

NEW ENGLAND SLED DOG CLUB, INC.

CONSTITUTION AND BY-LAWS



Amended September 2001

NEW ENGLAND SLED DOG CLUB, INC.

CONSTITUTION & BY-LAWS

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SECTION I

Constitution Bylaws

CONSTITUTION OF THE NEW ENGLAND SLED DOG CLUB, INC.

ARTICLE I – NAME AND OBJECTS

Section 1

The name of the Club shall be the New England Sled Dog Club, Inc.

Section 2

A Junior Division shall be a part of the New England Sled Dog Club, Inc., operating under the same bylaws and racing rules. The racing rules may be modified when necessary to make them appropriate for Junior racing.

Section 3

The object of the Club shall be:

- a. To promote the responsible breeding, training, driving, racing and improvement of sled dogs.
- b. To promote the welfare of sled dogs in all activities and endeavors.
- c. To disseminate information and take such steps as may seem advisable for the best interest of the Club.
- d. To take such other steps as may seem advisable to protect and advance the interest of the sport at home and abroad.

Section 4

The Club shall not be conducted or operated for profit and no part of any profits from dues or donations to the Club shall inure to the benefit of any members or individual. The Club shall not declare dividends.

Section 5

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

BYLAWS OF THE NEW ENGLAND SLED DOG CLUB, INC.

ARTICLE I – MEMBERSHIP

Section 1 – Eligibility

There shall be five types of membership open to persons who subscribe to the purpose of this Club. Members under the age of 16 may be considered Junior Members as outlined in Section 2 of this Article.

Section 2 – Classification

Regular Membership entitles regular members to all rights and privileges provided by the Club.

Associate Members shall be entitled to all rights and privileges provided to regular members excluding the right to vote, enter races and/or hold office.

Guest Membership, issued on a race to race basis, entitles the individual to race at that one event. This is a non-voting, non-mailing membership.

Junior Members shall be entitled to enter only Junior events and to attend Junior and Senior meetings, but shall not be privileged to hold office or vote at Senior meetings. Only persons not over sixteen (16) years of age shall be eligible for this class of membership. However, any person, though under sixteen years of age, who pays the fee for regular membership, and complies with Section 4 of this Article, shall become a regular member with full privileges.

Honorary Members may be elected by unanimous vote of the Board of Directors or the Club body, and shall be entitled to all rights and privileges of a regular member.

Section 3 – Dues

Annual membership dues shall be **\$25.00** per year for Regular membership. Family membership, defined as any group of two or more individuals who reside at the same address. The first family member will pay **\$25.00**, the remaining regular members will pay **\$15.00**. **\$10.00** per year for Associate membership, **\$10** for Guest Membership, **\$15.00** per year for Junior membership, unless residing with a NESDC member and then it will be **\$5.00** per year. When there is more than one Junior residing at the same address, the first will pay **\$15.00** and the rest will pay **\$5.00**. Membership dues are payable on or before the day of the Fall meeting of each year. There are no dues for Honorary Membership. No member may vote whose dues are not paid for the current year. The Treasurer shall send each member a statement of his/her dues for the ensuing year with the notice of the Fall meeting.

Section 4 – Qualification of Membership

Membership in the club shall be accorded to any reputable person who agrees :

- a. To promote the responsible breeding, training, driving, aracing and improvement of sled dogs,
- b. To promote the welfare of sled dogs in all activities and endeavors,
- c. To disseminate information and take such steps as may seem advisable for the best interest of the Club,
- d. To take such other steps as may seem advisable to protect and advance the sport at home and abroad.

Section 5 – Termination of Membership

Membership may be terminated:

- a. By resignation. Any member in good standing may resign from the Club upon written notice to the Secretary.
- b. By lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year; however, the Board may grant an additional 60 days grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of the meeting.
- c. By expulsion. A membership may be terminated by expulsion as provided in Article VI of these bylaws.

ARTICLE II – MEETING

Section 1- Club Meetings

The Annual Meeting of the Club shall be scheduled for the 2nd weekend in April and a General Meeting shall be scheduled for the 3rd Sunday in September of each year. The quorum of such a meeting shall be 30% of the members in good standing as of January first of the current year.

Section 2 – Special Club Meetings

Special Club Meetings may be called by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, or may be called by the Secretary upon receipt of a petition signed by ten (25) members of the Club who are in good standing. Such special meetings shall be designated by the Board of Directors. Written notice of such meeting shall be mailed by the Secretary at least 10 days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such meeting shall be 30% of the members in good standing as of January first of the current year.

Section 3 Board Meetings

Meetings of the Board of Directors shall be held at such place, hour and date as may be designated by the Board of Directors.

