

UNITED STATES MONDIORING ASSOCIATION BYLAWS

ARTICLE I: NAME

1. The name of this association shall be: "UNITED STATES MONDIORING ASSOCIATION."
2. The proper abbreviation of this name shall be USMRA. The abbreviation, USMRA, shall be used in these bylaws.
3. USMRA is a not-for-profit organization.

ARTICLE II: PURPOSE

1. To promote, organize, and administer in the United States of America the international working dog sport known as mondioring. Procedures and standards will be based on FCI rules and regulations;
2. To promote sportsmanlike conduct, and fair and humane training at all dog sport activities;
3. To work in a friendly and cooperative manner with other dog sport enthusiasts and with other national and international organizations to promote and preserve working dog activities;
4. To provide opportunities for members of USMRA to achieve training and trialing goals in mondioring;
5. To develop programs and activities to educate the public about mondioring and the working dog sports in general;
6. To compete with a USMRA team at international mondioring events.

ARTICLE III: MEMBERSHIP OF INDIVIDUALS

Section 1. Classes of Membership

1. Full Membership: Full members shall be provided with an official membership card, have voting privileges for the election of USMRA officers, have access to USMRA "Members-Only" email discussion group, and receive subscriptions to any USMRA official publications. To compete in USMRA events the competitor must be a member of USMRA and hold a scorebook from NARA, CRA, AWDF or any FCI recognized registry or kennel club.
2. Honorary Membership: From time to time, as the association deems appropriate, a person or persons may be offered honorary membership. This is intended to honor a person or persons for an achievement or for a service to the association. Honorary members shall be given a special membership card for one year and shall have all rights and privileges of membership, but shall not vote or hold office.

Section 2. Dues

1. Annual dues shall be established by the Board and shall be payable January 1. New and renewal memberships paid after November 1 shall be considered paid for the following year.
2. Dues shall become delinquent if not paid by January 31st and membership shall be forfeited.
3. Reduced dues may be offered by the Board for members who reside in the same household and receive mail and publications at the same address.
4. Any member may resign their membership by submitting their resignation to the Secretary. There will be no reimbursement of dues.

ARTICLE IV: MEMBERSHIP OF CLUBS

Section 1: Levels and Responsibilities of Club Membership

A. Full Member Club

- 1 A Full Member club is licensed by USMRA to conduct USMRA Mondioring trials and decoy certifications.

2. A Full Member club is required to submit bylaws acceptable to USMRA, names and addresses of officers and at least three (3) USMRA members, not in the same household, and the required Full Member Club dues no later than January 31st of each year.

3. A club will conduct a USMRA monitoring trial or decoy certifications and will be required to hold at least one sanctioned monitoring trial every two calendar years, beginning January 1 of the year after which the club is approved by the Board. The Board will approve any waiver of this requirement. Failure to comply with this provision will reduce the club to an Affiliated Club status for one (1) year. The affiliated club shall meet all the requirements once again to become a Full Member club.

4. Abide by USMRA Bylaws and all rules and regulations set forth by USMRA. In cases where discrepancies exist between the club by-laws and the USMRA by-laws the USMRA by-laws will prevail.

5. Club membership shall lapse in 90 days if the Full Member Club fails to meet the membership requirements.

B. Affiliate Club

1. Affiliated clubs are formally connected with USMRA. An affiliated club is considered an apprentice club that does not meet the qualifications of a Full Member club.

2. By January 31 of each year submit bylaws acceptable to USMRA, Affiliate Club dues and a list of the names and addresses of officers and USMRA members.

3. Agree abide by the USMRA bylaws and all rules and regulations set forth by USMRA.

4. Club membership shall lapse in 90 days if the Affiliate Club fails to meet the membership requirements.

Section 2: Application for Membership as a Club

A. A Full Member Club will:

Submit an adopted set of bylaws together with the application as USMRA full member club membership and any required fees to the Secretary together with the names and addresses members for approval by the Board. Club members must be members of USMRA. The application will be submitted on the form provided by USMRA.

