



# Inland Empire NAVHDA Chapter Bylaws

Updated as of October 2023

## **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. All Chapter members' dues are due by Jan 31, with the following exception:

Memberships purchased in the last quarter of the prior year, will extend for the entire next calendar year. To be a member of the Inland Empire chapter, you must also maintain an active membership in the International North American Versatile Hunting Dog Association.

In order to be an Inland Empire Chapter Member in Good Standing, which allows participations in Chapter events and voting, BOTH of the following are required:

- The member's Chapter dues must be current, and,

- International NAVHDA dues are current.

### Section 2.02 Chapter Meetings

The members of the chapter shall meet as defined by The Board but no less than one time per year. The meeting times and venue will be designated by a majority of The Board. 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 and any number of members of the chapter are present at the bi-annual meetings or other meetings called by The Board

### Section 2.03 The Board Meetings

The Board 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 of this chapter (single member or household membership) shall be entitled to one vote:

- A single membership gets one vote
- A household membership (even if 2 or more people), gets one vote.

In order to vote, one must be a Member in Good Standing (see Section 2.01).

### Section 2.04 Annual Dues

Annual dues shall be set by The Board and shall be full calendar year dues. Such dues shall be payable by Jan 31st of each year. In order to participate in Chapter events, all participants must be Members in Good Standing (see Section 2.01).

Such events include, but are not limited to: meetings, voting for / running for Board of 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.

#### 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 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 Members (also known herein as “The Board”, or “Board”) consist of four Board of Directors (elected) and three Directors at Large (appointed). The Board of Directors are the President, the Vice President, the Secretary and the Treasurer and these positions are elected by a simple majority of the chapter’s Members in Good Standing (Section 2.01). Director at Large positions are the Director of Training, the Director of Operations, and the Director of Communications and these positions shall be appointed by a simple majority of the Board of Directors.

Upon commencement of the President's term, the Board of Directors (President, Vice President, Secretary and Treasurer) will appoint by a simple majority the Director of Training, Director of Operations and the Director of Communications. In case of a tie or the inability to agree on selecting any of these Director at Large positions, 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, except in the case of a vacancy, where the duties of the vacancy will be allocated to the remaining Board members (until an election can be held).

#### 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 Board Members, shall make service of such notices as may be necessary or proper, shall supervise the keeping of records of the chapter, shall maintain the membership roster to show all current members in good standing, 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 Operations

The Director of 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 Director of Training

The Director of Training shall be a Chapter member for at least one year and preferably familiar with the workings of The Board. The Director of Training primary focus is to manage all aspects of training days and make sure the members training needs are being met to the best of their, and the chapter's ability.

#### Section 3.08 Director of Communications

The Director of Communications needs to be familiar and capable with social media and responsible for upkeep, posting and keeping current the chapter website's (including the chapter's web store), and social media sites of chapter activities and events.

#### Section 3.09 Board Members,

The Board Members (known as "The Board", or "Board") shall consist of four

elected Board of Directors and three Directors at Large who are appointed by the Board of Directors via a majority vote into the position of Director of Training, Director of Operations and Director of Communications.

### Section 3.10 The Board Responsibilities

The 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) of the Seven (7) Board Members, or a simple majority (if The Board has vacancy), of The Board shall constitute a quorum for the transaction of business.

### Section 3.12 Powers of The Board

The Board shall be empowered to operate as prescribed within these BYLAWS. The Board 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 one of the four Board of Directors positions, 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 the vacant Board of Director positions. The Board shall be responsible to conduct and insure the validity of the election.

### Section 3.14 Compensation

The Board (i.e. the Board of Directors and the Directors at Large) of the chapter shall receive no compensation for their services as Board members. The Board

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 Operations and the Director of Communications 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 nominations will take place in even years, for the President and Treasurer nominations 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, electronic, 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, are Inland Empire Chapter Members in Good Standing (See Section 2.01), , 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 of Directors has reasonable certainty should have rightfully been declared elected or the Board of Directors may invalidate the election results and schedule a new election. The date of such election shall be declared by the Board of Directors to all members and the Board of Directors 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 may be made at the request of the board (simple majority) or may be initiated by a simple majority of the members of the chapter. Upon receiving such a proposal, the Secretary initiating voting by the chapter membership by electronic ballot. The ballot shall be sent to all members in good standing of the chapter, setting forth the proposed amendment, addition, or repeal. The ballots will direct, that they must be returned to the Secretary no later than 15 days following the date the ballots were sent electronically to members. These BYLAWS may be amended or repealed only by affirmative vote of a simple majority of the members in good standing of the chapter who submit ballots within such 15-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 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 of the dog or handler is documented by a veterinarian / doctor 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.

## **Article VIII Participation in Chapter Events**

### Section 8.01 Eligibility for participation in events

Every Inland Empire Chapter Member in Good Standing (see Section 2.01) has a right to participate in a Chapter event. The Secretary will validate that a member is in good standing before that member participates in an event.

