

**NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION  
POTOMAC CHAPTER**

**BY – LAWS  
POTOMAC CHAPTER  
OF THE  
NORTH AMERICAN VERSATILE HUNTING DOG ASSOCIATION  
(NAVHDA)**

Revised January 2011

**ARTICLE I. NAME, AUTHORIZATION, AND PURPOSE**

**Section 1. NAME.**

The name of this organization is the Potomac Chapter of the North American Versatile Hunting Dog Association (NAVHDA), also known as the Potomac Chapter of NAVHDA.

**Section 2. AUTHORIZATION.**

The Potomac Chapter is an authorized Chapter of NAVHDA, which is a non-profit organization. The Chapter is pledged to operate within the framework of the by-laws and policies of the parent organization. To remain on active status the Chapter is required to maintain a dues-paying membership of not less than ten adult persons.

**Section 3. PURPOSE.**

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

- (a) Sponsoring tests for the versatile breeds according to the test standards of NAVHDA.
- (b) Conducting training clinics, demonstrations and similar activities as an aid to members and other interested persons in realizing the full potential of their versatile hunting dogs.
- (c) Cooperating with other hunting dog clubs and hunting dog breed clubs that wish to run sanctioned tests under the rules of NAVHDA.

- (d) Educating sportsmen and hunters with the history and use of the versatile hunting dog breeds.
- (e) Increasing general awareness of the historic heritage and undiminished value of the trained hunting dog as an indispensable companion for the fair pursuit and conservation of game.

## ARTICLE II. MEMBERSHIP

### Section 1. Membership

- (a) Active membership will be open to all persons eighteen (18) years of age or older who subscribe to the purpose of NAVHDA.
- (b) An active member is defined as a member who has paid the annual dues in full for the current year and contributes to the good of the chapter.
- (c) Membership in the parent organization (NAVHDA) shall be a prerequisite to membership in the Potomac Chapter.
- (d) Spouses of active members who meet the requirements of sub-section (b) are eligible for membership in the Potomac Chapter at a reduced rate and will receive all privileges and benefits of active members.
- (e) Any person who is under the age of eighteen (18) years and meet the requirements of sub-section (b) are eligible for Junior membership in the Potomac Chapter at a reduced rate and will receive all privileges and benefits of active members except Junior members shall not have voting privileges.
- (f) Any junior member shall be assigned an active adult as a sponsor. The sponsor should present when the junior member is training.
- (g) A Chapter member or the Chapter may host a guest for training sessions. The guest member may not attend any more than two (2) training sessions as a non-member.

### Section 2. DUES

- (a) Membership dues for active members, spouses and junior members shall be established annually by the Chapter Executive Council and will be for a full calendar year.
- (b) The dues rate shall be announced at the annual winter meeting.
- (c) Dues are to be paid within thirty (30) days of the annual meeting.

- (d) Members who join the Potomac Chapter after September 1 and pay the full dues rate shall be deemed paid for the balance of that year and the next succeeding year.

Section 3.           TERMINATION OF MEMBERSHIP

- (a) A membership will be considered terminated if the member's dues remain unpaid after April 1.
- (b) Any chapter member that is more than thirty (30) days late in paying dues as of the date of any chapter meeting may not vote during that chapter meeting.
- (c) Unpaid members may not attend any more than two (2) training sessions.
- (d) Expulsion. The Executive Council of the Potomac Chapter, by the affirmation vote of two-thirds of the members, after a hearing, may terminate the membership of any member for good cause shown, such as a violation of rules, misconduct, any action determined by the Executive Council to be harmful or bring discredit to the Chapter and NAVHDA or any action contrary to the conduct of a sportsman who respects and conserves the natural environment. Prior to final action by the Executive Council, the person in question shall be given an opportunity to present their case to the Council. If the decision is to expel, no refund of dues shall be made.

Section 4           SPECIAL EXCEPTIONS

- (a) The Executive Council may with a unanimous vote waive any or all membership requirements for any member for the good of the Potomac Chapter.
- (b) The Executive Council may with a unanimous vote and with the approval of a majority vote of the active members present at a regular meeting, grant a lifetime membership to any member of the Potomac Chapter who has made an outstanding contribution to the organization.

ARTICLE III. EXECUTIVE COUNCIL AND DUTIES

Section 1.   Executive Council

The Executive Council of the Potomac Chapter will consist of four (4) elected officers whose order shall be President, Vice President, Secretary and Treasurer. The remaining six (6) positions shall be appointed by the President with the advice and consent of the other members of the council. The Directors shall serve at the pleasure of the President. The six positions are Director of Testing, Director of Judging, Director of Training, and Director of Chapter Promotions, Director of Community Affairs and Director of Communications. The six directors shall have a vote in all business conducted by the Executive Council. In the event that one person holds more than one position that person can only cast one vote for an issue.