B. An Affiliate Club will:

Submit an application, bylaws, and required fees and the names and addresses of club members to the Secretary to be approved as an affiliate club. Club members must be members of USMRA. The application will be submitted on the form provided by USMRA. It is expected at an affiliate club will progress to a full member club within 2 years.

Section 3 Lack of Progress toward Full Member Club

a. The progress of affiliated clubs toward the attainment of full member club status shall be monitored by the Membership Committee. The Chair of the Membership Committee shall report on the progress of affiliated clubs to the Board of Directors at least once a year.

b. Lack of progress by an affiliated club toward the attainment of full member club status within a two (2) year period will cause an automatic investigation by the Membership Committee.

c. The Board may extend until the end of the club's third year its affiliated status with a recommendation that no disciplinary action be taken if justification for lack of progress is shown.

d. If no justification for lack of progress is shown, the Membership Committee shall recommend to the Board appropriate disciplinary action which may include:

1. Probation under the supervision of some person appointed by the Board.
2. Expulsion of the club from USMRA.

e. An affiliated club which has not attained full member club status by the end of its third year shall have its membership in USMRA terminated.

ARTICLE V: DISCIPLINE

1. Any full member or club may prefer charges against a member or a club for conduct prejudicial to the interests of USMRA. The allegations must be submitted in writing and must be sworn to before a Notary Public. The charge(s) shall be forwarded to the USMRA Secretary with a deposit of seventy-five dollars (\$75.00) for each charge. The deposit shall be forfeited for each charge which is not sustained or determined not to be relevant. To be heard, charges must be filed within one (1) year of the date of the alleged misconduct. Charges which solely concern business deals between USMRA members shall not be heard
2. The Secretary shall send copies of said charges by certified mail to each member of the Board of Inquiry within fifteen (15) days after the filing date.
3. The Secretary shall send one (1) copy of the charges to the accused member by certified mail not more than fifteen (15) days after the filing date
4. The accused may answer charges in writing to the Secretary within sixty (60) days of the filing date. The accused may also provide testimony from witnesses. The Secretary shall forward copies of any answers and/or any written testimony to all members of the Board of Inquiry by certified mail within fifteen (15) days of receiving same. If no answer is received from the accused, the Secretary shall so inform the Board after seventy-five (75) days from the filing date. The Board must act within sixty (60) days of receiving the answer to the charges or the notification that no answer was forthcoming.
5. Within the seventy-five (75) days after the Board of Inquiry receives the charges, the Board shall make a determination about the relevancy of the charges and if they shall be considered by the Board of Inquiry. If not relevant, the accuser shall be notified by the Secretary within fifteen (15) days of the Board's decision. The Board of Inquiry shall, by majority vote, sustain or not sustain the charge(s).
6. If the charges are sustained, the Board of Inquiry shall recommend an appropriate disciplinary action which may or may not be imposed by the Board.
7. A member who has been suspended or expelled by USMRA may not participate in any activities sponsored by the association, or in activities sponsored by any of its clubs, for the duration of the suspension or permanently if expelled.
8. Disciplinary action taken by a local club against a member or members is an internal affair of the club and does not affect a person's membership in USMRA. Such local disciplinary actions need not be recognized or honored by other local clubs.
9. If the charges fail to be heard by the Board of Inquiry within the time frame specified by Article V Section 3, a through e, as provided in these bylaws, all money deposited with the USMRA by the member filing charges will be refunded and a full report will be made to the Board of Directors. The Board of Inquiry or the accused may ask for reasonable extensions of the deadlines to deal with unforeseen circumstances. These deadline extensions shall be approved by the Board and be in the best interest of all concerned.
10. The Board of Directors by a majority vote may file charges against individual(s).

ARTICLE VI: OFFICERS

Section 1: Officers.

The officers of association handle the official affairs of USMRA. The officers will be a President, Vice-President, Secretary, Treasurer, and three (3) Directors-at-Large who will constitute the Board of Directors.

