

BLACK HILLS CHAPTER  
of the  
NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION (NAVHDA)  
BYLAWS  
Revised June 20, 2022

ARTICLE 1: NAME AND PURPOSE

Section 1: Name

The organization will be known as the Black Hills Chapter of the North American Versatile Hunting Dog Association (NAVHDA), hereafter referred to as "The Chapter" and "NAVHDA," respectively.

Section 2: Purpose

The purposes of the Black Hills Chapter are:

- A. To affiliate with the North American Versatile Hunting Dog Association (NAVHDA) and abide by its constitution, bylaws, and rules.
- B. To foster, improve, promote, and protect the hunting breeds in North America by such activities as:
  1. Conducting field tests for the versatile breeds according to the test standards of NAVHDA.
  2. Providing knowledge by conducting and sponsoring training days and/or clinics to assist handlers in training their hunting breed dogs for both hunting and tests.
  3. Encouraging and actively promoting sportsmanlike conduct in the field and at all tests and requiring the observance of game laws and regulations.
  4. Promoting the use of versatile hunting dog breeds, and all hunting dog breeds to other hunters and sportsmen and sportswomen.
  5. Encouraging the training of judges.
- C. The Chapter shall not be conducted or operated for profit. No part of the net earnings of the Chapter shall benefit, or be distributable to, its members, trustees, officers, or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1, Section 2, hereof.
- D. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Chapter shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of a candidate for public office.
- E. The members of the chapter shall adopt and may from time to time revise such bylaws as may be required to carry out these objectives.

- F. Notwithstanding any other provision of these bylaws, the Chapter shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 3: The Chapter is a nonprofit organization pursuant to the laws of Wyoming.

## ARTICLE 2: MEMBERSHIP AND DUES

### Section 1: Membership

- A. Membership in NAVHDA is required for membership in the Chapter.
- B. An individual membership includes one (1) vote.
- C. A family membership includes two (2) votes.
- D. Each applicant for membership shall apply on a form approved by the Executive Council.
- E. Each applicant for membership agrees to abide by the bylaws of the Chapter.

### Section 2: Dues

- A. Annual dues shall be payable on January 1 of each year and shall apply for one calendar year.
- B. Dues must be paid by March 1 of each year or membership will be terminated.
- C. The membership will determine the amount of chapter dues. A majority vote of the membership is required to change the amount of dues.

### Section 3: Website

The Executive Council shall maintain a Chapter website which will publish official documents for the benefit of the membership and the interested public. The published official documents will include Chapter Bylaws and Standing Rules, meeting agendas and minutes, and other relevant information. The address of the website is [www.bhnavhda.org](http://www.bhnavhda.org).

### Section 4: Discrimination and Sexual Harassment

- A. The Chapter is an equal opportunity organization to which anyone may belong regardless of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.
- B. Persons who bring complaints of discrimination or harassment or assist in the investigation and disposition of such complaints shall not be subject to harassment, interference, intimidation, or retaliation.

## ARTICLE 3: EXECUTIVE COUNCIL

### Section 1: Executive Council

The Executive Council of the Chapter shall consist of six officers and a Board Member at Large, elected by the general membership.

1. President
2. Vice President

3. Secretary
  4. Treasurer
  5. Director of Testing
  6. Director of Training
  7. Board Member at Large
- B. Any voting member in good standing is eligible to hold office. A member in good standing must:
1. Have dues paid.
  2. Attend meetings regularly.
  3. Participate in Chapter activities, including training and testing.
  4. Have experience with hunting dogs.

#### Section 2: President

- A. Presides over Chapter and Executive Council meetings.
- B. Appoints members in good standing to fill vacancies occurring between elections.
- C. Appoints committees and project leaders as needed.

#### Section 3: Vice President

- A. Acts as the President in the absence of the President.
- B. Leads the recruiting/nominations committee that will visit with members to fill positions on committees or to run for elected positions.
- C. Provides a slate of nominations for the positions on the Executive Council to the general membership by March 1 of each odd numbered year.

#### Section 4: Secretary

- A. Conducts all correspondence related to the Chapter's business.
- B. Maintains a roster of current members.
- C. Records the minutes of all meetings.
- D. Prepares the year-end report for NAVHDA.

#### Section 5: Treasurer

- A. Maintains all financial records of the Chapter.
- B. Pays all bills and receives all incoming funds for the Chapter.
- C. Maintains the Chapter checking account.
- D. Provides a written Treasurer's Report to the Executive Council at each meeting.

#### Section 6: Director of Testing

- A. Responsible for the organization and efficient operation of all tests held by the Chapter.
- B. May act as the Test Secretary and may appoint an assistant to help in test setup/organization or, at his or her discretion, may appoint a Test Secretary.

- C. Coordinates apprentice judges at Chapter tests.
- D. Selects judges and arranges for housing of all judges serving in Chapter tests.

#### Section 7: Director of Training

- A. Responsible for the organization and operation of all training events held by the Chapter.
- B. Assists Chapter members with solving training problems.
- C. Appoints event chairmen for training events as needed.

#### Section 8: Board Member at Large

- A. Has no specific duties but has the same rights and responsibilities as the other members of the Executive Council.

