



**Rocky Mountain Chapter  
Of the  
North American Versatile Hunting Dog Association  
By-Laws**

Revision date January 13, 2019

**Article I: Name and purpose**

Section 1: The name of this organization is the Rocky Mountain Chapter NAVHDA, Inc., (hereafter “the Chapter,”) is a Chapter of the North American Versatile Hunting Dog Association.

Section 2: The purposes of this organization are to foster, improve, promote and protect the versatile hunting dog breeds 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 field tests for the versatile breeds according to the test standards of the North American Versatile Hunting Dog Association.
- c. Sponsoring additional training clinics to assist handlers in training their dogs for both hunting and tests.
- d. Sponsoring other activities of interest to members.
- e. Sponsoring events to raise funds to assist in financing tests and training clinics.
- f. Promoting the use of the versatile hunting dog breeds to other hunters and

sportsmen, including novice hunters and youth.

g. Actively promoting ethical, sportsmanlike conduct in the field during training and testing; requiring observance of game laws and regulations.

h. Preventing cruelty to animals by the use of properly trained hunting dogs

Section 3: The organization shall be a nonprofit corporation pursuant to the laws of the state of Colorado and a Chapter of the international association.

## **Article II: Membership and Dues**

Section 1: Each year, the Board of Directors will recommend Chapter dues sufficient to cover planned activities and anticipated expenses for the coming year. A three-fourths majority vote at the annual meeting of the members present is required to change the amount of dues established during the prior year.

Section 2: Membership in the Chapter is required to participate in Chapter training days. The Chapter may extend the opportunity for a non-member to participate in one (1) training day prior to joining the Chapter to evaluate the benefits of membership.

Section 3: Chapter dues cover the member and his/her immediate family. The primary family member must be a member of NAVHDA, the parent organization.

Section 4: Chapter members eighteen (18) years or older may vote at the annual meeting provided dues are current. If a membership is applied to a family, voting privileges will be conferred on up to three members: the two spouses and one child.

Section 5: Chapter dues are good for the calendar year. Chapter members who have not renewed their membership by March 31 will be dropped from the membership roster and all benefits of the Chapter will be terminated.

Section 6: Chapter dues received after July 31 will be good for the balance of the existing year and the next calendar year (for new members only).

Section 7: A current Chapter member may be expelled for improper conduct, unsportsmanlike behavior, or other reasons deemed harmful to the Chapter, only after a hearing by the Board of Directors accompanied by a vote of three-fourths majority of the Board.

a. A member thus expelled may petition the Board of Directors for reinstatement after a period of one year, which also require a three-fourths majority in approval. The Board will vote on the petition at the next meeting.

b. If membership is accepted by majority vote, there will be a mandatory 1-year probationary period. If any violations occur during the periods of expulsion or probation, membership may be barred indefinitely.

c. Decisions of the Board regarding expulsions and reinstatements are final.

Section 8: The Board shall maintain a Chapter website, which will publish official documents, including Chapter By-Laws and Standing Rules, meeting agendas and minutes, along with other relevant information and shall be maintained for the benefit of membership and the interested public. The address of the Chapter website is [rmc-navhda.com](http://rmc-navhda.com).

Section 9: The RMC Chapter of NAVHDA shall not discriminate on the basis of race, color, creed, national origin, sex, religion or any legally proscribed classification, in its programs or activities.

Section 10 : Members in good standing may hold Chapter office, participate in Chapter sponsored NAVHDA tests, and vote on Chapter matters.

Section 11 : The Board of Directors may elect to offer Lifetime Honorary membership, without payment of dues, to any person who makes an outstanding contribution to the Chapter or the parent organization.

### **Article III: Chapter Meetings**

Section 1: The Chapter will hold an annual meeting with all of the membership each year. The purpose of the meeting will be to:

- a. Elect new board members
- b. Present Treasurer's report
- c. Appoint a delegate to the International meeting
- d. Vote on changes to the by-laws
- e. Present a proposed schedule for the following year's events

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: When necessary, the President may convene a special meeting of the board.

Section 3: To ensure the efficient and timely operation of the Chapter, Chapter business may be conducted electronically at the discretion of the Board of Directors.

- a. Internet voting shall be allowed as long as the item being proposed does not affect the following: These Bylaws, The Sanctioning of a member under Article II of these bylaws, or The Election of Officers.
- b. If an item is deemed vital to the organization's existence, the Board of Directors shall not use Internet voting, but shall call a special meeting to address the issue.

Section 4: The Annual Meeting will be open to the general membership and interested members of the public.

Section 5: A quorum for meetings consists of five board members.

### **Article IV: Board of Directors (Officers and Directors)**

Section 1: The Board of Directors shall consist of 5 elected officers (President, Vice President, Secretary, Treasurer and an elected Member At Large) and 4 elected directors (Director of Training, Director of Judging, Director of Testing and Director of Promotions and Fundraising,). In the event that a directorship is shared between two people there will be only one board vote for that directorship.

Section 2: All Board members shall be elected annually.

