CONSTITUTION AND BYLAWS
SOUTHERN ADIRONDACK CHAPTER OF NAVHDA

CONSTITUTION
Name and Purpose

SECTION 1. The name of this organization shall be Southern Adirondack Chapter - NAVHDA (North American Versatile Hunting Dog Association) and may be referred to as SAC-NAVHDA.

SECTION 2. The purpose of this organization is to foster, improve and protect the versatile hunting dog in North America by such activities as:

1. Sponsoring training sessions to help handlers and dogs prepare for both hunting and testing.
2. Acquainting sportsmen/sportswomen and dog owners with the history and use of versatile dogs.
3. Increasing general awareness of the historic heritage and undiminished value of the trained hunting dog as an indispensable companion for the fair pursuit and conservation of game.
4. Pursuing other venues that develop, test and make better hunting companions and canine good citizens of any pointing breed. This might include such venues as AKC Hunt Tests, AKC Conformation Tests, American Field Trials, and Agility Tests.

SECTION 3. This is a non-profit chapter of NAVHDA. The club shall not be conducted or operated for profit and no part of any profits or remainder from dues or donations to the club shall inure to the benefit of any member or individual.

Section 4. The members of the club shall adopt and may revise such bylaws from time to time as may be required to carry out these objectives.

BYLAWS

ARTICLE I

Membership/Dues

SECTION 1. Membership: The applicant must be a member of National NAVHDA. There shall be two (2) types of memberships open to all persons 18 years and older and one (1) type of membership open to all persons under 18 years of age, who have not had their privileges suspended from any dog breed organization and who subscribe to the purpose of this club. The categories of membership are as follows:

1. *Individual Member*: - One person who has paid the annual dues for the current year and is entitled to all benefits of the club.
2. *Spouse Membership: - Your spouse's membership entitles them to all SAC-NAVHDA membership privileges and to vote in SAC-NAVHDA elections.*
3. *Junior Member*: - Persons under the age of 18 years of age are eligible for Junior Membership. This type of membership expires on December 31 following their 18th birthday. Members of this category will have all benefits of the active membership except voting privileges.

The club's primary purpose is to be representative of the versatile dog owners in the Southern Adirondack area of New York, The South-western part of Vermont and the Northwestern part of Massachusetts, but membership is to be unrestricted as to residence.

SECTION 2. *Election to Membership:* Each applicant for membership shall apply for membership on a form approved by the Executive Council. The application shall state the name, NAVHDA Intl Member Numbers, date of application, address, city, state, zip code, telephone number, breed of dog, e-mail address, date of birth, and testing plans for the current year of application. The appropriate dues must accompany the membership application.

All applications are to be filed with the Secretary and each application is to be read at the next Executive Council or membership meeting following its receipt. The applications will be voted upon and require an affirmative vote of 2/3 of the members present at that meeting.

Applicants for membership who are rejected by the club may not reapply within six months after such rejection. The only exception to this rule shall be members who have been expelled and cannot be re-admitted to this club.

SECTION 3. *Termination of Membership:* Memberships may be terminated by:

1. *Resignation:* Any member in good standing may resign from the club upon written notice to the Secretary, but no members may resign when in debt to the club. Dues are considered a debt to the club and are incurred on the first day of each fiscal year and must be paid in full prior to resignation.
2. *Lapsing:* A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid after the last day of February of the fiscal year. However, Council may grant an additional grace period to such delinquent members in meritorious cases. This must be documented in writing. In no case may a person whose dues are unpaid be entitled to vote at any club meeting.
3. *Expulsion:* A member may be terminated by expulsion as provided in Article VI of these bylaws.

SECTION 4. *Dues:* Individual Membership dues shall be set or voted on by the vote of the membership at the Annual meeting. The dues are payable on or before the 1st day of January of each year and shall be for the full calendar year. Members who do not pay dues by the last day of February are terminated. No member may vote whose dues are not paid for the current year. Spousal dues shall be based upon the Individual Membership plus 50% of an Individual. Junior members dues shall be 50 % the amount of the active member. New members who pay dues after October 1 will be paid thru the end of the subsequent year.