#### Section 9: Executive Council Spending Authority

- A. The Executive Council has the authority to spend chapter funds up to \$1,000.00 for any combination of items and/or services deemed necessary if the item or service is needed prior to the next scheduled meeting of the membership.
- B. In the event the Executive Council spends funds not voted upon by the membership, the Executive Council must notify the membership within one (1) week of the expenditure.
  - 1. The notification must include:
    - a. What the funds were used for
    - b. How much was spent
    - c. Why the expenditure was required prior to the next scheduled meeting of the membership.
  - 2. The notification may be made by:
    - a. Group email to the entirety of the membership.
    - b. Posting on the club website and/or Facebook page

#### Section 10: Executive Council meetings may be held via telephone conference call or on-line meeting format.

- A. Four Executive Council members constitutes a quorum.
- B. Executive Council members are expected to participate in all meetings of the Executive Council.
- C. No Executive Council member shall hold the same position for more than 4 consecutive terms unless a replacement is unavailable.
- D. At least one (1) member of the Executive Council must attend any test or event sponsored by the Chapter.

### ARTICLE 4: APPOINTED POSITIONS

#### Section 1: Definition

- A. The following posts may be appointed as needed to support Chapter activities.
- B. Appointments will be for a specific period, no more than one (1) year.

#### Section 2: Director of Promotions

- A. Responsible for the organization of committees for all promotional events and the oversight of those committees.
- B. Responsible for ensuring that the committee members have provided for media coverage and/or advertising for Chapter events.
- C. Responsible for ongoing efforts to increase membership.

#### Section 3: Bird Steward

- A. Responsible for supplying all birds for Chapter events.
- B. Responsible for the care of all birds used at Chapter events.
- C. Maintain a file on sources of birds for use in training.

#### Section 4: Webmaster

- A. Responsible for keeping the Chapter website and Facebook page up to date.
- B. Responsible for posting Chapter activities on the website and Facebook page.

### ARTICLE 5: ELECTIONS

#### Section 1: Frequency

- A. Elections will be conducted every two (2) years, for terms of office of two years, at the fall membership meeting
- B. Newly elected Executive Council members will assume office January 1 of the next year.
- C. Each retiring officer shall turn over to his or her successor in office all properties and records relating to that office prior to January 1.

#### Section 2: Method

- A. Nominations will be made prior to the fall meeting.
  - 1. Candidates for office will prepare a statement for the membership which details the candidate's experience and qualifications for the office for which he or she was nominated. Candidate statements will be distributed to the membership by email at least one (1) week prior to the upcoming election.
- B. Elections will be by voice vote of the members present at the fall meeting.
- C. Paper ballots may be employed at the discretion of the President.

### ARTICLE 6: TESTS

- A. All tests will be conducted in accordance with the requirements established by NAVHDA.
- B. No prizes beyond those of NAVHDA will be awarded to any participants of tests conducted by the Chapter.

## ARTICLE 7: CHAPTER PROCEDURES

### Section 1: Chapter Meetings

- A. Chapter meetings will be held in the spring and in the fall, and as needed at other times during the year.
- B. The annual meeting shall be held in January, at which time officers for the new year shall take office.
- C. Notification of the dates and times of Chapter membership and Executive Council meetings will be made by email to the membership, and/or on the Chapter website and/or Facebook page.

### Section 2: Discipline

- A. An individual member of the Chapter may prefer charges against another individual member of the Chapter for alleged misconduct prejudicial to the best interests of the Chapter.
  - 1. Written charges with specifications must be filed in duplicate with the Secretary together with a fee of \$100.00, which shall be forfeited if the Executive Council does not sustain the charges following a hearing.
  - 2. The Secretary shall promptly provide a copy of the written charges to each member of the Executive Council.
  - 3. The Executive Council shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Chapter.
  - 4. If the Executive Council does not consider the charges to allege conduct which would be prejudicial to the best interests of the Chapter, the Executive Council may refuse to entertain jurisdiction.
  - 5. The Executive Council will have complete authority, if the charges are sustained after hearing all the evidence, to recommend to the membership the suspension of all club privileges for a period to be determined by the Executive Council. The Executive Council may recommend to the membership that the penalty be expulsion. The membership shall then vote by secret ballot. A simple majority of members present shall be required for a vote to suspend membership. A two-thirds majority of members present shall be required for expulsion.

Section 3: The financial statement will be presented at each meeting of the Chapter.

### Section 4: Amendments to bylaws

- A. Amendments will be presented in writing to the membership at two consecutive meetings prior to voting on the amendment.
- B. The vote may occur at the same meeting as the second discussion of the amendment.
- C. Approval of amendments to the bylaws will require approval of two thirds of the members present.

#### Section 5: Committees

- A. Committees may be formed from time to time to handle specific, short-term issues for the Chapter.
- B. Any member in good standing may serve on a committee.

#### Section 6: Political Activities

- A. The Chapter may, from time to time, support specific legislation or activities related to hunting, sporting dogs, conservation issues, etc.

#### Section 7: Dissolution

- A. The Chapter is not organized for profit and no part of the net earning or assets of the Chapter shall benefit any private individual.
- B. 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. This organization will be chosen by a majority vote of the membership of the Chapter.

#### Section 8: Delegate to NAVHDA meetings

- A. Article VII, Section 3 of the NAVHDA Bylaws provides for the attendance of a Chapter delegate at the annual meeting of NAVHDA, with voting privileges on all executive business conducted at the meeting.
- B. When deemed advisable and feasible, the Executive Council will select a member of the Chapter to attend.
- C. The Chapter delegate may be any member in good standing.

#### Section 9: Standing Rules

- A. There shall be established and maintained a set of regulations and policies called "Standing Rules." The Standing Rules shall consist of rules passed by a majority vote of the Executive Council for topics not covered in the Chapter Bylaws.
- B. Standing Rules may be added, deleted, or altered from time to time by majority vote of the Executive Council.
- C. Standing Rules shall support and not conflict with the Bylaws.
- D. The Standing Rules shall be maintained by the Secretary and kept as an addendum to the Bylaws.