Section 4 – Special Board Meetings

Special meetings of the Board may be called by the President, or may be called by the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held at such a place, hour and date as may be designated by the person authorized herein to call such a meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be six members of the Board.

Section 5

The Board of Directors may conduct its business by mail or e-mail through the Secretary.

ARTICLE III – DIRECTORS AND OFFICERS

Section 1- Board of Directors

The Board of Directors shall be comprised of the President, First and Second Vice Presidents, Recording & Corresponding Secretaries, Treasurer, Immediate Past President, Publicity Director, and five (5) other persons who shall be known as “Directors” and who shall be elected on a staggered basis, each of which shall serve for four years and three of which must be current sled dog drivers. All Board members shall be elected at the Club’s Annual Meeting as provided in Article IV, and shall serve until their successors are elected. General management of the Club’s affairs shall be entrusted to the Board of Directors. Six (6) members shall constitute a quorum.

The Board:

- a. May not make a permanent change in the racing rules.
- b. Does not have a limit for expenditures.

Section 2- Officers

The Club’s Officers consisting of the President, First and Second Vice Presidents, Recording and Corresponding Secretaries, and Treasurer shall serve in their respective capacities both with regard to the Club and its meetings and the Board and the Board and its meetings. Terms of President, Vice Presidents, Treasurer, Secretary and Publicity Chairman are a two-year position.

- a. The **President** shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in the Constitution and Bylaws. The President is authorized to spend up to \$1,000 without prior approval of the Board.
- b. The **First Vice President** shall have the duties and exercise the powers of the President in case of the President’s absence. He/she will be a member of the Race Committee having the responsibility to recommend the chairman of the Committee to the Board of Directors, and any other duties specified in the Constitution and Bylaws.

- c. The **Second Vice President** shall be second in ascendancy after the First Vice President. He/she will also be responsible for keeping a record on all Club properties and give the report at the Annual Meeting. He/she shall be responsible for maintaining the records of driver trail coverage participation, and acquiring the number of persons necessary to properly cover the trail.
- d. The Recording **Secretary** shall be responsible for:
 - 1. Recording the minutes of all meetings of the Board of Directors and members.
 - 2. Recording minutes of all meetings of the Board held by mail.
 - 3. Furnishing copies of all minutes in a form prescribed by the Board of Directors.
 - 4. Carrying out such other duties as are prescribed in these bylaws and /or by the board of Directors.
- d. The Corresponding Secretary shall be responsible for:
 - 1. Keeping an up-to-date roll of the members and their addresses.
 - 2. Supplying prospective applicants with applications and copies of the Constitution and Bylaws.
 - 3. Notifying members of the time and place of member's meetings.
 - 5. Notifying Directors of the time and place of Directors meetings.
 - 6. Conducting all general Club correspondence.
 - 7. Preparing and mailing all Club materials/newsletters.
 - 8. Lending as much assistance as possible to committee chairmen with mailings pertaining to Club business.
 - 9. Carrying out such other duties as are prescribed in these bylaws and/or by the Board of Directors.
- e. The **Treasurer** shall:
 - 1. Notify members when dues are due.
 - 2. Collect and receive all monies due to the Club and keep an up-to-date roll of the members in good standing.
 - 3. Deposit the same in a bank account approved by the Board, in the name of the Club.
 - 4. Disburse funds necessary to discharge the liabilities of the Club. Such disbursements shall in no event exceed a maximum limit on all expenditures imposed by the Board of Directors. If liabilities are incurred in excess of this maximum limit, prior approval of the Board must be obtained before payment can be made.
 - 5. Keep the books open to inspection of the Board at all times.

6. Make the books available for annual audit by direction of the Board.
 7. Report to the Board at every meeting the condition of the Club's finances and every item of receipt of payment.
 8. Render at the Annual Meeting a written account of all monies received and expended during the previous fiscal year.
 9. Notify new members of their election and distribute membership cards to all members upon payment of dues.
 10. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.
- f. The **Publicity Director**'s general responsibility is to keep the sport of sled dog racing before the New England public. Other duties include:
1. Arranging for printing and distribution of the New England Sled Dog Club posters and schedules.
 2. Placing articles, ads and schedules pertaining to the New England Sled Dog Club events in such publications as:
 - Sled dog magazines
 - General sports magazines
 - Local and area newspapers and sled dog websites
 3. Working with sponsoring organization's publicity director to generate interest.
 4. Contacting local and area broadcast media, i.e. TV and radio
 5. Reporting race results accurately and on time
 6. Overseeing and advising press assistant who will:
 - a. write "color" and human interest articles for local and area newspapers
 - b. place articles pertaining to NESDC events in such publications as Sled Dog Magazines, General Sports magazines, local and area newspapers and sled dog websites.
 7. Carrying out such other duties as prescribed in these bylaws and/or by the Board of Directors.

