

# NORthern Magic Agility Dogs Inc. (NOMAD)

## BYLAWS

### ARTICLE I: NAME AND OBJECTIVES

- Section 1** The name of the club will be NORthern Magic Agility Dogs Inc., hereafter referred to as NOMAD.
- Section 2** The objectives of NOMAD will be as follows:
- 2A)** To educate the public and promote humane treatment and training of dogs by holding agility practice sessions, public demonstrations, seminars, matches, trials, and other dog related activities.
  - 2B)** To do all in its power to promote the human-canine bond and to protect and advance the interests of all dogs, including mixed and rare breeds, through positive training techniques.
  - 2C)** To promote good sports conduct, cooperation, and enjoyment among NOMAD members, other agility groups, and dog enthusiasts.
- Section 3** NOMAD shall not be operated for profit, and no part or residue from dues or donations to NOMAD shall inure to the benefit of any member or individual.
- Section 4** The members of NOMAD will adopt and may revise or amend these Bylaws as may be required to carry out the afore mentioned objectives. Such revision may occur from a majority vote of the full membership. In such instance, a committee will be called into existence as set forth in Article III, Section 1 of these bylaws. The bylaws committee will meet to suggest the necessary revision and/or amendment. The proposed changes will be adopted if two-thirds of the full membership votes to accept them.
- Section 5** Appendix 1, "Practice guidelines" may be revised independently from the Bylaws and will not require the Bylaws committee to be called forth. The Steering Committee may formulate changes and/or appoint a committee to do so. Practice guideline changes will be accepted and put into practice if two-thirds of the full membership votes to accept them.

## ARTICLE II: MEMBERSHIP

**Section 1**     **Eligibility for Membership:** A person is eligible for membership once s/he completes twelve weeks of agility instruction, with the inclusion of all pieces of agility equipment. If an applicant does not have twelve weeks of formal instruction but has equivalent experience membership may be considered by application to the Steering Committee. In this instance, applicants may be asked to demonstrate their ability and competency with the agility equipment prior to membership acceptance. If any applicant has been expelled or censored by a national canine organization for poor conduct the Steering Committee is granted the right to investigate the situation and make a recommendation for acceptance or declination of membership.

**Section 2**     **Dues:** Each member will promptly pay dues upon application for membership and annually upon notice. The amount of annual dues will be determined by a majority vote at the Fall NOMAD membership meeting (see Article IV Section 1).

**Section 3**     **Application for and Membership Opportunities:** A completed application and dues must be received for membership to be activated. NOMAD is an all-volunteer organization. All members are strongly encouraged to participate in, and/or facilitate practice session (see Appendix 1), demonstrations, and committees. Members are also given the right to vote at the bi-annual meetings, and on an as needed basis.

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

- 4A)     Lapsing - A membership will be considered lapsed and automatically terminated if dues remain unpaid thirty days after becoming due.
- 4B)     Resignation - A member may choose to resign from NOMAD at any time.
- 4C)     Expulsion - A member whose conduct deviates from accepted NOMAD policy (see Appendix 1) may be reviewed by the Steering Committee and terminated with a majority vote of that committee (see Article VI Section 1).

Regardless of cause for termination no dues or portion thereof will be refunded.

## ARTICLE III - COMMITTEES, OFFICERS AND CHAIRS, AND ELECTIONS

**Section 1**      **Committees:** The governing body of NOMAD will be called the Steering Committee (see Article III, Section 2). Further, a provision is made for committees to be called into existence on an as needed basis; i.e. Equipment, Demonstrations, Seminar, Trial Committee, etc. Each committee will have a clearly defined objective as well as limitations or operating guidelines. Committees are automatically terminated when they have completed their work (i.e. bylaws) or may be ongoing as the purpose warrants (i.e. equipment). The Steering Committee or Committee Chair may call and conduct the meetings. All committees and their decisions will be held accountable to the Steering Committee.