## Section 2. Duties

- (a) **President:** The President is the chief executive of the Chapter. The President chairs the Executive Council and general membership meetings, appoints ad hoc committees as required, and with the advice and consent of the Executive Council appoints persons to fill vacancies occurring within the Council. He also acts as the principal liaison officer between the Chapter and NAVHDA.
- (b) **Vice President:** The Vice President assumes the office of the President in the event of a vacancy. He acts for the President during the temporary absence of the President and performs such other duties as may be assigned by the President. Performs duties related to the chapter test. Obtains permits, obtains adequate staffing for test day activities, orders supplies and any other necessary duties to ensure the success of the test.
- (c) **Secretary:** The Secretary is responsible for Chapter correspondence, mailings, administrative records and reports, minutes of meetings as well as maintaining an up to date Chapter membership roster and mailing list, collection of membership dues, issuance of bylaws of the Potomac Chapter to new members and updating members with changes to the bylaws and other administrative business of the Chapter. The Secretary will also administer the chapters mentor program.
- (d) **Treasurer:** The Treasurer maintains the financial records of the Chapter, receives and disperses moneys and prepares financial statements.
- (e) **Director of Testing:** The Director of Testing is responsible for receiving test applications, collecting test fees, verifying test

application accuracy, establish and coordinate a waiting list, applying for test dates from the national office, establishing the running order and test day programs. The Director of Testing will advise all test applicants of the Potomac Chapters policies as they relate to test refunds and the use of chapter test firearms. Duties include dissemination of information both before and after the test.

- (f) **Director of Judging:** The Director of judging is responsible for recommending to the Executive Council the plans and programs for recruiting and training potential judges and submitting their names to NAVHDA for certification. The Director of Judging shall also obtain and coordinate with judges for all Chapter tests and secure adequate lodging and transportation for them.
- (g) **Director of Training:** The Director of Training is responsible for recommending to the Executive Council plans and programs for training clinics, demonstrations and Chapter training sessions. The Director shall also maintain an inventory of all chapter equipment and it's location or designated custodian within the Chapter. He shall maintain an up to date list of official gunners and conduct training for gunners in training.
- (h) **Director of Communications:** The Director of Communications is responsible for recommending to the Executive Council plans and programs designed to increase public awareness of Chapter programs and events as well as establishing contact with and informing perspective chapter members of chapter activities and events. The Director of Communications is also responsible for the preparation of Chapter newsletters and narrative reports of Chapter events for other publications as well as keeping the chapter web site up to date and refreshed with new information. The Director will also be the liaison for the National office.
- (i) **Director of Chapter Promotions:** The Director of Chapter Promotions is responsible for maintaining the chapters inventory for retail sales. Will conduct any fundraising activities such as raffles, pot shots and any other events associated with chapter fundraising. Will establish and maintain contact with the National Promotions Director.

- (j) Director of Community Affairs: The Director of Community Affairs is responsible for the coordination and execution of the Mckee-Beshers clean up. The contact and coordinator for the Montgomery County road clean up program. The liaison with the Department of Natural Resources, other dog clubs and any other community based organization that utilizes Mckee-Beshers WMA.

#### ARTICLE IV ELECTIONS

- Section 1. Frequency The election of officers shall be held biannually, during the odd numbered year.
- Section 2. Term of office Elected officers shall be installed on January 1<sup>st</sup> of the year immediately subsequent to the time of election (even numbered year) for a two-year term ending on December 31<sup>st</sup> of the second (odd numbered) year.
- Section 3. Nominations
- (a) Nominees must be an active adult member of the Potomac Chapter for a minimum of one year.
  - (b) The President shall appoint a three person nominating committee from the active adult members in June of the odd numbered year.
  - (c) Only one person of the nominating committee may be a current member of the Executive Council.
  - (d) The nominating committee shall prepare a slate of one nominee for each elected office.
  - (e) The nomination committee shall submit a completed slate of nominees to the Secretary no later than August 1 of the election year.
  - (f) The Secretary shall forward the slate of nominees to the general membership no later than September 1 of the election year.
  - (g) The Secretary shall accept nominations from the general membership from September 1 to October 1 of the election year.
  - (h) The nomination must be one (1) person nominated for one (1) position.
  - (i) Nominations may be made for any one or all elected positions.

- (j) The nomination must be submitted separately for each position and signed by at least five active adult members for each person nominated.
- (k) The nomination must contain a letter of consent signed and dated by the nominee(s).
- (l) The nomination must be in the hands of the secretary no later than October 1<sup>st</sup> of the election year.