ARTICLE II

Meetings, Quorums, Voting and Internet Voting

SECTION 1. *Annual Meeting:* An annual meeting of the club shall be held in December of each year within the Southern Adirondack area at such hour and place as may be designated by the Executive Council. Either E-Mail or written notice of this meeting shall be mailed by the Secretary at least 10 days prior to the meeting. The quorum for this

meeting shall be 20 percent of the members in attendance at the annual Meeting.

SECTION 2. *General Meetings:* The President, with prior written notice, may call a membership meeting in lieu of an Executive Council meeting to conduct the club's business at training sessions or other club activities where a preponderance of members are in attendance. The quorum for this meeting shall be 20 percent of the members in attendance at the General Meeting.

SECTION 3. *Special Club Meetings:* Special club meetings may be called by the President, a majority vote of the Executive Council, or by an individual with approval of the President and Executive Council. Members shall be notified at least 5 days and not more than 15 days prior to the date of the meeting and shall state the purpose of the meeting. No other business may be transacted at this meeting. The quorum of such a meeting shall be 20 percent of the members in attendance at the Special Chapter Meeting.

SECTION 4. *Executive Council Meetings:* A meeting of the Council shall be held whenever necessary. Traditionally, no meetings are held in October or November. The meetings shall take place in the Southern Adirondack area at such hour and place as may be designated by the President or by the Council. Should the President call the meeting, he must give the Council members 5 days notice previous to the meeting by e-mail or telephone. The quorum for a Council meeting shall be a majority of the Council members.

SECTION 5. *Special Executive Council Meetings:* Special meetings of the Council may be called by the President or by a written request signed by at least three members of the Council and submitted to the Secretary. Written, telephoned or e-mail notice shall be made by the Secretary to all Council members at least five days and not more than ten days prior to the meeting date. Such special meetings shall be held in the Southern Adirondack area at such place, date and time as designated by the person or group calling the meeting. Any such notice must state the purpose of the meeting and no other business may be transacted. The quorum for such a meeting shall be a majority of the Council.

SECTION 6. *Voting:* Individual members whose dues are paid for the current year shall be entitled to one vote per member. Spousal members are entitled to one vote each. This shall be true at any general or annual meeting of the club and one vote on any committee or the Council if he/she is a member. Proxy voting (not including Internet voting) will not be permitted at any club meeting or election. Mail-in ballots furnished by the club Secretary may be used to vote for club officers.

SECTION 7. *Internet Voting:* Internet voting shall be allowed as long as the item being proposed does not affect the following:

1. These Bylaws

2. The Sanctioning of a member under Article VI of these bylaws.
3. The Election of Officers.

If an item is deemed vital to the organizations existence the Executive Board shall not use Internet voting, but shall call a special meeting to address the issue.

ARTICLE III

Officers and Coordinators
Elected and Appointed

SECTION 1. *Executive Council:* The Council shall be comprised of the four officers and all acting Coordinators. The four officers shall be elected at the clubs annual meeting as provided for in Article IV and shall serve until term expiration or successors are elected. General management of the club's affairs shall be entrusted to the Executive Council and shall be limited to re-occurring business (i.e.; being able to pay the club's insurance premiums, land use permits from DEC, etc).

SECTION 2. *Officers:* The club's officers shall consist of the President, Vice-President, Secretary and Treasurer.

1. *The President* shall preside at all meetings of the club and of the Council and shall have the duties and power normally given to the office of President in addition to those particularly specified in these bylaws.
2. *The Vice President* shall assume the duties and exercise the powers of the President in case of death, absence, or incapacity, and such other duties as specified by the Executive Council.
3. *The Secretary* shall keep a record of all Chapter and Executive Council meetings. The Secretary shall have charge of correspondence; notify members of meetings; notify new members of their election to membership; notify officers and coordinators of their election to office; keep a membership roll to include postal addresses, telephone number and e-mail addresses, and carry out such other duties as assigned.
4. *The Treasurer* collects and receives all monies due to the club. Monies shall be deposited in a bank designated by the Executive Council in the name of the club. The books shall at all times be open to inspection by the Council. A financial report shall be given at every meeting. At the annual meeting an accounting shall be rendered of all monies received and expended during the previous fiscal

year. In October of each year, the President, Vice President and Secretary shall audit the Treasurer's books and report to the membership their findings at the Annual Meeting.

