

**Missouri Uplands Chapter**  
**North American Versatile Hunting Dog Association**

**BY-LAWS**

Adopted: \_\_\_\_\_

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## **Article I: Name and Purpose**

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### **Section 1: Name**

The name of this organization is the Missouri Uplands Chapter of NAVHDA, Inc., a not-for-profit Chapter of the North American Versatile Hunting Dog Association.

### **Section 2: Purpose**

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

1. Conducting field tests for versatile breeds according to the test standards of the North American Versatile Hunting Dog Association.
2. Sponsoring training clinics to assist handlers in training their dogs for both hunting and tests.
3. Sponsoring other activities of interest to members.
4. Sponsoring events to raise funds to assist in financing tests and training clinics.
5. Promoting the use of versatile hunting dog breeds to other hunters and sportsmen.
6. Encouraging and actively promoting sportsmanlike conduct in the field and at tests, and requiring observance of game laws and regulations.
7. Preventing cruelty to animals through the use of properly trained hunting dogs.
8. Encouraging and promoting purebred versatile hunting dogs and doing all possible to bring their natural qualities to perfection.

### **Section 3: Operations**

The organization is a nonprofit entity with 501(c)(3) status pursuant to the laws of the State of Missouri and is a Chapter of the North American Versatile Hunting Dog Association.

### **Section 4: Revisions**

The members of the Chapter shall adopt and may from time to time revise such bylaws as may be required to carry out the purposes of the Chapter. See Article VII.

## **Article II: Membership and Dues**

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### **Section 1: Dues**

Each year, the Board of Directors will recommend Chapter dues sufficient to cover planned activities and anticipated expenses for the coming year. To change the dues set in the previous year, a two-thirds majority of members present at the annual meeting must vote in favor.

## **Section 2: Dues Coverage**

Chapter dues cover the member and his or her immediate family. The primary family member must be a member of NAVHDA, the parent organization.

## **Section 3: Voting**

Chapter members eighteen (18) years of age or older may vote at the annual meeting, provided their dues are current. If a membership is held by a family, voting shall be limited to two (2) votes per family.

## **Section 4: Duration**

Chapter dues are valid for the calendar year. Members who have not renewed their membership by March 31 will be removed from the membership roster, and all Chapter benefits will be terminated. Dues received after August 31 will be credited for the remainder of the current year and the following calendar year (for new members only).

## **Section 5: Expulsion**

A current Chapter member may be expelled for improper conduct, unsportsmanlike behavior, or other conduct deemed harmful to the Chapter, following a hearing by the Board of Directors and a two-thirds majority vote of the Board.

1. A member who has been expelled may petition the Board of Directors for reinstatement after a period of one (1) year. The Board will vote on the petition at its next scheduled meeting.
2. If reinstatement is approved by a simple majority vote, a mandatory one (1)-year probationary period will apply. Any violations occurring during the period of expulsion or probation may result in indefinite cancellation of membership.
3. Decisions of the Board regarding reinstatement are final.

Any member who is suspended from the privileges of the North American Versatile Hunting Dog Association, Inc. shall automatically be suspended from the privileges of this Chapter for the same period.

## **Section 6: Non-Discrimination**

The Missouri Uplands Chapter of NAVHDA shall not discriminate on the basis of race, color, creed, national origin, sex, religion, or any other legally protected classification in its programs or activities.

## **Section 7: Standing**

Members in good standing may hold Chapter office, participate in Chapter-sponsored NAVHDA tests, and vote on Chapter matters.

## **Section 8: Honorary Memberships**

The Board of Directors may elect to offer Lifetime Honorary membership, without payment of dues, to any person who has made an outstanding contribution to the Chapter or to the parent organization.

## Article III: Chapter Meetings

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### Section 1: Board Meetings

All Chapter Board meetings shall require a quorum to be present. A quorum consists of a majority (50% plus one) of Board members. All business — other than amendments to these By-Laws, expulsion of a member, and changes to membership dues — shall require a simple majority vote of the quorum present for passage.

### Section 2: Annual Meeting

The Chapter will hold an annual meeting open to all members each year, typically in January. A quorum of Board members shall be present. The agenda for the annual meeting shall include:

1. Reading of the minutes from the previous Annual Meeting.
2. Old Business.
3. Election of new Officers (in applicable years).
4. Officer's report.
5. Appointment of a delegate to the International meeting and approval of related Chapter-paid expenses.
6. Vote on proposed changes to the By-Laws.
7. Presentation of a proposed schedule for the following year's events.
8. New Business.

