



CONSTITUTION AND BY – LAWS
NAVESINK RIVER HUNTING RETRIEVER CLUB, INC.

Revisions: January 9, 2005
July 10, 2005
January 6, 2008
July 11, 2010
January 9, 2011
July 24, 2011
July 13, 2014

CONSTITUTION

ARTICLE I

NAME

The name of the club shall be the Navesink River Hunting Retriever Club, Inc.

ARTICLE II

OBJECTIVES

The objectives of the Club shall be:

- a) To educate handlers, owners and the general public and to encourage and promote quality in the breeding and field testing of pure-bred hunting retrievers and to do all possible to bring their natural abilities to perfection.
- b) To do all in its power to protect and advance the interest of purebred hunting retrievers through education and by encouraging sportsmanlike participate at field events.
- c) To conduct training sessions and sanctioned and licensed hunting retriever events under the rules and policies of the Club, UKC/HRC, NAHRA and the AKC
- d) To promote and educate the use of hunting retrievers as a conservation tool for the sound management and use of all of our wildlife.

ARTICLE III

The Navesink River Hunting Retriever Club, Inc. shall be a non-profit corporation and shall not be conducted or operated for profit, and no part of any profits or remainder or residue from dues or donations to the Club shall be used to inure or benefit any member or individual. The property of the Club shall be used solely to promote its purpose as herein defined.

ARTICLE IV

The members of the Club shall adopt and may, from time to time, revise such by-laws as may be required to carry out these objectives.

ARTICLE I

Membership

Section 1 – *Eligibility*: Membership shall be open to all persons who subscribe to the purpose of the Club. While membership is unrestricted as to residence, the Club’s primary purpose is to be representative of the hunters, breeders, and field testers in its immediate area.

Section 2 – Dues: Membership dues shall be payable on the first day of January each year. The dues amount for the following year will be determined at the July meeting by the general membership. The Club Membership Application will record the individual members (a maximum of two per household) permitted to vote. During the month of November, the Treasurer shall send to each member a statement of dues for the ensuing year.

Section 3 – *Election to Membership*: Each applicant for membership shall apply on a form as provided by the Board of Directors, and which shall provide that the applicant agrees to abide by these *Constitution and By-Laws*. The applicant shall state name, address and phone number. Accompanying the application, the prospective member shall submit dues payment for the current year.

All applications are to be filed with the Secretary, and each application is to be read at the first meeting of the Club following its receipt. At that meeting, the application will be voted upon, and affirmative votes of three-quarters of the members present and voting at the meeting shall be required to elect the applicant.

Upon acceptance into the Club, the Secretary will either hand deliver (at the meeting at which the new member(s) are voted in) or snail mail a current copy of the Club’s Constitution and By-Laws and a copy of the Policies and Procedures attached.

Section 4 – *Termination of Membership*: Memberships may be terminated by:

a) Resignation: Any member, in good standing, may resign from the Club upon written notice to the Secretary; but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club, and they become incurred on the first day of each fiscal year.

b) Lapsing: A membership will be considered lapsed and automatically terminated if such member’s dues remain unpaid thirty (30) days after the first day of the fiscal year. In no case may a person be entitled to vote at any Club meetings whose dues are unpaid as of the date of that Club meeting.

Section 5 – Definition of a member in good standing

This includes all Club Members. A member in good standing is one who has paid their necessary dues, is current with all fees, and conforms to the Club’s Objectives.

ARTICLE II

MEETINGS AND VOTING

Section 1 – *Club Meetings*: Written notice of each meeting shall be mailed by the Secretary, or appointed designee, at least ten (10) days prior to the date of the meeting, and will include the date, time and place of the Club meeting.

Section 2 – *Voting*: Members, 18 years of age or older, and as reported on their Membership Application, whose dues are paid for the current year, shall be entitled to vote at any Club meeting at which they are present. Proxy voting will not be permitted at any Club meeting or election.

