**KEYSTONE CHAPTER OF**

**NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION OFFICIAL BY-LAWS**

Established March 1997 I By-Laws Ratified December 1998 Amended: June 2003, December 2007, June 2010, August 2012, June 2014, July 2018

Amended June 2022

**Article I**

**Name and Purpose**

Section 1

Section 2

**Article II**

Section 1

Name

The name of this organization shall be the Keystone Chapter of the North American Versatile Hunting Dog Association (NAVHDA). Also known as the Keystone Chapter of NAVHDA. The Keystone Chapter of NAVHDA is a non-profit chapter of NAVHDA.

Purpose

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

1. Encouraging training under the philosophy of NAVHDA and the exemplification of such training for the benefit of chapter members and the general public.
2. Sponsoring tests for the versatile breeds according to the rules of the **NAVHDA.**
3. Preparing test records for submittal to NAVHDA.
4. Encouraging new membership in NAVHDA and the Keystone Chapter of NAVHDA.
5. Acquainting sportsmen and hunters with the history and use of versatile hunting dogs for the fair pursuit and conservation of game.

**Membership and Dues**

Activation of Chapter

The chapter shall become active upon the payment of annual dues of ten or more people to NAVHDA and the Keystone Chapter of NAVHDA.

Section 2

Section 3 Dues

Annual dues shall be set by the Executive Council and shall be full calendar year dues. Dues are payable January first of each year. Dues must be paid by March first of each year or membership is considered terminated. Upon payment of delinquent dues after March first, membership may be re-instated as a non-voting provisional member subject to Article II, Section 2 (b). Dues paid after November first shall be deemed adequate for the balance of the year they were paid and the succeeding year. Family members may join at a $5.00 discount to the regular membership fee.

Section 4

Expulsion

Executive Council may expel a member for violation of chapter rules, Pennsylvania Game Commission or United States Fish and Wildlife Service rules and laws, misconduct, any action determined to be harmful to the chapter by the Executive Council or any action contrary to the conduct of a sportsman who respects and conserves the natural environment. Full refund of dues shall be made upon request following expulsion from the chapter. An expelled member may petition the Executive Council for reinstatement within a period not to exceed sixty days from the receipt of expulsion. The Executive Council will vote on the petition at their next meeting following the receipt of the petition.

Membership

1. Provisional Member: People interested in membership in the Keystone Chapter of NAVHDA will be considered non-voting Provisional Members upon submission of a completed Chapter Membership Application, payment of dues as outlined in Article II Section 3, and annual verification of membership in NAVHDA International.
2. Active Voting Member: To be eligible for Active Voting Member status a Provisional Member must be eighteen (18) years of age or older and must be actively participating in Chapter events for a minimum of six (6) months. Eligible Provisional Members will become Active Voting Members upon approval by majority vote of the Executive Council. Approved Active Voting Members may maintain Active Voting Member status by submission of a completed Chapter Membership renewal, payments of dues as outlined in Article II Section 3, annual verification of membership in NAVHDA International, and participation in a minimum of two (2) Keystone Chapter events each calendar year. Active Voting Member status may be returned to Provisional Member status by majority vote of the Executive Council.
3. Membership rates for chapter tests shall be applicable to:
4. Members of NAVHDA.
5. Handlers with dogs owned by NAVHDA members.
6. Non-NAVHDA members shall pay an additional fee established by the Executive Council.

Section 5

Disputes

Section 6

**Article Ill**

Section 1

Section 2

In the event of a dispute or grievance which is of such a serious nature as to damage the chapter, the President may appoint a committee consisting of three members of the chapter; one member shall be a member of the Executive Council and serve as chairman. The purpose of the committee shall be to gather facts and mediate the dispute. If no settlement can be reached by efforts of the committee, they shall present the matter to the Executive Council for final arbitration.

Dissolution

In the event of the dissolution of the Keystone Chapter of NAVHDA, the Treasurer and Executive Council will see that all outstanding bills are paid from the available chapter funds. Any additional monies remaining will be sent to NAVHDA International. Chapter equipment will be offered for sale/auction to Chapter members on a date designated by the Executive Council.