The Board shall prepare and approve an annual meeting agenda. The Secretary shall distribute the agenda to members by email and by posting on the Chapter website no later than one (1) week prior to the annual meeting.

### Section 3: Monthly Meetings and Special Meetings

The Board will hold monthly meetings. Special Board meetings may also be called by the President and any two (2) Board members when necessary. The meeting topics and agenda shall be distributed to all Board members a minimum of five (5) days prior to any special meeting.

### Section 4: Chapter Business

All other Chapter business will be acted upon by the Board of Directors as required. To expedite action, Chapter business may be conducted electronically at the discretion of the Board of Directors, subject to the following conditions:

1. Internet voting shall be permitted, provided the matter being voted on does not affect: these By-Laws, the sanctioning of a member under Article II, or the election of Officers.
2. If a matter is deemed vital to the organization's existence, the Board of Directors shall not use internet voting, but shall instead call a special meeting to address the issue.

## **Section 5: Public Chapter Meetings**

Chapter meetings shall be open to the full membership at least once per year at the Annual Meeting. Any additional open Chapter meetings shall be announced to the membership at least five (5) days in advance, along with the meeting topics and agenda. Notifications will be made by email and, where appropriate, via social media.

## **Article IV: Board of Directors**

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### **Section 1: Composition**

The Board of Directors shall consist of four (4) elected Officers (President, Vice President, Secretary, and Treasurer) and up to seven (7) elected Directors. Two (2) of the elected Directors are the outgoing Officers from the previous year. The remaining five (5) voting Directors are elected by the four (4) current Officers.

### **Section 2: Terms**

Officers are elected for a two (2)-year term. Directors are elected for a one (1)-year term. No member shall hold the same position for more than five (5) consecutive years unless a qualified replacement is unavailable.

### **Section 3: Elections**

Elections for President, Vice President, Treasurer, and Secretary shall be held every even-numbered year in January. In a non-election year, the Board of Directors shall select and approve a replacement for any vacant Officer position.

### **Section 4: Nominations**

No person may be a candidate in a Chapter election unless they have been properly nominated and are in good standing with the Chapter. On or before September 1, the President shall appoint a Nominating Committee consisting of three (3) members, of whom only one (1) may be a current Board member.

1. The Committee shall nominate candidates for each office and Board position. Upon securing the consent of each nominee, the Committee shall report the nominations to the Secretary in writing no later than October 1<sup>st</sup>.
2. Candidates must have been members for a minimum of one (1) year and must be in good standing.
3. Upon receipt of the Nominating Committee's report, the Secretary shall distribute the report to the Chapter membership at least three (3) months before the annual meeting.
4. No person may be a candidate for more than one (1) position.

### **Section 5: President**

The President shall:

1. Preside over the annual meeting, monthly meetings, and Board meetings.

2. Appoint active members to fill vacancies occurring between elections.
3. Appoint committees as required.
4. Act as the principal liaison between the Chapter and NAVHDA International.
5. Arrange the time and location of all meetings.

## **Section 6: Vice President / Director of Training**

The Vice President shall:

1. Assume the President's duties in his or her absence.
2. Perform duties delegated by the President.
3. Lead the recruiting committee responsible for filling committee positions and encouraging members to seek elected positions.
4. Oversee the organization and operation of all training events held by the Chapter.
5. Appoint event chairpersons for training events as necessary.
6. Assist Chapter members with training-related questions and challenges.
7. Organize training days held from February through October.

## **Section 7: Secretary**

The Secretary shall:

1. Conduct all official correspondence on behalf of the Chapter.
2. Record the minutes of all meetings.
3. Notify all active members of upcoming membership meetings within a reasonable timeframe.
4. Prepare the year-end report for NAVHDA International.
5. Maintain the membership list and mailing list.
6. Send a quarterly newsletter to the membership.

## **Section 8: Treasurer**

The Treasurer shall:

1. Receive all incoming funds on behalf of the Chapter.
2. Pay all bills and financial obligations of the Chapter.
3. Maintain the Chapter checking account.
4. Keep records of transactions made through electronic payment platforms such as PayPal.
5. Provide a Treasurer's report at Board meetings and at the Annual Meeting.
6. Maintain all financial records as required.
7. File the annual corporate report.

