



## **Inland Empire NAVHDA Chapter Bylaws**

### Article I Purpose

#### Section 1.01 Purpose

The purpose of the Inland Empire Chapter of the North American Versatile Hunting Dog Association (NAVHDA) is to foster, improve, promote, and protect the versatile hunting dog in California as well as in North America. The chapter is a non-profit organization and promote good sportsmanship and game conservation by encouraging members and other hunters to use well trained and mannered dogs.

### Article II Membership

#### Section 2.01 Qualifications for membership

The active members of this club shall be those who have paid their annual dues to the chapter for the current year. Dues are due by Jan 31.

Memberships purchased in the last quarter of the year, will extend for the entire following calendar year.

Membership in North American Versatile Hunting Dog Association is required.

#### Section 2.02 Chapter Meetings

The members of the chapter shall meet as defined by the Board of Directors but no less than 2 times per year. The meeting times and venue will be designated

by a majority of the Board of Directors. The Board of Directors 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 bi-annual meetings or other meetings called by the Board of Directors.

#### Section 2.03 Board of Directors Meetings

The Board of Directors shall meet once every six month or as needed to discuss current business at hand. Some examples would be Chapter tests, clinic, demonstration dates, chapter merchandise orders, as well as a review of the chapter finances.

#### Section 2.03 Voting and other rights of members

Each member (single member or household membership) of this chapter shall be entitled to one vote.

#### Section 2.04 Annual Dues

Annual dues shall be set by the Board of Directors and shall be full calendar year dues. Such dues shall be payable by Jan 31st of each year. Members must pay yearly dues to the Chapter prior to participating in Chapter sponsored events. Such events include, but are not limited to: meetings, voting for Chapter Directors, training clinics, hunts at preserves, any type of shooting event, Chapter fund raising events, representation of the Chapter at any type of event, or any other event or function designated as Chapter sponsored. Members whose renewal dues are not submitted on or before Jan 31st of that year will be removed from the chapter mailing list on Feb 1st. Any new members who have

submitted their chapter membership dues after Oct 1st will not have to pay dues for the following year.

#### Section 2.05 Disputes

In the event of a dispute or grievance between or among members, and which is of such a serious nature as to damage the purposes or reputation of the Chapter, the President may appoint a committee consisting of at least three members of the Chapter, one of which shall be a member of the elected Board of Directors, who shall serve as Chairperson. The purpose of this committee shall be to gather facts and mediate the dispute. If no settlement can be reached by the efforts of the committee, the committee shall present the matter to the Board of Directors for final arbitration.

#### Section 2.6 Liabilities of Members

No person who is now, or who later becomes a member of this Chapter shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors shall look only to the assets of this Chapter for payment.

### Article III Board of Directors

#### Section 3.01 Number, Title, & Responsibilities of Directors

The Board of Directors shall consist of seven members until the number of Directors is changed by amendment to these BYLAWS. They shall be the President, Vice President, Secretary, Treasurer, Training Coordinator, Director of Chapter Operations and a Director of Publicity.

The President, Vice President, Secretary and Treasurer will be elected by the chapter membership and the Training Coordinator, Director of Chapter Operations and a Director of Publicity. Upon commencement of the president's term the Board of Directors (President, Vice President, Secretary and Treasurer) will appoint by a simple majority the Training Coordinator, Director of Chapter Operations and the Director of Publicity. In case of a tie or the inability to agree on selecting the Director at Large, the past president will be consulted to finalize the selection. If the past president is not able to be reached, then the past vice president will be contacted to finalize the selection, if not available a past Board member.

All Board Members, elected or appointed shall be full voting members with one vote each. No board member shall hold more than one office, appointed or elected, simultaneously.

#### Section 3.02 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.

#### Section 3.03 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.

#### Section 3.04 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, shall supervise the keeping of records of the chapter, and shall discharge such other duties as may be prescribed by the President.

#### Section 3.05 Treasurer

The Treasurer shall receive and safely keep all funds of the Chapter and deposit them in the bank(s) designated by the Directors. The Treasurer shall keep a written record and provide a yearly report of the funds received, deposited, or disbursed. The Treasurer shall have other powers and perform other duties as may be prescribed from time to time by the President.

#### Section 3.06 Director of Chapter Operations

The Director of Chapter Operations shall be a chapter member for at least one year and preferably familiar with the workings of the Board of Directors. They will assist or lead with chapter endeavors and special projects.

#### Section 3.07 Training Coordinator

The Training Coordinator shall be a chapter member for at least one year and preferably familiar with the workings of the Board of Directors. The Training Coordinator primary focus is to manage all aspects of training days and make sure the members training needs are being met to the best of his and the chapters ability.

#### Section 3.08 Director of Publicity

The Director of Publicity needs to be familiar and capable to with social media and responsible for upkeep, posting and keeping current chapter website's and social media sites of chapter activities and events.

