

HOPKINTON - EVERETT LAKE DOG CLUB ASSOCIATION, INC.

Official by-laws - September 1, 1988
Revised - June 1, 1989
Revised - June 1, 1991
Revised - June 10, 1993
Revised - September 17, 1997
Revised - September 21, 2000
Revised - August 7, 2011

ARTICLE 1: GENERAL

This Association shall be known as the Hopkinton-Everett Lake Dog Club Association, Inc. and shall be constituted of delegates from organized Bird Dog clubs running events at the Sharpe's Farm Area under a recognized registry. Each member club shall be entitled to one delegate.

ARTICLE 2: APPLICATION FOR MEMBERSHIP

Application for membership within the Association must be presented in writing, addressed to the Association Secretary and received prior to the Annual Meeting. A club requesting membership within the Association must receive a majority vote of the delegates at the annual meeting. Application for membership must include a list of officers and members. Such clubs will be on probation for a period of two years before final membership acceptance and are subject to review by the Association during that period.

ARTICLE 3: TERMINATION OF MEMBERSHIP

Membership may be terminated or suspended:

- a. by voluntary resignation
- b. by failure to pay fees within 30 days of event or dues owed Association.
- c. by majority vote of the delegates for conduct prejudicial to the Association as set out by the Association's working rules.
- d. by failure to run a recognized event within one year
- e. by failure of a member club to support the Association by providing members to serve on a committee or as an officer
- f. by failure of a Club delegate to attend 50% of the delegate meetings, and to attend the Annual meeting

Any club which wishes to be reinstated will need to reapply in the same manner as detailed in Article 2 above. Such club will also lose its prior seniority and will pay a reinstatement fee of one-

half the Application fees as set out in the Working Rules. Clubs which are reinstated within one year are not subject to the probationary period.

ARTICLE 4: STATEMENT OF PURPOSE

The purpose of this Association shall be to formulate and enforce rules and regulations pertaining to the use of the Sharpe's Farm Field Trial Area and to act as a planning and action committee, working in coordination with and within the guidelines of the Corps of Engineers, U.S. Army, in planning future improvements to the Sharpe's Farm Area as a site for Bird Dog events.

ARTICLE 5: OFFICERS

The Officers of this Association shall, at a minimum, consist of:

- a. 1 President
- b. 4 Vice President(s)
- c. 1 Secretary
- d. 1 Treasurer
- e. 1 Director(s)

ARTICLE 6: ELECTION OF OFFICERS

6.1 The President will appoint a nominating committee consisting of 4 delegates from the affiliated clubs. These appointments will be made at the summer meeting. The nominating committee will nominate one candidate for each office. The committee's nominations will be submitted to the secretary at such a time as to ensure that the proposed slate can be sent to the delegates with the call to the fall quarterly meeting. Nominations may be made from the floor by recognized delegates at the annual meeting.

6.2 Officers will serve for a period of two years and will be elected at the annual meeting by majority vote of the delegates in good standing. The officers shall assume the duties of office immediately upon election.

6.3 Any officer may be removed from office for conduct prejudicial to the Association by majority vote of the delegates.

ARTICLE 7: DUTIES OF OFFICERS

7.1 It shall be the duties of the President to:

- a. Preside over all Association meetings and be responsible for the other officers and designated appointments.
- b. Represent the Association at official meetings with the Corps of Engineers, U.S. Army, state and local officials. All official communication, written or oral, for the

Association with the Corps of Engineers, U.S. Army, state and local officials must have prior approval of the President and written communication prepared by the Secretary.

- c. Be responsible for the overall coordination of the Association's committees to satisfy the needs of all delegates and the organizations represented.
- d. Suspend action of any committee if the President feels this action does not represent the best interests of all delegates. The President must call a general meeting to justify this action and allow the committee to present their proposal.
- e. The President will be eligible to cast one vote as a tie breaker only.
- f. The President shall be a member of all standing committees.

7.2 It shall be the duty of the longest serving Vice President to assume the duties of the President in the President's absence. The Vice Presidents shall oversee the standing committees and report on any activity at the quarterly meetings.

7.3 It shall be the duties of the Secretary to attend all Association meetings, to keep written records of the minutes of each meeting and to maintain records of the Association. The Secretary will be responsible for forwarding the minutes of each meeting to all club delegates, for sending written notice of all meetings to the club delegates and for handling correspondence at the option of the officers.