Section 2: Terms of Office

The officers and directors-at-large will be elected by mail ballot or at the Annual Meeting (when there is one scheduled) and shall serve a term of two years.

Section 3: Eligibility

To be eligible for office a member must be a full member of USMRA and over the age of twenty-one (21). A member may not be under current disciplinary action. To be a candidate nominated by the Nominating Committee, the member must furnish the Secretary with a written Statement of Agreement and resume

Section 4: Duties of Officers

1. President

The President is the Chief Administrative Officer and legal head of USMRA. He/she exercises supervision over the association and all its activities. He/she is responsible for handling relations between USMRA and external associations. He/she represents USMRA in public, presides at business meetings and has the authority to appoint committees, including the chair with approval by majority vote on the Executive Board. He/she may sign letters and documents necessary to carry out the will of the association. The President shall be responsible for submitting a business plan and budget to the Executive Board for its approval by December 31. This budget shall categorize and include all projected income and expenses for USMRA for a minimum of one year from the date of submission. In the event of a secret ballot, the President may instruct a neutral party to receive the ballots, count them and report the results back to the Secretary. The President serves as Chairman of the Board. He/she shall be advisory member of all committees except the Board of Inquiry and the Nomination Committee

2. Vice President

The Vice President assumes the duties of the President in case of his/her absence or incapacitation. He/she shall assume that office for the remainder of the term in the event the office is vacated for any reason.

3. Treasurer

The Treasurer is responsible for collecting, accounting for and handling all funds of the association. He/she shall ensure that all funds are deposited in such bank, trust company or savings institution as the Board of Directors may designate. He/she shall see that disbursements are made as is necessary and proper to meet the just and due obligations of USMRA. The Treasurer is directed to pay all budgeted expenses as approved by the Board. He/she shall present a financial report at every meeting of the Board, and at any other time as requested by the President or the Board. He/she shall make all of his records available for review by any full member of USMRA.

4. Secretary

The Secretary is responsible for taking and preparing accurate minutes of all meetings of the Board and shall maintain a complete file of the ordinances, bylaw revisions, resolutions and other official USMRA action. Minutes from the Board meetings will be sent to Officers, Clubs, and Committees no later than sixty days after a meeting. He/she will be responsible for official USMRA correspondence. He/she will maintain a file of committees and the members thereof. He/she shall record all terms of office and inform the Board when the elections are due. During the meeting of the Board, it shall be his/her duty to ensure that only those persons authorized are allowed to vote. He/She shall be responsible for receiving application for, compiling and maintaining records of all sanctioned events, scorebooks and member clubs. He/she shall perform other duties as prescribed by the Board. He/she shall be responsible for creating Board motions and keep records of the voting. He/she will send membership notices to the members no later than December 1. It will be her/his duty to send voting ballots to the membership.

Section 5: Nominations

1. The Nominating Committee will notify the members by October 1 of a call for candidates and resumes to be sent to the Secretary to be included with the ballots.

2. The Nominating Committee will prepare a single slate and inform the Board of nominations for officers and directors-at-large by mail or e-mail at least 2 weeks prior to mailing the ballots.

3. The Nominating Committee will send the slate to the Secretary no later than November 1.

Section 6: Elections

1. Only members in good standing are eligible to vote.

2. Voting will be by secret ballot sent out by postal mail no later than December 1.

3. Members may make write-ins on ballots.

4. Votes will be counted by an impartial individual, or committee appointed by the President. This entity will determine the legality of the ballots, tabulate the results, and notify the Secretary.
5. The Secretary will announce the result of the elections to the members in good standing by December 31 via postal mail.

Section 7: Vacancies

1. Except in the office of President, a vacancy occurring because of incapacitation or unwillingness to continue to perform the duties of the office, will be filled by an election by the Board to serve until the next election.
2. Members of the Board will be solicited to submit names to fill the vacant office to the Secretary who will conduct the balloting of the Board. In the event the vacancy occurs in the office of the Secretary, the Treasurer will perform the duty.