### Section 3.09 Board of Directors Members

The Board of Directors shall consist of the elected Board of Directors and three members appointed by the Board of Directors via a majority vote into the position of Training Coordinator, Director of Chapter Operations and Director of Publicity.

### Section 3.10 Board of Directors Responsibilities

This Board shall be responsible for scheduling test, clinics, training days, as well as any demonstrations or any other chapter related functions. This shall include dates as well as the location the events will be held. It is also charged in appointing officers and committees as they deem necessary.

### Section 3.11 Quorum

Four (4) members or a simple majority of the Board of Directors shall constitute a quorum for the transaction of business.

### Section 3.12 Powers of the Board of Directors

The Board of Directors shall be empowered to operate as prescribed within these BYLAWS. The Board of Directors shall conduct the business of the Chapter until such time as new elections take place and new Board Members are installed.

### Section 3.13 Vacancies

Should a vacancy occur on the Board of Directors, the remaining Board members shall fill the duties of that Board member. If an impasse occurs the past President can be enlisted as a deciding vote, if not available, the past vice president can be contacted, if not available a past board member can be contacted. Should two or more vacancies occur on the Board of Directors, the Secretary shall conduct an election to fill the open positions on the Board. Such election shall follow the procedure to allow members to nominate and vote for

Board Members to fill existing vacancies until the next scheduled election. The Officers shall be responsible to conduct and insure the validity of the election.

#### Section 3.14 Compensation

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

#### Article IV Elections

##### Section 4.01 Frequency of Elections

On even years the members of the chapter shall elect the Vice President and Secretary. On odd years the members shall elect the President and Treasurer. The Training Coordinator, Director of Chapter Operations and the Director of Publicity will also serve a two year term and run concurrently with the president.

##### Section 4.02 Terms of Office

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

##### Section 4.03 Special Elections

The Board of Directors may decide to hold special elections to replace elected board members who resign within their term. A special election shall follow the guidelines as detailed within these by laws as close as possible.

#### Section 4.04 Nominations

The Secretary shall solicit the membership in writing via e-mail for nominations for the members of the Board of Directors by November 1 of the second calendar year of their term. For the Vice President and Secretary this will take place in even years, for the President and Treasurer this will take place in odd years. Membership will be required to return nominations by Nov 15 and the Secretary is required to list all nominations on a ballot for each office and submit said ballot to the membership by Dec 1. Ballots must be returned to the Secretary by Dec 31. The Secretary will total the results and send the results to the membership by Jan 15. 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 4.05 Eligibility

All persons, who have been a member of the Chapter for a minimum of one year at the time of their nomination and are a member of NAVHDA International, shall be eligible to become a nominee for election to the Board of Directors.

#### Section 4.06 Disputes and Procedures

The Board of Directors shall be the sole arbiter of disputes with regards to the validity of any election. The Board of Directors shall be empowered to invalidate the results of an election for good cause and place in office said person(s) as whom the Board has reasonable certainty should have rightfully been declared elected or the Board may invalidate the election results and schedule a new election. The date of such election shall be declared by the Board to all members and the Board shall be responsible to conduct said election, tabulate the results, and report the results to the membership.



## Article V Amendment & Review of Bylaws

### Section 5.01 Procedure

Any proposed amendment of, addition to, or repeal of these BYLAWS must first be initiated by a majority of the members of the chapter. Upon receiving such a proposal, the Secretary will mail to voting members of the chapter, a written ballot setting forth the proposed amendment, addition, or repeal. The ballots will direct, that they must be returned to the Secretary no later than 30 days following the date the ballots are mailed to members. These BYLAWS may be amended or repealed only by affirmative vote of a simple majority of the voting members of the chapter who submit ballots within such 30 day period.

### Section 5.02 Bylaw Review

The Board of Directors shall review these BYLAWS every five (5) years and may propose amendments to the BYLAWS by means discussed in Section 5.01.

## Article VI Committees and Appointments

### Section 6.01 Committees and Appointments

Committees and appointment of members for specific purposes or activities may be designated by the Board of Directors with a majority vote of the Board.

## Article VII NAVHDA Testing and Events

### Section 7.01 Testing and Event Fees

The entry fee charged by the Chapter for participating in a Chapter test or event shall be established by the Board of Directors. A full refund of the test entry or event fee will be refunded to the dog owner if they notify the chapter at least 60 days prior to the event date. The dog owner is not eligible for a refund of the test

entry or event fees after 60 days unless a medical condition to the dog or handler is documented by a doctor/ veterinarian confirming the dog or handler is physically unable to participate. In the event a test or event is full with a waiting list, a registered participant can receive a full refund within 60 days of the event date if there is a willing participant to take that individuals place.