

NORTHWEST SLED DOG ASSOCIATION
Constitution and Bylaws
Approved December 8, 2024

Article I – Name

The name of this organization shall be the “Northwest Sled Dog Association” or “NWSDA”.

Article II – Mission

- A. The mission of the Northwest Sled Dog Association (NWSDA) is to promote the use of dogs for sport and companionship by conducting races, demonstrations, recreational events, and by the dissemination of information to members and the general public.
- B. For the safe, humane, and knowledgeable treatment of dogs when used for these tasks and for the perpetuation of good sportsmanship and camaraderie among participants.

Article III – Officers

A. Officers.

- 1. The general management of NWSDA’s affairs will be handled by an Executive Board consisting of: PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER (the offices of the Secretary and Treasurer may be combined), and three or more TRUSTEES.
- 2. Except for the combined office of the Secretary/Treasurer, no member will hold more than one office at any one time. There will be a ratio of one trustee per ten members or portion thereof with a minimum of three trustees per year.
- 3. It is expected that officers and trustees be in attendance to at least three club meetings/events annually.

B. Duties of Officers.

- 1. President. The President of NWSDA shall:
 - a. Preside at all meetings of NWSDA and of the general membership.
 - b. Determine the time and place of meetings.
 - c. Enforce the provisions of the bylaws.
 - d. Serve as an ex-officio member of all committees.
- 2. Vice President. The Vice President of NWSDA shall:
 - a. Assume all duties of the President in his/her absence.
 - b. Track and calculate the championship points for NWSDA.
- 3. Secretary. The Secretary of NWSDA shall:
 - a. Manage all correspondence on all matters pertaining to NWSDA’s business as directed by the President and Executive Board.
 - b. Maintain a complete roster of all members and applicants.

- c. Record minutes of all NWSDA meetings of the general membership and the Executive Board.
4. Treasurer. The Treasurer of NWSDA shall:
 - a. Collect all membership dues.
 - b. Receive all monies due or belonging to NWSDA.
 - c. Pay the bills or other expenses when duly authorized by the membership and/or the Executive Board.
 - d. Present a complete financial report at each annual election meeting.
 - e. Present a financial overview at each NWSDA meeting.
5. Trustees. The trustees of NWSDA shall:
 - a. Constitute the Executive Board, along with the officers, with the general management of NWSDA's affairs.
 - b. Check and approve the Treasurer's annual report.
 - c. Make decisions relating to NWSDA's business which require rapid action when the general membership cannot be called for a meeting.

C. Terms of Office.

1. The normal term for all members of the Executive Board shall be two years or to be extended until duly replaced by election.
2. There shall be no limit to the terms of office an Executive Board member may hold either successively or separately.
3. In the event of a termination of membership by any officer the remaining Executive Board members will select a replacement from the members in good standing to fill the vacancy until the next election.

D. Nominations.

1. Nominations for the Executive Board will be made each year and last a minimum of 30 days, usually beginning April 1st and concluding by April 30st.
2. Any NWSDA member in good standing may run for or be nominated for a position on the Executive Board.
3. Nominees must have been NWSDA members in good standing for a minimum of 2 consecutive years, including the current year.
4. Nominations for NWSDA members wishing to run for an Executive Board position may make their intentions known either via email to the NWSDA Secretary or from the floor at the April general membership meeting, or any meeting when nominations are announced.
5. NWSDA members receiving a nomination must formally accept that nomination either by email to the NWSDA Secretary, or by verbally accepting the nomination at the general membership meeting.

E. Elections.

1. Ballots for the election of officers and trustees will be prepared and distributed by the NWSDA Secretary, to the NWSDA members in good standing, a minimum of four weeks prior to the June banquet.

2. Ballots will be returned to the NWSDA Secretary by mail or email prior to the June banquet or brought to the meeting.
3. There will be no proxy voting for officers or on any other question raised in NWSDA.
4. At the general membership meeting, the presiding officer shall appoint three tellers to count the votes for the various positions.
5. No candidate will be a teller.
6. The newly elected officials will assume office at the conclusion of the June general membership meeting.

Article IV – Members

- A. Any person with an interest in the aims and mission of NWSDA and who has not knowingly and deliberately violated the provisions of ARTICLE II, may with the sponsorship of one member in good standing be granted active membership.
- B. An active member in good standing has:
 1. Paid dues in full.
 2. Attended at least three meetings/events in the current membership year.
 3. Has not been duly suspended or expelled for cause.
- C. Membership Types.
 1. Individual – Individual membership entitles the member to a single vote and club discounts for race fees.
 2. Family – Family membership entitles each household (up to two adults and unlimited children) to a single vote per registered household member at or above 15 years old. Each family member receives the member rate for race fees.
 3. Lifetime – Lifetime membership is granted honorably by the Executive Board to long-standing members who have made significant contributions to the club's mission and goals. Lifetime members are exempt from dues and receive full benefits of membership, including discounts and voting privileges.
- D. NWSDA Membership Dues.
 1. NWSDA membership dues are payable on July 1st of each year. Only members paid in full may exercise voting or other privileges of membership.
 2. If dues are unpaid as of October 1st membership privileges shall be suspended.
 3. Dues for individual and family memberships shall be determined by the general membership.
 4. Any change in membership dues shall be mailed or emailed at least ten days prior to the general membership meeting at which the change will be voted on.
- E. Duties of Membership.
 1. Members shall publicly (in person, email, or on social media platforms) demonstrate support for NWSDA, and to promote NWSDA's best interests at all times.