- Section 3: No member shall hold the same position for more than 4 consecutive terms unless a replacement is unavailable.
- Section 4: 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.
- Section 5: At least one member of the Board of Directors, or an appointee by the President must attend any test sponsored by the Chapter.
- Section 6: If a Board member resigns, or is unable or unwilling to perform the duties of the position, he or she may be replaced during the calendar year by a majority vote of the Board.
- Section 7: President
- a. Presides over the annual meeting and board meetings.
  - b. Appoints active members to fill vacancies occurring between elections.
  - c. Appoints committees as required.
  - d. Acts as the principle liaison between the Chapter and NAVHDA.
  - e. Arranges the time and location of all meetings
  - f. Conducts all correspondence of the Chapter's business
- a. Ensures that Chapter members are provided with all necessary information to inform them of the Chapter's business, by email and/or posting on the Chapter website.
- Such information will include, but not be limited to:
- Meeting minutes
  - Test results
  - Treasurer's report
  - Membership updates
  - Calendar of events (including training days, meetings, etc.)
- Section 8: Vice President
- a. Assumes the President's duties in his absence
  - b. Is responsible for duties delegated by the President
  - c. Leads the recruiting committee that will visit with members to fill positions on committees and to run for elected positions.
- Section 9: Secretary
- a. Records the minutes of all meetings.
  - b. Notifies all active members, within a reasonable time, notice of the next membership meeting.
  - c. Prepares year-end report for NAVHDA
- Section 10: Treasurer
- 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. Maintains a membership list and mailing list.

Section 11: Director of Testing

- a. Responsible for the organization and efficient operation of all tests held by the Chapter.
- b. Appoints a test Field Marshal for each test.
- c. Ensures that all tests are run according to the International organization's guidelines as stated in the Test Chairman and Test Secretary information packages supplied by the International organization.
- d. Coordinates all activities of Chapter tests including:
  - Submitting test reports prior to and following each tests
  - Receive entries
  - Send confirmations
  - Develop running orders
  - Request test approval
  - Prepare judges scorecards
  - Solicits trained volunteers for all test days (i.e. bird planters, gunners, diversion gunner, duck thrower, etc)
  - Help place volunteers that show up on day of test that were not previously on volunteer list
  - Coordinates participation of apprentice judges at Chapter tests.
  - Appoints a Hospitality Coordinator

Section 12: Director of Training

- a. Responsible for the organization and operation of all training events held by the Chapter.
- b. Appoints event chairmen for training events as necessary.
- c. Assists Chapter members with solving training problems.
- d. Organizes training days, generally held on the first weekend of the month, in March, April, May, June and August.

Section 13: Director of Judging

- a. Responsible for the selection of, correspondence with, and housing and transportation for all judges serving in Chapter tests.
- b. Responsible for coordination of judge/handler clinics.

Section 14: Director of Promotions and Fundraising

- a. Responsible for identifying, coordinating and securing, with approval of the Board, sponsorships with appropriate organizations that wish to support the Chapter.
- b. Responsible for identifying, coordinating and securing products and services for Chapter raffles approved by the Board.
- c. Coordinates the receipt of donations to the Chapter with approval by the Board.
- d. Responsible for the organization and operation of all member events which are not tests or training sessions held by the Chapter.
- e. Responsible for all promotional advertising for Chapter activities.
- f. Responsible identifying other opportunities to raise funds to improve the

Chapter's financial stability and improve the Chapter's ability to serve our members.

- Section 15: The position of Member At Large is hereby created as an Officer.  
a: Provides support, recommendations and guidance to the Board

## **Article V: Appointed Positions (Bird Steward, CPW Liaison and Webmaster)**

- Section 1: Candidates for each of the three (3) appointed positions shall be nominated by a member of the Board and confirmed by a majority vote of the Board.
- Section 2: Appointed positions are non-voting positions on the Board of Directors. They are not required to attend Board meetings and may serve an unlimited number of 1-year terms.
- Section 3: Bird Steward
- a. Is responsible for supplying birds for Chapter events.
  - b. Is responsible for the care of birds used at Chapter events.
  - c. Contacts and contracts with suppliers for birds for test dates.
  - d. Arranges for pick up of birds for Chapter events.
- Section 4: CPW Liaison
- a. Communicates with CPW on behalf of the Chapter.
  - b. Applies for permits for all Chapter events that require a state permit.
  - c. Reports to the Board as needed.
- Section 4: Webmaster:
- a. Is responsible for keeping the website up-to-date.
  - b. Is responsible for posting of the newsletter and Chapter activities on the website.

## **Article VI: Amendments to these By-laws**

- Section 1: Any additions, subtractions, or amendments to the current By-laws will require a majority vote by the Board of Directors.
- Section 2: By-Law changes shall not be retroactive.

## **Article VII: Chapter Standing Rules**

- Section 1: There shall be established and maintained a set of regulations and policies called "Standing Rules", which consists of rules passed by a majority vote of the Board of Directors for topics not covered by the RMC-NAVHDA By-Laws.
- Section 2: Standing Rules may be added, deleted or altered from time to time by majority vote of the Board of Directors.
- Section 3: Standing Rules shall support and not conflict with the By-laws.

Section 4: The “Standing Rules” shall be maintained by the Secretary and kept as an addendum to the By-laws.

### **Article VIII: Dissolution**

Section 1: The Chapter is not organized for profit and no part of the net earnings or assets of the Chapter shall inure to the benefit of any private individual.

Section 2: In the event of liquidation or dissolution of the Chapter, the balance of all money and other property received by the Chapter from any source, after payment of all debts and obligations of the Chapter, shall be used or distributed exclusively for purposes within Article 1, Section 2.

Section 3: The recipient organization (s) will be chosen by a majority vote of the Board of Directors.