

**MINNESOTA CHAPTER OF THE NORTH AMERICAN  
VERSATILE HUNTING DOG ASSOCIATION INC. BYLAWS**

(APPROVED 02/21/2021)

**Article 1: Name and Purpose**

**Section 1:** The organization is a non-profit Minnesota Corporation and an approved Chapter of The North American Versatile Hunting Dog Association (NAVHDA.) The name of the organization is MINNESOTA CHAPTER OF THE NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION INC.

**Section 2:** The Mission Statement of the organization is: "The Minnesota Chapter of NAVHDA is a family focused organization dedicated to promoting NAVHDA principles and assisting members to train and test their dogs in accordance with the NAVHDA AIMS Programs Test Rules. In doing so, we believe members can develop their versatile dogs into the hunting partners they will enjoy for years to come."

**Section 3:** The purpose of the organization is to foster, improve, promote, and protect the versatile hunting dog breeds in North America by such activities as:

- A. Conducting Field Tests (Tests) for the versatile breeds according to the NAVHDA AIMS Programs Test Rules.
- B. Sponsoring training clinics and providing resources to assist and guide handlers in training their dogs for both NAVHDA tests and hunting.
- C. Sponsoring other activities of interest to the Chapter membership.
- D. Sponsoring events to raise funds to assist in financing tests, training events and clinics.
- E. Promoting the use of the versatile hunting dog breeds to hunters and other persons.
- F. Promoting ethical hunter behavior and conservation practices.

**Article II: Membership and Dues**

**Section 1:** Annual Chapter Dues amount will be determined by the Board of Directors. A two-thirds majority vote of the Board is required to change the Dues amount.

**Section 2:** Dues covers the primary Chapter member, spouse or significant other, and minor children under 18 in their immediate household. Membership in NAVHDA International by the primary member is required as a prerequisite to Chapter membership.

**Section 3:** Current Members and spouses or significant others at least 18 years of age may vote on Chapter business as outlined in these Bylaws provided full contact information, mailing address and email address are provided when applying or renewing Chapter membership.

**Section 4:** Members who have not paid Dues by March 31 will be dropped from membership and all the benefits of membership will be terminated.

**Section 5:** New membership dues received after August 31 will be good for the balance of the calendar year and the following calendar year.

**Section 6:** Renewed memberships received after November 1st from existing members in good standing will apply to the following calendar year.

**Section 7:** Renewed memberships received any other time are valid for the remainder of the current calendar year.

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**Section 8:** Expulsion of a Member for improper conduct, unsportsmanlike behavior, or other reasons deemed harmful to the Chapter may be done after a hearing by the Board and a two-thirds majority vote of the Board.

**Article III: Chapter Meetings**

**Section 1:** The Chapter will hold an annual meeting in January or February. Purposes for the meeting are to:

- A. Present a report from each Officer/Director, or a briefing by the President from each Officer/Director in the absence thereof.
- B. Present a report from the Chapter delegate to the NAVHDA annual meeting or a briefing by the President in the absence thereof.

**Section 2:** All other Chapter business will be acted on by the Board when required. All Board meetings will be open to the general membership. A quorum consists of 4 (four) directors.

**Article IV: Board of Directors**

**Section 1:** The Board will consist of 6 (Six) Members nominated or elected by the Membership. See Article VI-Nominations, Elections, Voting.

**Section 2:** President

- A. Presides over the Chapter Annual Meeting and Board Meetings.
- B. Fills appointed positions from membership and notifies Board as required by Article V.
- C. Appoints committees as necessary/required.
- D. Delegates tasks as needed to the board members, position appointees, or other members to serve the membership.
- E. Communications Coordinator-Responsible for these tasks or the delegation thereof to a qualified appointee.
  1. Manage social media sites approved for use by the Chapter.
  2. Oversee Website for currency.
  3. Generate Content for regular email communication to Chapter and route to Secretary for distribution.
  4. Solicit photographs and articles for publication on the Chapter website, specifically for the Newsletter/Blog section, develop or source additional articles and other content for publication and update (minimally) monthly during the training season and whenever required during the off season.

**Section 3:** Vice President

- A. Acquires the President's duties if the President position is Vacant.
- B. May hold appointed posts as outlined in Section V if appointed by the President.

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**Section 4:** Secretary

- A. Conduct primary correspondence of the Chapter's business with board members and the Chapter membership.
- B. Maintain an electronic membership list with all member's information as submitted and provide a distributable version to members by April 15th annually.
- C. Maintain and update chapter forms and coordinate with others for publication/distribution.
- D. Notify all directors of Board meetings.
- E. Ensures the Annual Calendar of Events is published. Delegate as appropriate/necessary.
- F. Record the minutes of all meetings.
- G. Maintain storage of Chapter documents.
- H. On or about August 1st of each year, announce to the membership the nomination process for vacant board positions-see Article VI-Section 1.

**Section 5:** Treasurer

- A. Receive all incoming funds for the Chapter.
- B. Pay all bills due by the Chapter.
- C. Maintain the Chapter checking and savings account and scholarship funds.
- D. Provide a Treasurer's report at all Board meetings.
- E. Responsible for getting conflict of interest policy signed by board members.
- F. Maintain all financial records as required and submission of appropriate tax documents.
- G. Maintain Non-Profit 501(c)(3) status with Internal Revenue Service.
- H. Maintain Chapter's business filing with Minnesota Secretary of State.