#### Section 4. Voting

- (a) Voting will be by secret ballot conducted by the U. S. Mail.
- (b) Based on the slate of officers submitted by the nominating committee the Secretary shall prepare a ballot of that slate
- (c) The Secretary shall include any nomination accepted from the general membership on that ballot. The nominee submitted from the nominating committee shall be listed first for that position on the ballot.
- (d) The ballot shall be mailed to the active adult members at the address that they have provided on the membership roster and shall be postmarked no later than November 1<sup>st</sup>.
- (e) Members voting shall cast only one vote for each office and return the ballot to the return address provided with the ballot.
- (f) To be valid the returning ballots shall be sealed and postmarked no later than December 1<sup>st</sup>.
- (g) The full nominating committee shall assemble and inspect each ballot as to meeting the requirements in sub-section f and count the votes. The results shall be reported to the secretary immediately.
- (h) A simple majority shall determine the successful candidate in each office.
- (i) In the event of a tie for any office the candidate who has been an active member of the Potomac Chapter for the longest shall be declared the winner.
- (j) In the event that an office is unopposed the Secretary shall cast one vote for each nominated candidate for the unopposed office.
- (k) The Secretary shall announce the election results to the general membership before January 1<sup>st</sup>.
- (l) The ballots shall be kept on file for a period of one year following the election.

## ARTICLE V. DELEGATE TO NAVHDA MEETINGS

The parent organization of NAVHDA provides for attendance of a Chapter delegate at the annual meeting of NAVHDA at the Chapter's expense. The delegate may vote on all business that is presented by the local chapters to be acted upon at the annual meeting of members. When deemed advisable and feasible, the Executive Council of Potomac Chapter will select a member of the Chapter to attend. The Chapter delegate will communicate to the Chapter members the business conducted at the annual meeting.

## ARTICLE VI. TESTS

The Potomac Chapter is sanctioned by NAVHDA to conduct periodic testing of dogs. All sanctioned tests shall comply with the testing rules N.A.V.H.D.A. currently has in place at the time of the test.

The Potomac Chapter of NAVHDA may conduct three types of sanctioned tests:

**The Natural Ability Test (NA)** which is designed to evaluate the inherent natural abilities of young dogs and gain insight into their possible usefulness as versatile gun dogs. It rates seven important inherited abilities: nose, search, tracking, pointing, water, desire and cooperation.

**The Utility Preparatory Test (UPT)** measures the dogs' development midway through their training toward the Utility Test.

**The Utility Test (UT)** evaluates trained dogs in water and field, before and after the shot, as finished versatile hunting companions as well as many other specific tasks.

The Executive Council shall establish dates for NAVHDA sanctioned tests.

The Director of testing shall make an application to NAVHDA requesting that the Potomac Chapter be allowed to hold sanctioned NAVHDA tests. Upon the approval of that request NAVHDA shall publish the test dates on the calendar of events.



### Section 1. Rules.

Tests conducted by Potomac Chapter shall be conducted with prior NAVHDA sanction and in accordance with the NAVHDA Aims-Programs-Test Rules and requirements then pertaining.

### Section 2. Awards.

Awards for the Natural Ability, Utility Preparatory Test and Utility Tests shall be limited to simple awards as designated by the parent organization. Every dog qualifying will receive the same award. No other trophies other than those mentioned will be awarded. No monetary awards will be given at any test.

### Section 3. Entry fees.

Entry fees for field tests sponsored by the Chapter will be established by the Executive Council for each test.

### Section 4. Test applications, running order and waiting list.

When the Executive Council of the Potomac Chapter announces the test dates at an official chapter meeting the Director of Testing may begin to accept applications for that test.

All applications for testing shall be forwarded to the Director of Testing. The Director of Testing shall NOT accept any application that is not complete and submitted with the full test fee.

The Director shall establish the running order for testing by the order in which the test applications are received.

1. When registration forms are received, the requester is notified of:
  - a. Receipts of registration form
  - b. Receipt of check
  - c. Date the dog/dogs will run (unless on waiting list)
  - d. Cancellation policy as determined by the chapter.
2. Checks are collected from registration forms, given to the Chapter Treasurer for deposit into the Chapters account.
3. The Monday following the test, any check that was received for requesters placed on the waiting list will be sent a refund check for the full amount.

If the testing date requested is full the Director should contact the applicant to determine if the applicant would be interested in the first date open or be placed on the waiting list for the date originally requested.

When the test is full the waiting list will be established in the order in which the application was accepted.

Once the running order is established it shall not be changed except in accordance with NAVHDA rules pertaining to a "bitch in heat".

If an applicant is currently placed in the running order and withdraws from the test the applicant on the waiting list shall be placed last in the running order.

