or designated by the President or general policies. Possible duties might include but not be limited to Membership, Speakers, Programs and Hospitality.
3. In some Units all major Committee Chairs are elected as Vice Presidents (Service, Liaison, Membership, and Education). These Vice Presidents are charged with orga-

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- nizing and conducting the functions of each major committee.
 4. Some Units have a First and Second Vice President with corresponding responsibilities according to policy and Bylaws of the individual Units.

Secretary (Recording)

1. Record proceedings (minutes) of the meeting. Record the proceedings (what is done), not the debate (what is said). Soon after preparing the minutes, send a copy to the Unit President for review. If customary, take roll call of Officers and Board members attending meetings and note those absent.
2. Read minutes of the previous meeting.
3. Some Units utilize a Recording Secretary as well as a Corresponding Secretary. The appropriate person should read important correspondence.
4. Always record the name of a member introducing a motion. It is not necessary to record the second. Tally and record the result of the vote.
5. Take charge of all documents belonging to the organization such as the book of minutes, Treasurer's reports, Bylaws and any amendments to them, etc.
6. Call a meeting to order in the absence of the President and Vice President until the election of a Chairman pro-tem, which should take place immediately.
7. The Secretary normally assumes the duties of a Recording Secretary when there is no provision for a Recording Secretary.

Corresponding Secretary

1. Duties as assigned by the President, and policies and Bylaws of the Unit.
2. Report and file all correspondence of significance to the organization. Respond to all correspondence as directed by the Officers when a response is required.
3. May welcome new members as well as respond with cards or flowers when the need arises. (Some Units choose to select a "Sunshine Chairman" to perform these duties.)

Treasurer

1. Receive, record, and bank with a separate deposit slip all funds received by the organization.
2. Keep records of all funds. Using spread sheets (manual or computer), keep income and expenses on separate sheets.
3. Pay by check, as governed by the Bylaws, all approved and authorized bills submitted by Officers and committee members.
4. Prepare with the Officers and/or Board of Directors an annual budget. Estimate income and expenses for all committees based on the activities planned for the coming year. Each Committee Chair should prepare in writing the anticipated funding required for the committee's activities as well as expected income.
5. Prepare a financial report in writing to be presented at each meeting. Report should be in triplicate, one copy for the President, one for the Secretary and one for the Treasurer's files. Report should include the beginning balance in the bank account, total of all income and expenses, and the closing bank balance.
6. Balance the bank statement monthly.

Historical Footnote

Spring of 1985 - Representatives of The High Sierra Stock Users and Back Country Horsemen from Idaho, Montana and Washington met in Washington State to initiate the formation of the Back Country Horsemen of America.

Bylaws were approved and policy statements drafted. Lloyd Fagerland of Montana was elected Charter Chairman for the organization. The meeting was held in conjunction with the BCHW state convention. California Representatives were Everett Welch and Charles Morgan. Later Board representatives included: Max Cochran, Jim Wells, Mylon Filkins, Dick Cochran, Ann Lange and Alan Hill.

Running a Meeting

Standard Agenda

A standard Agenda should be made for all meetings using the following format:

1. Call to order and greeting by the President or Chairperson.
2. Minutes of previous meeting.
3. Correspondence report by the Secretary.
4. Report of Treasurer.
5. Standing committee reports.
6. Special committee reports.
7. Unfinished business.
8. New Business.
9. Announcements from the Floor:
 - a. Date of next meeting.
 - b. Agenda items requested for next meeting.
 - c. Assignments.
10. Adjournment by President.

Parliamentary Procedures

Introduction

Meetings should be run by rules which all members understand and accept. The procedures outlined here have been excerpted from Robert's Rules of Order and from Rachel Vixman's Guide and Commentary which was included as a supplement to Robert's Rules of Order.

Primary Rule

1. All business is brought before the meeting by a motion or a resolution, a report of a committee or a communication. Only one such proposal can be considered at a time and must be presented by a member, seconded by another. The maker of the motion must get the floor by rising, addressing the presiding officer and obtaining recognition.
2. The presiding officer restates the motion and asks, "Are there any remarks"?
3. The maker of the motion is entitled to speak first. All remarks are addressed to the Chairperson.
4. No member may speak a second time on the same question if another member desires to speak, but may speak a second time if no one else is seeking the floor.
5. A motion must be accepted or rejected before another subject may be introduced unless a secondary motion is introduced.

Secondary Motions

A subsidiary motion is a secondary motion and is made to assist or modify the main motion

and must be dealt with before resolving the main motion. (There are other types of secondary motions not listed here - refer to Robert's Rules of Order). There are seven types of subsidiary motions, ranked as follows, with descriptions from Robert's Rules in Plain English by Doris P. Zimmerman:

1. Lay on the Table - This motion is intended to move aside a pending question temporarily but is often used to suppress a question - it must be seconded, cannot be debated and must be voted upon immediately. It must be moved and voted upon to take the tabled question from the table which must be done during the same session or at the next meeting or the question dies.
2. Previous Question – Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the Chair, and must then move the *Previous Question*. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "I call for the question," and even if no one is speaking, it is still necessary to seek recognition. This motion can be ruled out of order if the motion is debatable and has not received debate. Requires a 2/3 show of hands or rising vote because the right of members to debate is being curtailed.
3. Limit or Extend Debate – used to exercise control over debate by reducing the number and length of speeches allowed or requiring that debate be limited to a period of time, at the end of which, the vote must be taken (this motion is seldom used and requires a 2/3 show of hands or rising vote because it takes away the rights of members).
4. Postpone to a Certain Time – delays action on a question until later in the same meeting or until the next meeting (a motion cannot be postponed further than the next regular meeting). Usually used when business needs to be interrupted because an invited speaker/dignitary has arrived, more information will be available later in the meeting or it is time for a recess or adjournment. Requires a majority vote.
5. Commit or Refer – sends the question on the floor to a small number of people for careful study and to be put in proper form. Requires a majority vote.
6. Amend - Amendments are introduced to assist in changing, modifying or helping to complete the main motion. Main motions are often incomplete in detail and the subsidiary motions help to make the motion more complete and desirable. May only be made when no sub-motion of higher rank is pending. Not more than two amendments are permitted. The first amendment is called the Primary Amendment; the second the Secondary Amendment.
7. Postpone indefinitely –to kill a main motion by avoiding a direct vote (this motion is rarely used).

The first (1) is of a higher rank than every motion below it. This means that a motion of higher rank can always be entertained while a motion of lower rank is pending before the body, but a motion of lower rank cannot be entertained if a motion of higher rank is before the body.

A substitute motion should be introduced if amendments become involved or a portion of the main motion requires considerable change. The Chairperson states the substitute motion and returns to the main motion for debate and one amendment, but no vote is taken. Then the substitute motion is opened for debate and voted upon. If adopted, the main motion as substituted is put to a vote. If the substitute amendment is not adopted, the main motion is

voted on.

Miscellaneous Motions

1. Motion to Reconsider – allows reconsideration of the *vote* on a previous motion. This motion may only be made by a member of the prevailing side and can only be made on the same day the original vote was taken. Anyone can second the motion. Requires a majority vote. If the motion is carried, the original motion is reopened for discussion and voted upon.
2. Motion to Rescind – used to quash or nullify. Requires a 2/3 vote unless verbal or written notice has been given at a previous meeting. If notice has been given, a majority vote is required.
3. Motion to Ratify - a previous action taken by an officer or Directors at a meeting where a quorum was not present.

Duties of Members

1. Stand and request the floor; wait to speak until recognized by the Chairperson.
2. Avoid speaking upon any matter until it is properly brought before the house by motion.
3. Stay focused on the question pending. Private discussion between members while another has the floor is out of order and disruptive.
4. Abstain from personalities in debate; personal remarks are always out of order.
5. Yield to call for order from the Floor.

Minutes

Minutes are the official record of the business conducted, activities undertaken, plans projected, general growth, etc. They should contain what is done, not what is said, and should be written in the third person. They should include the following:

1. Name of the organization, date, place and time of meeting.
2. Names of Board members both present and absent and their job titles.
3. A notation that the previous minutes were read, if there were any corrections to them, what those corrections were, and if the minutes were approved. After approval, a 2/3 vote is required to amend them.
4. All main motions with names of maker (person making second not needed), whether adopted or not, as well as all resolutions. Where count was made on a vote for action, count should be reported.
5. Summarized reports of committees, elected delegates, etc.
6. All appointments of committees, elected delegates, etc.
7. Personal opinions or criticism should not be reported.

Tips on Conducting a Meeting Efficiently

Preparation

Mail out minutes of previous meeting with a carefully prepared agenda stating place and time of meeting, who will speak and length of time each speaker is allotted.

Notify those giving reports or speaking with either a telephone call or a personal note on their agenda.

Start on Time

Welcoming remarks should be made and guests introduced. Announce the reason for the meeting and what we expect to accomplish in the time that was announced. Keep to the agenda as closely as possible.

Call to Order

After opening the meeting, call for additional agenda items and add them to the agenda. This helps keep the meeting on track.

Determine if a quorum is present. Secretary to read minutes if not mailed in advance. Motion needed to approve and/or correct minutes.

Treasurer's report, if applicable.

Allow discussion after each motion is made and a second is received before voting on the measure. A voice vote is normally acceptable or a show of hands but in some instances a written ballot will be necessary.

Redirect discussion that is not relevant to the subject. Person conducting meeting should keep control at all times.

Finish on Time

Before ending check to see if there is any old business from previous meetings and/or new business that were not included in the agenda.

Announce time and place of the next meeting. Give out assignments where participants are expected to report or perform.

Close meeting with announcement that meeting is adjourned. Thank all for attending.

Setting Up a Budget

A Budget should be the financial road map for the Unit and should be prepared at the beginning of the year by the Treasurer with guidance of the Officers and Committee Chairs. While it cannot always be completely accurate in all parts it should be the best “educated estimate” of future income and expenses of the Unit. When completed the budget should be presented to the governing body of the Unit for approval and adoption. Once adopted, the budget document removes the need to vote on each expenditure as long as the purpose and amount fall within the established budget.

Officers and Committee Chairs should submit a budget for their particular activities to the Treasurer as soon as they have been elected or chosen. The Treasurer can then combine these individual budgets into a master document that should anticipate most income and expenses.

Sample Budget

INCOME

Dues	_____
Events	_____
Projects	_____
Advertising (Newsletter)	_____
Miscellaneous	_____

Total Income _____

EXPENSES

Printing and Copying	_____
Postage	_____
Projects	_____
Events	_____
Dues, Subscriptions	_____
Travel	_____
Miscellaneous	_____

Total Expense _____

Surplus or Deficit
(Income-Expense) _____

Public Service Activities

Working with Land Managers

Function:

As the Public Lands Committee is the public voice of the organization, the “Public Service Activities” effort in a Unit is the strong arm of the association in conducting volunteer projects. The importance of lending a hand in the maintenance and improvement of the recreation resource of the forest, parks and all public lands cannot be over stated. Such projects not only serve to preserve and protect the trails, pastures, fences, campsites and wildlife, but they are a source of great personal satisfaction for those taking part.

