

# **Bylaws of the Saluda River Chapter of the North American Versatile Hunting Dog Association**

## **Article I - Name and Purpose**

### **Section 1 - Name**

The name of this organization is the Saluda River NAVHDA Chapter, Inc., (hereafter "the Chapter") is a Chapter of the North American Versatile Hunting Dog Association.

### **Section 2 - Purpose**

The purposes of this organization are to foster, improve, promote, and protect the versatile hunting dog in South Carolina as well as in North America by such activities as:

- a. Conducting an annual series of training days to assist members in developing the handling skills they need to train their dog(s) to perform desired skills in the field.
- b. Conducting hunt tests for the versatile breeds according to the test standards of the North American Versatile Hunting Dog Association.
- c. Cooperating with other hunting dog clubs and hunting dog breed clubs that wish to run sanctioned tests under the rules of NAVHDA
- d. Sponsoring additional training clinics to assist handlers in training their dogs for both hunting and tests.
- e. Sponsoring other activities of interest to members.
- f. Sponsoring events to raise funds to assist in financing tests and training clinics.
- g. Promoting the use of the versatile hunting dog breeds to other hunters and sportsmen, including novice hunters and youth.
- h. Actively promoting ethical, sportsmanlike conduct in the field during training and testing; requiring observance of game laws and regulations.

## **Article II - Membership and Dues**

### **Section 1 - Membership**

- a. Active membership will be open to all persons eighteen (18) years of age or older who subscribe to the purpose of NAVHDA.
- b. An active member is defined as a member who has paid the annual dues in full for the current year and contributes to the good of the Chapter.
- c. Membership in the parent organization (NAVHDA) shall be a prerequisite to membership in the Saluda River Chapter. Failure to maintain active membership in NAVHDA International will automatically suspend chapter membership.
- d. Family Memberships shall include spouses and member children.
- e. Membership in the Chapter is required to participate in Chapter training days. The Chapter or members may extend the opportunity for a non-member to participate in two (2) training days prior to joining the Chapter to evaluate the benefits of membership.

## Section 2 - Dues

- a. Membership dues for individual and family memberships shall be established annually by the Chapter Board of Directors and will be for a full calendar year.
- b. The dues rates shall be announced at the annual meeting.
- c. Dues are to be paid by January 31.
- d. Members who join the Chapter after July 1 and pay the full dues rate shall be deemed paid for the balance of that year and the next succeeding year.

## Section - 3 Voting Rights of Members

- a. Each membership of this chapter 18 or older (single membership or family membership) shall be entitled to one vote provided their dues are current. The primary member shall be the designated voting member for a Family Membership.

## Section - 4 Termination of Membership

- a. Membership will be considered terminated if the member's dues remain unpaid after March 1.
- b. Any Chapter member that is more than thirty (30) days late in paying dues as of the date of any Chapter meeting may not vote during that Chapter meeting.
- c. Unpaid members may not attend any more than two (2) training sessions.
- d. Expulsion. The Board of Directors of the Chapter after a hearing, may terminate the membership of any member for good cause shown, such as a violation of rules, misconduct, any action determined by the Board of Directors to be harmful or bring discredit to the Chapter and NAVHDA or any action contrary to the conduct of a sportsman who respects and conserves the natural environment. Prior to final action by the Board of Directors, the person in question shall be given an opportunity to present their case to the Board. If the decision is to expel, no refund of dues shall be made.

## Article III - Board of Directors

### Section 1 – Makeup of the Board of Directors

- a. The Chapter Board of Directors shall consist of the Executive Committee and 3 appointed directors (Training Director, Test Secretary and one Member-at-Large).
- b. The Executive Committee shall consist of four elected members (President, Vice President, Secretary and Treasurer).

### Section 2 - Duties of the Board

- a. **President** - The President shall have general supervision, direction, control of the business and affairs of the Chapter. He shall preside at all meetings of the members. The President shall act as the principal interface between the Chapter and NAVHDA.
- b. **Vice President** - In the absence or disability of the President, the Vice President shall perform all the duties of the President and in so acting shall have all the powers of the President. The Vice President shall have other powers and perform other such duties as may from time to time be prescribed by the President.
- c. **Secretary** - The Secretary shall keep full and complete records of the proceedings of the elected Directors, shall make service of such notices as may be necessary or proper, and shall discharge such other duties as may be prescribed by the President.
  - a. The Secretary shall prepare the Annual Report for submittal to the SC Secretary of State. The appropriate SC tax form must be filed and the \$25 annual fee be