7.4 The Treasurer shall collect and receive all moneys due and belonging to the Association and to disburse funds in payment of any approved amounts contracted for in the Association name. The Treasurer's books will be at all times open to inspection by the Association. A financial report will be given at every meeting and a written financial statement shall be sent to all delegates two weeks prior to the annual meeting. All funds generated by dog taxes, fund raising activities or donations shall be deposited in a general fund at a bank approved by the Association. The Treasurer shall be bonded in such amount as the Association deems necessary.

7.5 Director - In tribute to services rendered as President of this Association, a retiring President, and/or any other deserving officer no longer serving may be nominated and elected a Director for a renewable one year term by the Delegates at any regular meeting.

This Director shall have all the privileges of a regular officer including voting. However, no Director will have more than one vote.

Duties shall be to oversee the affairs of the Association and serve on committees, projects, etc. at the call of the President. Through their past experience, a Director shall advise the officers accordingly.

ARTICLE 8: ELIGIBILITY OF OFFICERS

Any member in good standing of a member club shall be eligible to serve as any officer. An Officer shall not hold the position of delegate while serving in this office. If a club delegate is elected an Officer, that club shall appoint a new delegate.

ARTICLE 9: ELIGIBILITY OF DELEGATES

Any member in good standing with a member club is eligible to serve as a delegate for that club. Each member club will be responsible for appointing its own delegate. The delegate's responsibility is to attend all Association meetings and represent his club's interest in the Association. All delegates must be willing to serve on a standing committee.

ARTICLE 10: MEETINGS

10.1 All delegates will meet **quarterly**.

- a. Annual meeting in the winter months for election of officers, approval of the coming year's budget and date selection for the coming year.
- b. The President may call other meetings if there is a written petition signed by at least three delegates and filed with the Association Secretary.

10.2 Written notice of all meetings shall be sent by the Secretary to all delegates at least 14 days in advance of all regular meetings. Notice of the annual meeting shall include an agenda and the financial statement.

10.3 Motions at Association meetings will be recognized only from a voting delegate or the Corps of Engineers, U.S. Army representative.

10.4 The quorum for any Association meeting will be a majority of the delegates in good standing at the last annual meeting. A delegate may delegate his powers to a proxy. No club delegate shall act as a proxy or otherwise represent the interests of more than one club at any official Association meeting. * No officer or club delegate will have more than one vote.

10.5 The parliamentary authority of the Association shall be Roberts Rules of Order Revised in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE 11: STANDING COMMITTEES

All standing committees shall consist of a minimum of four members. The Chairman of the *committee shall be an Association delegate or officer appointed by the President. The committee chairman will select his committee members. A committee member is not required to be a

delegate of the Association. It is the responsibility of all committee chairmen to prepare and present orally a report of their committees activities at both the summer and annual meetings.

11.1 Budget Committee

This Committee chaired by the Association Treasurer is responsible for:

- a. Proposing a budget for the coming year to be submitted to the Association at the annual meeting for approval.
- b. Working with a Vice President designated by the President to audit the Association's books yearly.

11.1.1 Budget Guidelines

- a. The suggested budget allocation for the Association should be limited to the amount of revenue generated by the collection of dog tax fees and other Association assessments assigned in the previous year.
- b. The suggested budget allocation for the Grounds Improvement and Maintenance Committee should be limited to the amount of revenue generated by the collection of dog taxes and other Association assessments assigned in the previous year.
- c. The suggested budget allocation for the Fund Raising Committee should be limited to revenue generated by that Committee in the previous year. Revenues generated for fund raising activities may be allocated to other committees.
- d. Additional allocations may be made by majority vote of the Association delegates at regular or special meetings of the Association or by donations or other gifts directed to a specific committee.
- e. A petty cash fund should be budgeted for payment of miscellaneous and unplanned expenditures.

11.2 Ground Improvement and Maintenance Committee

This Committee chaired by a Vice President is responsible for:

- a. Coordinating and supervising habitat improvement work on the Sharpe's Farm Field Trial Area in accordance with the master plan filed with the Corps of Engineers, U.S. Army and any other state agencies involved.

- b. Notifying the Corps of Engineers, U.S. Army prior to starting work. two weeks prior.
- c. Obtaining Corps of Engineers, U.S. Army approval for any private contractor working on the grounds.