2. No member shall use or attempt to use the name of NWSDA to further the member's personal publicity, speculation or private gain.

F. Gender and Restrictions.

1. There shall be no discrimination or prejudice because of age, sex, sexual orientation, race, color, creed or national origin.

G. Cessation of Membership.

1. Membership may be terminated by:

- a. Written resignation
- b. Nonpayment of dues
- c. Expulsion for cause
- d. Death of a member

2. Suspension.

- a. If a member willingly and knowingly violates the provision of this constitution and bylaws, a petition signed by three members in good standing, shall be delivered to the President stating the violation(s).
- b. The President shall then call a meeting of the Executive Board to determine what action, if any (suspension, expulsion or other) is necessary. A two-thirds vote of the Executive Board is required for expulsion.
- c. The member in question shall be notified by certified mail of the charges against them and of the time and place of the board meeting. The member may appear at their own defense with whatever witnesses and other facts they deem necessary for the board's consideration.

H. Minors.

1. A parent or legal guardian must accompany all children under the age of fifteen attending NWSDA sponsored events at all times.
2. If the parent or legal guardian is unable to be in attendance, an adult over the age of 21, must have a signed document from the child's parent or legal guardian in their possession. This document must state the accompanying adult has all powers of responsibility for the child, including decisions regarding health and emergency care.

ARTICLE V – Meetings

- A. The President shall call meetings of the Executive Board and general membership at a time and place of their choosing. There is no limit to the frequency of meetings, except that there shall be not less than four general membership meetings in any year.
- B. The quorum for transacting business at any meeting of the Executive Board will be two-thirds of the current board. A quorum for a general membership meeting shall consist of members in good standing present at that meeting, providing 7 days advanced notice of the meeting.

- C. Procedure. All meetings of NWSDA will be conducted in accordance with Robert's Rules of Order, pertaining to standard parliamentary procedure.

ARTICLE VI – Committees

- A. Both standing and temporary committees shall be appointed by the President and instructed as to their duties. Committees will meet as necessary to conduct duties.
- B. The committee chair shall report to the President on progress when called upon to do so.
- C. The committee chair will keep up to date records of all proceedings and will forward copies of records and correspondence within a reasonable time, to the Secretary.

ARTICLE VII – Expenditures of Funds

- A. With the exception of stationary, stamps and other normal expenses incidental to the business of NWSDA, all expenditures of funds over \$200 will be determined by a majority vote of the membership.
- B. In the event of an emergency requiring immediate funds, the President will determine the need and instruct the Treasurer as necessary. The President will notify the general membership of the expenditure within 14 days.

ARTICLE VIII – Amendments

- A. NWSDA constitution and bylaws must be reviewed by the general membership or Executive Board at least every two years.
- B. Changes and amendments to any or all the provisions of this constitution and bylaws shall follow this procedure:
 - 1. Proposed changes will be reviewed by a bylaws committee and presented to the Executive Board for review and approval prior to review by the general membership.
 - 2. The proposed amendments will then be placed before the membership by email and/or at a general meeting together with the reasons for the changes.
 - 3. Not less than thirty days, and not more than sixty days thereafter, the Secretary will distribute a "yes" or "no" ballot via mail or email, to all members in good standing, the proposed amendments and a brief digest of the information pertinent to the change(s).
 - 4. To be counted, ballots shall be returned to the Secretary within 14 days, starting with the date of the mailing to the general membership.
 - 5. A two-thirds majority vote of the ballots returned, favoring the amendment, shall be required to amend any provision.
 - 6. The membership shall be notified of the results by email within 14 days after the ballots are counted.

ARTICLE IX – Race Rules

- A. In NWSDA managed races, race rules shall follow NWSDA Race Rules and Championship Points System. These rules shall be reviewed by a race rules committee at least every two years.

- B. Proposed changes to NWSDA Race Rules shall follow this procedure:
 - 1. Proposed changes will be reviewed by a race rules committee and presented to the general membership by mail or email and/or at a general membership meeting.
 - 2. After a two-week comment period and subsequent revisions, if applicable, the Secretary will distribute “yes” or “no” ballots, via mail or email, to all members in good standing along with the proposed amendments and a brief explanation.
 - 3. To be counted, ballots shall be returned to the Secretary within 14 days, starting from the date of the mailing to the general membership.
 - 4. A two-thirds majority vote of the ballots returned, favoring the amendment, shall be required to amend any provision.
 - 5. The membership shall be notified of the results by email within 14 days after the ballots are counted.
 - 6. Race rule changes must be voted on and passed by the general membership no less than 30 days prior to the first scheduled race of the season for enactment in the upcoming race season.
 - 7. If approved during a race season, or less than 30 days prior to a race season, race rule changes shall not take place until the following season.

ARTICLE X – Dissolution

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