

**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.

# **Appendices to BYLAWS**

## **Minnesota Chapter of NAVHDA**

The purpose of these appendices is to have a record and history of Board adopted policies & procedures.

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# Appendix A: Standing Rules

(Adopted by Board Resolution 12/23/2021)

The purpose of these standing rules is to define procedures necessary for the Board to conduct Chapter business as required by Article III- Section 2 of the Bylaws. These rules can be established/amended by a simple majority vote of the Board. These rules shall be recorded in Appendix A of the Bylaws.

**Section 1:** Board meetings may be held in person or via electronic conference. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter's Board of Directors may adopt.

## **Section 2:** Voting:

- A. The Bylaws require a Quorum of 4 Board Members to conduct the business of the Chapter. See Article III-Section 2.
- B. Except where the Bylaws require otherwise, motions will be approved/passed by a simple majority vote.
  - a. 6 members present and voting: 4 votes shall be required to pass (66.6%).
  - b. 5 members present and voting: 3 votes shall be required to pass (60.0%).
  - c. 4 members present and voting: 3 votes shall be required to pass (75.0%).
- C. Where the Bylaws require a two-thirds majority be required for approval/passing a motion, the threshold of required votes to pass shall be:
  - a. 6 members present and voting: 4 votes shall be required to pass (66.6%).
  - b. 5 members present and voting: 4 votes shall be required to pass (80.0%).
  - c. 4 members present and voting: 3 votes shall be required to pass (75.0%).

## **Section 3:** Removal of Board Members:

Expulsion of a Board Member from the Board 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.



# Appendix B: Chapter Event Rules, Etiquette and Safety Policy

## MN NAVHDA Participation Rules, Etiquette & Safety Policy

(Adopted by Board Resolution 12/17/2019)

As a community, we share a passion for our dogs and training. As new members join in training events, someone taking the time to explain the prevailing “rules and etiquette” is sometimes overlooked. In an effort to welcome new trainers to MN NAVHDA and assure they enjoy a safe, stress free start; we have outlined this information below. As we are very fortunate to have access to some wonderful training grounds, many of these items address good stewardship so that we will continue to be welcomed back to these training venues.

### Participation & Membership:

Membership in NAVHDA International is required by all participants to participate in Minnesota Chapter Events, *unless a Release Agreement is signed.*

- An individual is considered a NAVHDA member if they have a NAVHDA member number and if their dues are paid in full for the year in which the event in question is occurring. This would include “life members” since they have a member number and their dues are paid in perpetuity. The Minnesota Chapter allows spouses and/or family members to be considered Chapter members without joining NAVHDA International; these individuals are considered non-members of NAVHDA International and must therefore sign the release agreement prior to actively participating in any NAVHDA International or Chapter events.
- A non-member is defined as Anyone who wishes to participate in a NAVHDA event, but who is not a member of NAVHDA International, and/or individuals who are former NAVHDA International members but whose dues are not paid in full, and/or is someone who intends to join NAVHDA International but does not yet have a member number or dues paid in full.
- A release agreement is required when a non-member wishes to actively participate in a NAVHDA event. Practically speaking, this means anytime a non-member intends to:
  - handle a dog in one of our training sessions.
  - follow a handler out in the field during a hunt test or training session.
  - volunteer to help at any NAVHDA sanctioned event.
- A signed release agreement is not required for any non-member who is merely there to watch an event from a distance or stops by to have lunch, etc., but does not otherwise actively participate in any event or activities.
- *A non-member may not discharge a firearm at any Event.*

### Safety First! Follow these rules at all times:

- Blaze Orange or Pink is required in the field at all times.
- Youth under 18 years of age MUST be a member of NAVHDA International AND have a valid state issued firearms safety certificate to handle firearms at any Event, including the firing of blank ammunition.
- Gunners at Chapter tests must be approved by the Board of Directors and must meet the requirements set forth in the NAVHDA AIMS Programs, Test Rules book (See

section on "Field Group"-Utility Test.).

- A break open shotgun (Single Shot, Over/Under or Side by Side) is REQUIRED during Tests and is HIGHLY recommended in the field at other events. If a Non break action gun like a pump-action or semi-automatic is used, shotgun actions shall remain open while walking in the field and loaded with a maximum of 2 rounds at any time. The action shall only be closed once the dog is on point and the gunners have assumed a safe position from which to shoot. Safety mechanisms shall remain engaged until the time the gun is mounted to discharge the firearm. Gunners shall consider safety for all persons and the dogs paramount and shall not take any shot which may possibly place a person or dog in danger. Any person in the general area where a game bird is pointed and attempting to be flushed is encouraged to verbally call out the word "Safety" to signal to a gunner not to take a shot, where a potential safety issue or concern is observed. Once a "Safety" has been declared, no shot may be taken.
- Know your target and what is beyond.
  - Visible sky ensures birds are above our dogs.
  - If in doubt, don't take the shot. We don't want to disappoint our four-legged friends, but a pellet in our two-legged friends is NOT acceptable.
  - Do not discharge a firearm towards the parking area.
- Maintain muzzle control!
  - Do not sweep people or animals.
  - Do not discharge too close to people or unannounced.
- No shooting is permitted during any MN NAVHDA Event beyond what is required to support the training or testing event.
- Youth under 18 years of age must have a valid state issued ATV safety certificate to operate any ATV, UTV or off-road vehicle at an Event.
- Extreme weather such as lightning, strong winds, extreme temperature, snow or heavy rain can create hazardous conditions. The event leadership has the responsibility to decide if an event should be halted due to weather and at what point the event shall resume

### **Politeness and Courtesy:**

- Dogs must be on a lead and under control at all times when not performing a drill.
  - Run your dog(s) ahead of training.
  - Please do not free-run them on the grounds prior to the start of training. The extra marking and fecal matter in the fields is an unnecessary distraction to the training process.
- Puppies must be on a lead and under control just as adult dogs. Puppies should be introduced to unfamiliar adult dogs in a careful, controlled situation to preclude any aggressive behavior by the adult dog.
- Police your refuse.
  - Dispose of your dog(s) poo where others will not accidentally 'find' it.
  - Check around your vehicle before you go to make sure all garbage is collected. ○ Your dead birds are yours and yours alone. Please make sure you take them with you for disposal-OFF THE GROUNDS
- Tread Lightly
  - The grounds are often muddy, drive slowly and use 4x4 if you have it.
  - If in doubt, walk in; do not muck things up. We will lose the grounds.
  - Stay on the road and parking area. Do not drive into the fields or other perceived

trails.

- Be respectful and cognizant of others and their unique needs and circumstances
- Everyone is at a different stage of dog training and ability.
  - Not everyone has the same access to resources and tools.
  - There is more than one way to skin a cat -- seek first to understand and then to be understood.
- Dive in and lend a hand.
  - If you don't know how to do something, ask and someone will gladly help.
  - If you see someone needs help, ask and they will generally welcome your offer
  - Go the extra mile, these friendships open doors and last a long time.

Lots of work goes into each of these events and many people go above and beyond for the betterment of the rest of us. Many knowledgeable people come to help out those that are learning. Volunteers organize the purchase, transport, housing and feeding of birds made available for training. The club provides grounds and equipment that many would not have access to. Take time to thank those around you that help make it happen. Also, it never hurts to ask the organizers "is there anything I can do to help?"

# **Appendix C: Joe Dolejsi Scholarship**

Amended & Approved by Board Resolution 1/21/2020

## **Joe Dolejsi Youth and New Handler Scholarship Fund**

This scholarship has been established by the Minnesota Chapter of NAVHDA in memory of and in recognition of Joe Dolejsi's commitment and many contributions to NAVHDA and the development of the Minnesota Chapter. Joe was a dedicated leader at the International level as well as the Chapter Level. He also enjoyed interacting with youth and new handlers and was a firm believer that their involvement would be a cornerstone to the growth of NAVHDA.

### **At the International level:**

- He was a Judge for 27 years.
- He judged 1793 Dogs at 218 individual Chapter Tests.
- He was a Handler Clinic Leader.
- He led 14 Handler Clinics.
- He was the Director of Testing, 1996.
- He was the Director of Judge Development for 2 years, 1997-1998.
- He was the NAVHDA International President for 6 years, 1999-2004.
- He was the NAVHDA International Treasurer for 10 years, 2008-2017.

Each year the Chapter may award new Scholarships to YOUTH applicants (under 19 at the time of their application), and/or to any adult applicants who are new to hunting and to versatile dog ownership. Award decisions will be based on the quality and merits of the application. Applications must be received by December 1<sup>st</sup> of each year for the following training & testing season and winners will be announced by December 31<sup>st</sup>.

### **Recipients will be awarded the following MN NAVHDA events/privileges:**

- Reimbursement for Initial NAVHDA International 12-month membership for recipient. (If applicant is NOT currently a NAVHDA International member at time of application for scholarship.)
- 1-year Family Chapter Membership or reimbursement as applicable.
- Any Training Events or Seminars held by the Chapter
- Obedience Classes
- Test/Training Prep Seminars
- Training Clinics
- Training Days or Weekend Events
- AIMS/Rules if held by the MN Chapter. (Chapter will assist Youth recipients with application for the NAVHDA International Kristin Rieser Youth Scholarship Fund.) ● Annual Grounds Pass to ONE Training Venue (Note-does not include purchase of training birds)
- ONE MN NAVHDA Test Fee. (Chapter will assist Youth recipients with application for the NAVHDA Youth testing incentive program.)

Recipients awarded the scholarship must be the individual handling the dog and registering/signing up as the Handler for all training and testing events. Recipient must sign up and register for any event on their own. Notify Chapter officials or Event Coordinators at time of registration that you are a Scholarship Recipient.

The winner of the Joe Dolejsi Memorial Scholarship will be selected by vote of the Board of Directors of the Minnesota Chapter of NAVHDA. Children, grandchildren and spouses/significant others of members of the Board of Directors are not eligible to participate.

# Appendix D: Bill Jensen Apprentice Judge Scholarship

(Amended & Approved by Board Resolution 09/20/2022)

## The Bill Jensen Minnesota NAVHDA Apprentice Judge Scholarship

A Scholarship of \$1000.00 will be awarded to a qualified Minnesota Chapter Member who completes the Apprentice Judging Program and is approved as a NAVHDA Judge. The purpose of this scholarship is to invest in chapter members learning and understanding of NAVHDA principles and to have more local judges available to defray judging/test costs incurred by the Chapter. A maximum of ONE scholarship per year will be awarded by the Chapter.

### Qualifications/Requirements:

1. Must have been a current Minnesota NAVHDA Chapter member at the time they apply to enter the Apprentice Program and must notify the Chapter Board of Directors within 30 days upon acceptance to the program, and their intent to take advantage of the scholarship by signing and submitting this application to [president@mnavhda.org](mailto:president@mnavhda.org).
2. Must be a current Minnesota NAVHDA Chapter member at the time they are approved as a NAVHDA Judge and must notify the Board of Directors and request the scholarship payment within 30 days of being approved by re-submitting this application. (See bottom section.)
3. Must maintain active membership in the Minnesota Chapter of NAVHDA throughout the term of their Apprenticeship, be current at time of approval as a Judge, and maintain annual chapter membership at least until the obligations in part 5 below are met.
4. When judging a MN Chapter test, if the recipient's primary residence is more than 250 miles from a MN NAVHDA testing grounds, then reimbursable expenses for testing obligations will be limited to expenses incurred for a 500-mile round-trip drive. Maximum driving reimbursement will be the current IRS allowable mileage rate for actual miles driven up to 500 miles. No airfare will be reimbursed. No reimbursements for expenses will be made during apprenticeship.
5. When approved by NAVHDA's Director of Testing, the recipient agrees to judge at least EIGHT testing days for the Chapter within the following 4 testing seasons of being awarded the \$1500 scholarship. Judging all days of a test weekend is the norm and is what is preferred.
6. If a recipient is removed or retires from the judging program before completing the judging of EIGHT testing days for the Chapter, recipient must pay back the scholarship funds at a rate of \$125.00 per testing day that they are short of judging 12 testing days for the Chapter.
7. Any disputes about qualifications and scholarship payments/refunds shall be voted on and decided by the Chapter Board of Directors and that decision is final.

I have been accepted to the NAVHDA Apprentice Judge Program and wish to apply for the MN NAVHDA Bill Jensen Apprentice Scholarship. I have read and understand the above Qualifications and requirements.

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Applicant

Signature Printed Name NAVHDA # Date

Applicant has been verified as a Chapter member and verified on approved Apprentice Judge list with NAVHDA.

\_\_\_\_\_ Chapter

Director Signature Printed Name & Title Date

I have been approved as a NAVHDA Judge and am requesting payment of the \$1000.00 in scholarship funds to reimburse me for my apprenticeship expenses. I have read and understand the above Qualifications and requirements.

\_\_\_\_\_ Applicant

Signature                      Printed                      Name                      NAVHDA                      #                      Date

\_\_\_\_\_

Street Address City State Zip

\_\_\_\_\_ Chapter

Director Signature Printed Name & Title Date

# Appendix E: CHAPTER TEST POLICIES

## Test Entry Policies

(Amended & Adopted by Resolution of the Board 12/21/2021)

A handler may enter and run a maximum of two dogs per testing day. This policy is in effect up to 10 days prior to the test date. At that time the handler may enter and run any number of dogs, subject to availability of test openings.

Test Entries will open Feb 1st to verified chapter members only. Entries will open to non-chapter members starting March 1st. An entry is not official until the test secretary verifies all dog and owner/handler information required by NAVHDA has been provided and full payment has been received.

## Test Refund Policy

Adopted by Resolution of the Board 11/19/2020

### MINNESOTA NAVHDA TEST REFUND POLICY

- All test refund requests must be submitted in writing (email is acceptable) to the Test Secretary.
- Medical Exception - The total test entry fee will be refunded if the dog or handler is unable to participate for medical reasons. The written request must be accompanied by a letter from a Physician or Veterinarian stating the handler or dog is unable to participate.
- An owner or handler pulling a dog from a test with a minimum notice of 45 days before the first testing date of the scheduled test weekend will receive a full refund less a \$30.00 handling fee.
- An owner or handler pulling a dog from a test with a notice of 14 days to 44 days before the first testing date of the scheduled test weekend will receive a full refund less a \$30.00 handling fee only if that testing spot can be filled by another dog/handler on the waiting list.
- There will be no refund if cancellation notice is received less than 14 days before the first testing date of the scheduled test weekend (except for the medical exception). ● Test entry submissions on the waiting list that are not entered in the test will receive a full refund if payment was made.

## Test Gunner Guidelines

(Adopted by Resolution of the Board 12/21/2021)

### MN NAVHDA Test Gunner Guidelines

*Copies to be given to the Gunners at each testing event*

**OVERVIEW: Gunners must display a high level of etiquette and act as a good sportsperson** in every sense of the word from the time they arrive at the test until their last contact with test participants. The gunner must have considerable self-control. They must



concentrate on their task and take it seriously even if the dog or handler is having a bad day. All dogs and handlers must be treated with the same consideration and respect. They should not comment on the dog/handler performance to any party after leaving the field. They should not repeat anything heard or offer personal opinions.

### **UPT & UT Gunners**

**Gunners must be alert, calm, level headed and responsible.** The safety of the participants and spectators, as well as the dogs, is of paramount importance.

**Gunners must understand the rules of the test** and realize that it is the dog's performance that is under judgment. The gunner's role is to assist the dog through timely and safe shooting and be capable of accepting instructions. There are times when safety dictates a bird not be shot even though the rules require a shot to be fired to test for steadiness.

**Gunners must be focused, attentive, and ready to receive direction** from both the handlers and the judging team. There are other times when Judges make requests of the gunner regarding shooting or positioning to ensure a correct and fair judgment. These requests must be followed efficiently.

**Gunners must be proficient with a break-action gun on live birds** and they must be knowledgeable enough to hold their fire until the bird is at a suitable distance to allow a clean shot and a good retrieve.

**Gunners must be physically capable of traversing the testing ground at the necessary pace.** They must possess the physical agility to put them into the best position to shoot safely without interfering with the performance of the dog.

**Gunners must display a high level of etiquette and act as a good sportsman** in every sense of the word from the time they arrive at the test until their last contact with test participants. The gunner must have considerable self-control. They must concentrate on their task and take it seriously even if the dog or handler is having a bad day. All dogs and handlers must be treated with the same consideration and respect. They should not comment on the dog/handler performance to any party after leaving the field. They should not repeat anything heard or offer personal opinions.

### **NA Gunners**

**Gunners must be proficient with a break-action gun.** They must take direction from the judging team and recognize that timeliness of the shot is critical in the evaluation of a natural ability dog.