When you work shoulder to shoulder with another member for a day or two, you will have made a friend or enhanced a friendship. Every Unit should have organized work parties that welcome any members or the Unit may encourage members to go off on their own. Contact your agency folks early for their suggestions. Be sure to report the results of your efforts to the Public/Volunteer Service Coordinator (usually the State Second Vice President).

Dealing with Governmental Agencies:

In this day and age of governmental budget cuts and continued heavy use of the back country it is time for the private sector to lend a helping hand to those who manage and care for the wilderness. It has become apparent that government alone will have a more difficult time managing the forests with less and less money allocated by Congress. With the help of the private sector, in many cases the return in services and work can be double. The alternative is that services will be discontinued and work will be delayed or canceled.

Communication with the proper governmental employee is the beginning. In the case of the U.S. Forest Service, contact with the recreational officer of a given district is a good start. The person doing the contacting should be a person knowledgeable about BCHC and the BCHA/USFS Memorandum of Understanding as well as one who has a positive personality. After presenting who you are and who you represent, establish credibility. The purpose is to help the agency with the management of the resource. Explain not only Backcountry Horsemen are knowledgeable about the use of stock in the back country but we are also involved with and understand basic environmental care of the wilderness. Examples of previous work projects done by other Units in other districts may help establish credibility. Above all, explain the purpose of your help is to extend the funds allocated for the back country. Become involved in the planning and development of district wilderness plans. Representation at meetings can be time consuming and frustrating but this is a means of showing the agency that BCHC is serious in their efforts and again establishes credibility.

After establishing a good relationship with one individual, you can, with their help, extend your communication to other members of the district. This means getting to know the district ranger and other essential personnel. A very important person is the ranger in charge of trails and trail maintenance. This is where we, as horsemen, can be of real service with our horses

and mules. After establishing a working relationship with this person, offer to set up work projects during the year. As the needs of the wilderness become known these work projects can be assigned to BCHC. After receiving work projects for the year, a Unit might select a foreman and vice foreman for each project. With the dates set for each project, the foreman will contact the Unit resource coordinator who has a list of all the working resources of the Unit. The foreman will then set up the project. This includes costs, food, equipment and logistics. Once this pattern has been established and some successful projects completed, the agency will look to BCHC as being an essential part of caring for the wilderness. The partnership has been established.

With credibility established, BCHC can be of service in many ways. An example: The U.S. Forest Service has asked various BCHC Units to train their wilderness rangers in the use of horses in the back country. In conjunction with the U.S. Forest Service, these Units have demonstrated a low impact horse camp at a major trailhead over a major holiday to increase exposure to the public. Educating the public is a very high priority both for the U.S. Forest Service and Backcountry Horsemen of California. The BCHC Education Committee has developed a number of educational pamphlets that are available on line (www.bchcalifornia.org). This literature can be handed out at U.S. Forest Service offices when people pick up their wilderness permits.

A large U.S. Forest Service representation is now seen at BCHC state Rendezvous conventions. This is the result of a lot of effort to build mutual trust and respect between BCHC and the U.S. Forest Service. This relationship has allowed BCHC to learn and gain invaluable knowledge while helping to manage the back country. A good working relationship between governmental agencies and BCHC can only help the wilderness.

Historical Footnote

In 1984 John Ray Longley was elected the first State Board President. Charter members of the State Board were the Tulare-Kings Unit (now High Sierra), the Kern Unit, and the San Joaquin, Merced, and Madera Unit (now San Joaquin Sierra).

Methods for Developing Contacts with Government Agencies

Select a Member with Good Communication Skills:

This member will act as a liaison between that Unit of the BCHC and the targeted government agency. He/she will be responsible for selecting an appropriate government agency employee, initiating contact and developing ongoing interaction between BCHC and the agency. Good oral and written communication skills in addition to tact and diplomacy will be helpful in developing contacts and building good rapport.

Make Initial Contact:

Begin by defining the geographical area your Unit intends to be active in. Next determine

what division of the agency is responsible for that area (i.e., a particular district in a National Forest). Initial contact can be made in person, by phone or with a letter, or using a combination of these. The BCHC representative may begin by contacting the receptionist at the division/district office and asking who deals with trails and back country wilderness areas, then contacting that person. It may be advisable to also send a letter to the District Ranger (as the case would be when contacting the Forest Service) or District Superintendent (when contacting State Parks), since most people who are in charge like to know about new developments in their jurisdiction!

Unless the agency is already somewhat familiar with BCHC, it will be necessary to begin by briefly describing who the Backcountry Horsemen of California is and why we exist. Emphasize the organization's commitment to preserving the back country and working cooperatively with other user groups (for example, Back Country Horsemen of America, the U.S. Forest Service, the National Park Service, Bureau of Land Management). To be effective the BCHC needs to understand the organizational make up of the public agencies.

Another tool for developing either a contact or general awareness of the BCHC is to send the District Ranger/Superintendent a complimentary BCHC Newsletter (local, state and/or national) and continue this practice regularly.

Invite Chosen Representative to a Meeting:

Once an agency representative has been invited to attend a Unit meeting, make sure that particular meeting emphasizes educational functions and low impact back country use as advocated by BCHC.

Invite Chosen Representative on Back Country Trip:

Inviting agency representatives on a back country trip will be your best tool for an icebreaker. Keep the trip short and cater to the agency employee. Be sure to include lots of good food and gentle stock. If the representative does not ride, offer him/her the opportunity to walk while the BCHC packs in his/her belongings. Use this informal, casual time to emphasize and clearly define the goals and accomplishments of the BCHC. Begin to suggest what kind of relationship between BCHC and the agency you are striving for, i.e., work projects such as trail head improvement or trail repair, packing clinics, educational seminars, etc. It will be more effective at this point to suggest projects that are appealing and beneficial to the agency as well as stock users. Stay open to suggestions and ideas from the agency employee. Recruit help via a committee to plan and execute the trip.

Invite Representative to an Additional BCHC Meeting:

As soon as possible invite the agency representative to another BCHC meeting to follow up the back country trip and begin formalized action on ideas presented during the trip. Consider offering a complimentary BCHC membership. This presumes that the previous steps have successfully established positive rapport and working relationship with the targeted agency representative. If not, the BCHC member will need to continue to do things similar to that which is outlined.

Historical Footnote

In the fall of 1980, Max Cochran was on a trip to Lion Meadow on the Little Kern with three experienced backcountry packers: Francis White from Woodlake, Howard Glover, and Clovis and Rudy Rudholm of Fowler. Sitting around the campfire with Diane and David House from Taft, they talked about the possibility of forming a horse association related to the interests and concerns of stock users in the Sierra that might meet with Forest and Park Service officials on land management plans and user policy. On the way out they met Don Bedell at Gray Meadow, who was packing out a party at Soda Creek. They asked Don what he thought of such an organization that might support the interests of private and commercial packers.

After the first of the year 1981, Max and Richard Cochran, Frances White, Don and Phyllis Bedell, Ray Banks, Bill Wylie, and Ray and Eugene Kellog met at the Bedell's home in Three Rivers for lunch. Max had prepared some written objectives for an organization and these were reviewed. They each agreed to ask four or five other backcountry users to a meeting to be held at the State Forester's office. Ray Banks was asked to chair the meeting with Max to act as secretary.

Over 60 people attended this preliminary session which encouraged the attendees to schedule the next meeting. A few weeks later the first official meeting was held in Tulare where over 200 attended. Officers elected were Ray Banks, President; Ray Longley, Vice President; Everett Welch, Treasurer, and Max Cochran, Executive Secretary. Dick Cochran wrote the Bylaws.

Publicity and Public Relations

Improving the image of the Backcountry Horsemen should be a primary goal for all members, Units, Officers and the State Board. All horsemen must work to improve the way they are perceived by other users. This is important in order to offset the negative publicity promulgated by individuals and organizations that look on stock use in the back country as damaging or downright disgusting. The most effective way to counter such information is to work hard to see that positive information is disseminated as widely as possible.

There are several avenues available for use in striving to improve our image. The most obvious is the news media, i.e., newspapers, magazines, the Internet, radio, and television. Less obvious possibilities for improving our image are through public meetings, educational events, social events and outreach programs to fellow users.

Getting Organized

Someone in the organization or Unit should be assigned the continuous task of developing an ongoing public relations program. That individual could be the President, Secretary, Newsletter Editor, or a specially assigned public relations person.

Events

Exposure at public events is an excellent way to enhance the image of our organization. The message conveyed in a public place must be positive and reflect our position as responsible horsemen. Possible events and activities include:

1. The annual BCHC Rendezvous
2. Informational booths at fairs, rodeos and horse shows
3. Parades and packing demonstrations
4. Clinics and workshops open to the public
5. Furnish speakers and programs for organizations such as Lion Clubs Rotary, and youth groups
6. Regular releases to the media of articles and announcements of interest to readers, viewers and listeners in California

Possible Topics for Articles

Anything that is newsworthy is a possible topic for a news release or article. Some examples are:

1. Results of Unit elections including an informational write up on one or more of the Officers. Include photographs for maximum impact.
2. Article on a volunteer project in the area. Include with the account a description of the

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- benefits to the agency or the community. Also include action photographs.
 3. Announcement of future events of interest to the general public such as a guest speaker at a meeting or a “Gentle Use” clinic.
 4. Article about environmental concerns in the area.
 5. A “how to do it” article of interest to the readership of the publication to which the article is submitted.

Using the Media

Most media appreciate receiving articles that are well written, timely and newsworthy. Most media welcome articles which can be used as presented without much required in the way of editing. The most important points covered by the release should be covered in the first paragraph (no more than two paragraphs). These points should then be covered in more detail in paragraphs to follow. The story should be complete; keeping in mind that conciseness is much better than a long, rambling piece. Including a photograph will improve chances of publication.

Composing an Effective News Release or Article

To be effective, your article must include the 4 W’s and an H: **WHO, WHAT, WHERE, WHY AND HOW?**

The article should be arranged so that the most important points are presented first. A news release should begin with the name of the organization, contact person (including address and phone number) and a catchy, short headline that summarizes the topic of the release.

Be sure to include pertinent information such as cost of admission or tickets and contacts for additional information including phone number.

Address your release to the “News Editor” and send it to each newspaper and other publications in your area. When possible try to learn the name of the News Editor and send it, or hand it, directly to that person. There is a much better chance that it will be read and published. This information is readily available on-line.