ARTICLE III

Directors, Officers and Club Representative to the North American Hunting Retriever Association (NAHRA)

Section 2 – *Officers*: The Clubs' officers, consisting of the President, Vice President, Secretary and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- a) The President shall preside at all meetings of the Club and the Board, and shall have the duties and powers normally appurtenant to the office of the President; including but not limited to: establishing goals for the Club, signing all legal documents, supervising the activities of the Club and its Officers, representing the Club, presiding at Club and Board meetings, protecting the rights of Club members. The President shall be familiar with the Constitution and By-Laws and General Rules of the Club, and with parliamentary procedure. The President's role is to be fair and impartial and as such the President may vote only to make or break a tie vote, cast a ballot vote or vote in a roll call vote. In the event of a roll call vote, the President casts the last vote. The President may abstain from voting. The President may not bring nor second a motion.
- b) The Vice President shall have the duties and exercise the powers of the President in the case of the President's absence or incapacity. Other general duties may be assigned to the Vice President as necessary.
- c) The Secretary shall keep a record of all meetings of the Club and of the Board. The Secretary shall have charge of all correspondence, notify members of meetings, and maintain a directory of club members, with their addresses, email addresses and phone numbers. The Secretary shall initiate and oversee the yearly Club election. The Secretary shall insure that all documents pertaining to Club activities are uploaded to the Club website in a timely manner.
- d) The Treasurer shall collect and receive all monies due or belonging to the Club. The Treasurer shall deposit the same in a bank designated by the Board, in the name of the Club. The books shall be at all times open to inspection of the Board and the Treasurer shall report to them, at every meeting, the condition of the Club's finances and every item of receipt or payment not before reported. At

the annual meeting, the Treasurer shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall provide to any member(s) chairing a Club event, the Club event financial reporting form and if needed, shall assist the event chair in completing the form. The Treasurer shall pay, in a timely manner, all bills and financial reports required to conduct Club business. In the event that the Treasurer is unavailable to perform the duty of signing Club checks, one of the following officers shall be included on the Club's bank signature card to expedite this task: President, Vice President or Secretary.

- e) The offices of Secretary and Treasurer may be held by the same person.
- f) The President and Vice President may not serve more than two terms in consecutive order, however, there is no limit to the total terms a member may serve as an officer.

Section 3 – *NAHRA Representative*: The NRHRC Club Representative to NAHRA shall be an elected position. The position will be for a term of one (1) year. There will be no limit as to how many consecutive terms a member can serve. All other election rules shall apply. The NAHRA Representative is not considered a member of the Board of Directors. The NAHRA Representative shall act as a liaison between the NRHRC and the NAHRA, providing timely communication between both organizations. In addition, the NAHRA Representative shall submit a quarterly report to the NRHRC Board of Directors.

Section 4 – *Eligibility*: Nominees for Officer or Board member must be a member in good standing for a minimum of one (1) years. All obligations to the Club must be current.

Section 5 - *Vacancies*: Any vacancies occurring on the Board, or among any officers during the year, shall be filled until the next annual election by a majority vote of all the then members of the Board at its first regular meeting, following the creation of such vacancy. Except, the resulting vacancy of the President shall be filled by the Vice President, and the resulting vacancy of the Vice President shall be filled by the Board.

ARTICLE IV

The Club Year, Annual Meetings and Elections

Section 1 – *Club Year*: The Club's fiscal year shall begin on the first day of January and end on the 31st day of December. The Club's official year shall begin immediately at the conclusion of the election at the annual meeting, and shall continue through the election at the next annual meeting.

Section 2 – *Annual Meeting*: The annual meeting shall be held in January at which officers and Directors, for the ensuing year, shall be elected by secret, written ballot from among those nominated in accordance with Section 4 of this Article.

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Section 3 – *Election*: The nominated candidate receiving the greatest number of votes shall be declared elected.

Section 4 – *Nominations*: Nominations may be made by the Board, or any member in good standing May nominate any eligible member in good standing. Nominations must be sent to the Secretary and

postmarked no later than December 1st. A signed statement from the proposed candidate must be postmarked no later than December 15th. The nominations shall be posted by December 20th.

Section 5 – Eligibility: A candidate for any Officer and / or BOD position must be a member in good standing at the time of the nomination and acceptance. A candidate may only run for one (1) position per election with the exception of the positions of Secretary and Treasurer as outlined in Article III Section 2 (c). A separate nomination letter and acceptance for each position of Secretary and Treasurer must be submitted. All other election rules shall apply.

Any member currently serving as an Officer or BOD member at the time of nominations may be nominated for and accept a new position for the upcoming year. A two year BOD member may, during the first year of the term, accept a nomination for a position as Officer. If elected to the new position, they must vacate the balance of the term of the two year BOD position. If there are not enough nominees for two year BOD to fill the vacancy at the election, the vacancy will be filled according to “Article III, Section 3, and Vacancies”. If not elected to the new position, they will continue to serve as two year BOD member for the balance of the term.

