

# **New Hampshire Mushers Association, Inc.**

## **Constitution and By-laws**

**Approved 5/20/2007**

**Definition: A Musher equates to anyone who participates in a dog powered sport**

# NEW HAMPSHIRE MUSHERS ASSOCIATION, INC.

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# **THE NEW HAMPSHIRE MUSHERS ASSOCIATION, INC.**

## **CONSTITUTION**

### **ARTICLE I – NAME AND OBJECTS**

#### **Section 1**

The name of the Club shall be the New Hampshire Mushers Association, Inc.

#### **Section 2**

The object of the Club shall be:

- a. To unite all mushers in the State of New Hampshire for the purpose of maintaining and promoting statewide trail privileges
- b. To disseminate information
- c. To promote the safe and responsible use of trails
- d. To speak for and represent NH Mushers Association to other Organizations
- e. To communicate and support the NH Mushers Association representative on the NH Statewide Trails Advisory Committee.

#### **Section 3**

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 4**

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.

# THE NEW HAMPSHIRE MUSHERS ASSOCIATION, INC.

## BY-LAWS

### ARTICLE I – MEMBERSHIP

#### Section 1 – Eligibility

Membership shall be open to persons who subscribe to the purpose of this Club.

#### Section 2 – Classification

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

**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 **\$10.00** per year for Regular membership. 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 Annual meeting.

#### Section 4 – Qualification of Membership

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

- a. To unite all mushers in the State of New Hampshire for the purpose of maintaining and promoting statewide trail privileges
- b. To disseminate information
- c. To promote the safe and responsible use of trails
- d. To speak for and represent NH Mushers Association to other Organizations
- e. To communicate and support the NH Mushers Association representative on the NH Statewide Trails Advisory Committee.

## **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 during the month of May.

### **Section 2 – Special Club Meetings**

Special Club Meetings may be called by a majority vote of the members of the Board of Directors 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 fifteen (15) 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. No other Club business may be transacted at this meeting. The quorum for such a meeting shall be 30% of the members in good standing at the time of the meeting.

### **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 Vice President, Secretary, Treasurer, Immediate Past President, and five (5) other persons who shall be known as “Directors”.

The “Directors” shall be appointed by the Board of Directors for a term of three (3) years, on a rotating basis. Each one will represent a different county or counties in New Hampshire

General management of the Club’s affairs shall be entrusted to the Board of Directors. Six (6) members shall constitute a quorum.

The Board does not have a limit for expenditures within the limits of the treasury.

## **Section 2- Officers**

The Club’s Officers consisting of the President, First 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. Terms of President, Vice President, Treasurer, and Secretary 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 and perform any other duties specified in the Constitution and Bylaws.
  
- c. The **Secretary** shall be responsible for:
  - 1. Recording the minutes of all meetings of the Board of Directors and Members of the General Membership
  - 2. Recording minutes of all meetings of the Board held by mail or other means.
  - 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.
  - 5. Supplying prospective applicants with applications and copies of the Constitution and By-laws.
  - 6. Notifying members of the time and place of member's meetings.
  - 7. Notifying Directors of the time and place of Directors meetings.
  - 8. Conducting all general Club correspondence.
  - 9. Preparing and mailing all Club materials/newsletters.
  - 10. Lending as much assistance as possible to committee chairmen with mailings pertaining to Club business.
  - 11. Carrying out such other duties as are prescribed in these bylaws and/or by the Board of Directors.
  
- d. 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.

### **Section 3 - Directors**

There shall be five (5) Directors appointed by the Board of Directors on a staggered basis and they may serve in this position for no more than three terms consecutively.

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

### **Section 4 – 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 5 – Vacancy**

Any vacancies occurring on the Board of Directors or among the officers shall be filled until the next annual election by a majority vote of all the then members of the Board of Directors 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.



## **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 May and end on the 31<sup>st</sup> day of April. The Club's Official year shall begin immediately at the conclusion of the election of Officers at the Annual Meeting and shall continue through to the next Annual Meeting.

### **Section 2 – Annual Meeting**

The Annual Meeting shall be held during the month of May. 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.

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 by-laws. A Nominating Committee shall be chosen by the Board of Directors on or before February 1<sup>st</sup>. 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 February 15<sup>th</sup>.

- a. The Nominating Committee shall nominate from among the eligible members of the Club, one or more candidates for each officers position. They shall procure an acceptance in writing of each nominee so chosen. The Committee shall then submit its slate of candidates to the Secretary by April 1st.
- b. Upon receipt of the Nominating Committee's report, the Secretary shall, before April 15th, notify each member of the candidates so nominated.

- b. Additional nominations may be made at the Annual Meeting in May 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.
- c. No person may be a candidate for more than one position as officer or as member of the Board of Directors. 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.

### **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.

## **ARTICLE V – COMMITTEES**

### **Section 1**

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

### **Section 2 – 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 annual Club meeting as stated in Article II, Section 1.

### **Section 2**

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

## **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.