With the completion of the first draft ask yourself the following:

- Is it arranged with the most important information first?
- Does the release address the four W’s and the H?
- Is the article concise?
- Is each sentence an important part of the whole?
- Does each sentence work hard for you?
- Are there any misspellings or typos?
- Are quotes appropriate and accurate?

There are many reasons that a story or article is not published, some of which are: The release was not important as news; the article was not timely; the information was inaccurate, the story was too self serving or there was not enough information; the release was not sent to the proper person or not targeted to the editor. Often there were other articles more important and space was not available. Sometimes there was not enough contact information for the reporter or editor to follow up on the release.

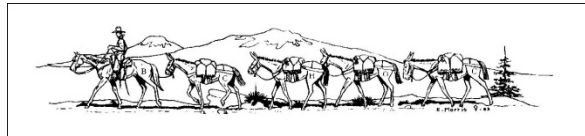
Plan your release so that it is targeted to the audience you want to reach and the message it contains is suitable for that audience. Determine the purpose of your release and then address that purpose. Your purpose could be to educate the public, raise funds, gain support, promote the organization, etc. In crafting your message remember to: Be Clear, Be Simple and Be Direct. **Is it News?** Does the story have an “angle”, “hook” or “spin?” These are the things that attract a reporter’s or editor’s attention.

DO IT!

- Send a **news release** to make an announcement, react to breaking news, or to state your group’s position on a policy. When issued on a regular basis, quality news releases help you develop name familiarity, credibility and a reputation as an expert.
- Send a **news advisory** to invite the media to a news conference or media event (rally, fundraiser, book signing, etc.)
- Hold a **news conference** only for your most significant and important news.
- Schedule an **interview** on a radio/TV talk show to develop a single topic in depth.
- Write a **letter to the editor** to publicize a point of view about an issue in the news. This is an important tool for responding to a topic in a timely manner.
- Submit an **opinion editorial** to a newspaper. Use it to develop a single topic in depth. Opinion editorials are a good way to reach public leaders and decision makers as well as thousands of other constituents or members of your community.
- Send a **Public Service Announcement (PSA)**. Radio and television stations offer free air time for community announcements. Use a PSA to publicize an event or meeting, describe a service, or to educate the public.

Historical Footnote

In November of 1985, the first state newsletter was published in Springville, California. It was called “SIERRA TRAILS” and covered, among other items, the California Wilderness Conference. Other names appearing on the masthead have been “Road Apples” 1989 and, “Backcountry News” since 1992.



Structure of the Public Lands Committee

Authorization

The state Public Lands Committee is directed by State Board elected Vice President (or Co-Vice Presidents) of Public Lands who report to the BCHC President on day to day issues and to BCHC, Inc. Directors on significant public lands issues. The Vice President or Co-Vice Presidents shall manage the committee under approved guidelines of the BCHC, Inc. Directors. The Public Lands Committee is comprised of one representative of each BCHC Unit who serves as a voting member of the Public Lands Committee.

The Vice President or Co-Vice Presidents of Public Lands may select from the Unit delegates a Vice Chairman and Recording Secretary.

The Vice President or Co-Vice Presidents of Public Lands are authorized to appoint any advisors necessary in the fields of planning, legal and wilderness issues. In addition, the Vice President or Co-Vice Presidents of Public Lands are authorized to appoint as many regional advisors as necessary to keep informed about local and regional issues.

Committee Officers and Duties

Chairperson (elected Vice President or Co-Vice Presidents of Public Lands)

1. Chair all meetings of the state Public Lands Committee.
2. Draft, or delegate the drafting of, communications to agencies and other planners as appropriate in response to issues important to all members of the BCHC.
3. Serve as primary consultants and advisors to Unit Public Liaison Chairs using own knowledge or guidance from advisors.
4. Maintain contact with those responsible with the administration of public lands.
5. Serve as advisors and provide training and materials regarding the Congressional term “Coordination” as mandated for federal agencies by various Congressional Acts.
6. Provide training regarding the differences in the meaning of the agencies’ use of the term “cooperation” and the congressionally mandated government-to-government process of “Coordination.”

Vice Chairman

1. Chair all meetings of the Public Lands Committee in the absence of the Vice President or Co-Vice President(s).

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2. Advise and consult with the Vice President or Co-Vice Presidents on all issues brought before the Public Lands Committee.
 3. Perform other duties as assigned by the Vice President or Co-Vice Presidents.

Recording Secretary

1. Take notes and produce, in a timely manner, minutes of all proceedings of the state Public Lands Committee.
2. Advise and consult with the Vice President or Co-Vice Presidents on all issues brought before the Public Lands Committee.
3. Perform other duties as assigned by the Vice President or Co-Vice Presidents.

Special Advisors or Consultants

1. Selected by the Vice President or Co-Vice Presidents as a resource for consultation in regards to a particular field of expertise such as wilderness, management planning, legal matters and others as needed.
2. Advise and consult with the Vice President or Co-Vice Presidents on selected issues brought before the state Public Lands Committee.

Regional Advisors or Consultants

1. Selected by the Vice President or Co-Vice Presidents for their knowledge of public lands matters in their region of the state.
2. Advise, report to and consult with the Vice President or Co-Vice Presidents in regards to regional public lands issues of importance.
3. Keep the Vice President or Co-Vice Presidents aware of public lands issues in their region that should be communicated to other BCHC Units within the state.
4. Serve as a consultant or advisor to the Unit Public Liaison Chairs of their region.

Meetings of the Committee

The entire state Public Lands Committee shall meet at least two times a year. The first meeting is held in conjunction with the State Rendezvous; the second is held at the Fall State Board meeting.

Other meetings of the Public Lands Committee may be called with 30 days' notice by the Vice President or Co-Vice Presidents at a time and place of their choosing.

Regional meetings may be held to consider public lands issues of only regional importance, as long as three or more Units are concerned about the issue.

Officer Orientation Program

The state Public Lands Vice President or Co-Vice Presidents will offer leadership/officer orientation training annually, usually in the first quarter, at Rendezvous. The number of training locations is optional, however, based upon the needs of BCHC Units. The goal of this training is to improve BCHC leaders' skills and abilities to operate local Units and strengthen the organization.

Purposes and Philosophy of the Committee

The BCHC Public Lands Committee meets to discuss problems of general concern to the state membership and to collectively offer guidance to those local Units requesting help. The Public Lands Committee is charged to monitor all activities taking place on public lands that affect recreational saddle and pack stock use of those lands. How does the Committee meet their responsibilities? How does the Committee fit into the framework of state BCHC objectives and purposes?

Of the general philosophies and purposes of BCHC, the Public Lands Committee has direct and specific involvement in the following areas:

1. To work to ensure that public lands remain open to recreational stock use. It is the goal of the state Public Lands Committee to keep trails and forage areas open to horsemen on all public lands where there is a history of such use.
2. To attempt to provide Unit Public Lands Committees and the general BCHC membership current information regarding new legislation or agency management plans related to government regulation of public lands.
3. To work to support or oppose new proposals, plans, and restrictions as related to the interests of horsemen and those people interested in packing, riding and enjoying our public lands.
4. We work to promote a mutually beneficial working relationship with public lands agencies through *collaborative* coordination efforts, at the same time keeping the work and literature of BCHC before public lands administrators and local government in the formulation of resolution and policy in equal, government to government planning and decision making.
5. The BCHC Public Lands Committee fulfills its objectives with a lot of hard work by dedicated volunteers. These people travel many miles yearly to attend and participate in public lands workshops and training sessions. They provide testimony at public hearings and public meetings where appropriate. They network with similar interest groups, i.e., packers' associations, Coalition for Recreational Trails and others. They attempt to have representation at state and national conferences such as the National Wilderness Conference, California Interagency Wilderness Managers meetings, etc.

Public Liaison Committees

An integral and important part of the state Public Lands Committee is each Unit's Public Liaison Committee. A number of years ago it was decided to call the Unit committees dealing with public lands "Public Liaison Committees" and the state organization of which each Unit is a part the "Public Lands Committee". In actuality the terms are interchangeable in function.

Unit Public Liaison Committees are responsible for developing and maintaining contacts and contact lists, and maintaining a line of communication with the public lands agencies in their respective geographical jurisdictions. They work to implement the Coordination process and work cooperatively, for the most part, with these agencies, openly voicing their concerns. If they do not agree about a specific issue, they attempt to solve the problem with open communication in a positive and professional manner. It is this grassroots level of participation that is vital to our success in keeping public lands open to recreational livestock. These local Public Liaison Committees have great flexibility and autonomy to work on their own to solve specific problems in their own areas.

An efficient means to affect public lands decisions in a particular geographic area is to influence local government to coordinate with federal and state agencies on an equal, government to government basis, to adopt realistic policies to protect historical use of public lands and to make meaningful attempts to resolve conflicts. It is only when they consider taking a position that is contrary to the policies of the state BCHC that we ask Unit Public Liaison Committees to submit their proposed action or position before the state Public Lands Committee for approval.

The Unit Public Liaison Committee and its Chairperson are the public voice of the Unit, responsible for maintaining communication and seeking to implement coordination with the agencies on a local, government to government basis. The Unit Public Liaison Committee must monitor the formulation of management plans, and alert the membership of any action, or proposed action, that could have an adverse effect on the ability to utilize the trails and forage areas with pack and saddle stock. If the issue is broader in scope than a purely local one, the Vice President or Co-Vice Presidents of the state Public Lands Committee should be advised of the action as soon as possible.

It is important that our reaction to any action by any administrator is consistent throughout the state. It is essential that each Unit's Public Liaison Committee operates under the guidelines set by the state. If there is any doubt about appropriate action, the Vice President or Co-Vice Presidents of the state Public Lands Committee should be contacted prior to taking an action that might not be consistent with state or national policy.

The Unit Public Liaison Committee should strive to place members on "planning teams" or advisory panels whenever possible. Often there are opportunities to network with other organizations or groups of users that by working in unison may produce results that could not be obtained working alone.

The Chairperson of the Unit Public Liaison Committee should have an understanding of National Forest, National Park and Wilderness Act legislation and other policies and

procedures relevant to federal, state and local public lands.

Importance of Wilderness

There was tremendous pressure in the 1990's, continuing into the new millennium for public land agencies to control, restrict, or eliminate stock use on much of our public lands. This is not a new trend. When Aldo Leopold defined a wilderness as an area "big enough to absorb a two weeks pack trip", we well understood the potential conflict between preservation and utilization. He cautioned way back in the 1920's that the time is almost upon us when a pack train must wind its way up a "traveled highway and turn its bell mare in the pasture of a summer hotel." He understood then, as we do today, that some part of our history as a country is lost if that day ever comes. He understood the role of wilderness as a place to regain our sense of identity.

The first designated wilderness was created in 1924 when the Forest Service established the Gila National Forest of New Mexico. The 1964 Wilderness Act created over 9.1 million acres of wilderness. Since then wilderness designations have increased to over 106 million acres. California currently has over 14 million acres of federal wilderness areas which makes it second only to Alaska in wilderness areas. The mission of Backcountry Horsemen is to insure our continued access to these wilderness areas is maintained for recreational pack and saddle stock use.