8. Submit proposals to the Board for changes in banking relationships or the opening of new accounts.

### **Section 9: Director of Testing / Test Secretary / Director of Judging**

The Director of Testing shall:

1. Request approval of test dates from NAVHDA International, and oversee the organization and operation of all tests held by the Chapter.
2. Secure judges and submit judge approval requests through the NAVHDA International portal.
3. Manage all correspondence with judges and serve as Judge Host for all judges officiating at Chapter tests.
4. Coordinate judge/handler clinics.
5. Coordinate apprentice judges at Chapter tests and appoint a Judge Steward to provide necessary items to judges, including beverages, field transportation, and appropriate gear for inclement weather.
6. Appoint a Field Marshal and volunteer teams for each test.
7. Ensure all tests are conducted in accordance with the guidelines published on the NAVHDA International website.

The Director of Testing shall delegate the following Test Secretary responsibilities:

1. Submit test reports prior to and following each test.
2. Receive and process test entries.
3. Send entry confirmations to handlers.
4. Develop running orders.
5. Request test approval from NAVHDA International.
6. Prepare judges' scorecards.
7. Solicit volunteers for all test days (e.g., bird planters, gunners, diversion gunner, duck thrower).
8. Assist in placing volunteers who arrive on the day of a test and were not previously listed.
9. Appoint a Hospitality Coordinator.
10. Secure Field Trial Permits from the Missouri Department of Conservation.
11. Retain participant list from the NAVHDA portal for one-year, per Field Trial Permit requirements.

### **Section 10: Director of Information Technology**

The Director of Information Technology shall:

1. Maintain, update, and optimize the Chapter website.
2. Maintain the membership portal that restricts exclusive content to registered members only.

3. Maintain an accurate membership email list, reviewed at least once per year, adding and removing addresses based on membership status.
4. Post newsletters and Chapter activities on the website.
5. Oversee all security measures associated with the Chapter website.

### **Section 11: Director of Social Media**

The Director of Social Media shall:

1. Manage and maintain all Missouri Uplands NAVHDA social media platforms, ensuring consistent branding, messaging, and Chapter representation.
2. Create and schedule engaging content highlighting training days, testing events, member achievements, sponsors, youth involvement, and community activities.
3. Promote upcoming events by sharing registration details, deadlines, reminders, and post-event recaps to encourage member participation.
4. Capture and curate photos and videos at Chapter events to showcase dogs, handlers, judges, and volunteers.
5. Respond to messages and comments in a timely and professional manner, and collaborate with Chapter officers to ensure accurate communication of Chapter updates.
6. Collaborate closely with the Director of Information Technology on announcements and calendar changes.

### **Section 12: At-Large Directors**

At-Large Directors shall:

1. Perform Chapter duties as determined by the Board of Directors.
2. Number between two (2) and four (4) At-Large Directors.

### **Section 13: Past Officers**

Two (2) Past Officers shall serve on the Board to ensure continuity of Board action during transitions in leadership.

## **Article V: Appointed Committees and Positions**

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### **Section 1: Appointed Committees**

The Board of Directors or the President, with Board approval, may appoint standing committees each year to advance the work of the Chapter in areas such as sanctioned tests, fundraising, nominations, annual awards, membership, and other matters that may be well served by committees. Such committees are subject to the final authority of the Board. The President may also appoint Special Committees to assist with particular projects.

Appointed Committee positions may or may not be filled at the discretion of the Board, and are non-voting positions. Appointees are not required to attend Board meetings and

may serve an unlimited number of one (1)-year terms. Each appointee shall be nominated by a Board member and confirmed by a majority vote of the Board.

Any committee appointment may be terminated by a majority vote of the full Board upon written notice to the appointee. The Board may appoint successors to those whose service has been terminated.

## **Section 2: Director of Promotions**

The Director of Promotions shall:

1. Oversee the organization and operation of all Chapter events that are not tests or training sessions.
2. Appoint activity chairpersons for such events.
3. Manage all promotional advertising for Chapter activities.
4. Delegate or directly post event announcements on the Chapter's social media platforms.

## **Section 3: Director of Fundraising**

The Director of Fundraising shall:

1. Coordinate fundraising opportunities on behalf of the Chapter.
2. Present new fundraising proposals to the Board for approval.
3. Appoint committee chairpersons for fundraising events as necessary.
4. Apply for required permits and coordinate with external event hosts.

## **Section 4: Bird Steward**

The Bird Steward shall:

1. Supply birds for Chapter events.
2. Ensure the proper care of birds used at Chapter events.
3. Contact and contract with suppliers for birds for test dates.
4. Arrange for the pickup and delivery of birds for Chapter events.