**Section 6:** Director of Testing

- A. Responsible for the organization and operation of all Tests held by the Chapter.
- B. Appoints Test Secretary for each Test and provides guidance and support as needed, including:
  - 1. Input Judges to NAVHDA for approval, or delegate to Test Secretary, and assist with any changes to Judging approvals..
  - 2. Ensure that each Test Secretary or other volunteers have coordinated for Travel & Lodging for Judges and assist Apprentice Judges with travel & lodging as much as possible, and coordinate with the Treasurer to ensure Judge expenses are reimbursed in a timely manner.
- C. Appoints Test Coordinator (Volunteer, Grounds & Equipment Coordinator) for each Test. (Test Secretary & Coordinator CAN be the same person.)
- D. Generate and distribute Test Day checklists to Test Secretaries and Test Coordinators.
- E. Responsible for ensuring Volunteer and Chapter Sponsor lists are available to the Judges on each test day-Delegate to Test Secretaries.

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**Section 7:** Director of Training

- A. Responsible for the organization and operation of all Training Events held by the Chapter.
- B. Appoints Coordinator for each training event, including Chapter Clinics or NAVHDA AIMS & RULES Clinics
- C. Assists Members with solving training problems.

**Section 8:** Resignations or Vacancies:

- A. Vacant Board Positions will be filled by soliciting nominations from the remaining Board Members.
- B. Board Positions will be assigned and filled by a two-thirds majority vote of the remaining Board members.

**Article V: Appointed Posts**

**Section 1:** These appointed posts are indefinite at the discretion of the Board of Directors.

**Section 2:** Judging Coordinator

- A. Responsible for inviting Judges to Chapter Tests. Once a commitment is secured, relays that information to the Test Secretary and Director of Testing.
- B. Finding substitute Judges for any Cancellations if requested by Test Secretary

**Section 3:** Annual Meeting Coordinator: Responsible for the organization and hosting of the Annual Meeting.

**Section 4:** Bird Buyer(s)

- A. Maintains contact info on sources of birds used in training & testing.
- B. Main point of contact with Bird Suppliers.
- C. Responsible for sourcing and purchasing birds as needed by the Chapter for testing & training. Forecasts & Contracts may need to be done by September for the following season.
- D. Coordinates with the Treasurer for payment.
- E. Coordinates with Director of Testing and/or Test Secretaries & Test Coordinators for Test Bird pickups/deliveries.
- F. Delegates to Training coordinators and others the responsibilities of maintaining Training birds and deliveries/pickups.

**Section 5:** Webmaster

- A. Responsible for website design, architecture, hosting, domain registration and routing.
- B. Responsible for securing other technology platforms needed by the Chapter.

**Section 6:** Website Editor

- A. Responsible for ongoing website editing and Event posting.

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**Section 7:** Grounds/Equipment Coordinator

- A. Responsible for arranging for grounds and facilities for all Chapter Events.
- B. Responsible for the care of Chapter Equipment

**Section 8:** Sponsor Coordinator

- A. Responsible for securing Chapter Sponsors and coordinating the promotion of Sponsors by the Chapter.

**Section 9:** Lunch Coordinator

- A. Responsible for Coordinating Lunches at Chapter Tests and Events as Requested.

**Article VI: Nominations, Elections, Voting**

**Section 1:** On or about August 1st of each year, but not later than August 15th, the Secretary will announce to the membership that nominations for expiring board positions are open. This communication shall include a list of all current Board Members and the expiring dates of all terms.

**Section 2:** Nominations will be accepted by the Secretary from the Membership until August 31st. Members may nominate themselves. Members who are not nominating themselves must agree to accept the nomination which is to be verified by the Secretary.

**Section 3:** Placement of Board of Directors

- A. Directors are placed or elected to the Board from the nominees for expiring/open Board Positions to two-year terms by September 30th of each year. Terms will begin on October 1st.
- B. If more people are nominated than open Board positions available, the Secretary will ask nominees if they want to revoke their nomination.
- C. If there are still more nominees than open Board positions, an election will be held by balloting the full Chapter membership by a Board approved voting method. This process is to determine the Board Membership, not to elect or assign individuals to a specific Director Position.
- D. After October 1st, but before November 1st, the newly placed Board will, by at least a majority vote, determine which Director positions defined in Article IV each Board Member will hold. Incumbent Board Members have no guarantee to maintain their previous Director Position.

**Article VII: Bylaws Amendments**

From time to time, the Board may approve Amendments to the Bylaws as necessary. Proposed Amendments are to be sent to the full Chapter membership with a two-thirds majority of those members participating in the voting needed to be ratified for approval and adoption. There shall be at least a 14-day time period after notification to Members before a vote is held. The method of notification to Members and voting method and procedures are to be approved by the Board.

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**Article VIII: Appendices**

Appendices to these Bylaws are for the purpose of recording the Board of Directors' policies and procedures approved and adopted over time for the purpose of conducting Chapter business as required by Article III- Section 2 and serving the membership. These appendices are NOT part of the Bylaws and can be adopted and amended by a vote of the Board without full membership approval.

**Article IX: Publication**

These Bylaws and any Appendices are to be available to the Chapter Members in electronic form upon request, and/or published on the Chapter website.