**Section 2**      **Steering Committee:** The Steering Committee will be comprised of the President, Vice-President, Treasurer, Secretary, and three board members at large. No two of the aforementioned offices may be held by one person at the same time. The President and Vice-President will hold a two year term with a limit of two-year consecutive terms. All remaining Officers, with the exception of the Treasurer, will be elected for a term of two years with a three term consecutive limit for that office. Two of three board member at large positions will be elected for a two-year term, one board member at large position will be elected for a one-year term. At the conclusion of the six years, the person must leave the Steering Committee for a minimum of one year, but then will be eligible to be nominated again for another six consecutive years. No person may serve on the Steering Committee more than six consecutive years in any one office or combination thereof, with the exception of the Treasurer. The Treasurer shall be nominated for re-election every two years, with no limit to the number of terms.

**Committee Chairs:** All committees will be facilitated by a chairperson or joint chairs. These individuals will be decided upon by the committee at the onset of its creation or at the annual election.

**Section 3**      **Officers and duties:** Each Steering Committee member will have duties and tasks to perform. Specific duties are defined with the provision that the Committee may add responsibilities on an as needed basis, with a majority vote of that committee.

**3A)**            The PRESIDENT will preside at both the spring and fall membership meetings (see Article IV, Section 1), and meetings of the Steering Committee. The President will have the power to sign any contracts

required for the management of NOMAD business. During times of negotiation, the President will serve as the primary liaison between NOMAD and other organizations or entities. The President will report on the operations of NOMAD at each membership meeting and will keep the Steering Committee informed of any and all matters of interest to the club. The President will also serve as the primary contact to committee chairs. S/he will also strive to offer support for the chairs, committees, and their decisions. However, if deemed necessary, the President may assign this liaison responsibility to another Steering Committee officer.

The President will also carry out other such duties as specified in these bylaws, and/or assigned by the Steering Committee.

Finally, at the end of his/her term the outgoing President may choose to automatically assume the one-year board member at large position on the Steering Committee.

- 3B)** The VICE-PRESIDENT will perform all the duties assigned to her/him by the President or Steering Committee. In the absence or incapacity of the President, the Vice-President will have all the powers and will perform all the duties of the President.
  
- 3C)** The SECRETARY will be responsible for recording the full minutes, including all decisions and votes of NOMAD meetings. The Secretary will have custody of and properly keep all the minutes of NOMAD meetings. S/he will ensure notification of the bi-annual membership meetings, including date, time, and location, in the NOMAD newsletter or by special mailing. S/he will keep minutes of Steering Committee meetings on file and accessible to the members on request. The Secretary will be responsible for distributing the proposed agendas and slate of Steering Committee nominations for the fall membership meeting. The Secretary will also carry out other such duties as specified in these bylaws, and/or assigned by the President or Steering Committee.
  
- 3D)** The TREASURER will collect all moneys due or belonging to NOMAD. S/he will deposit the same in a bank designated by the Steering Committee, in the name of NOMAD. The Treasurer will be responsible for disposing of funds as required for the management of NOMAD business, i.e. paying bills in a timely fashion and acquiring receipts for such disbursements. The Treasurer will be responsible for keeping ledgers that document NOMAD business in an orderly fashion. Such ledgers will be open to the inspection of the Steering Committee at all times. The

Treasurer will report at each membership meeting the condition of NOMAD finances, including moneys received and expended. (All expenditures not included in the annual budget must be authorized by a majority vote of the Steering Committee). The Treasurer is also responsible for proposing the annual budget at the fall meeting for members to vote upon (see Article IV, Section 1). The Treasurer will be responsible for taxes, non-profit, and other legal documentation as required by the government. The Treasurer will also carry out other such duties as specified in these bylaws, and/or assigned to by the President or Steering Committee

**3E)** The MEMBERS AT LARGE will perform all the duties assigned to them by the President or Steering Committee.

**Section 4** **Vacancies:** Any vacancies that occur will be filled by appointment from a majority vote of the Steering Committee, until the next regularly scheduled club meeting. Should the Presidency become vacant the Vice President assumes the Presidency with the Vice-President office filled by appointment of the Steering Committee.