## **Section 5: Missouri Department of Conservation Liaison**

The MDC Liaison shall:

1. Communicate with the Missouri Department of Conservation (MDC) on behalf of the Chapter.
2. Apply for permits for all Chapter events that require a state permit.
3. Report to the Board as needed.
4. This position will most likely be the Director of Testing/Test Secretary.

## **Article VI: Testing**

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## **Section 1: Tests**

All field tests conducted by the Missouri Uplands Chapter shall be conducted with prior NAVHDA sanction and in accordance with NAVHDA test rules.

## **Section 2: Test Entries, Fees, and Refunds**

The following policies govern test entries, fees, and refunds:

1. Entry fees for field tests sponsored by Missouri Uplands will be determined by the Board.
2. Chapter members will be notified two (2) weeks in advance and invited to register before registration opens to the general public.
3. Test fees must be paid in full at the time the application is submitted. The Test Secretary will not hold spots without full payment. Entry spots are not guaranteed until payment is received.
4. There is no limit on the number of dogs a handler may test, nor on the number of dogs a breeder may enter.
5. Scheduling accommodations may be made for handlers entering multiple dogs.
6. Recommendations for test format changes will be made by the Director of Testing/Test Secretary but must be approved by a majority vote of the Board.
7. If a handler elects to withdraw from a test, a full refund minus a \$25.00 processing fee will be issued, provided the withdrawal is made thirty (30) or more days prior to the last day of the test.
8. If a handler elects to withdraw with fewer than thirty (30) days remaining before the last day of the test, no refund will be issued. An exception applies in cases of death, injury, or illness to either the dog or handler, in which case a full refund will be issued consistent with NAVHDA International policy. The Chapter reserves the right to request veterinary documentation.
9. Any exceptions to the above policies must be approved by the Board.

## **Section 3: Awards**

Awards for Natural Ability, Gun Dog, and Utility Tests will be limited to simple, uniform awards — every qualifying dog will receive the same award. No additional trophies or financial prizes shall be awarded at any test.

# **Article VII: Amendments to These By-Laws**

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## **Section 1: Proposal of Amendments**

Any additions, deletions, or amendments to these By-Laws require a two-thirds majority vote of the Board of Directors.

1. Amendments may be proposed by the Board of Directors or by written petition addressed to the Secretary and signed by at least twenty percent (20%) of members in good standing.

2. Amendments proposed by petition shall be promptly considered by the Board of Directors and submitted to the membership — along with the Board's recommendations — by the Secretary within three (3) months of the date the petition was received.

### **Section 2: Approval**

Amendments to these By-Laws require approval from two-thirds of the members present and voting at a regular or special meeting arranged specifically for this purpose. Any proposed changes must be included in the meeting notice and distributed to each member at least ten (10) days before the meeting date.

### **Section 3: Non-Retroactivity**

By-Law changes shall not be retroactive in any manner.

## **Article VIII: Chapter Standing Rules**

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### **Section 1: Standing Rules**

There shall be established and maintained a set of regulations and policies known as "Standing Rules," which shall consist of operating rules for training and conduct on topics not covered by these By-Laws. Standing Rules are adopted by a majority vote of the Board of Directors.

### **Section 2: Changes to Standing Rules**

Standing Rules shall be maintained by the Secretary and may be added, deleted, or amended from time to time by a majority vote of the Board of Directors.

### **Section 3: Consistency with By-Laws**

Standing Rules shall support and shall not conflict with these By-Laws.

## **Article IX: Dissolution**

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### **Section 1: Nonprofit Status**

The Chapter is organized exclusively as a nonprofit entity. None of its net earnings or assets shall benefit any private individual.

### **Section 2: Liquidation and Dissolution**

In the event of the liquidation or dissolution of the Chapter, all remaining funds and property — after payment of all debts and obligations — shall be used or distributed exclusively for purposes consistent with Article I, Section 2 of these By-Laws.

### **Section 3: Designation of Beneficiary**

The recipient organization or organizations shall be chosen by a majority vote of the Board of Directors.

**Certification**

These By-Laws were duly adopted by the Missouri Uplands Chapter of NAVHDA at a meeting of the membership held on:

Date: \_\_\_\_\_

President: \_\_\_\_\_  
\_\_\_\_\_

Signature:

Secretary: \_\_\_\_\_  
\_\_\_\_\_

Signature: