





POLICY FOR FORMATION OF A NEW BACKCOUNTRY HORSEMEN UNIT

Purpose: To give guidance to individuals/groups who would like to form a new Unit of Backcountry Horsemen of California (BCHC) in a specific area.

Persons wishing to form a new Unit of BCHC must first complete the “Intent to Form a New Unit” form included in the packet “Starting a New BCHC Unit” which can be found on the website. They should study the entire packet in detail and understand the requirements prior to completing and submitting the form.

The BCHC, Inc. Board of Directors will review the information submitted and vote either at a regular State meeting or by electronic vote whether to approve or deny the intent. The individual/group wishing to form a new unit may be allowed to attend a regular state meeting to speak to the Board of Directors as to why they feel this new Unit is viable. They must notify the BCHC President and Secretary 40 days prior to the meeting if they wish to appear and speak.

In making the decision, the Board of Directors shall consider the following:

-  Is there another Unit close by that could have their potential membership impacted by forming this new unit? Those units will be consulted.
-  Is there potential for the Unit to grow in their area, with enough like-minded people who may join?
-  Do they subscribe to the mission and goals of the BCHC organization?
-  Have they included documentation that they have completed the first 6 steps listed in “Starting a New BCHC Unit” – “How to Take the Next Steps.”

Following the vote, the State Secretary shall send by email and by US mail a letter from the President informing the group submitting the form whether they may go forward or state the reasons they do not believe the group should go forward at this time.

If the Intent to Form a New Unit is approved: the acceptance letter packet shall include copies of the following BCHC Documents:

1. State Bylaws
2. Strategic Plan
3. Policies
4. Leadership Resource Manual

The new Unit shall be added to the Directory of State and Unit Officers as soon as they have their first election.

If the Intent to Form a New Unit is denied, the letter must give concrete and logical reasons why it was denied and offer suggestions on how to re-apply in the future.

Here are the steps that are to be followed when forming a new unit:

5. If you have the interest of at least 10 people who are willing to become new members of BCHC, complete the form “Intent to Form a New Unit” which can be found on the BCHC website. **Received**
6. Return the form to the President of BCHC for approval by the Executive Committee to move forward. **If we vote yes.....**

CONGRATULATIONS! You are on your way to establishing a new Unit of BCHC –
What to do next?

1. Time to hold a second meeting inviting everyone from the first meeting as well as any friends they may want to bring with them. Advertise the meeting where you can attract the attention of like-minded people. Flyers, posters, newspaper, etc. To reach people at other horse organizations, post at stables, feed stores or horse events.
2. Give them a phone number or email to contact with questions.
3. Chose a place with will fit everyone comfortably. Free rooms may be available at schools, libraries, churches, businesses, or public community buildings. Prepare a presentation for 25 to 40 people. Serve refreshments. Print handouts from the BCHC website that may be of interest. Contact the BCHC Newsletter Editor to see if you can acquire some BCHC newsletters. Have the BCHC State bylaws available as well as BCHC policies which you can obtain form the State BCHC Secretary.
4. Wear name tags, create some social time to interact prior to the presentation. Handout membership applications.
5. Create an agenda for the meeting which should include:
 - ☐ Purpose of the meeting
 - ☐ Discussing the mission and objectives of BCHC
 - ☐ Completing the requirements to become a functioning BCHC Unit:
 - a. Chose a Unit name that reflects your area or purpose.

- b. Select an address to use for the Unit.
- c. Elect interim officers and state how long they will serve.
- d. Appoint a committee to begin the process of writing bylaws. Samples are available upon request to the BCHC State Secretary. All unit bylaws must comply with the State Bylaws.
- e. Decide when to open a bank account and accept any donations toward the initial operating costs.
- f. Collect membership applications and money for dues to be sent to BCHC Vice President of Membership (You need at least 10 members to join).

Upon completion of the bylaws, hold your first official meeting to adopt the bylaws. Elect permanent officers (in accordance with the bylaws). Establish committees & chairpersons. Complete a Unit directory with names phone numbers and email addresses. Decide on a schedule for future meetings.

- 7. Continue to solicit new members.
- 8. Write a letter to the President of BCHC requesting that your new Unit be approved at the next Board of Directors meeting (these are held in February and October). Attach your bylaws, your roster of officers with contact information, the minutes of the meeting where you held elections and approved the bylaws and if you have a logo or letterhead include that also.