

Zia Chapter of the North American Versatile Hunting Dog Association

By-Laws

Revision date 3 November 2022

Article I: Name and Purpose

Section 1: The name of this organization is the Zia Chapter of NAVHDA, Inc. 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 field tests for the versatile breeds according to the test standards of the North American Versatile Hunting Dog Association.
- b. Sponsoring training clinics to assist handlers in training their dogs for both hunting and tests.
- c. Sponsoring other activities of interest to members.
- d. Sponsoring events to raise funds to assist in financing tests and training clinics.
- e. Promoting the use of the versatile hunting dog breeds to other hunters and sportsmen.
- f. To encourage and actively promote sportsmanlike conduct in the field, at the test and require observance of game laws and regulations.
- g. To prevent cruelty of animals by the use of properly trained hunting dogs.

Section 3: The organization is a nonprofit corporation pursuant to the laws of the state of New Mexico 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 two-thirds 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: Chapter dues cover the member and his/her immediate family. The primary family member must be a member of NAVHDA, the parent organization.

Section 3: Chapter members eighteen years or older may vote at the annual meeting provided dues are current. If a membership is applied to a family, voting will be confined to two votes per family.

Section 4: 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 5: Chapter dues received after August 31 will be good for the balance of the existing year and the next calendar year (for new members only).

Section 6: Expulsion of a current Chapter member for improper conduct, unsportsmanlike behavior, or other reasons deemed harmful to the Chapter, may be done after a hearing by the Board of Directors by a vote of two-thirds majority of the Board.

- a. A member thus expelled may petition the Board of Directors for reinstatement after a period of one year. The Board will vote on the petition at the next meeting.
- b. If membership is reinstated by simple 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 cancelled indefinitely.
- c. Decisions of the Board regarding reinstatements are final.

Section 7: The Zia 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 8: Members in good standing may hold Chapter office, participate in Chapter sponsored NAVHDA tests, and vote on Chapter matters.

Section 9: 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: All Chapter Board meetings shall have a quorum present. A quorum for meetings consists of a majority (50% plus 1) of board members. All business other than amendments to these by-laws, expulsion of a member, and membership dues shall require a simple majority vote of the quorum present for passage.

Section 2: The Chapter will hold an annual meeting with all of the membership each year, usually in November. A quorum of board members shall be present at the annual meeting. 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 3: The Chapter will hold Board meetings during the monthly Chapter meeting. Special board meetings can also be called by the President and two board members if needed. The meeting topic and agenda shall be presented to all Board Members a minimum of five days prior to any special meeting. Chapter members are encouraged to attend and participate in monthly meetings to gather information, provide input, and volunteer for positions as required.

Section 4: All other Chapter business will be acted upon by the Board of Directors when required.

Section 5: To expedite time and travel, 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 6: All board meetings will be open to the general membership to attend.

Article IV: Board of Directors (Officers and Directors)

Section 1: The Board of Directors shall consist of 4 elected directors who serve as officers (President, Vice President, Secretary, and Treasurer) and up to 5 elected directors (Director of Training, Director of Judging, Director of Testing, and two at-large Directors) and the Past President. In the event that a directorship is shared between two people there will be only one board vote for that directorship.

Section 2: At least one member of the Board of Directors, or an appointee by the President must attend any test sponsored by the Chapter.

Section 3: Officers are elected for a two year term. Directors are elected for a one year term. No member shall hold the same position for more than four consecutive years unless a replacement is unavailable.

Section 4: Elections for President, Vice President, Treasurer, and Secretary shall be held every even numbered year. The Board of Directors shall select and approve a replacement for any vacant officer position in a non-election year.

Section 5: President

- a. Presides over the annual meeting, monthly meetings, 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

Section 6: 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 7: Secretary

- a. Conducts all correspondence of the Chapter's business.
- b. Records the minutes of all meetings.
- c. By correspondence or newsletter, the Secretary notifies all active members, within a reasonable time, notice of the next membership meeting.
- d. Prepares year-end report for NAVHDA

Section 8: 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.
- g. Files annual corporate report

Section 9: Director of Testing

- a. Responsible for the organization and operation of all tests held by the Chapter.
- b. Appoints the positions of Test Secretary and Marshal for each test.
- c. Ensures that all tests are run according to the International organization's guidelines as stated in the Test Secretary information packages supplied by the International organization.
- d. Delegates to the Test Secretary activities of Chapter tests including:
 - i) Submit test reports prior to and following each tests
 - ii) Receive entries
 - iii) Send confirmations
 - iv) Develop running orders
 - v) Request test approval
 - vi) Prepare judges' scorecards
 - vii) Solicit volunteers for all test days (i.e. bird planters, gunners, diversion gunner, duck thrower, etc)
 - viii) Help place volunteers that show up on day of test that were not previously on volunteer list
 - ix) Appoints a Hospitality Coordinator

Section 10: 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 held from February to October

Section 11: Director of Judging

- a. Responsible for the selection of, correspondence with, and acts as Judge Host for all judges serving in Chapter tests.
- b. Responsible for coordination of judge/handler clinics.
- c. Coordinates apprentice judges at Chapter tests, Appoints Judge Steward to provide any items necessary to test judges, including beverages, field transportation, special gear for inclement weather, etc.

Section 12: At-Large Director (s)

- a. Responsible for club duties as determined by the Board of Directors

Section 13: Past President

- a. Responsible for ensuring continuity of board action with a change in officers.

Article V: Appointed Positions

Section 1: The Board may appoint up to 5 positions. Appointed positions may or may not be filled at the discretion of the Board and are non-voting positions on the Board of Directors. Appointed positions are not required to attend Board meetings and may serve an unlimited number of 1-year terms. Each of the 5 appointed positions shall be nominated by a member of the Board and confirmed by a majority vote from the Board.

Section 2: Director of Promotions and Fundraising

- a. Responsible for the organization and operation of all events which are not tests or training sessions held by the Chapter.
- b. Appoints activities chairmen for all of these activities.
- c. Responsible for all promotional advertising for Chapter activities.
- d. Responsible for increasing membership and raising funds.

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 pickup of birds for Chapter events.

Section 4: New Mexico Department of Game and Fish (NMDGF) Liaison

- a. Communicates with NMDGF 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 5: 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 two-thirds 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 operating rules for training and conduct; passed by a majority vote of the Board of Directors for topics not covered by the Zia Chapter of NAVHDA By-Laws.

Section 2: Standing Rules shall be maintained by the Secretary, and 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.

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.