Public Lands Mission Statement

BCHC is a service organization and the Public Lands Officers should:

- Work and assist to maintain accessibility into, through and on public lands for all traditional, historical, educational and environmentally sensitive uses of pack and saddle stock
- Understand existing laws and precedent-setting cases
- Promote inter- and intra-cooperation of all open spaces
- Use Coordination of federal, state and local governments in planning, maintaining and management of public lands while promoting conservation of the lands

These *Basic* Public Lands Policies were established to guide Units when faced with a decision of opposing or endorsing an action by an administrator. They are only *general* guides, and can be revisited and changed *any time* by a majority vote of the members of the state Public Lands Committee.

Trails

1. We oppose the closing of any trail due to excessive use by another user group unless there is substantial documentation that to do otherwise creates a dangerous situation.
2. We do not support the construction of any trail for the exclusive use of one user group.
3. All present trails should remain open wherever such use is historic and/or designated, and the use has been significant for an extended time.
4. Historic and/or designated trails shall be identified on the trail maps and maintained in agency trail inventories.
5. We encourage adequate signing on all trails.

Grazing

1. Meadows should not be closed due to unsubstantiated claims of over grazing or because of excessive use by another user group.
2. Actions limiting use of any grazing area should be after a monitoring program acceptable to both users and administrators indicates a need for action, and after review by experts in range management.
3. Responsible cattle grazing, where allowed by agency regulation, is an acceptable component of the “Multiple Use” concept, and should be tolerated by all users as long as trails are not closed to other user groups.

Camping

1. We oppose the closing of any area to camping due to unsubstantiated claims of over use, or because it is a popular destination area for another group.

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2. We support a “Gentle Use” philosophy and the practice of Leave No Trace principles in all camping areas and encourage the use of fuels other than wood in areas of short supply. We also believe wood fires are proper in areas when the wood supply exceeds the demand.

Trail Heads

We advocate appropriate improvements.

Volunteer Service

1. BCHC encourages all members to participate in volunteer projects that contribute to the betterment of the resource and the facilities available to all recreational users.
2. Such projects should be above and beyond the work normally covered by the operations budget of the agency involved.

Environmental Concerns

Stock users should practice “Gentle Use” and Leave No Trace principles as they utilize trails, meadows, campsites and riparian areas.

1. BCHC packers are expected to pack out all their trash and ENCOURAGED, whenever possible, to take out trash left by others.
2. A Leave No Trace definition to be practiced is: “Travelling and camping with care, deliberately planning and guiding one’s actions to not harm the environment or disturb others.”

Alternative Means of Travel

We support multi-use trails in non-wilderness areas when safety of all users is addressed.

Streams and Lakes

1. We oppose the use of fencing in the wilderness when the sole purpose is to keep livestock from riparian areas.
2. We support Wild and Scenic River designation as long as historic types of use are preserved.
3. It is appropriate to water livestock in streams, rivers, and lakes in the back country. All members should be encouraged to keep their animals from defecating or urinating in any body of water.
4. A lake should never be closed to use by stock users because it is a popular destination point for another user group.
5. We support camping setbacks from bodies of water as needed to protect water quality, taking into consideration terrain limitations and based on Best Management Practices for water quality.

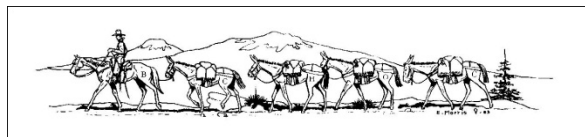
Public Lands Action Alerts

BCHC Hot Line/Alert System

1. The BCHC Hotline/Alert process should inform all members of issues that could affect them.
2. Information will include a concise description of the issue and summary of arguments both pro and con (if available), so that local Units and members can respond individually.
3. The Alert process should encourage a flood of communications without the constraints of speaking for the organization.
4. Every Local Unit Public Liaison Chairperson is responsible to track issues of local concern that affect them, and to inform local Unit members and encourage written and/or verbal communication with the appropriate entity.
5. Local Units need prior approval only for position statement if they take a position contrary to previously approved state position, or if the position statement is contrary to the philosophy and purpose of the BCHC.
6. If the Local Unit Public Liaison Chairperson feels that an issue is of such significance that the state Public Lands Committee should take a position on the issue, that person is to contact the Chairperson of the state Public Lands Committee to initiate the response protocol

BCHC Protocol for Position Statements

1. Any issue affecting the BCHC may be raised by any member to the local Unit Public Liaison Chairperson.
2. If that Chairperson feels that this issue is significant, s/he is to contact the Vice President or Co-Vice Presidents the BCHC Public Lands Committee.
3. The Public Lands Vice President or Co-Vice Presidents will then contact the regional representatives and various Units to seek their opinions on the issue.
4. If the majority of the regional Unit representatives agree it is an important and significant issue, the issue will be taken to the BCHC Executive Committee by the Co-Vice Presidents of Public Lands for review. If the Executive Committee determines the issue is important and significant it will be taken to the BCHC Board of Directors for a consensus vote determining whether an Action Alert is necessary. An Action Alert will be sent to the assigned representative in each Unit (usually the Unit President and/or the Public Liaison Chairperson).
5. The designated people in each Unit are responsible for asking Officers and members to respond to the Action Alert. It is suggested that one copy of each response be sent to the state Public Lands Vice President or Co-Vice Presidents.
6. Once a position statement is approved by the process described in #4 and is published in an Action Alert, that position statement, with accompanying documents, will be made available via the BCHC web page on the Internet (www.bhcalifornia.org), Unit publications, and the Backcountry News (state newsletter).



Structure of the BCHC Education Committee

The future of public lands depends on how the users conduct themselves. With ever-increasing demand on the resources it is imperative that users conduct themselves in a “Gentle” way, applying Leave No Trace techniques, so as to leave as little evidence of their passing as is possible. Education of BCHC members, as well as others, is a major thrust of the Backcountry Horsemen.

Unit Education Chairperson

Each Unit should select an Education Chairperson, or co-Chairs. The Education Chair of a Unit is primarily charged with teaching the techniques and ethics involved in responsible use of stock, the trails, and the lands we travel through. These Unit Education Chairpersons comprise the State Education Committee.

The following is a suggested list of duties designed to assist each individual Unit’s Education Chair:

1. Become familiar with Gentle Use/Leave No Trace principles and techniques.
2. Attend the state Education Committee meetings, Unit meetings, and any other educational opportunities, as often as possible.
3. Collect and/or develop and disseminate educational material for use by the general membership of the local Unit.
4. Develop and distribute to the state BCHC newsletter (Backcountry News), current news and information concerning the Unit.
5. Organize educational workshops at the Unit level.
6. Maintain a list of contacts and/or resources. Examples include but are not limited to: Boy Scouts and Girl Scouts special youth programs, speakers from other horse groups (ETI, National Horse Council, ACTHA), and public agency personnel.

Programs and Publications

There are several programs and publications designed to assist Education Chairs as well as general members.

These include:

1. Officer Orientation

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2. “Gentle Use” Program at the annual Rendezvous
 3. Education classes, both general and certification
 4. “Gentle Use” Pins Program for those attending certified programs: Green, Silver Gentle Use, Silver Rider and Silver Pack Animals
 5. “Gentle Use” Children’s Program
 6. Education Summary Sheets for state BCHC and Back Country Horsemen of America - each Unit Education Chairperson is responsible for keeping records and turning an annual Education Volunteer Report to be added to the Unit’s Volunteer Hours Report (Education/LNT column) at the end of each year.
 7. Publications:
 - a. Leadership/Officer Manual
 - b. Gentle Use Program for the Rendezvous
 - c. Pack & Saddle Stock Camping Manual
 - d. Youth Program Manual
 - e. Wilderness Rider Training Guide
 - f. Flyers on various topics: i.e., Who We Are and What We Do, Bare Bottom Basics, High Country Manners, Black Bear Sense, How to Have a Safe and Enjoyable Trail Ride, Lost Rider, Highlines in the Backcountry, Equine First Aid, Living with Rattlesnakes. etc.
 8. Slide Show
 9. Master of Leave No Trace
 10. Wilderness Rider Program – a partnership with BCHC, U.S. Forest Service, National Park Service and Bureau of Land Management.

BCHC Education Committee

Function

The BCHC Education Committee is responsible for gathering, organizing and producing educational materials to be used by BCHC Units and Education Chairpersons. The Education Committee also plans and conducts statewide educational programs such as Gentle Use / Leave No Trace, represents each Unit to the state organization and votes on policies, programs and other education-related endeavors.

The BCHC Education Committee makes recommendations to the State Board of Directors. The Board has final vote and approval on any and all items coming from the state Education Committee.

Organization

The BCHC Education Committee is comprised of one delegate per Unit and is presided over by State Board elected Vice President or Co-Vice Presidents of Education.

The Vice President or Co-Vice Presidents of Education are authorized to select members for the Education Steering Committee from the BCHC Education Committee.

Selection Process

Each Unit President will submit, by the first of the year to the BCHC Secretary, a roster of Unit Officers which includes their Education Chairperson or co-Chairs. An alternate name should be submitted to be used in cases where the Unit's Education Chairperson cannot serve on the state Education Committee. In the event a state Education Committee member cannot complete his/her term, and the Unit has not previously designated an alternate, the Unit will be asked to appoint and submit the name of an individual (from the same Unit) who will serve out the remainder of the term.

Meetings

The BCHC Education Committee shall meet as determined by the Vice President or Co-Vice Presidents of Education, but not less than twice annually – usually at the annual Rendezvous and at the State Board of Directors meeting in the fall.

State Education Steering Committee

The state Education Steering Committee is responsible for overseeing the gathering, organizing and producing of educational materials to be used BCHC, the Units and their Education Chairpersons.

The state Education Steering Committee is comprised of the Vice President or Co-Vice Presidents of Education (elected by the BCHC Board of Directors), the Vice Chairman of Education (appointed by the Vice President or Co-Vice Presidents of Education from existing Steering Committee members), and four (4) members of the state Education Committee. It is preferred that Education Steering Committee members are, or have been, a Unit Education Chair, a Wilderness Rider, or a Master of LNT. New Education Steering Committee members are selected via an application process by the Co-Vice Presidents of Education and the existing Steering Committee. Education Steering Committee members serve two-year terms.

Duties

Vice President or Co-Vice Presidents of Education:

1. Be aware of parliamentary rules and procedure to preside over all meetings of the Education Committee under the Bylaws of the BCHC. Rely on Robert's Rules of Order as a guide in conducting meetings.
2. Prepare and distribute an agenda for each meeting which should be adhered to as closely as possible.
3. Is authorized to appoint any advisors he or she feels necessary to assist in the fields of planning.

