

BYLAWS
EAGLE ROCK CHAPTER
NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION

ARTICLE I – MEMBERSHIP AND DUES

Section 1, Membership:

- A. Membership in the Eagle Rock Chapter, (Chapter, the Chapter) of the North American Versatile Hunting Dog Association (NAVHDA), shall be open to any person regardless of race, religion, sex, age, or place of natural origin.
- B. All new memberships will be reviewed by the Board at its next meeting.
- C. A person becomes an Active member immediately upon payment of dues.

Section 2, Dues:

- A. Annual Chapter dues will be due and payable on January 1 of each year and will apply for one (1) calendar year.
- B. A majority vote of the Board of Directors, hereafter “Board”, will set the amount of the annual dues.
- C. Members who do not pay dues within 60 days of the due date are terminated.
- D. New members who pay dues after September 30, will be paid through the end of the subsequent calendar year.

Section 3, Expulsion:

- A. The Board may expel a member for misconduct, any action determined by the Board to be harmful to the Chapter, or any action contrary to the conduct of a sportsman who respects and conserves the natural environment, for good cause shown.
- B. A member will be expelled for abusive treatment of dogs under his care, if a majority of the Board agrees the actions under consideration constitute abusive treatment.
- C. To expel a member, the Board will convene a special meeting, from which the general membership of the Chapter shall be excluded.
 - a. This meeting will be conducted in the manner directed in Article II, Section 2.
- D. The Chapter will not refund dues following expulsion.
- E. A member thus expelled may petition the Board for reinstatement after a period of one year.
- F. Any member of the Board of Directors expelled from the chapter will also be removed from the Board.
 - a. The subsequent vacancy shall be filled according to Article II, Section 3, Subsection D.

Section 4, Disputes:

- A. In the event of a dispute or grievance which is of such a serious nature as to damage the Chapter, the President may appoint a committee consisting of three members of the Chapter, one of which will be a member of the Board and will act as Chairperson.
- B. The purpose of this committee will be to gather facts and mediate the dispute.
- C. If the committee cannot reach a settlement, it will present the matter to the Board for final arbitration.
- D. For more on Committees, see Article II, Section 5.

ARTICLE II – BOARD OF DIRECTORS (POWERS, MEETINGS, RESIGNATION & VACANCIES)

Section 1, Board of Directors:

- A. A Board of Directors, (Board, the Board) not to exceed ten (10) in number, will manage the property and business of the Chapter.
- B. A Director must be a member of the Chapter in good standing.
- C. In addition to the powers and authorities expressly conferred upon it by these Bylaws, the Board may exercise all such powers and do all such acts and things that the Chapter may exercise or do, subject to the provisions of the applicable statutes of the State of Idaho and of these By-Laws.
- D. The Directors will act only as a Board and the individual Directors will have no power as such.
- E. The Directors should present at each Annual and Semi-Annual Meeting, and when called upon by the members, and at any special meeting of the Chapter, a full and clear statement of the business and conditions of the Chapter.
- F. All Directors will perform duties determined by the Board as outlined in Article III.

Section 2, Meetings of the Directors:

- A. An Annual Meeting will be convened by the Board of Directors in January each year. This meeting shall be open to the general membership of the Chapter.
 - i. Prior to the chapter's Annual Meeting the Board will produce an annual report showing the condition of the affairs of the Chapter, making recommendations for Chapter improvements and actions, and summarizing the financial condition of the Chapter. Upon approval of the Annual Report by the Board, it will be made available to the Chapter membership before the Annual Meeting.
- B. A quorum will consist of five (5) members of the Board. Except as needed to vote to adjourn until a time a quorum can be present, not to exceed ninety (90) days, a quorum must be present to conduct a meeting.
- C. A majority vote of the Directors present will decide all business of the Board.
 - i. Decisions shall be proposed for vote by a motion made by a Board Member, and a second of that motion by a second Board Member.
- D. The Board may hold meetings at any time and at any place as called for by the President on one (1) days' notice to each Director. Such notice may be verbal, in writing or by electronic means.
- E. All regular Board meetings will be open to the membership at which members will be allowed to speak with permission of the chair but will not have voting privileges.
- F. The President shall preside over and conduct the meeting.
 - i. In the absence of the President, the Vice President shall conduct the meeting.
 - ii. In the absence of both the President and Vice President, the Secretary shall conduct the meeting.
- G. The Board will meet a minimum of three (3) times per calendar year, to include the annual meeting of the Board of Directors.

