

**STANDING RULES**  
**of the**  
**BLACK FOREST TRAILS ASSOCIATION, INC.**

No. 1 – The guidelines outlined in the Standing Rules must remain consistent with and secondary to the BFTA’s Bylaws.

No. 2 – The geographic borders of the Black Forest Trails Association all lie within El Paso County. They are County Line Road on the north, Bradshaw Road on the east, Woodmen Road on the south, and Interstate 25 on the west. These boundaries are consistent with the Black Forest Planning Area and include a portion of the Tri-Lakes and Falcon Planning Areas.

No. 3 – The registered agent is Robert Warren whose address is:

411 S. Tejon Street, Suite E  
Colorado Springs, CO 80903

No. 4 – The principal mailing address is:

P. O. Box 88041  
Colorado Springs, CO 80908

No. 5 – The dues of the BFTA will be: \$15 for Regular (individual or household); \$30 for Club or Business; and \$50 for Donor. Note: Club, Business and Donor members will be listed in the newsletter and on the website. Membership runs from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. New members who join at the Black Forest Festival or in the last quarter of the year shall be considered members in good standing for the following year. (Also see Bylaws Article 2). Regular members may pay a one-time fee of \$150 (10 times the current annual dues) and receive BFTA membership for life.

No. 6 – The BFTA will conduct a minimum of six regular Board of Directors meetings, one of which will include the annual general membership meeting, every calendar year. These meetings will be open to all members of the Black Forest Trails Association.

No. 7 – The BFTA Executive Committee will consist of the President, the Vice President of Administration, the Vice President of Government, the Treasurer, Secretary, and Past President.

No. 7A – The Executive Committee, at the direction of the Board of Directors, may take action on prescribed issues without convening a full Board of Directors meeting.

No. 8 – The BFTA will follow the attached organizational chart.

No. 8A – Zone Leaders will:

- a) Work with members and non-members to further the development and delineation of open trails in their zone and throughout the Black Forest;
- b) Act as a liaison between members and non-members in their zone;
- c) Represent zone members’ interests at all BFTA meetings (note that all meetings are open to members);
- d) Support the BFTA’s goals by participating in a variety of activities (special events, public

meetings, etc.).

No. 8B – Membership Chairman will:

- a) Prepare and update the membership application each year;
- b) Send a renewal reminder to all members by February 1st;
- c) Keep mailing labels updated;
- d) Prepare a current membership report (address, zone, telephone number(s), list of officers, committee chairs, liaisons, etc.) for posting by May;
- e) Distribute updated membership information to the Board of Directors;
- f) Send all membership checks promptly to the treasurer;

No. 8C – Government Liaisons will:

- a) Report to and take direction from the Vice President of Government;
- b) Establish positive working relationships with key department personnel;
- c) Attend meetings of the appropriate advisory boards when issues relevant to the mission of the BFTA are scheduled for discussion;
- d) Represent the BFTA's position at public meetings and to department personnel as appropriate;
- e) Report on their activities at BFTA meetings.

No. 8D –Newsletter Editor will:

- a) Work with the President/Vice President of Administration to establish publication dates, deadlines and content;
- b) Have the final newsletter proofed and approved by the President prior to publication and distribution.

No. 8E – Public Relations chair will:

- a) Work with the President and Vice President of Administration to promote the BFTA through the media and other appropriate means;
- b) Develop PR tools to assist the membership chair and others on the board in the promotion of the BFTA as needed.

No. 8F – Community Liaisons will:

- a) Represent the BFTA in their specific community and represent their community at BFTA meetings;
- b) Work with zone leaders to create and maintain open trails in their community;

No. 8G – Website Committee

- a) The goal of the Association website is threefold: 1) to provide valuable resources to existing members, 2) to create a credible online presence to non-members with the goal of engaging them to become members, and 3) to create a mechanism of public outreach to publish findings, research, public policy, and other information to stakeholders.
- b) The committee will maintain the content of the website on a regular basis, including events,

photos, documents and other items of interest to visitors and stakeholders. This includes interfacing with the Board of Directors and other committees to ensure timely publishing of website content.

- c) The Committee will work with the website hosting vendor to ensure that the website software is up-to-date to prevent any security issues.
- d) The Committee will consult with the Board of Directors on the technical and online direction of the Association, including such issues as website design / technologies, social media integration, mobile web presence, Cloud based services, etc.