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4. Is a member of the Executive Board for BCHC 501 C-3.
 5. Is Chairman of the Wilderness Rider Steering Committee.

Vice Chairman:

1. Preside over all meetings of the Education Committee in the absence of the Vice President or Co-Vice Presidents.
2. Advise and consult with the Vice President or Co-Vice Presidents on all issues brought before the Education Committee.
3. Perform other duties as assigned by the Vice President or Co-Vice Presidents.

Recording Secretary:

1. Take notes and produce, in a timely manner, minutes of all proceedings of the Education Committee.
2. Advise and consult with the Vice President or Co-Vice Presidents on all issues brought before the Education Committee.
3. Perform other duties as assigned by the Vice President or Co-Vice Presidents.

Education Steering Committee Members [4]:

1. Advise and consult with the Vice President or Co-Vice Presidents on all issues brought before the Education Steering Committee.
2. Perform other duties as assigned by the Vice President or Co-Vice Presidents.

As vacancies occur on the state Education Steering Committee, the state Vice President or Co-Vice Presidents of Education shall accept applications from the Unit Education Chairs or their alternates, and then select an individual to serve on the Steering Committee. All selections are to be ratified by either the BCHC Executive Committee or the Board of Directors at their next meeting.

Function

The state Education Steering Committee acts under the authority of the BCHC Vice President of Education, elected by the BCHC State Board of Directors. This position is sometimes held jointly by two Co-Vice Presidents of Education. In the event that a vacancy occurs to one or both Co-Vice President positions, the BCHC Executive Committee shall fill that position from the state Education Steering Committee or the state Education Committee for the remainder of original term.

Meetings

The Education Steering Committee shall meet twice a year or more as determined by the BCHC Vice President or Co-Vice Presidents of Education.

Officer Orientation Program

The Education Steering Committee will offer leadership/officer orientation training annually, usually in the first quarter, at Rendezvous. The number of training locations is optional, however, based upon the needs of BCHC Units. The goal of this training is to improve BCHC leaders' skills and abilities to operate local Units and strengthen the organization.

Gentle Use Education Program

The Gentle Use Program conducted at the annual BCHC Rendezvous provides educational opportunities for participants to gain awareness and knowledge in how to use stock in the backcountry and practice responsible wild land ethics. The Gentle Use Program is intended to help participants develop a sense of stewardship and pride toward their behavior while visiting the backcountry.

The state Education Steering Committee will strive to ensure continuity, consistency, and integrity in the Gentle Use Program at each year's Rendezvous and, therefore, is in charge of obtaining speakers/instructors for the Core Classes. The hosting Unit(s) is in charge of coordinating the remaining educational seminars. Gentle Use Points will be awarded based upon attendance in the nine Core Class categories:

The Gentle Use Core Classes are:

0. Gentle Use Plan and Prepare
1. Gentle With Other Users
2. Gentle On Trail
3. Gentle With Waste Materials
4. Gentle Stock Management
5. Gentle Stock Care
6. Gentle Use of Campsites
7. Gentle Concepts
8. Gentle With Plants and Animals

The first class, number 0, is taught every year. The remaining classes are divided up thusly: Odd numbered classes taught in the odd numbered years and even numbered classes taught in the even numbered years.

A pamphlet on Gentle Use is available at the Rendezvous. Also, the booklet "Gentle Use Program for the Rendezvous" is available and explains the program in detail.



Wilderness Rider Program

Basic Organization

The Wilderness Rider Program is a partnership between Backcountry Horsemen of California, the National Park Service, the USDA Forest Service and the Bureau of Land Management. Wilderness Riders are trained stock users who have made a commitment to educating others about the value of wild lands and the importance of Gentle Use / Leave No Trace skills. The Wilderness Rider Program is governed by the Backcountry Horsemen of California 501C-3 Executive Board. The Wilderness Riders work as advisors to the 501C-3 Board, working to better align BCHC's education efforts.

Wilderness Rider Steering Committee

The Wilderness Rider Steering Committee is comprised of seven (7) members: BCHC Vice President of Education (or Co-Vice Presidents), two agency representatives, a Master of LNT Advisor, a Secretary and two members of the Wilderness Rider cadre who serve a two-year term. The Master of LNT Advisor and Secretary positions are appointed by the Chairman or Co-Vice Presidents. The two members from the Wilderness Rider cadre are drawn at random along with two alternates. If either of the Wilderness Rider members cannot finish their terms, an alternate will step in to serve the remainder of the existing term. The Chairman of the Wilderness Rider Steering Committee is authorized to appoint any advisors necessary to assist in the fields of planning but the advisors do not have voting power.

The Wilderness Rider Steering Committee oversees and administers the Wilderness Rider recruitment, training and instruction (including locating an appropriate venue, teachers, and cooks), the Rendezvous gathering, and other training events such as Refresher Courses. All business concerning the Wilderness Rider Program goes through this Committee, such as Code of Conduct and reward incentives (year-end awards and Wilderness Rider Round-Up), and the Wilderness Rider vests and shirts program.

Wilderness Rider Trainers

The Wilderness Rider Course is taught by BCHC Wilderness Riders who are also graduates of the Master of LNT program and usually one Agency Representative.

Wilderness Rider Job Description

Wilderness Riders represent the BCHC, the Park Service, Forest Service and Bureau of Land Management. Their duties are weighted equally between work in the field and workshop presentations. Wilderness Riders schedule and deliver educational sessions on how to practice Gentle Use/Leave No Trace skills in- or out-of-doors which could involve hands-on demonstrations, skits, slides, videos, and other multi-media presentation tools.

Wilderness Riders are also mounted volunteers who ride high-use areas educating stock users and others about the value of wilderness and the importance of Gentle Use/Leave No Trace skills. They may also be called upon to monitor trail maintenance needs, maintain trails, conduct on-site restoration, trailhead education, field based GU/LNT instruction and other duties as requested by the agency contact.

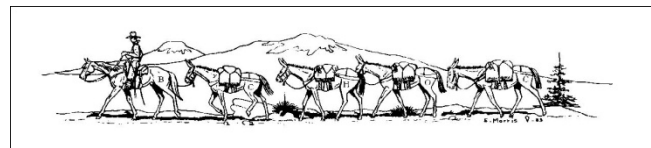
The Wilderness Rider must be able to maintain relationships with the agency partners and community members, as well as schedule their own trips and educational sessions.

Wilderness Rider Job Requirements

- Must be a current BCHC member in good standing.
- Must be committed to practicing and teaching GU/LNT techniques.
- Must possess demonstrated skills in public speaking; including the ability to interact with individuals, groups, and diverse audiences.
- Must possess demonstrated skills in riding and stock management; and, within two years of completing course, demonstrate packing abilities.
- Must be 18 years of age or older.
- Must provide own stock.
- Must be accepted into and successfully complete a five-day Wilderness Rider training course.
- Must annually submit project report forms.
- Must perform two mounted field sessions, trailhead education, or backcountry Gentle Use/Leave No Trace training per year.
- Must fulfill two Gentle Use/Leave No Trace speaking/teaching workshops per year.
- Must be able to schedule and deliver workshops on Gentle Use/Leave No Trace skills.
- Must be able to establish and maintain a working relationship with contacts from the agency partners.
- Must attend a refresher course, once every two years.

Wilderness Rider Selection Process

- Submit a Wilderness Rider application no later than the BCHC Rendezvous.
- Be interviewed by the selection committee, preferably at the Rendezvous.
- The selection committee reviews applications and calls references.
- Wilderness Rider selection committee chooses successful applicants.
- Successful applicants are notified by the selection committee as soon as possible.
- If selected, the participants must join Backcountry Horsemen of California.
- Participant must complete Wilderness Rider Training Course.
- Participant must be accepted into the Wilderness Rider Program by the training course instructors.



Membership Management

Importance of a Membership Committee

Members are the heart and soul of any organization. How do we obtain new and quality members? How do we keep the quality members that we have?

The fact the BCHC has become an authority on horses and mules in the back country will draw a certain amount of interest from people who use the wilderness. A standard that seems to draw the most attention is an annual pack clinic. These are usually one day affairs and draw large crowds of interested people. The cost to attend this event can be the cost of a membership in BCHC. This means every person who is not already a member will become a member if they attend the clinic. Member admission can be a nominal fee or free. Having the clinic early in the year will help in several ways. First, new members will have a chance to become incorporated into the organization for participation in work parties and activities during the summer and fall. Second, for non-experienced members, this gives them time to receive training at the pack clinic and any other activities before the year's work projects begin in earnest.

Once you have a new member, making them feel part of the organization is very important. Shortly after the pack clinic, hold a meeting of new members. The meeting can discuss the type of activities BCHC does. Philosophy of wilderness care is another important topic. Types of packing equipment can be explained. Types of pack animals can be discussed. Types of hitches are also a fun subject. How to get started packing into the back country is another topic. Some people feel packing is beyond their abilities. To begin with, this may be true, but after becoming involved, most usually can't wait for the next excuse to use their horses and mules. The main thing is to encourage involvement.

Unit activities help keep interest. Have several trail rides. This is good for getting to know other members and legging up stock for the work ahead each season. During some of the trail rides, have a ride where some of the animals must be packed. This will help beginning members and beginning animals alike. Work parties are not the time to train animals to pack! One Unit puts on a trail ride and barbecue to follow. Each rider receives a shirt and/or hat for participating. Members from other Units are encouraged to participate. This builds Unit interaction and cooperation.

Exhibits at public events help gain BCHC exposure and can be a lot of fun. Give a packing demonstration or two. Having a gentle pack animal at a gathering of people will almost always draw a large crowd. This gives the opportunity to explain what BCHC is and to teach packing. You can obtain several new members using this technique.

Unit meetings are very important to the membership. These meetings keep the members in touch. Having speakers on various topics is another good idea for monthly meetings in the off-season and will keep interest up as well as teach new techniques and ideas. A tack sale or trade is another fun activity to conduct at Unit meetings.

At the end of each year the annual dinner is something everyone seems to look forward to. This is a good time to elect and present the Officers for the coming year. A complete review of the past year's activities is always fun. It also builds confidence for new members to see what they accomplished. Slides and or videos are very helpful.

Having a certificate or merit award for project leaders is something everyone appreciates. These can be presented by the U.S.F.S. or the Unit itself. Finally, the annual dinner is a great place to present the Top Hand Award and the member being recommended for the Ben York Trail Blazer Award.

Establishing these ideas as a pattern for Unit activities and encouraging new ideas builds a strong Unit and helps retain quality members.

State Membership Management Policies

ALL MEMBERSHIP APPLICATIONS MUST BE SENT DIRECTLY TO THE BCHC MEMBERSHIP COORDINATOR ADDRESS FOR PROCESSING.

ANY APPLICATION COLLECTED BY AN INDIVIDUAL UNIT SHOULD IMMEDIATELY BE FORWARDED TO THE BCHC MEMBERSHIP COORDINATOR ALONG WITH THE DUES CHECK ATTACHED. NOTE MEMBERSHIP INFORMATION ON THE ENVELOPE.

Avoid sending cash. When cash is collected the cash can be retained by the Unit but a check equal to the original amount kept should be included when submitting applications.

The Unit's portion of the dues will be rebated around the first of each month. One half of the individual and family membership fee is returned to the Unit to which the member belongs.

The BCHC Membership Coordinator provides each Unit with a monthly activity report which will show changes of address, amount of dues paid, when posted, and other information necessary to keep the Unit's roster in agreement with the state membership list.

The BCHC Membership Coordinator will send a reminder notice 45 days prior to a member's expiration date. Members are deemed delinquent one month after their expiration date, and will be dropped from the membership lists.

Upon request by phone, e-mail or regular mail the Membership Coordinator will provide any Unit with an updated printout of that Unit's membership roster.

At reasonable cost the Membership Coordinator will supply mailing labels to any Unit

requesting such service.

The BCHC mailing list is protected and may not be used for non-BCHC business without permission from the State Board of Directors.

Historical Footnote

Bishop Mule Days naturally attracted members of the newly formed High Sierra Unit when Jim Harvey of Exeter, who had served as a judge at the event, decided to lead a team of stock user women into competition at the annual event. The team did quite well which led to the first men's team entering into the competitive arena in 1983.

Harvey and his stalwart team of packers have represented the organization very well over the years. Over the course of the past 14 years they have won the West Side competition nine times and twice was able to win it all - the World Champion Mule Packing Competition. The team has also brought home many trophies with its parade pack train.

The team has become the darling of the announcers at the event and the value of publicity thus given BCHC cannot be measured. The thousands of people who attend the annual Bishop Mule Days Celebration leave well aware of the Backcountry Horsemen of California!

In 1997 the Antelope Valley Unit had a contingent of colorful riders at Bishop. In recent years, including 1999, the Mid Valley Unit also entered a competition pack team that performed quite well.

Backcountry Horsemen of California is indeed well represented at this highly visible event!



Newsletter

A newsletter is the most important means of communicating with members! This is true at any level of the Backcountry Horsemen organization from the national down to local Units. The Backcountry News, BCHC's state publication, strives to keep our membership apprised of activities and actions of the various Units as well as offering articles and reports of general interest to members throughout the state. Most Units publish a Unit-specific newsletter which serves to keep members aware of what is going on in their Unit as well as including articles of local interest. The national and state newsletters are published quarterly and frequency of publication of Unit newsletters varies from monthly to quarterly.

There are important elements that should be included in each issue of a Unit newsletter as well as some optional topics that might be considered by any editor. Above all, the publication should be neat, tidy and nice appearing. A publication that is well-organized and keeps the reader's interest at a high level is more apt to be read and appreciated. A copy should be mailed to BCHC President, BCHC and BCHA Newsletter Editors, Max and Irene Cochran newsletter judge, and any others deemed appropriate.

Elements that should be included are:

1. A masthead or banner that includes: The name of the publication, date, issue number, name of Unit (of the Backcountry Horsemen of California), and the name of the Editor (optional).
2. A Unit calendar of events including the dates of major state events such as the Rendezvous, State Board meetings, etc.
3. Names and phone numbers (even email and snail mail addresses) of all Officers and Committee Chairpersons.
4. A replica of the official BCHC Membership Application form.
5. A statement of the purpose of the publication, who publishes it and the name and address of the editor. This statement can include any disclaimer that the editor judges appropriate.
6. A message or letter from the Unit President.
7. Recognition of or welcome to new members.

Some optional topics that could be considered by the editor are:

1. Committee reports such as Education, Public/Volunteer Service, Public Lands Liaison, etc.
2. Articles recognizing a member or officer for achievements above and beyond the call of duty.
3. Interviews of agency folks in the Unit's area.
4. Articles of human interest.
5. Descriptions of special trips or trails to ride.

It is important to encourage members to submit articles they feel would be of interest to other members. The editor should reserve the right to edit any submission. Remember, concise articles are more readable than long rambling ones that tend to intimidate the reader.

The **Max and Irene Cochran Award** is presented each year to the Unit and its Editor that, in the opinion of the judge, stands out above all others. Copies of Unit newsletters should be sent, as published, to the BCHC Newsletter Editor to be considered for the award. The criteria by which newsletters are judged are as follows: 70 percent for Content; 20 percent for Appearance and 10 percent for Consistency. To be most effective the newsletter should contain articles of substance that have appeal to a wide variety of readers on many different subjects.

Liability Insurance

BCHC Limited Liability Insurance

When is an Insurance Certificate required?

An insurance certificate is needed:

1. When the owner of a facility where a BCHC event is being held, requests the coverage it provides.
2. When the owner of a facility or an administrator of a public property requests to be named as “coinsured”.
3. When the BCHC participates in any activity such as a parade, fair exhibit, packing demonstration, work project, etc., where there is any chance that animals could make contact with anyone that is not a member of the BCHC.

An Insurance Certificate is not needed for an event where there is no chance of the public being in the proximity of any of the animals such as meetings, dinners, parties, etc.

How does one request an insurance certificate?

Contact the BCHC Insurance Director (usually the BCHC 1st Vice President) to obtain a form or required information. The form is filled out and mailed or faxed directly to BCHC’s Insurance Provider. The Certificate of Insurance is issued by the provider and mailed to the person that applied for it. In most cases the certificate is mailed back to the certificate holder(s) within 24 hours. Copies are sent to the BCHC Insurance Director as well as the person requesting the certificate. Using fax communications or email makes this process very quick and easy.

Requests should be made with as much advance notice as possible. This insures everything is in place by the time the event takes place.

Insurance provides protection against liability. We expect our insurance carrier to protect us. BCHC feels we need to do everything possible to protect our carrier. Guidelines to protect BCHC and the insurance carrier are found at the bottom of the certificate request.

Each Unit should establish an insurance coordinator known to the BCHC Insurance Director. The Unit’s insurance coordinator should contact the Insurance Director for clarification and direction when there is any doubt.

Historical Footnote

The first BCHC rendezvous (convention) was held at the Convention Center in Visalia, California on April 15 and 16, 1988. There were only 6 Units organized at that time which were: Tulare-Kings (now High Sierra), Kern (now Kern Sierra), Kern River Valley, San Joaquin, Merced, Madera (now San Joaquin Sierra), Mother Lode and the newly formed Mid Valley. In order to finance the convention each Unit was asked to commit \$100 for a booth space. This provided the start up money. The event was deemed a success and the format with only minor variation remains the same today.

Special Awards Program

BEN YORK TRAILBLAZER AWARD:

This award is presented each year to the member who, in the eyes of the judges (BCHC Past Presidents), blazed new trails in some facet of the operations of the organization. Any member may nominate, by letter, anyone he or she feels has demonstrated qualities of a “trail blazer”. The award was created in honor of Dr. Ben York, Jr., DVM who rode the entire length of the Pacific Crest Trail in the spring, summer and fall of 1992. His ride took place during the last year of his BCHC Presidency. Dr. York rode the PCT to promote trail riding and the goals and purposes of Backcountry Horsemen.

UNIT VOLUNTEER SERVICE AWARD:

This award is presented to the Unit that completed the most outstanding service record for the year. Each Unit prepares a complete report of the year’s activities, using the Volunteer Service Hours Report form. The judges (BCHC Past Presidents), with support from the BCHC 2nd Vice President, select the Unit that they feel stood out over all other entrants in the competition.

MAX AND IRENE COCHRAN JOURNALISM AWARD:

The Unit and its newsletter editor are selected for the quality of their newsletter based on the following criteria: Content 70%, Appearance 20%, Consistency 10%. Content includes: Substance, Interest, Variety, Completeness (Unit’s name, Issue month/year, list of Officers, a calendar, etc), Timeliness, and Accuracy. Appearance includes: Overall, Format, and Type. Consistency includes: Frequency (monthly quarterly other).

TOP HAND AWARDS:

Every year each Unit President selects an individual that, in the President’s estimation, provided the greatest service to the President and to his/her Unit. The award itself is a stainless steel cup engraved with the year and name of the recipient. The selection is not necessarily made from Unit Officers or Board of Directors. This award was first presented at the 1988 Convention and continues to be a popular award.

GENTLE USE PINS:

Gentle Use Points are earned by individuals attending certain educational events. The points are cumulative over the years. Records for each individual are kept and when 50 points have been accumulated a Green Gentle Use Pin is presented. When 100 points have been earned a Sterling Silver Gentle Use Pin is awarded. Further Silver Pin Awards are available for those

that earn 250 points and more.

BCHC EDUCATION AWARD:

The education efforts of individuals and Units throughout the state are deserving of special recognition. Education is a cornerstone and integral part of the organization's purpose. Individuals and Units who go the extra mile in their education efforts should be rewarded. The Backcountry Horsemen of California are proud to sponsor annual awards given to the outstanding individual and the outstanding Unit for their education programs. The awards program is as follows:

- A letter will go to all Unit Presidents and Education Chairs on October 1st with a nominating form.
- The form will be due at the State Board meeting in October, or it could be submitted by mail no later than October 31.
- An awards committee will make the selection. This committee will be made up of 3 individuals from the BCHC Education Committee, selected at random.
- The nominations will be submitted to the Education Steering Committee by 10/31. They will be forwarded to the Awards Chair, to be taken to the selection committee.
- The final selection will be made by 12/31.
- The awards will be presented at the following Rendezvous in March.
- \$150 will be allocated for the individual award and \$150 to the Unit award.

The Selection Criteria for the awards is:

Individual Award

- Someone who has demonstrated unique, creative and innovative education programs.
- Someone who has used different methods or made a variety of presentations.
- Someone who has reached a variety of age groups.

Unit Award

- A Unit that promotes education using teamwork.
- A Unit that participates in a variety of events, such as (but not limited to): parades, fairs, pack clinics, special events, etc.
- A Unit that has members who have participated in state-sponsored programs such as the Gentle Use Program, the Wilderness Rider Program, the LNT Masters program, etc.
- A Unit that has members who contribute articles for Unit, state and/or the education newsletters.

The nominating form used for other BCHC Awards will be modified to include the Education Award.

The selection committee will evaluate the nominating forms, as well as review the Education Summary Reports, which are submitted in March and October. **Forms to be submitted no later than 10/31 to: State Education Chair.**

BCHC PUBLIC LANDS AWARD:

Historical, equestrian access and protection of the use and enjoyment of public lands trails is paramount.

The award recognizes:

- Individual effort for the person that has successfully employed congressional authorities with the agencies in preserving these historical uses.
- Individual accomplishment in obtaining funds for trail maintenance through grant writing or other means.
- Agency recognition for individual participation in securing trail maintenance.

The awards selection process is as follows:

- A letter will go to all Unit Presidents and Education Chairs on October 1st with a nominating form. The form will be due at the State Board meeting in October, or it could be submitted by mail no later than October 31.
- An awards committee will make the selection. This committee will be made up of 3 individuals from the BCHC Public Lands Committee, selected at random.
- The nominations will be submitted to the BCHC Public Lands Committee by 10/31. They will be forwarded to the Awards Chair, to be taken to the selection committee.
- The final selection will be made by 12/31.
- The award will be presented at the following Rendezvous in March.



BYLAWS OF THE BACKCOUNTRY HORSEMEN OF CALIFORNIA, INC.

ARTICLE I - NAME

The name of this organization shall be the Backcountry Horsemen of California Incorporated, hereinafter referred to as BCHC, Inc. and shall be incorporated under the laws of California as a non-profit public benefit corporation. This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c) (4) of the Internal Revenue Code. BCHC, Inc. will also follow the National Backcountry Horsemen of America Constitution for those areas of mutual interest. The governing body of the BCHC, Inc. shall be named the State Board of Directors, hereinafter referred to as State Board or BCHC, Inc. Directors.

ARTICLE II - OBJECTIVES AND PURPOSE

- To improve and promote the use, care and development of California backcountry trails, campsites, streams and meadows; to advocate good trail manners.
- To promote the conservation and utilization of our backcountry resources in concert with livestock transportation.
- To keep the backcountry trails and forage areas open to horsemen on all public lands.
- To keep current information before the Corporation membership and its local Units regarding new legislation or management plans related to government regulations of the backcountry.
- To support or oppose new proposals, plans and restrictions as related to the interest of horsemen and those persons interested in recreational stock use and enjoying the backcountry.
- To promote the interest of people who, due to health or physical factors, need transportation other than by foot on backcountry trails.
- To promote public awareness and interest in the historical aspect of horsemen and stock in the backcountry and to help educate backcountry users on ways to use the trail and forage in a manner that conserves the backcountry resources.
- To assist in keeping the public informed of the vital need for a clean backcountry.
- To promote a working relationship with and keep the work and interests of the Corporation before our local, state and federal officials.
- To assist in the formation and continuation of local Units to carry out these purposes.

ARTICLE III - OFFICE AND LOCATION

The principal office of the BCHC, Inc. for the transaction of its business is located in the City of Bakersfield in the County of Kern, California, located at 3120 Hosking Avenue, P.O. Box 40007, Bakersfield, CA 93384-0007.

The Board of Directors is hereby granted full power and authority to change the principal office of the BCHC, Inc. from one location to another in any county in California and notify all BCHC, Inc. Units in writing within 30 days of such action. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an amendment of these Bylaws.

ARTICLE IV - MEMBERS AND LOCAL UNIT STRUCTURE

Section 1 - MEMBERS

BCHC, Inc. has no members but shall have several classes of Unit members.

Classes of memberships are:

INDIVIDUAL Membership is defined as meaning only one person over the age of 18 years. An Individual Member is entitled to one vote.

FAMILY Membership is defined as individuals within one family unit residing at a single residence. Each Family Membership is entitled to two votes.

BENEFACTOR Membership is defined as a person or family unit. These memberships will be recognized with a plaque. Each Benefactor Membership is entitled to one vote per adult member; maximum of two votes.

PATRON Membership is defined as a person or family unit. These memberships will be recognized with a plaque. Each Patron Membership is entitled to one vote per adult member; maximum of two votes.

MT. WHITNEY Membership is defined as a person or family unit. These memberships will be recognized with a plaque. Each Mt. Whitney Membership is entitled to one vote per adult member; maximum of two votes.

ASSOCIATE Membership is defined as a person or family unit whose Parent Membership is either an Individual, Family, Benefactor, Patron or Mt. Whitney in one Unit, but wishes to be affiliated simultaneously with another Unit or Units. An Associate Member may vote only in his/her primary Unit. Associate Memberships shall be granted only to persons or family units holding a Parent Membership. Associate Membership shall be assigned the same membership number (DCTR) and they must expire concurrently with that Parent Membership. Associate Memberships do not count toward a Unit's total number of members for the purposes of determining representation on the State Board of Directors.

AFFILIATE Membership is defined as a 180 day limited membership for special application in association with BCHC, Inc. service work projects. An Affiliate Member will have no Unit voting privileges.

BCHC SPECIAL ADVOCATE status is a means of accommodating businesses and/or clubs wishing to contribute to BCHC, Inc., without affording voting and participation privileges of membership and without local Unit affiliation.

All memberships shall be in a Unit of the BCHC, Inc., and any member may designate his or her choice of local Unit to which he or she, or their family unit, wishes to be affiliated for the dues paying year. Individuals or family units who wish to belong in more than one local Unit must pay the annual Associate Membership fee for each additional Unit with which they choose to be affiliated.

Section 2 - DUES AND FEE STRUCTURE

All membership dues and corporate fees shall be paid to the BCHC, Inc. according to the fee schedule set forth in BCHC, Inc., Policy.

The yearly dues are payable by the end of the month during which the member joined of each year. The BCHC, Inc. fiscal year ends on December 31.

All dues notices are to be sent out by the BCHC, Inc., and the notice shall advise Unit members they are entitled to membership in one local Unit and that the correct amount of the dues and membership application should be sent directly to the BCHC, Inc. office.

The State Treasurer is responsible for collecting or causing to be collected all Unit membership dues and corporate fees. One half of each Individual or Family Membership dues shall be distributed to the appropriate

local Unit and the balance shall be retained by the BCHC, Inc.'s treasury as operating funds. This distribution to be done no later than five (5) days after the end of each and every month. The Treasurer must report or cause to be reported new Unit membership information, or note that there were no changes in the Unit membership roster to each Unit with the Unit's share of the dues collected.

Associate Memberships dues will be distributed as such: 1/3 to BCHC, Inc. and 2/3 to the local Unit.

Affiliate Memberships will be at no cost to the person working on the BCHC, Inc. service work projects.

Dues or fees collected from Patron, Benefactor and Mt. Whitney Memberships will be treated as Family Membership in calculation of rebate due the Unit and the BCHC, Inc. treasury will retain the balance. BCHC Special Advocate receipts shall be retained by the BCHC, Inc. treasury.

Renewal Unit member dues not paid by one month after their expiration date are delinquent. Those persons who are delinquent as of that time will be omitted from Unit membership and shall automatically cease being entitled to Unit membership benefits of any kind in BCHC, Inc. or of the local Unit that they designate. Associate Memberships will also be omitted if the Individual, Family, Benefactor, Patron or Mt. Whitney Membership has been omitted.

Section 3 - MEMBERSHIP MEETINGS

The BCHC, Inc. Officers and Directors shall set the date for an annual meeting of the total Unit membership. Any action, which requires approval by the Unit membership, shall require only a majority vote of those Unit members present at any regularly scheduled annual meeting. Approval by the Unit members shall also require approval of the BCHC, Inc. Directors.

Section 4 - LOCAL UNITS

All local Units must adhere to the policies and objectives of BCHC, Inc. and Back Country Horsemen of America (BCHA) as stated in the BCHC, Inc. and BCHA Bylaws. BCHC, Inc. Officers and Directors shall establish the policies, goals and management procedures of BCHC, Inc. and may delegate the implementation to ad hoc or standing state committees and to its local Units.

Section 5 - LOCAL UNIT STRUCTURE

The local Unit shall elect Officers and Director(s) to carry out the direction of BCHC, Inc. and the local Units shall establish their own procedures and rules for the election of those Officers and Director(s), unless directed to do otherwise by action of BCHC, Inc. Directors and Officers. Each local Unit shall formulate, adopt and be governed by Bylaws that have been approved by the BCHC, Inc. Directors. Any amendment to local Unit Bylaws must be submitted to the Executive Committee for recommendation to be considered by the BCHC, Inc. Directors.

Each local Unit shall by February 15 of each year prepare and render an annual report, including a financial statement for the past year, for BCHC, Inc. and forwarded to the Secretary of the BCHC, Inc. The forms for the annual report shall be provided to the Units in a timely manner by the State. Said forms shall be included in the Treasurer's section of the BCHC, Inc. Officer Training Manual and shall be distributed and explained during annual Officer Training in January.

If any Unit fails to comply with the accounting and reporting procedures herein, that Unit shall be deemed to have ceased operating as a Unit of BCHC, Inc., shall lose all BCHC, Inc. affiliation benefits and shall remain a suspended Unit until reinstated to affiliation by a majority of BCHC, Inc. Directors. All Unit members of a suspended Unit will be assigned to a Unit of their choice or the closest Unit to their designated address.

ARTICLE V - DIRECTORS

Section 1 - UNIT REPRESENTATION

BCHC, Inc. Directors of the Corporation shall be composed of one or more Directors from each Unit. Each Director must be a member of a Unit of BCHC, Inc. and have designated the local Unit that selected them as its Director. It shall be left up to each local Unit to select its Directors. Each local Unit must be represented by at least one of its Directors for ~~at least one of the~~ two consecutive regular meetings to be held each year by the BCHC, Inc. Directors. If any Unit fails to have at least one of its Directors attend ~~at least one of the~~ two consecutive regularly scheduled BCHC, Inc. Directors meetings, that Unit shall be deemed to have ceased operation as a Unit of BCHC, Inc., and shall automatically lose all BCHC, Inc. affiliation benefits and shall remain a suspended Unit until reinstated to affiliation by a majority of the BCHC, Inc. Directors. Each local Unit shall, by January 15 of each year, notify the BCHC, Inc. Secretary of the names, addresses and telephone number of their Directors for the next year.

Section 2 - PRORATION OF DIRECTORS

Each Unit of one hundred fifty (150) Unit members or less is entitled to select one representative to sit on the BCHC, Inc., Board of Directors.

A local Unit is entitled to select one additional representative for each one hundred fifty (150), or fraction thereof, of additional certified Unit members that appear on the official BCHC, Inc., State Roster of Unit Members as of December 31 of each year. The BCHC, Inc. Directors shall certify all Unit memberships

Section 3 - DIRECTORS' TERM OF OFFICE

BCHC, Inc. Directors shall hold office for the term of one year but may be selected for additional terms according to the Bylaws of the individual Unit they represent.

Section 4 - COMPENSATION

BCHC, Inc. Directors shall serve without compensation. The Directors may, from time to time, be allowed and paid their actual and necessary expenses incurred in attending any meetings of the BCHC, Inc. Directors and other reimbursements that they may have in connection with carrying out the specific duties of their office.

Section 5 - REMOVAL OF DIRECTORS

Removal for Cause - BCHC, Inc. Directors may declare vacant the office of a Director who has failed to attend two (2) consecutive meetings of the BCHC, Inc. Directors, or a Director whose membership has lapsed due to non-renewal, in accordance with ARTICLE IV, Section 2.