## Section 5. Cancellations policy

Cancellation policy is determined by the Chapter leadership, below is the current policy.

**Test Fee Refund Policy:** For any dog withdrawn from the test for which a fully paid replacement is found, a refund equal to eighty percent (80%) of test entry fee will be provided. No refund will be provided for a test withdrawal for which a replacement test entrant cannot be found.

## ARTICLE VII. BUISINESS PRECEDURES

### Section 1. Motions.

Motions for consideration by the Executive Council will be presented to members of the Executive Council and members present at an official chapter meeting. Any adult member may make a motion at any time. A simple majority will decide motions before the Executive Council.

### Section 2. By-law amendments.

Amendments to the By-Laws will be voted upon as heretofore set forth for motions provided, however, that it will require two-thirds majority of the membership present at the meeting who are voting to pass a by-law amendment.

### Section 3. Meetings.

The Executive Council will meet at the call of the President or any two members of the Executive Council. A minimum of one announced formal meeting of the Executive Council will be scheduled each year (normally during January). These members of the Chapter will meet twice a year at such time and place as will be designated by a majority of the members of

the Executive Council provided. To the extent practical the meeting will be conducted according to Robert's Rules of Order.

#### Section 4. Fiscal

- (a) The Potomac Chapter's fiscal year runs from January 1<sup>st</sup> through December 31<sup>st</sup>.
- (b) Any bank account established with Potomac Chapter funds shall require the prior approval of the Executive Council. All account applications to banks will, in addition to that of the Treasurer, bear the signatures of two other members of the Executive Council as co-signers, although only the signature of the Treasurer will be required of checks.
- (c) Should the unencumbered balance in the Chapter Treasury exceed an amount estimated by the Executive Council to be sufficient for the next year's budgetary requirements, the Executive Council may transfer the excess to a savings account. Withdrawals from savings accounts will require approval of the Executive Council in each case.
- (d) The Treasurer will publish a financial statement as of December 31<sup>st</sup> each year. Prior to publication, the annual financial statement will be reviewed by at least one other member of the Executive Council.

### ARTICLE VIII. CHAPTER TRAINING DAYS

- a. Official Chapter training days have been established as the first Saturday of each month beginning with the month of March and ending with the month of September.
- b. The Saturday training day shall begin at 0800 hours at the location designated by the Director of Training and shall end at the time stated by the director of training or sundown the same day.
- c. Additional special events days, testing days or special training days may be added to accommodate the needs of the Potomac Chapter.
- d. Any Special days must have been approved by the Executive Council in advance. The beginning and ending times will be established when the Special training day is announced.
- e. A gathering of Potomac Chapter members outside of the designated training day does not establish that as an official training session of the Potomac Chapter.

### ARTICLE IX. EQUIPMENT

The Potomac Chapter owns and maintains various equipment used during training and testing sessions. The Director of Training shall maintain a list of this equipment and its location or designated custodian within the Chapter. This equipment is the exclusive property of the Potomac Chapter and may only be used outside of official training sessions under the following conditions.

- a. Only chapter members in good standing may borrow chapter equipment.
- b. A request to borrow chapter equipment must be made to the Director of Training.
- c. The Director shall make note as to who borrowed the equipment, the date, the working condition at the time borrowed, anticipated return date and collect any fees associated with its use.
- d. The chapter member borrowing the equipment shall return it directly to the Director of Training who will make note of its return and working condition.
- e. Chapter firearms may only be used during official training or testing sessions and shall NEVER be loaned out to anyone for any reason.
- f. Chapter members restricted by law from firearm ownership may NEVER use Chapter firearms.
- g. Chapter members borrowing chapter equipment are responsible for any damage to the equipment.

The Potomac Chapter, The executive Council and its membership are not liable for any damage or injuries a member may incur or inflict while using any chapter equipment.

#### Article X. FIELD USE AND SAFETY

All members of the Potomac Chapter and their guest shall at all times obey all Maryland State laws, Regulations of the Maryland Department of Natural Resources and any regulations pertaining to Mckee – Beshers Wildlife Management area.

- a. All persons entering any “Live Fire” training field shall wear blaze orange clothing in accordance with the current hunting laws of the state of Maryland.

- b. The only firearms that may be used in “Live Fire” training shall be shotguns that have break open or hinged action type. The only exception is the use of a blank pistol.
- c. Ammunition shall not have shot size larger than 7 ½ and shall be “low brass” in powder load.
- d. Only those Chapter members approved to be gunners or are gunners in training shall shoot live ammunition during official training or testing sessions.
- e. Only training birds flushed beyond the “No Shoot Zone” marker shall be subject to live Fire in the direction of the road or parking lot. All planted birds subject to live fire shall be placed beyond the “no shoot zone marker”.