**Officers and Directors**

Officers

1. The active voting members shall elect the chapter officers. These officers include the President, Vice President, Secretary and Treasurer.
2. No person shall be an officer of the chapter who is not an active voting member of the chapter.
3. The term of office for the officers shall be two years.
4. There shall be no salary or remuneration for services rendered in an official capacity with the exception of authorized travel or business expense.
5. The duties of the officers are outlined in Article IV.

Directors

1. The chapter directors shall be Testing, Permits, and Training.
2. No person shall be a director of the chapter who is not an active voting member of the chapter.
3. The term of office for the directors shall be two years.
4. There shall be no salary or remuneration for services rendered in an official capacity with the exception of authorized travel or business expense.
5. The director's duties are outlined in Article IV.

Section 3

**Article IV**

Section 1

Section 2

Vacancies

The President, with approval of the Executive Council, shall appoint people to fill any officer or director vacancies.

**Executive Council**

Executive Council Members

The Executive Council shall consist of the four elected officers and the three elected directors. In the event that one person holds more than one position, that person can cast only one vote for any issue.

Duties of the Executive Council

1. President

The President is the chief executive officer of the chapter and has the duty and authority to appoint acting officers and directors to fill vacancies occurring between elections. Such appointments shall be made with the concurrence of the Executive Council. The President has the duty and authority to conduct meetings, appointing committees and assume other duties as may be deemed necessary.

1. Vice President

The Vice President shall assume the office of the President in the event of a vacancy and shall perform such other duties as determined by the Executive Council. The Vice President shall serve as the membership chairman and leader in chapter promotions. The Vice President will be responsible for aiding and encouraging the development and growth of the chapter membership.

1. Secretary

The Secretary is responsible for chapter correspondence, keeping records of chapter business in accordance with these by-laws and such resolutions deemed necessary by the Executive Council. The Secretary shall record, retain and report minutes of all chapter meetings.

1. Treasurer

The Treasurer shall be responsible for maintaining all financial records of the chapter. The Treasurer will maintain bank accounts, sign checks and receive and distribute chapter monies.

1. Director of Testing

The Director of Testing, in consultation with the Executive Council, is responsible for coordinating and conducting the chapter tests. The Director of Testing shall disseminate test information both and

before and after the test, recruit and train potential judges and submit their names to NAVHDA for certification, and obtain and coordinate with judges for chapter tests.

1. Director of Permits

The Director of Permits, in consultation with the Executive Council, is responsible for the submission of Training Permit applications to the appropriate authorities. The Director of Permits will coordinate and correspond with the appropriate authorities on any issues that may arise in the applications and compliance with the issued permits. The Director of Permits will maintain copies of the permits for two (2) years and maintain the chapters permit book. In addition, the Director of Permits will facilitate a cooperative relationship between the Keystone Chapter of NAVHDA and the permitting agencies.

1. Director of Training

The Director of Training, in consultation with the executive Council, is responsible for coordinating the chapter training program for regular training sessions, and the maintenance of all Keystone Chapter training equipment and supplies.

**Article V**

**Chapter Meetings**

Section 1

Section 2

Executive Council Meetings

The Executive Council shall meet at least two times per calendar year. These meetings should be scheduled for January and June and shall be announced and open to the membership. Voting at Executive Council Meetings is restricted to members of the Executive Council.

General Membership Meetings

General Membership Meetings shall be held two times per year. The General Membership Meetings shall be conducted on the same day as, and following the Executive Council Meetings. The June General Membership Meeting will be considered the Annual Meeting.

**Article VI**

**Committees**

The President or Executive Council shall appoint committees, standing or special, as necessary to carry on the work of the chapter.

**Article VII**

**Article VIII**

**Article IX**

Section 1

Section 2

**Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and consistent with these by-laws and any special rules or order the chapter may adopt.

**Testing**

All tests must be conducted in accordance with the requirements established by NAVHDA.