Removal Without Cause - Any BCHC, Inc. Director may be removed without cause if such removal is approved by two thirds (2/3) majority of the total BCHC, Inc. Directors within the meaning of Section 5032 of the Corporations Code. Written notice will be given to the Unit of any such action.

Section 6 - RESIGNATION OF A DIRECTOR

Any BCHC, Inc. Director may resign on giving written notice to the President of the BCHC, Inc. Directors.

When possible, vacancies on the Board will be filled according to the Bylaws of the member BCHC, Inc. Unit. If necessary the Executive Committee may appoint an interim successor from that same Unit who shall serve until the next regularly called BCHC, Inc. Directors meeting. There is no prohibition against that person becoming an elected BCHC, Inc. Director in the next term.

Section 7 - VACANCIES ON THE BOARD

Vacancies on the BCHC, Inc., Board of Directors shall exist on death, resignation or removal of any BCHC, Inc. Director; whenever the number of BCHC, Inc. Directors authorized is increased; whenever a BCHC, Inc. Director designated by a local Unit becomes disenfranchised by virtue of that Unit ceasing to exist as a Unit; whenever a new Unit is added to the State organization; or upon the failure of the Unit members to select the full number of BCHC, Inc. Directors authorized. Vacancies on the Board of Directors may be filled, except for the case of a resignation of a Director, by approval of a quorum of the State Board attending any meeting as provided for in these Bylaws. When possible, vacancies on the State Board will be filled according to the Bylaws of member BCHC, Inc. Units. Notification of such action will be sent to the BCHC, Inc. Secretary prior to the next BCHC, Inc. Directors meeting.

ARTICLE VI

Section 1 - MEETINGS

A meeting of the BCHC, Inc. Directors may be called by the President or any Vice President or Secretary or any two BCHC, Inc. Directors with a 45-day written notice to all BCHC, Inc. Units. The meeting of BCHC, Inc. Directors may be held at any location designated by the person or persons calling the meeting.

The regular meetings of BCHC, Inc. Directors shall be held, with notice, not less than two (2) times a year.

Additional meetings of the BCHC, Inc. Directors may be called by the President or any Vice President or Secretary or any two BCHC, Inc. Directors with a 45-day written notice to all BCHC, Inc. Units. The reason and/or agenda for the additional meeting shall be included in the written notice and shall be the only business transacted at that meeting.

Notice of additional meetings need not be given to any Unit that signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting. All such waivers, consents and approvals shall be filed with the BCHC, Inc. records or made a part of the minutes of the meeting.

Section 2 - QUORUM

A majority of the total BCHC, Inc. Directors must be present at any regular or additional BCHC, Inc. Directors meeting called in accordance with these Bylaws to constitute a quorum of the BCHC, Inc. Directors for the transaction of business thereof.

Section 3 - CONDUCT OF MEETINGS

The President of BCHC, Inc. shall preside at the meetings of the BCHC, Inc. Directors. In the President's absence the First Vice President shall preside. In the absence of both the President and the First Vice President, any BCHC, Inc. Director designated by the President shall preside.

Members of the BCHC, Inc. Directors may participate in a meeting through conference telephone or similar communication equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting.

Section 4 - ADJOURNMENT

A majority of BCHC, Inc. Directors present may adjourn any meeting to another time or place. If the meeting is adjourned for more than 24 hours, notice of the adjournment to another time or place shall be given prior to the time of the adjourned meeting to the BCHC, Inc. Directors who are present at the time of adjournment.

Section 5 - EMERGENCY MEETING

Any emergency action required or permitted to be taken by the BCHC, Inc. Directors may be taken without meeting, if two thirds (2/3) of BCHC, Inc. Directors individually or collectively consent in writing to such action. Such action by written consent shall have the same force and effect as the unanimous vote of such BCHC, Inc. Directors.

ARTICLE VII – OFFICERS

TITLES, APPOINTMENTS, AND DUTIES

The Officers of BCHC, Inc. shall be the President, First Vice President, Second Vice President, Vice President of Public Lands, Vice President of Education, Secretary, Treasurer, two (2) National Board Representatives, plus one (1) alternate, which shall serve only in the absence of either National Board Representative. The BCHC, Inc. Directors may create such other Officers with such titles and duties as shall be determined by the BCHC, Inc. Directors and necessary to enable it to sign documents or conduct normal business. Only one BCHC, Inc. office shall be held by the same person. Only two BCHC, Inc. Officers shall be chosen from any one BCHC, Inc. Unit. .

The Officers of BCHC, Inc. shall be elected by and shall serve at the pleasure of the BCHC, Inc. Directors, and no Officer shall serve more than two consecutive terms in the same position unless specifically approved by the BCHC, Inc. Directors.

Election of Officers will take place at the Fall Meeting of the BCHC, Inc. Directors, and Officers shall serve from January 1 to December 31 of the following year with the exception that the (2) National Director Representatives shall be elected to serve staggered two-year terms for continuity. An Alternate National Board Representative shall also be elected for a two-year term.

The President shall be the chief executive Officer of the BCHC, Inc. and shall supervise and direct the business and affairs of BCHC, Inc; preside at all meetings of the BCHC, Inc. Directors except as provided by these Bylaws and perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation or by these Bylaws, or which may be prescribed from time to time by the BCHC, Inc. Directors.

In the absence of the President, or in the event of his or her inability or refusal to act, the First Vice President shall perform all the duties of the President. The First Vice President shall have such power and perform such other duties as may be prescribed by law or as may be prescribed by the BCHC, Inc. Directors.

The Second Vice President shall have such other power and perform such other duties as may be prescribed by law or as may be prescribed by the BCHC, Inc. Directors.

The Secretary shall keep or cause to be kept at the principal office of the BCHC, Inc. or such other place as the BCHC, Inc. Directors may order, a book of minutes of all meetings of the BCHC, Inc. Directors. The Secretary shall perform such other further duties as prescribed by law or as may be prescribed or required from time to time by the BCHC, Inc. Directors. In addition, pursuant to California Corporation Code Section 9510(a)(3), the Secretary shall keep or cause to be kept, BCHC, Inc. Unit membership records.

The Vice President of Public Lands will be elected by the BCHC, Inc., Board of Directors and will have a vote on the Executive Committee. He/She will chair the Public Lands Committee and shall have such other power and perform such other duties as may be prescribed by law or as may be prescribed by the BCHC, Inc. Directors.

The Vice President of Education will be elected by the BCHC, Inc., Board of Directors and will have a vote on the Executive Committee. He/She will chair the Education Committee and shall have such other power and perform such other duties as may be prescribed by law or as may be prescribed by the BCHC, Inc. Directors.

The Treasurer of BCHC, Inc. shall be bonded and shall keep and maintain in written form adequate and correct books and records of accounts of the business transactions and property of BCHC, Inc., including accounts of the assets, liabilities and receipts, disbursements, gains and losses. The books and records of accounts shall be open to inspection by any member. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of BCHC, Inc. with such depositories as may be designated by the BCHC, Inc. Directors. The Treasurer shall disperse the funds of BCHC, Inc. as ordered by the BCHC, Inc. Directors and shall render to the BCHC, Inc. Directors a Treasurer's report at each regular meeting of the BCHC, Inc. Directors. The Treasurer shall prepare all financial records and make them available for the annual independent audit. The Treasurer shall perform other and further duties as may be required by law or as may be prescribed or required from time to time by the BCHC, Inc. Directors and these Bylaws. Such duties also include making timely rebates to the local Units of moneys due them generated by the collection of dues and fees.

An Executive Secretary may be appointed by the BCHC, Inc. Directors to serve under the direct supervision of the Officers and the BCHC, Inc. Directors to carry out all duties that may be assigned to that position.

Any Officer may resign at any time on written notice to BCHC, Inc. Directors. Officers may be removed from office by a resolution to that affect, duly adopted by an affirmative vote of two-thirds (2/3) of the active BCHC, Inc. Directors present and voting in a duly constituted meeting of the BCHC, Inc. Directors called for that purpose. The Officer shall be given 30-day written notice of the contemplated action.

ARTICLE VIII - STANDING COMMITTEES

The BCHC, Inc. shall have three (3) standing, operational committees. The standing committees shall operate at the pleasure of BCHC, Inc. Directors, and submit annually at the first BCHC, Inc. Directors meeting of the year an operating budget and an operating plan for their approval.

EXECUTIVE COMMITTEE: The BCHC, Inc. Officers and immediate past President shall constitute the Executive Committee to assist the President in management of BCHC, Inc. normal daily business between BCHC, Inc. Directors meetings as defined by the State Board of Directors. All Executive Committee meetings will be open to any BCHC, Inc. member to attend. The Executive Committee may go into Closed Session when necessary. No decision may be made in Closed Session. The President and/or the Executive Committee can only recommend BCHC, Inc. policy, procedures and guidelines to the BCHC, Inc. Directors for approval. The Executive Committee will arrange for an annual independent audit of the Treasurer's records.

The **PUBLIC LANDS COMMITTEE** shall be directed by the Vice President of Public Lands and report to the President on day to day issues and to BCHC, Inc. Directors on significant public lands issues. The Vice President shall manage the committee under approved guidelines of the BCHC, Inc. Directors. The committee shall consist of one member from each BCHC, Inc. Unit selected as the Unit's representative and will be a voting member.

The **EDUCATION COMMITTEE** shall be directed by the Vice President of Education and report to the President on day to day issues and to BCHC, Inc. Directors on significant education programs. The Vice President shall manage the committee under approved guidelines of the BCHC, Inc. Directors. The committee shall consist of one member from each BCHC, Inc. Unit selected to serve as the Unit's representative and will be a voting member of the committee.

ARTICLE IX - PARLIAMENTARY AUTHORITY

All meetings shall be conducted under Robert's Rules of Order (current revision) providing that those rules do not conflict with the BCHC, Inc. Articles of Incorporation or these Bylaws.

ARTICLE X - AMENDMENTS

These Bylaws may be amended at any meeting of the BCHC, Inc. Directors by any affirmative vote of two thirds (2/3) of BCHC, Inc. Directors in attendance. Amendments must be presented in writing at the previous regular meeting.

ARTICLE XI - ASSETS DEDICATION AND DISSOLUTION

The property of BCHC, Inc. is dedicated to the specific purposes as set forth in the Articles of Incorporation and no part of the net income or assets of this organization shall ever inure to the benefit of any BCHC, Inc. Director, Officer or member thereof, or to the benefit of any private persons.

Upon the dissolution of BCHC, Inc. Directors, its assets remaining after payment of, or provision for payment of, all debts and liabilities of BCHC, Inc., shall be distributed to the California Historical Society, a nonprofit corporation.