- paid.
  - b. Maintains a membership list and mailing list
  - c. Shall supervise the keeping of records of the chapter,
- d. Treasurer – The Treasurer shall receive and safely keep all funds of the Chapter and deposit them in the bank(s) designated by the Executive Committee.
  - a. Receives all incoming funds for the Chapter.
  - b. Pays all bills due by the Chapter.
  - c. Maintains the Chapter checking account.
  - d. Provides a Treasurer's report at all meetings.
  - e. Maintains all financial records as required.
  - f. The Treasurer shall oversee the preparation of the Chapters State and Federal Tax Forms.
- e. Training Director – is responsible for the organization and operation of all training events held by the Chapter.
  - a. Appoint event chairmen for training events as necessary.
  - b. Assists Chapter members with solving training problems.
  - c. Organizes training days, generally held on the xxx weekend of the month.
- f. Test Secretary – is responsible for registering the selected test dates with NAVHDA, securing judges, soliciting test volunteers, accepting test registrations and organizing test preparations and test day activities.
- g. Member-at-Large – represents the body of the chapter membership and performs duties assigned by the President.

## Section 2 - Participation in Chapter Events

- a. Board members are expected to participate in all Chapter Board meetings. If a Board member is unable to attend the Annual Meeting, he or she may designate the President to offer his or her vote by proxy.
- b. Board members are expected to participate at tests, training days, clinics and other events at least but not limited to the capacity of their position. If a board member is unable to attend an event, it is the sole responsibility of the board member to assign a qualified chapter member to fulfill their duties at the event.
- c. At least one board member must be in attendance at each chapter event.

## Section 3- Vacated Board Positions

Should a vacancy occur on the Board of Directors, the remaining Board members shall fill the duties of that Board member. For the Board members not serving as a position on the Executive Committee, it will be the responsibility of the Executive Committee to fill that position (I.E. Test, Secretary, Training Coordinator, Website Administrator, and At Large Member. Should a vacancy occur on the Board of Directors for a position on the Executive Committee, the Secretary shall conduct an election to fill the open position on the Committee. Such election shall follow the procedure to allow members to nominate and vote for Committee Member(s) to fill the existing vacancy until the next scheduled election. The Officers shall be responsible for conducting and insure the validity of the election.

## Section 4 - Compensation

The Board of Directors of the chapter shall receive no compensation for their services as Board

members. The Board Members may be reimbursed for personal funds spent in conducting chapter business. A detailed outline of these expenses will be distributed to the membership with the annual treasury report.

#### Section 5 - Frequency of Elections

Every two (2) years the members of the chapter shall elect the four (4) members of the Executive Committee. The Test Secretary, the Training Director, the Website Administrator, and the At-Large member will be assigned or reassigned by the Executive Committee respectively.

#### . Section 6 - Terms of Office

The Executive Committee members shall hold their offices for a period of two (2) calendar years commencing on January 1, following their election, and ending on December 31, two (2) calendar years thereafter.

#### Section 7 - Nominations

The Secretary shall solicit the membership in writing for nominations for the members of the Executive Committee by October 1 of the second calendar year. Membership will be required to return nominations by October 15 and the Secretary is required to list all nominations on a ballot for each office and submit said ballot to the membership by November 1. Ballots must be returned to the Secretary by November 15. The Secretary will total the results and send the results to the membership by December 1. The ballots will be retained by the Secretary for a period not less than three (3) months and any member may review those ballots upon written or oral request to the Secretary.

#### Section 8 - Eligibility

All persons who have been a member of the Chapter for a minimum of two consecutive years at the time of their nomination shall be eligible to become a nominee for election to the Executive Committee.

### **Article IV - Chapter Meetings**

#### Section 1 – Member Annual Meetings

The Chapter shall meet annually at such time and place as designated by a majority of the Board of Directors. The Board may, at their discretion, designate the time and place of additional meetings to conduct Chapter business. A quorum shall occur when a simple majority of the Board of Directors and any number of members of the chapter are present at the annual meeting or other meetings called by the Board.

The purpose of the annual meeting will be to:

- a. Present Treasurer's report
- b. Appoint a delegate to the International meeting
- c. Vote on changes to the by-laws
- d. Present a proposed schedule for the following year's activities

The Board shall prepare and approve an annual meeting agenda, and the Secretary shall provide that agenda to members by email and posting on the website no later than 1 week prior to the annual meeting.

#### Section 2 - Board of Directors Meetings

The Board of Directors shall meet once every six months or as needed to discuss current business at hand such as test, clinic, demonstration dates, chapter merchandise orders, as well as a review of the chapter finances.