Section 3, Resignation, Removal, Absence and Vacancy

- A. Resignation:
 - i. Any Director or other Officer may resign from office at any time by writing to the board. Such resignation will be valid without any acceptance by the Board.
- B. Removal:
 - i. The Board may remove any Director for failure to perform duties, misconduct, or to protect the integrity or stability of the Chapter.
 - ii. To remove the Director, the Board will hold a special meeting regarding the proposed removal.
 - iii. The Board will inform the director proposed for removal of the meeting, and the nature of the charges, and invite said director to attend.
 - iv. The meeting will be held not fewer than seven (7) or more than thirty (30) days from the date the Director to be removed was notified.
 - v. At the special meeting, both sides will have the opportunity to present evidence and witnesses. All interested members may attend and be heard.
 - vi. The Board will remove said Director from office upon a two-thirds (2/3) majority vote.
 - vii. Failure of the Director to be removed to attend this special meeting will constitute a resignation.
 - viii. The provisions of this section shall not apply to a Director being expelled pursuant to Article I, Section 3.
 - ix. The membership may remove any member of the Board at any meeting of the general membership by majority vote.
- C. Vacancy:
 - i. In case of any vacancy in any of the offices of the Chapter, the President may fill the vacancy by appointment with the approval of the Board at its first regular meeting following the creation of such vacancy, or at a special board meeting called for that purpose.
 - ii. In the case of a vacancy of the President's office, the Vice President will be appointed to fill the vacancy until the next Chapter election, at which time a new President shall be elected by the Chapter.
 - i. The resulting vacancy in the office of Vice President will be filled.
 - ii. The appointee will serve until the next election.

SECTION 4, Committees:

- A. The Board will have the power to constitute standing or temporary committees. The Board will appoint Committee Chairpersons at its discretion.
- B. A Committee shall be comprised of no more than five (5) members and may include members of the Chapter which are not members of the Board of Directors.
- C. Committees may meet in a formal or informal manner.
 - i. Formal meetings should be conducted in the format established for other Chapter Meetings in Article II, Section.
 - 1. The Committee Chairperson will preside at meetings.

- ii. An exemption shall be granted to a Committee from the requirement for a quorum to be present and shall be replaced with a requirement of three (3) members of the committee to be present.
- D. Committees shall be supervised by the President, Vice President or Chapter Secretary, pursuant to Article III, Sections 1, 2 and 3.
 - i. The Committee Chairperson shall be responsible to report on the Committee to the assigned supervisor.

ARTICLE III – RESPONSIBILITIES OF DIRECTORS

SECTION 1, President:

- A. The President will be the Chief Executive Officer of the Chapter and, in recess of the Board, will have general and active management of its business and affairs, subject to the right of the Directors to delegate any specific powers to any other Director or Directors.
 - i. In the execution of this duty, the President will be responsible for the supervision of the Director of Testing, Director of Judging, the Test Secretary and the Treasurer.
- B. The President, when present, will preside at all meetings of the Chapter, and/or the Board, and will appoint and determine the time and place of all meetings thereof, unless otherwise ordered by the Board.
- C. The President will be a member of all standing committees of the Chapter.
- D. The President will be the sole arbiter of any tie votes at any meeting.

SECTION 2, Vice President:

- A. The Vice President will assist the President in the general administration of the Chapter's business and affairs, subject to the right of the Directors to delegate any specific powers to any other Director or Directors.
 - i. In the execution of this duty, the Vice President will be responsible for the supervision of the Director of Publications, Director of Community Involvement and the Director of Training.
- B. The Vice President will be charged to manage complaints, disputes and other grievances regarding the President.

SECTION 3, Chapter Secretary:

- A. The Chapter Secretary will attend all meetings of the Board, act as the Clerk thereof and record all votes and the minutes of all proceedings in a book kept for that purpose.
- B. The Chapter Secretary will make available upon request by any chapter member, the minutes of meetings held by the Board of Directors.
 - a. Minutes from special meetings, such as those convened for the purpose of expelling a member or removing a director, will be available for request following the final disposition of such action, but will not be published.
- C. The Chapter Secretary will give proper notice of all special meetings of the Board and of all meetings of the Chapter, as directed in Article II, Section 2.
- D. The Chapter Secretary shall assist the President and Vice President in the administration of the Chapter's business and affairs, as assigned by the President, Vice President or Board of Directors.

SECTION 4, Treasurer:

- A. The Treasurer will keep and maintain financial records of the Chapter, maintain bank accounts, and receive and disburse monies.
- B. The Treasurer shall not sign checks, and any such checks will be void.
- C. The Treasurer will take the proper vouchers for disbursements of Chapter funds.
- D. The Treasurer will render to the President and Directors an account of all transactions as Treasurer and of the financial conditions of the Chapter at the regular meetings of the Board, and whenever they may require it.
- E. The Treasurer will also make available upon request by any chapter member, a summary financial statement, detailing the present financial state of the Chapter.