Non-members of the Chapter may bring their dogs and participate in one Chapter event provided they submit a waiver prior to participating and attended a safety briefing for live-fire events. Waivers submitted electronically prior to the event is strongly encouraged. A waiver must be submitted no later than immediately upon arrive at a Chapter event. Non-Chapter members must arrive prior to the start of an Event, and they must attend a safety briefing prior to participating.

All participants at Chapter events, whether they be Chapter Members or non-members, must participate in a safety briefing prior to any Chapter events

involving live gun fire. Any participant that has not attended the safety briefing shall not enter the field with live gun fire.

### Section 8.02 Handlers and Professional Handlers

The Chapter membership includes some members, herein called “Professional Handlers” who are compensated for their dog training and handling. And it has been observed that there are Chapter members who can benefit from an association with Professional Handlers for various reasons, e.g., more training time, more birds, etc. than the nominal monthly Chapter events.

It is acknowledged that these Professional Handlers bring value to the Chapter when they actively participate in Chapter events because of their diverse background and experience. Professional Handler participation in Chapter events is encouraged and desired, because the end goal is compatible with the Chapter’s– better hunting dogs.

To maintain the stated Purpose of the Inland Empire Chapter “to foster, improve, promote, and protect the versatile hunting dog”, to prevent the perception of a Professional Handler using the Chapter resources to promote their own gains, and to prevent the perception of The Board providing preference to one Professional Handler over another, the following shall be adhered to:

1. Professional Handlers are entitled and encouraged to run their dogs (self-owned, or a customer’s) at all Chapter events. The same limits on the number of dogs allowed per handler applies to all members.
2. Professional Handlers should give back to the club at least as much as they gain. This statement is subjective but should be used as a guideline for the Professional Handler.
3. All Handlers, Professional or otherwise, must acknowledge that there are many ways to train a dog, and when attending Chapter training events,

the Director of Training, or their representative in the field, has established the way the dogs will be trained on that day. Handlers and Professional Handlers shall follow the lead of the Director of Training, or designee. Where disagreements arise, the issue should be addressed later, not at the event.

4. Professional Handlers shall not overtly promote their business in the Chapter, such as handing out business cards or making their own announcements, publicly at Chapter events, or electronically on Chapter website, Chapter emails, and Chapter social media. This includes a prohibition, for example, on the posting of photos of the Chapters events on their social media or posting their own event photos or announcements on the Chapter's social media. The exception to this paragraph is described below, with a vote by The Board to approve such contact with Members.
5. Professional Handlers shall not use an event for their own purpose. For example, purchasing birds from the Chapter for a Chapter event, then taking them to a field to train away from the Chapter. Instead, it is expected that a Professional Handler attending a Chapter training event will participate with Chapter members (not just their clients) and share their knowledge and experience.
6. The Board maybe approached by a Professional Handler / Trainer to, for example, facilitate or run a Chapter Event, or give a clinic. Or, in another example, a Professional Handler / Trainer may approach the Chapter and want to contact Chapter Membership to inform them of their own specialized clinics, (not Chapter events), such as water work, trained retrieve, or rattlesnake avoidance training. In these, or other examples, The Board shall follow this process:
  - A. Review the proposal and vote. The vote will pass with a simple

majority of The Board. The following should be considered by The Board in making the decision:

- i. Does the proposed action align with the purpose of the Chapter (Section 1.01)?
- ii. Is the action in the best interest of the Chapter members and their dogs?
- iii. Are there other Professional Handlers that should be offered a similar benefit? This is to ensure the perception of impartiality between The Board and the Professional Handlers.
- iv. There may be Professional Handler(s) on the IE Board, and they shall recuse themselves if The Board is to vote on a Professional Handler action that they will benefit from.
- v. If the Professional Handler is an Inland Empire member has, he/she been an active participant in Chapter functions?

## **Article IX Chapter Operations Manual**

### Section 9.01 Chapter Operations Manual Purpose and Scope

The Board may decide to create a Chapter Operations Manual to provide detail, or example, in how the chapter runs training events, social events, tests, and other types of functions. Additionally, the Chapter Operations manual can be used to describe the way The Board performs their duties. The reason for a Chapter Operations Manual is to provide a sustainable, predictable experience for Chapter members, and Chapter durability when The Board members change over time.

The Board can decide the detail and scope of the Chapter Operations Manual.

The Chapter Operations manual purpose is to provide more detail than these Bylaws into the “How”, “What” and “When” of Chapter Operations.

Every effort should be made to ensure there is no conflict between these Chapter Bylaws and the Chapter Operations Manual, however, where there is conflict between the Chapter Operations Manual, and these Chapter Bylaws, the Bylaws shall prevail.

#### Section 9.02 Approval of, and changes to the Chapter Operations Manual

The Board shall review and approve the Chapter Operations Manual and any subsequent revisions and changes.

The Chapter Operations Manual shall be reviewed by The Board every 5 years, in lockstep with the Chapter Bylaws.