Section 8: Removal from Office

1. An elected Officer or Director-at-Large can be removed for valid cause by vote of the membership.
2. The elected official shall be given notice of the intent to suspend or remove from office by the Secretary and shall have the opportunity for a hearing before the Board within 30 days of the notice.
3. If the Board determines that the charges are valid, it shall direct the Secretary to send a secret ballot by postal mail or by email within 14 days to the members in good standing to vote on removal from office. A majority vote shall be required of the ballots returned.

ARTICLE VII: BOARD OF DIRECTORS

There will be one (1) Board of Directors which governs the affairs of USMRA. It will be composed of four (4) Officers and 3 Directors-At-Large.

Section 1: Meetings

1. Regular meetings of the Board may be held time to time, as required. Any Board meeting may be held by telephone conference call, by mail, fax, E-mail, or computer chat mode. A regular meeting of the Board may be held at any time when called by two or more Board members, provided that at least seven (7) days prior notice is given, or notice is waived by all the Board members.
2. Special meetings of the Board may be called by the President at any time provided that seven (7) days prior notice is give or notice is waived by all the Board members.
3. Quorum. The quorum for any meeting of the General Board shall be three (3) Directors and two (2) Officers.
4. The Board' s Annual Meeting shall be held in conjunction with the national championship.

Section 2: Duties

The Board will:

1. Conduct affairs of the USMRA.
2. Make recommendations to the general membership regarding amendment or repeal of these bylaws.
3. Approve procedures for application of new members and new clubs, establish dues, and regulate the conduct of members and clubs.
4. Approve committee appointments of the President and create special committees as deemed necessary
5. Determine performance regulations for all USMRA trials, decoy certifications or other programs based upon international standards.

6. Determine which positions can be paid, e. g., webmaster, editor, accountant/CPA. No director or officer can be paid for duties for which he/she was elected.

ARTICLE VIII: COMMITTEES

Section 1: Selection of Committees

The following standing committees will be appointed by the President with the approval of the majority of the Board. The right to appoint committee members includes the right to name the chair and to fill vacancies. The committee members shall be full members of USMRA and active members of a Full Member Club and shall serve for a term of two (2) years or until their successors are appointed. Other standing committees may be formed as needed.

1. Auditing Committee

- a. The Auditing Committee shall consist of three (3) members. The President shall appoint the Auditing Committee with the approval by the Board by a majority vote.
- b. After the Treasurer has presented a CPA's report to the General Board, the Auditing Committee shall review all expenditures made during the period since the previous review of USMRA expenses.
- c. The Committee shall have the power to summon the Treasurer to answer any questions. A report of the audit and/or a report of the legitimacy of USMRA's expenses shall then be made to the Board of Directors annually or at the annual meeting.

2. Board of Inquiry

- a. The Board of Inquiry shall consist of five (5) persons. Three (3) of these persons shall be full members of the Board of Inquiry. The other two (2) shall be alternate members. USMRA Judges, Officers and Directors shall not be eligible to serve on the Board of Inquiry.
- b. It shall be the duty of this Board to investigate cases of alleged misconduct and alleged violations of USMRA regulations. The Board of Inquiry shall submit its findings, a summary of the investigation and recommendation for action to the Board.
- c. The Board of Inquiry may conduct its business in person, by telephone, by electronic mail or by mail.
- d. Should any full member of the Board of Inquiry be the subject of charges the chairman shall by drawing lots choose one of the alternate members to hear the case. This person shall also hear any other case that arises while he is seated as a full member of the Board.
- e. No member of the Board of Inquiry shall hear charges against any person who is a member of his/her own local club. The chairman shall choose by drawing lots an alternate member to hear the case.
- f. Any Full member of the Board of Inquiry may request to be excused from hearing a specific case. No reason need be given. He/she shall make this request to the chairman in writing who shall by drawing lots choose one of the alternates to hear the case.
- g. If charges are sustained against any member of the Board of Inquiry, the recommendation for discipline shall include this member's removal from the Board of Inquiry for the duration of his term.
- h. In the event the chairman of the committee cannot act in that capacity for any reason, the chairman shall be chosen by lot from the remaining full members.