SECTION 5, Director of Testing:

- A. The Director of Testing is responsible for the organization of all field tests given by the Chapter, except for the duties of the Director of Judging.
- B. The Director of Testing will conduct the Tests in accordance with the Chapter's published Testing Policies.
- C. The Director may appoint a Test Secretary, subject to the approval of the Board. The Test Secretary will assist the Director of Testing to schedule, organize and administrate the field tests given by the chapter.

SECTION 6, Director of Community Outreach

- A. The Director of Community Outreach will be responsible for the coordination of service projects, community engagement/education and the recruitment of new members.
- B. The Director of Community Outreach is responsible for the publication of the Chapter newsletter on a schedule determined by the Board, and its distribution to Chapter membership.
- C. The Director of Community Outreach shall administrate the Chapter's website, and other social media accounts.
- D. The Director of Community Outreach may recruit a committee to assist in their duties.

SECTION 7, Director of Judging:

- A. The Director of Judging is responsible for securing all judges for Chapter tests, arranging for their transportation, meals and lodging and for judge development within the Chapter.

SECTION 8, Director of Training:

- A. The Director of Training is responsible for organizing all of the training clinics, securing the needed help and keeping and maintaining the training equipment held by the Chapter.
- B. The Director of Training will select Training Coordinators from the general membership of the Chapter as needed to assist with Chapter Training Events.
 - i. This shall be a committee and shall be subject to Article II, Section 5.

SECTION 9, Delegates at Large

- A. A Delegate at Large may serve on the Board, if needed. The Test Secretary or the immediate Past president may be appointed as a Delegate at Large, unless other candidates are nominated and elected.
- B. A Delegate at Large will be required to complete duties assigned him by the President, or Vice President, as they see fit. These duties may include the assistance of other Board Members in their responsibilities, or other tasks for the benefit of the Chapter.

ARTICLE IV – ELECTIONS AND TERMS OF OFFICE

SECTION 1, Periodic Elections to be Held:

- A. Elections shall be held in January of even years at the time of the Annual Meeting, for the following offices within the Board of Directors:
 - i. President, Secretary, Director of Publication, Director of Training and Director of Community Outreach.
- B. Elections shall be held in January of odd years at the time of the Annual Meeting for the following offices within the Board of Directors:
 - i. Vice President, Treasurer, Director of Testing, Director of Judging, Delegate at Large
- C. Elections may be held at the Annual Board Meeting, or electronically via the internet, by secure means, as directed by the Board of Directors.
 - i. This shall be done in such a manner as to promote transparency to the General membership of the Chapter.

SECTION 2, Terms of Office:

- A. Directors will hold offices for two (2) years and until their successors are elected and qualified.
- B. Terms of office will begin in the election years for those positions on the day of the Annual Meeting and will expire on the day of the Annual Meeting marking the two-year term.
- C. Terms begin immediately upon the conclusion of the election, and each retiring Director will turn over to the successor in office all properties and records relating to that office within 20 days after the election.

SECTION 3, Nominations

- A. Any active member of the Chapter may make nominations for office prior to or during the Annual Meeting.
- B. The Board may appoint a Nominating Committee prior to the Annual Meeting or convene itself as the Nominating Committee.
- C. The Nominating Committee will draw up a slate of officers for the Chapter to vote on at the Annual meeting.
- D. The Nominating Committee will nominate at least one candidate for each office, and position on the Board and after securing the consent of each person so nominated, will immediately report its nominations to the Chapter Secretary.

- E. Upon receipt of the Nominating Committee’s report, the Secretary will have it published in the Chapter Newsletter and on the Chapter’s website prior to the Annual Meeting.

SECTION 4, Ballot:

- A. A completed ballot shall be presented to the general membership at the election year Annual Meeting prior to voting. The ballot shall list the offices which are up for election and the name(s) of each person(s) nominated for office.
- B. An individual may be nominated for more than one office but may only serve in one office at a time.

SECTION 5, Voting:

- A. Each active member of the Chapter with voting rights shall be entitled to one vote for each office. The order of the voting may be decided at the discretion of the Board.
- B. The position shall be elected by the plurality of the votes collected from the general membership of the chapter.

SECTION 6, Counting of Ballots:

- A. Balloting may be accomplished by visible hand count, secret ballot, or by mail at the discretion of the Board.
- B. The results of such election, as determined by a plurality of the votes, shall be made known at the meeting and shall be reported to the general membership within sixty (60) days.