**Section 5** **Nominating Committee:** The Nominating Committee will be chosen at the spring membership meeting (see Article IV, Section 1). It shall be comprised of three or five NOMAD members who are appointed to the committee by the President. It is the responsibility of this committee to create a slate of proposed officers and board members at large for the membership to vote upon at the fall meeting

**Section 6** Elections: Nominations other than those made by the Nominating Committee are welcome. Nominations must be given to the Nominating Committee for publication no later than 6 weeks prior to the Fall meeting. An election shall be considered valid if a quorum of 25% of the full membership is present at the meeting. Newly elected Officers and Members at Large will assume the responsibilities of their offices at the fall meeting or Special meeting where the election is finalized. A provision of a two-month transition period is made for the outgoing Treasurer to consult with the incoming Treasurer and make necessary changes in regard to NOMAD business with legal and financial organizations.

## **ARTICLE IV: MEETINGS AND VOTING**

**Section 1**      **Club Meetings:** NOMAD will hold a minimum of 2 meetings per year where the full membership is invited to attend. A written notice with location, directions, designated time and proposed agenda will be given at least thirty days prior to such meetings. Proposed scheduling for such meetings is spring and fall. The fall meeting will be held with the purpose of deciding NOMAD dues, annual budget, election of the Steering Committee and Officers, and general NOMAD business. Decisions at such meetings will be considered valid if represented by a majority vote if a quorum is present. A quorum is constituted by a presence of 25% of the full membership. The minutes of club meetings shall be taken, reported and on file for members to access.

**Section 2**      **Special Club Meetings:** Special club meetings may be called by a majority vote of the Steering Committee and/or membership. These meetings will only be called on an as needed basis with a minimum two-week notice to the membership with the inclusion of location, date, time and proposed agenda. Decisions at such meetings will be considered valid if represented by a majority vote if a quorum (25% of the membership) is present.

**Section 3**      **Steering Committee Meetings:** A minimum of four quarterly meetings will be held each year. Steering Committee meetings will be announced to the membership prior to their occurrence. Voting at such meetings will be considered valid if a quorum of 2/3 of the Steering Committee is present. Minutes of each meeting shall be recorded and placed on file for members to access (see Article III, Section 3D).

**Section 4**      **Committee Meetings:** Committee meetings will be called on an as needed basis.

## **ARTICLE V - CLUB YEAR AND AUDITING ACCOUNTS**

**Section 1**      **Club Year:** NOMAD's official and fiscal year will begin on January 1st and end on December 31st.

**Section 2**      **Reviewing Accounts:** All NOMAD accounts will be reviewed annually, within the 1st quarter of the fiscal year, by a committee comprised of one Steering Committee member, who is not the Treasurer, and two club members at large. The review report should be presented to the Steering Committee no later than April 30th.

## ARTICLE VI - DISCIPLINE AND DISSOLUTION

**Section 1**     **Discipline:** Any occurrence of alleged misconduct, prejudicial to the best interests of NOMAD and/or the sport of agility will be investigated by the Steering Committee for appropriate action.

The Steering Committee will consult with the complainant, NOMAD member being charged and/or any other parties who may have relevant information in order to determine the occurrence of an infraction and level severity. The Steering Committee may determine and implement the course of disciplinary action on a case by case basis. Disciplinary measures may include but are not limited to communication between a Steering Committee member defining the infraction and suggested correction, verbal or written warning, time limited suspension of membership privileges (i.e. attending practices, demonstrations, etc.) or expulsion from the club (see Article II, Section 4C).

If either the complainant or NOMAD member being charged with misconduct is a member of the Steering Committee, the other Steering Committee members will immediately appoint a disciplinary committee consisting of three or five members. No member of the Steering Committee may serve on the committee in this case. The disciplinary committee will carry out the specific duties of determining the occurrence of an infraction and implementing the disciplinary measure.

**Section 2**     **Dissolution:** NOMAD may be dissolved at any time by written consent of no less than two-thirds of the membership. In the event of the dissolution of the club, after payment of just debts the residual assets of the organization shall be turned over to the Humane Society of Chittenden County, which is an exempt organization as described in Sections 501(c)(3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future Internal Revenue Code; or other such exempt organization that operates for the benefits of dogs.