Section 3 - Directors

There shall be five (5) Directors elected on a staggered basis and they may serve in position for no more than two terms consecutively.

They shall carry out such other duties as are prescribed in these bylaws and/or by the Board of Directors.

Section 4 – Officials

The Club's officials, who shall be appointed by the Board of Directors shall be the Race Manager, Chief Judge, Timers, Trail Boss, Ski Jojoring Judge, Weight Pulling Judge, and two assistant judges for both the Senior and Junior divisions.

Section 5 – Appointments

The following appointments shall be made by the Board of Directors for a term of two years:

- a. Club photographer
- b. Communications Officer- in charge of electronic communication equipment.
- c. Historian
- d. Parliamentarian
- e. Animal Welfare Officer
- f. Trophy Chairperson – responsible for ordering ribbons/plates/plaques to hand out at each event and at the end of the season. Will assist race manager to hand out trophies and gifts at each event. Also responsible for overseeing the awarding of the trophies at the Spring Meeting (collecting and tabulating nominations and developing a list for the president to utilize.
- g. Web Master
- h. Press Assistant

Section 6 – Impeachment

An officer may be impeached for failure to discharge his/her duties as prescribed in Section 2 of this Article by 2/3 vote of those members present and voting at a General Meeting.

Section 7 – Vacancy

Any vacancies occurring on the Board of Directors or among the officers or officials 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, or at a Special Board meeting called for that purpose; except that a vacancy in the office of President shall be filled automatically by the First Vice President and the resulting vacancy in the office of First Vice President, shall be filled automatically by the Second Vice President, and the resulting vacancy in the office of Second Vice President shall be filled by the Board.

ARTICLE IV – THE CLUB YEAR, ANNUAL MEETING, NOMINATIONS, ELECTIONS, AND VOTING

Section 1- Club Year

The Club's fiscal year shall begin on the first day of September and end on the 31st day of August. The Club's Official year shall begin immediately at the conclusion of the election at the Annual Meeting and shall continue through to the next Annual Meeting.

Section 2 – Annual Meeting

The Annual Meeting shall be held on the second weekend in April at which officers and directors for the ensuing terms shall be elected.

The elected officers and directors shall begin to serve immediately at the conclusion of the election and each retiring officer shall turn over to his/her successor in office any pertinent materials within 30 days after the election.

Section 3 – Elections

The nominated candidate receiving the greatest number of votes for each office shall be declared elected.

The two nominated candidates for other positions on the Board who received the greatest number of votes for such position shall be declared elected. In the event of an uncontested nomination, the Secretary shall cast one ballot, thereby electing the nominee. Elections shall take place every other year.

Section 4 – Nominations

No person may be a candidate in a Club election who has not been nominated in accordance with these bylaws. A Nominating Committee shall be chosen by the Board of Directors on or before January 1st. The Committee shall consist of five members, all members in good standing, no more than one of whom shall be a member of the current Board of Directors. The Board shall name a Chairman of the Committee. The Nominating Committee may conduct its business by mail or email. The Secretary shall notify the Club of the appointed members of the Nominating Committee by January 15th.

- a. The Nominating Committee shall nominate from among the eligible members of the Club, one or more candidates for each position of the Board of Directors and shall procure the acceptance in writing of each nominee so chosen. The Committee shall then submit its slate of candidates to the Secretary by March 15th.
- b. Upon receipt of the Nominating Committee's report, the Secretary shall, before April 1st, notify each member of the candidates so nominated.
- c. Additional nominations may be made at the Annual Meeting in April by any member in attendance provided that the person so nominated accepts when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at the meeting his/her nominator shall present to the Secretary, a written statement from the proposed candidate, signifying his/her willingness to be a candidate.
- d. No person may be a candidate for more than one position as officer or as member of the Board of Directors and the additional nominations provided for in Section 4c. may be made only from among those members who have not accepted a nomination from the Nominating Committee for a position as an officer or member of the Board of Directors.
- e. An officer cannot be an official of any other sled dog club.

Section 5 – Voting

Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he/she is present. Proxy and absentee voting will not be permitted at any Club meeting or election.

Section 6 – Race Contracts

- a. Each member in good standing shall be encouraged to solicit races and make this information available to the Race Committee
- b. All race contracts shall be signed, for the New England Sled Dog Club, by the President or any other person so designated by the President.
- c. The President shall have the responsibility for insuring that the terms of all signed contracts are fulfilled by both parties.
- d. The President has the power to postpone or cancel any race contract for unacceptable racing conditions.