*Please read the portions of pages 6 and 22-23 in the  
**NAVHDA Aims, Programs, Test Rules** book  
Dealing with guns, gunning and safety*

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# Utility Prep Test and Utility Test Gunner Approval Process & Policy

(REVISED and Adopted by Resolution of the Board 04/18/2023)

## MN NAVHDA UPT & UT Gunner Process & Policy

In an effort to ensure a high level of safety, etiquette, test acumen, and proficiency at our MN NAVHDA UPT/UT testing events we have outlined this information below. This information is intended to guide the board in identifying, selecting, and approving volunteers who may act as “Gunners” at MN NAVHDA UPT/UT testing events.

### Minimum Qualifications:

- Membership in NAVHDA International & MN NAVHDA is required for all volunteers acting as a Gunner in a MN NAVHDA UPT or UT Test.
- All Gunners must be familiar with the UPT and UT test segments prior to being nominated or approved as Gunners for UPT/UT testing events.
- All Gunners must have a break-action shotgun, demonstrated proficiency in wing shooting and know how to work with the Handler, Dog and Judging Team.
- All Gunners must be approved by the MN NAVHDA Board of Directors and listed on the Approved Gunners list (an exception to this qualification may be made with approval of two Board Members if a unique circumstance occurs that would impact the chapter’s ability to run a test but only if all other qualifications are met).

### Gunner Nomination Process:

- Director of testing may nominate chapter members that meet the minimum qualifications as outlined above.
- Any member wishing to nominate a gunner will communicate that nomination to the Director of Testing.

### Gunner Approval Process:

- Gunner nominations will be reviewed annually or on as needed basis in the event of a unique circumstance.
  - Gunners will be added to the approved gunners list upon a majority approval of board members in attendance at the board meeting.
  - Director of testing is responsible for maintaining an updated gunners list and making it available to test secretaries and test coordinators as needed.
-

## **Appendix F: Minnesota NAVHDA Sponsor Program**

(Adopted by Resolution of the Board 1/19/2021)

Minnesota Navhda may offer a promotional program for suitable sponsors. The suitability of the sponsors and the type of promotion offered and the fees for such promotion shall be set by the Board of Directors and implemented by the Sponsor Coordinator.

### **Suitable Sponsors**

- A principal or a board member of the Business or Organization being promoted must be a Chapter member, or be a business/organization the chapter has a direct business relationship with.
- The primary products and/or services offered by the sponsor and those products and/or services being promoted by the chapter should align with the chapter mission statement. The following types of businesses/organizations shall be excluded:
  - Professional Trainers-Minnesota NAVHDA Training philosophy is geared toward helping members train their own dogs in accordance with the AIMS PROGRAMS TEST RULES.
  - Breeders/Kennels-Minnesota NAVHDA shall remain neutral on promoting any particular breed.
- There should not be any overlap or conflict of interest of chapter sponsors in regards to their core areas of business concentration. Caution should also be taken so that no chapter sponsor conflicts with any NAVHDA International sponsor.

# Appendix G: Conflict of Interest Policy

## Conflict of Interest Policy

(Adopted by Resolution of the Board-date unknown)

### Article I Purpose

The purpose of the conflict of interest policy is to protect the Minnesota Chapter of the North American Versatile Hunting Dog Association Inc.'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Article II Definitions

1. **Interested Person:** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Article III Procedures

1. **Duty to Disclose** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
  - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

- a.** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain: **a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V Compensation**

**a.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. **b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

**c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Article VI Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a.** Has received a copy of the conflicts of interest policy,
- b.** Has read and understands the policy,
- c.** Has agreed to comply with the policy, and
- d.** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b.** Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **Article VIII Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Minnesota Chapter of the North American Versatile Hunting Dog Association**

**Inc. Conflict of Interest Policy**

**Annual Attestation**

I \_\_\_\_\_ affirm that I have:  
(printed name)

1. Received a copy of the conflict of interests policy;
2. Have read and understand the policy;
3. Agree to comply with the policy; and
4. Understand that the Minnesota Chapter of the North American Versatile Hunting Dog Association Inc. is charitable and in order to maintain its federal tax exemption it must engage primary in activities which accomplish one or more of its tax-exempt purposes.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)