ARTICLE V

COMMITTEES

The Board may, each year, appoint standing committees to advance the work of the Club in such matters as field events, training sessions, trophies, prizes, fund raisers and other fields which may be served by a committee. Members may not make expenditures, with expectation of reimbursement, for the benefit of the Club, or otherwise, without the express written approval of the Officers and Board of Directors in advance.

ARTICLE VI

DISCIPLINE

Section 1 – Charges: Any member, in good standing, may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club or breeds. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of \$10.00, which shall be forfeited if the Board following a hearing does not sustain such charges. The Secretary shall promptly send a copy of the charges to each member of the Board, or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breeds. If the Board considers the charges do not allege conduct, which would be prejudicial to the Club, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board not less than three (3) weeks, or more than

Six (6) weeks thereafter. The Secretary shall promptly send one (1) copy of the charges to the accused member, by certified or registered mail, together with a Notice of the Hearing and an

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Assurance that the defendant may personally appear in his own defense and bring witnesses, if he or she wishes.

Section 2 – Board Hearing: The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by the

complainant and defendant, the Board may by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six (6) months from the date of the hearing. And if deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, their finding shall be put in written form and filed with the Secretary. The Secretary, in turn shall notify each of the parties of the Boards decision and penalty, if any.

Section 3 – Expulsion: Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 2 of this Article. Such proceeding may occur at a regular or special meeting of the Club to be held within sixty (60) days, but no earlier than thirty (30) days after the Board's recommendation of expulsion. The defendant shall have the privilege of appearing on his own behalf. The President shall read all charges and the Boards findings and recommendations, and shall invite the defendant, if present, to speak on his own behalf if he so wishes. The members shall then vote by secret, written ballot on the proposed expulsion. A two-third vote of those present and voting at the meeting shall be necessary for expulsion. If the expulsion is not so voted, the Boards suspension shall stand.

Section 4- Failure to Perform: Officers, BOD Members, Official NAHRA Representative, and/or appointees are expected to satisfactorily perform their respective duties. If, by majority vote of the BOD, it is determined that an Officer, BOD member, Official NAHRA Representative, and/or appointee fails to perform their respective duties then that individual shall be removed from their position for the balance of their term. The resulting vacancy shall be filled according to Article II Section 3 – Vacancies.

ARTICLE VII

AMENDMENTS

The Constitution and By-Laws may be amended by a two-third vote of the members present and voting at a regular meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.

ARTICLE VIII

DISSOLUTION

The Club may be dissolved at any time by written consent of not less than two-thirds of the members. In the event of dissolution of the Club, other than reorganization, whether voluntary or by operation of law, none of the property of the Club or any proceeds thereof, nor any assets of the Club, shall be distributed to any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization selected by the Board of Directors.

ARTICLE IX

Order of Business

Roll Call
Minutes of Last Meeting
Report of President
Report of Vice President
Report of Secretary
Report of Treasurer
Report of Committees
Unfinished Business
Election of Officers and Board (at annual meeting)
New Business
a) Voting in of Perspective New Members
b) Balance of New Business
Adjournment

ARTICLE X

Policies and Procedures:

Section 1 – The Club shall maintain a set of Policies and Procedures that the Club and all Members shall follow. These Policies and Procedures shall be attached to the back of the Constitution and By-Laws. All Policy Changes voted on and approved by club membership as recorded in the Minutes of the Meeting(s) prior to January 2014 shall be included.

Section 2 – These Policies and Procedures are not part of the Constitution and By-Laws in that they do not have to be discussed at one meeting and then voted upon at the following meeting to become effective. They may be discussed and voted upon at the same general meeting and if passed by a majority of voting members present, they shall be added, changed, or deleted to Policies and Procedures.

Section 3 – Whenever there is a change to these Policies and Procedures, the Club Secretary shall e-mail a copy of the change(s) to all Club Members in good standing. If the Secretary does not have a working e-mail address for any said members, the Secretary shall snail-mail a copy. 7

Further, it will be the Secretary's obligation to make sure that any posted copy of the Constitution and By-Laws with Policies and Procedures attached are updated in a timely fashion.