Decoy Committee

- a. The Decoy Committee shall consist of three to five (3-5) members. At least three (3) members must be certified decoys.
- b. It shall be responsible for the rules of certification and re-certification of trial decoys, education and training of trial and training decoys, decoy books, recognition and awards and any other relevant tasks assigned.

Judges Committee

- a. The Judges Committee shall consist of three to five (3 to 5) members. The Committee shall consist of the President, Director of Judges, one additional judge and 2-3 members at large. In the event that there is no Director of Judges or certified judge in the USA, there shall be at least one judge applicant on the Committee.
- b. It shall be responsible for establishing the rules for becoming a judge, monitoring and training USMRA judges and any other tasks assigned.

Membership Committee

- a. The Membership Committee shall consist of three to five (3-5) members.
- b. It shall be the liaison between the Board and the membership and clubs and shall perform any duties to promote the training and trialing activities of the members and any other relevant tasks assigned.
- c. It shall review the status of all USMRA sanctioned clubs and report the results of this review to the Board at least once per year. For any club not meeting the requirements for a USMRA sanctioned club, the Board shall

inform the club, in writing, of remedial actions that must be taken by the club and the time period (not to exceed 1 year) within which the club must accomplish these actions to maintain status as a USMRA sanctioned club.

Section 2: Special Committees

The Board has the authority to create special committees as deemed necessary. Such committees will be dissolved by the Board when the assigned task is completed.

Nominating Committee

1. The Board shall elect the Nominating Committee by plurality from nominations by the Board. No member of the Board may serve on the Nominating Committee. The Nominating Committee shall consist of three (3) members.
2. The Committee shall nominate a single slate of candidates for Officers and Directors-at-Large. The Committee shall solicit recommendations for the positions for which it is charged to nominate candidate. It shall request information and resumes from candidates that will enable it to evaluate a person's experience and skills.
3. The Committee shall choose its slate by balloting. A candidate who receives a plurality of the votes from the Nominating Committee shall be named in the Committee's report.
4. The Nominating Committee shall submit its report to the Secretary by November 1.

ARTICLE IX: POLICIES.

Policies can be adopted by the Board with a simple majority vote. They can be reviewed and amended, as needed.

ARTICLE X: PARLIAMENTARY AUTHORITY

The current edition of "The Standard Code of Parliamentary Procedure" by Alice Sturgis shall govern this association in all parliamentary situations that are not covered in the law, or in these constitution and bylaws, or adopted rules. In case of a conflict between the provisions of these Constitution and Bylaws and the parliamentary provisions of "Sturgis", the provisions of these Constitution and Bylaws shall prevail.

ARTICLE XI: AMENDMENTS

The bylaws will be amended by mail ballot to the membership. There must be a two-thirds (2/3) vote approval of the members voting. The amendments will become effective thirty (30) days following such approval.

ARTICLE XII: DISSOLUTION

Section 1: Method Of Dissolution

There shall be two (2) ways whereby the United States Mondioring Association may be dissolved.

1. The United States Mondioring Association may be dissolved by mail ballot to the membership. There must be a three-quarters (¾) favorable vote with a majority of the members voting.
2. The United States Mondioring Association may be dissolved at a Special Meeting if the intent to dissolve is sent to all Full Member Clubs, USMRA Officers, and Directors at Large not less than sixty (60) days prior to the Special Meeting called for this purpose. The motion to dissolve shall require the same vote as described in number one(1) above.

Section 2: Liabilities And Assets

If the Association is dissolved, all just debts and liabilities of the Association shall be paid. After payment of all debts and liabilities, the association's assets and properties shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for the betterment of the sport of dogs, and which has established its tax status under Section 501 (c) (3 or 7) of the Internal Revenue Code.