ARTICLE 12: BY-LAW AMENDMENTS

These by-laws may be amended, revised or added to at the Annual Association meeting and the June Delegates' Meeting provided written notice of the proposed alterations or additions be signed by a delegate or officer in good standing at the last official meeting and submitted to the secretary no later than November 1 or May 1 respectively, so they may be included in the notice of the call to the meeting sent to each delegate.

ARTICLE 13: DISSOLUTION

In the event of dissolution of the Hopkinton-Everett Lake Dog Club Association, Inc., any funds held by the Treasurer of the Association shall revert to the New Hampshire Fish and Game Department.

ARTICLE 14: RULES GOVERNING THE USE OF THE SHARPE'S FARM FIELD TRIAL AREA

14.1 All clubs must submit proof of liability insurance to the Association Secretary prior to the call to order of the Annual meeting. Said policy shall indicate the insured parties and include the Association and be executed on such forms as are required by the Corps of Engineers and/or appropriate authority of the State of New Hampshire.

14.2 Dates for use of the grounds will be allotted on a basis of seniority. The seniority standing of member clubs with respect to date selection will be established at each annual meeting in accordance with the Association's by-laws. This seniority is assigned by club membership in the Association as established by this Association.

14.3 Each club on the established seniority list will be entitled to select one field event date per season. A club wishing to select a second event date in either season may do so in order of seniority during a second reading of the seniority list. During its probationary period of two years a new club will have its first selection take place at the end of the second reading.

14.4 No club will be allowed more than one position on the seniority list as listed in Schedule A.

14.5 Each club using the Area will be responsible for the proper care of the facilities and liable for any damages done to the property while the event is being conducted. Any damage should be reported promptly to the President.

14.6 The charge for use of the Area will be an assessment as indicated in Schedule B. These fees should be remitted to the Treasurer of the Association within 30 days of the conclusion of the event. Any club failing to remit fees owed the Association within 30 days of the event will be assessed an additional charge as indicated in Schedule B. A charge as indicated in Schedule B will be applied to any club which fails to run an event on a selected date except that the reason for cancellation of the event is due to an act of God; or if said date is subsequently utilized by another club for an additional event.

14.7 Each club using the facilities shall be responsible for the cleaning of the premises and leaving them in proper condition for the use of the club to follow.

ARTICLE 15: RULES GOVERNING THE WORKING RULES OF THE ASSOCIATION

Matters not specifically addressed in this document will be contained in the Working Rules of the Association. Such matters will be ratified by a simple majority of participants at any Delegates' meeting.

HOPKINTON-EVERETT LAKE DOG CLUB ASSOCIATION

WORKING RULES

2011 CLUB SENIORITY LIST

1. Northern New England Brittany Club
2. Granite State Hunting Retriever Club
3. Vizsla Club of Central New England
4. Tar Tan Gordon Setter Club
5. Yankee Chapter of NAVHDA
6. Katahdin German Shorthaired Pointer Club of Greater Portland
7. Labrador Retriever Club of Greater Boston
8. Merrimack Valley NAVHDA Club
9. NA Deutsch Kurzhaar Club

HOPKINTON-EVERETT LAKE DOG CLUB ASSOCIATION

WORKING RULES

2008 FEES AND ASSESSMENTS

- \$250.00 APPLICATION FOR A NEW CLUB

- \$150.00 ANNUAL PORT-A-POTTY FEE

- \$10 LATE FEE FOR ALL BILLS OLDER THAN 31 DAYS BUT WITHIN 60 DAYS.

\$25 FEE FOR ALL BILLS OLDER THAN 61 DAYS BUT WITHIN 90 DAYS.

\$50 FEE FOR ALL BILLS OLDER THAN 91 DAYS.

- A LOSS OF A PICK IN THE FIRST ROUND OF THE DATE SELECTION PROCESS TO A CLUB THAT HAS NOT PAID WITHIN 90 DAYS

- \$40.00 ASSESSMENT PER DAY FOR FAILURE TO RUN EVENT ON SELECTED DATE

- \$40.00 FOR USE OF GROUNDS FOR A NONSANCTIONED EVENT, SUCH AS A TRAINING DAY OR CLUB PICNIC.

- \$2.00 FEE PER DAY FOR EACH DOG ENTERED INTO A SANCTIONED TEST, TRIAL OR EVENT WHERE AN ENTRY MUST BE FILED.