SECTION 3. *Coordinator of:*

1. *Coordinator of Training*: Responsible for the organization of all training and field tests given by the Chapter, except for the duties of the test Secretary and coordinator of Judging. All training should be conducted in accordance with one of two books or a combination of both.
    a. The Training and care of the VERSATILE HUNTING DOG by Sigbot Winterhelt and Edward D. Bailey
    b. NAVHDA Aims Programs Test Rules A publication of the North American Versatile Hunting Dog Association.
2. *Coordinator of Nominations*: Responsible for providing a slate of officers.
3. *Coordinator of Promotion*: Responsible for aiding in and encouraging the development of the chapter and its membership.
4. *Coordinator of Publications:* Responsible for the publication of the chapter's newsletter; in the absence of a publications coordinator the newsletter will be the responsibility of the President.
5. *Coordinator of Web Development:* Responsible for keeping the Web site up to date and the posting of the newsletter on the web.

The President may appoint any member, who is in good standing and is interested in these positions. The above list is not all-inclusive and may be amended as necessary, but must be included in the minutes of the meeting at which the position is approved.

ARTICLE IV

The Club Year, Annual Meeting, Elections

SECTION 1. *Club Year:* The fiscal year begins January 1and ends December 31. The club's official year begins immediately at the conclusion of the election at the annual meeting and continues until elections at the next annual meeting.

SECTION 2. *Annual Meeting:* The annual meeting is held in December at which officers for the year are elected by secret ballot from those candidates nominated in accordance with Section 4 of this article.

They shall take office immediately upon conclusion of the election and each retiring officer shall turn over to the successor all properties and records relating to that office (within 30 days after the election).

SECTION 3. *Elections:* The nominated candidate for each office who receives the most votes for each office shall be elected.

SECTION 4. *Nominations:* No person may be a candidate who has not been nominated. During the month of October, the president selects a Nominating Committee consisting of 2 – 3 members. The chairman of this committee shall call a committee meeting before the end of October. Nominated candidates must be present at the December annual meeting, or if unavailable, must submit in writing that he/she will accept the nomination for the position. Nominations for each office may be accepted from the floor. No person may be a candidate for more than one (1) office.

ARTICLE V
Committees

SECTION 1. The Council may each year appoint standing committees to advance the work of the club. The committees exist for the term of the council.

SECTION 2. Any committee may be terminated by a majority vote of the full membership of the Council upon written notice to the members. The Council may appoint successors to those persons whose services have been terminated.

ARTICLE VI
Discipline

SECTION 1. *Suspensions/Convictions:* Any member who is suspended from the privileges of any (dog) breed club will be suspended from privileges of this club for a like period. Any member who has been convicted of cruelty to animals in a criminal court will be terminated and cannot reapply until the ban imposed by the court is lifted.

SECTION 2. *Charges:* Any member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the club or the sport of dogs. Written charges must be filed with the Secretary who shall send a copy of the charges to each member of the Council or present them at a Council meeting. The Council shall consider whether the actions alleged in the charges, if proven might be considered prejudicial to the best interests of the club. If the Council determines that the charges are not prejudicial to the interests of the club, it may refuse to entertain jurisdiction. If the Council determines the

charges are prejudicial to the club, it shall set a date for a hearing by the Council not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail with a notice of hearing and an assurance that the defendant may personally appear in his/her own defense and may bring witnesses if desired.

Section 3. *Council Hearing:* The Council shall have complete authority to decide whether legal counsel may attend the hearing. Both sides must be treated the same way. Should the charges be sustained after hearing all the evidence and testimony, the Council may, by a majority vote of those present, suspend the defendant from all privileges of the club for six (6) months from the date of the hearing. If the Council deems this penalty insufficient, it may recommend to the membership that the defendant be expelled. Immediately after this decision has been reached, the findings shall be put into writing and filed with the Secretary, who will notify the parties involved of the decision of the Council.

Section 4. *Expulsion:* Expulsion of a member from the club may be accomplished only at a special meeting of the club following a Council hearing and upon the Council's recommendations as provided in Section 3 of this article. Such proceedings must be held within 60 days but not earlier than 30 days after the Council's recommendation of expulsion. At this meeting, the President shall read the charges, the Councils findings and its recommendation, and shall invite the defendant to speak in his/her own behalf if desired. The club members shall vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Council's suspension shall stand.

ARTICLE VII
Amendments

SECTION 1. Amendments to the constitution and bylaws may be proposed by the Executive Council or by written petition signed by 20 percent of the membership in good standing and delivered to the Secretary. Amendments must be submitted to the members within three (3) months of the date the petition was received by the Secretary.

SECTION 2. The constitution and bylaws may be amended by a 2/3 vote by secret ballot of the members present and voting at any annual, general, or special meeting called for the purpose. Each member will

receive notification of the amendment two weeks prior to the date of the meeting.

ARTICLE VIII

Dissolution

SECTION 1. The club may be dissolved at any time by written consent of 2/3 of the members in good standing. In the event of dissolution of the club other than for the purpose of reorganization whether voluntarily or involuntarily or by law, none of the property of the club nor any proceeds or assets shall be distributed to any member(s) of the club. After payment of any debts, the remaining property and assets shall be given to a charitable organization selected by the Executive Council for the benefit of dogs.

ARTTICEL IX

Working Rules

SECTION 1. *Working Rules:* As an aid to knowing which policies bind the club to a procedure, the Secretary shall list and periodically update any rules that set policy for the club. The rules shall be reviewed for their usefulness by the Executive Council on a yearly basis and a recommendation made to the membership of their usefulness. These rules (motions) should be kept on a separate sheet from the Secretary's minutes and shall be brought up-to-date yearly in December before a new Secretary takes office. These rules and the Council's recommendation shall be brought before the membership at the first general meeting of the year where they may be acted upon by a majority vote of the members present.

SECTION 2. *Non-Versatile Dogs:* Owners of a dog that is not among the versatile dogs listed by NAVHDA may become members provided that the owners become a member of NAVHDA International and have a full understanding that they are not allowed to test their dogs in an official NAVHDA Test.

SECTION 3. *Material Backups:* The Secretary shall after every meeting and after posting the minutes of the meeting make three backups of all chapter computer orientated data and shall give two copies to any of the three other officers. This is to prevent the loss of any club information due to any type of disaster. The backups should be on a CD and be in two formats, the original format in which the document was created in (ex: Word Document) and a PDF Format or vice-versa. If possible all correspondence should be scanned and included on the cd's.

SECTION 4. *Online Messages:* When responding to an e-mail message that has been addressed to all the members the response should be sent as a REPLY TO ALL.

ARTICLE X

Order of Business

SECTION 1. The order of business for a club meeting is as follows:

1. Roll call or sign in sheet
2. Call to Order
3. Minutes of the last meeting
4. Report of Treasurer
5. Committee reports
6. Election of Officers (Annual Meeting)
7. Unfinished business
8. New business
9. Election of new members
10. Correspondence
11. Good & welfare
12. Next meeting date
13. Adjournment

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern the club in all cases to which they are applicable and are not inconsistent with the bylaws and rules of order the club may adopt. The Executive Council, with a majority vote of the members present, may designate any other parliamentary authority it desires.

The Constitution and Bylaws Acceptance Sheet December 7, 2008.

President_____ Evan Hendricks

Vice President_____ Ted McEachron

Secretary_____ Linda Hendricks

Treasurer_____ Robert E. Baker Jr.

Member_____

Member _____

Member_____

Member_____

Member_____

Member _____

Member _____

Member _____