**Elections**

Nominations

1. A nominating committee comprised of three active voting members shall be appointed by the Executive Council at the June meeting. The nominating committee duties include collecting nominations and preparing ballots for upcoming elections. In the event that a nomination has not been received by the committee for any position, the committee shall nominate an individual for said position.
2. Nominations must be submitted by an active voting member and received by the deadline provided in Article IX Section 6.
3. A person may be nominated for only one position in a given election.
4. The nominating committee will assure that all nominees are willing and able to fill the position for which they are nominated.

Ballots

a) In the event that the nominating committee receives but one nomination for a position, the nominating committee will forward the sole nomination to the Executive Council. The Executive Council may, by majority vote, elect the sole nominee to the position. That position will then not appear on the ballot going out to the active voting membership.

b) A complete ballot shall be mailed to the active voting members according to the schedule provide in Article IX Section 6. The ballot shall contain the contested positions which are up for election and the name of each person nominated for office or directorship. If there are no contested positions ballots will not be mailed out.

Section 3

Section 4

Section 5

Section 6

**Article X**

Section 1

Voting

Active voting members shall be entitled to one vote for each office. The order of voting may be decided at the discretion of the Executive Council. Ballots must be received by the nominating committee by the date specified in Section 6.

Write-in candidates on the ballots are permissible.

Counting of Ballots

The nominating committee will count the votes and report the results to the Executive Council.

Election Disputes

The Executive Council shall be the sole arbitrator of disputes regarding the validity of the election.

Procedure

The Executive Council may make rules regarding elections as necessary provided they do not conflict with these by-laws. The current schedule as decided by the Executive Council upon activating the chapter is as follows.

June Meeting September 1 October 1

November 1 January Meeting

Appoint nominating committee

Nominations due to nominating committee Nominating committee send ballot to active voting members

Votes due back to nominating committee

Executive Council Meeting with previous and newly elected Executive Councils, Election Results presented

**Chapter Procedures**

Procedure

Chapter business may be conducted by mail, telephone, and e-mail. Any active voting member may present a proposal to the Executive Council he/she deems will benefit the Chapter. Proposals must be submitted in writing and directed to the Chapter Secretary. Proposals regarding a potential emergency situation may be brought in front of a majority of

the Executive Council at a Keystone Chapter event or meeting. The Executive Council majority present will consider the potential emergency situation as a group and determine if immediate action is required and take appropriate action as deemed necessary. If the Executive Council majority present does not consider the proposal an emergency situation then, the members making the proposal shall be instructed to follow the above procedure by submitting a proposal in writing to the Chapter Secretary for submission to and consideration by the Executive Council. If the Executive Council majority present does consider the proposal an emergency situation, then, every attempt will be made to contact the remainder of the Executive Council members for additional discussion prior to rendering a decision.

Section 2

Section 3

Section 4

Financial Statements

The Treasurer shall submit a financial report semi-annually to the Executive Council for their meetings. An annual financial report shall be distributed at the annual meeting or posted electronically.

Chapter Expenditures

All chapter expenditures must be supported by a receipt, recorded and maintained by the Treasurer.

Audits

An audit should be performed between January 1 and the annual meeting. The Treasurer or Executive Council may request an audit at any time. Audits may be performed by two active voting members except for the Treasurer. The auditors must be appointed by the President and approved by the Executive Council.

**Article XI**

**By-law Amendments**

Two thirds majority vote of the active voting membership shall be required to pass amendments to these by-laws. Amendments may be voted on at the semi-annual meetings. The amendment must have been submitted in writing at a previous meeting. The active voting members shall be informed of the pending by-law amendment at least thirty days prior to the meeting when the vote will take place. No changes to these by-laws will be considered that is contrary to the original purpose of the chapter (Article I Section 2).

**Article XII**

Section 1

Section 2

Section 3

Section 4

**Policy Manual**

There shall be established and maintained a set of regulations and policies called the "Policy Manual", which consists of rules passed by a majority vote of the Executive Council for topics not covered by the Keystone Chapter of NAVHDA By-Laws. These rules may also be referred to as "Standing Rules".

Standing Rules may be added, deleted or altered from time to time by majority vote of the Executive Council.

Standing Rules shall support and not conflict with the By-laws.

The Policy Manual shall be maintained by the Secretary and kept as an addendum to the By-laws.