SECTION 7, Disputes of Election:

- A. The Board comprised of the Directors immediately preceding the election shall be the sole arbiter of disputes regarding the validity of an election.

ARTICLE V – FIELD TESTING

SECTION 1, Governing Body:

- A. The Chapter will conduct all tests consistent with the requirements established by NAVHDA International.

SECTION 2, Notification of Test:

- A. The Chapter shall notify the general membership that a test will be held via the Chapter Newsletter, and by e-mail, pursuant to Article VI, Section 4.
- B. Chapter Members will receive advanced notification and first preference for registration, prior to making testing slots available to non-chapter members.
- C. The Testing Committee may employ any additional means to advertise the test, to include the following:
 - a. Eagle Rock NAVHDA Chapter Website and Social Media Accounts
 - b. NAVHDA International
 - c. Local Media Sources

SECTION 3, Test Entry Process and Entry Standby List:

- A. Entry shall be made by completing the Official NAVHDA Test Application and submitting a completed Application, accompanied by the appropriate test fee as set forth in Article V, Section 4, Subsection A.
 - i. Applications submitted without fees will not be processed.
 - ii. Fees submitted without Applications will not be processed.
- B. The Chapter shall make the Official NAVHDA Test Application available at a convenient place, such as the chapter Website.
- C. Open testing slots shall be filled on a first come, first serve basis.
 - i. Members of the Board of Directors, or other Chapter Leadership shall not be given priority placement or preferential treatment. Any such conduct shall result in the involved Directors being removed from office, pursuant to Article II, Section 3, Subsection B, and may be grounds for expulsion from the Chapter, pursuant to Article 1, Section 3.
- D. Entries received after all available testing slots have been filled, will be placed on a standby list on a first come, first serve basis.
- E. Vacated slots shall be filled from the standby list.
- F. The Test Secretary shall notify each applicant of that their application was received and processed, as well as the Applicant's testing appointment (date/time/location).
 - i. This notification shall be made via the email address provided by the applicant on the Application.
- G. The Test Committee shall take reasonable action to accommodate requests for testing appointments made by applicants at the time of their application. However, the Test Committee shall be under no obligation to ensure the request be fulfilled.

SECTION 4, Test Fees and Rates:

- A. Test Fees or Rates shall be determined by the Director of Testing and their Test Committee, subject, however, to the right of the Board of Directors to oversee, and set forth the Test Fee or Rate, as determined by majority vote, pursuant to Article II, Section 2.
- B. Checks for Payments shall be made payable to: Eagle Rock NAVHDA Inc.

SECTION 5, Membership Rates for Tests:

- A. Membership rates for tests sponsored by the Chapter will be applicable to:
 - i. Members of the Chapter.
 - ii. Persons handling dogs owned by members of the Chapter.
- B. Rates for non-chapter members may be offered at a different rate for tests sponsored by the Chapter, then those offered to chapter members.
- C. These rates will be determined by the Board of Directors pursuant to Article II, Section 2, Subsection C.

SECTION 6, Field Test Policies:

- A. The Chapter will publish policies to govern refunds, cancelations and other procedures in testing.
- B. These policies shall be made available to every person applying to test with Eagle Rock NAVHDA, and must be accepted by the applicant prior to the Chapter's acceptance of the application.

ARTICLE VI – CHAPTER PROCEDURE

SECTION 1, Procedure:

- A. With the exception of the Annual Meeting, all Chapter business may be conducted by use of mail or other forms of electronic communication, to include but not be limited to: e-mail, text message via SMS text messages, and messages via social media.

SECTION 2, Bylaws Amendments:

- A. Amendments to the By-Laws will be voted upon by the membership at a regular meeting or at a special meeting called for that purpose and will require two-thirds (2/3) majority to pass.
- D. This process may be conducted during a meeting of the general membership of the Chapter, or electronic means via the internet by secure means, as directed by the Board of Directors.
 - i. This shall be done in such a manner as to promote transparency to the General membership of the Chapter.

SECTION 3. Financial Statement:

- A. The treasurer will present a financial statement of the Chapter annually at the Annual Meeting and will publish the annual financial report in the Chapter Newsletter.
- B. The financial report will be examined by at least two members of the Board other than the Treasurer before publication.

SECTION 4, Newsletter:

- A. Publication in the newsletter will serve as official notification of all Chapter business.
- B. The chapter will publish the Newsletter at least four (4) times per calendar year.
- C. The newsletter will contain notification of events and meetings, descriptions of chapter activities and articles that promote the purposes of the Chapter or are of interest to the members and may be distributed through the mail or any appropriate method.

SECTION 5, Parliamentary Authority:

- A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised will govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any other special rules of order the Chapter may adopt.