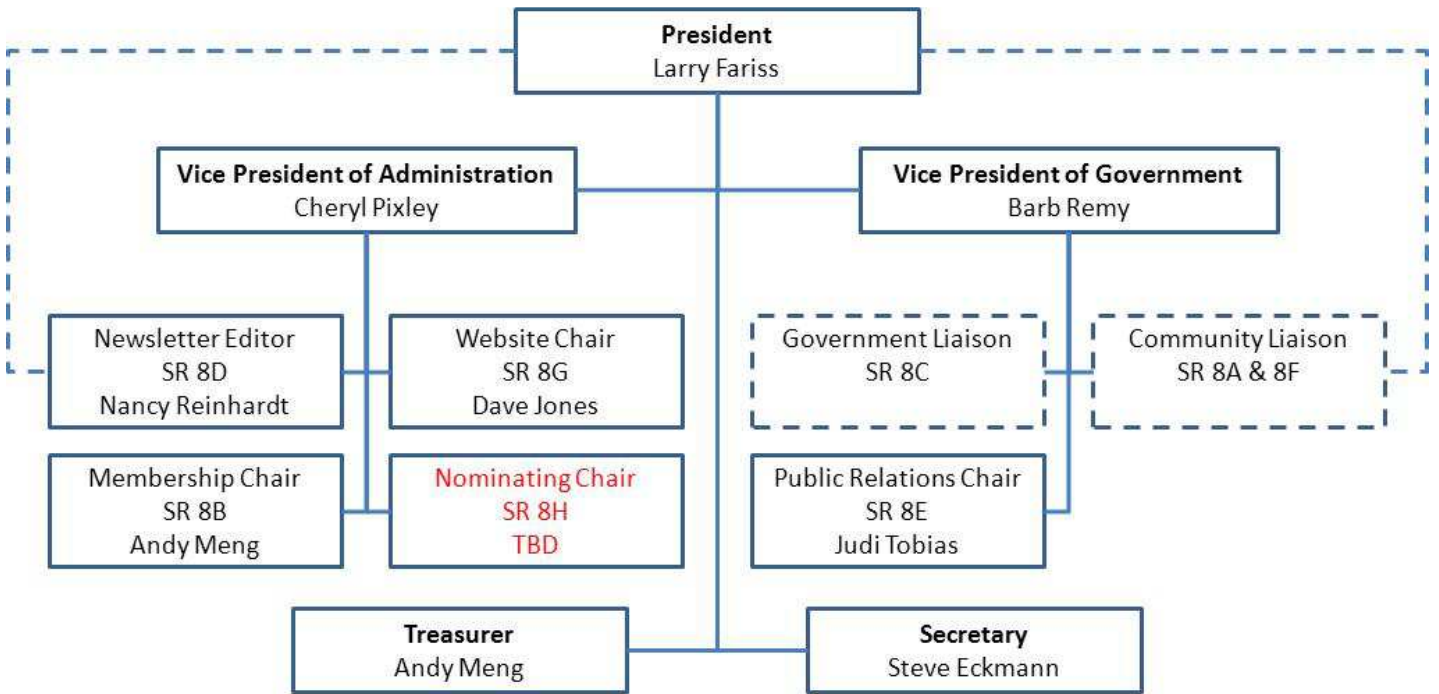
No. 8H – Nominating Committee

- a) Organize the annual general membership meeting, including arranging for announcements in the BFTA newsletter and on the BFTA website.
- b) Solicit nominations to fill officer positions and open at-large positions.
- c) Prepare the ballot and ensure that it gets posted on the BFTA website or gets mailed to current members.

No. 9 – The annual general membership meeting shall occur every year in Black Forest, combined with one of the six scheduled Board meetings, at the Board’s discretion. Organized by the nominating committee, the meeting will be publicized in the BFTA newsletter. Ballots, along with a meeting notice, will be mailed to members at least two weeks prior to the regular annual meeting. The agenda of the regular annual meeting will consist of a business meeting, which will include the election of new board members and social time.

**Date Accepted** \_\_\_\_\_

## BFTA Organization Chart



Notes:

- Boxes with dashed borders indicate vacant positions.
- The dashed line indicates coordination.
- SR 8n refers to Standing Rule Number. (e.g., SR 8B refers to Standing Rule No. 8B – Membership Chairman).