ARTICLE V – COMMITTEES

Section 1

The Board of Directors may, each year, appoint standing committees to advance the work of the Club.

Section 2 – Race Committee

The Race Committee shall be a permanent standing committee made up of a chairman and six other members, four of which shall be current sled dog drivers. The Board of Directors shall be required to appoint the Race Committee no later than 30 days after the Annual April Meeting. The Board will specify all their responsibilities and extra duties.

Section 3 – Budget Committee

The Budget Committee shall be a permanent standing committee, made up of chairman and two other members. The Board of Directors shall be required to appoint the Budget Committee no later than 30 days after the Annual April Meeting. The Board will specify all their responsibilities and extra duties.

Section 4 – Termination

Any committee appointment may be terminated by the majority vote of the full membership to the Board upon written notice to the appointee, and the Board may appoint successors to those persons whose services have been terminated.

ARTICLE VI – DISCIPLINE

Section 1 – Charges

Any members may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club. Written charges with specification must be filed in duplicate with the Club Secretary together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the Board, following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board. After due consideration, the Board shall vote whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club. If a majority of the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the Club, it shall refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board of not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send a copy of the charges to the complainant and the accused member by registered mail together with a notice of the hearing with the assurance that they may personally appear on their own behalf and bring witnesses if they wish.

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 charges be sustained after hearing all the evidence and testimony presented, the Board may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. If it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such cases, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty.

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. The defendant shall have the privilege of appearing in his/her behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The membership shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII – AMENDMENTS

Section 1

Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by any member in good standing at any Club meeting as stated in Article II, Section 1. Amendments proposed by such a method shall promptly be submitted to the members with possible recommendations of the Board of Directors for a vote. However, Amendments to the Constitution and By-Laws cannot be made without review and discussion of the proposed amendment at a minimum of two club meetings unless the general membership has had prior notification of the amendment. The requirement for the two meetings is then waived.

Section 2

The Constitution and By-Laws may be amended by a 2/3 vote of the members present and voting at any regular meeting or special meeting called for that purpose. Any amendments to the Constitution that are voted shall then be sent to the full membership with the notice of the next meeting.

Section 3

Changes to the Race Rules may be proposed by the Board of Directors or by any member in good standing at any club meeting. However, any change to the Race Rules cannot be made without review and discussion of the proposed change at a minimum of two club meetings unless the general membership has had prior notification of the change. The requirement for the two meetings is then waived.

Changes in the Race Rules for one race can be made by the Race Officials or the Race Manager to accommodate trail, weather or other emergency considerations.

ARTICLE VIII – DISSOLUTION

Section 1

The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club whether voluntary or involuntary or by operations of law, none of the property of the Club nor 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 non-profit charitable organization selected by the Board of Directors.

ARTICLE IX – ORDER OF BUSINESS

Section 1

At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll Call
- Minutes of Last Meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Election of Officers, Board (at Annual Meeting)
- Unfinished Business
- New Business
- Adjournment

Section 2

At meetings of the Board, the order of business, unless otherwise directed by majority of vote of those present, shall be:

- Reading of Minutes of Last Meeting
- Report of Secretary
- Report of Treasurer
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

ARTICLE X – PARLIAMENTARY AUTHORITY -

Robert's Rules of Order, Revised, shall be the Parliamentary authority for this Club for all matters not specifically covered by the Constitution and these bylaws, and its standing rules.

SECTION II

COMMITTEES

-Budget Committee

-Race Committee

BUDGET COMMITTEE

The purpose of this Committee is to maintain contact with the Treasurer of the Club on its financial status and to make recommendations when necessary for improvements.

- a. There will be three (3) members of the Club on this Committee, one of which will be the chairman.
- b. The Committee will work with two (2) budgets:
 1. Operating – supported by the dues
 2. Racing – supported by the races
- c. The Committee Chairman will report along with the Treasurer to the Board of Directors, the financial status of the Club at each Board Meeting.

RACE COMMITTEE

The Race Committee shall assist the President in achieving and preparing any race related activity for the purpose of promoting sled dog racing:

- a. The Committee will have the responsibility for inspecting new race courses to determine the acceptability of said course, before the first snow.
- b. The Committee shall appoint a member of the Race Committee or a member of the New England Sled Dog Club to act as liaison officer between the sponsoring organization and the Committee and/or Club
- c. The Committee shall be responsible for the preparation of the race course's special areas, holding area, starting area and toilet facilities before the first snow.
- d. The Committee shall be responsible for the dispersal of critique forms to the drivers, collecting them from the Race Manager, evaluating the information and advising the sponsor of the results.