



# United States Mondioring Association

A Member of the American Working Dog Federation



## UNITED STATES MONDIORING ASSOCIATION, INC. BYLAWS

### ARTICLE I: NAME

1. The name of this association shall be: "UNITED STATES MONDIORING ASSOCIATION, INCORPORATED.
2. The proper abbreviation of this name shall be USMRA. The abbreviation, USMRA, shall be used in these bylaws.
3. USMRA is a non-profit organization.

### ARTICLE II: PURPOSE

1. To promote, organize, and administer the international working dog sport known as Mondioring, in the United States of America, under procedures and standards based on Federation Cynologique Internationale (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 field 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 Board Members, have access to any USMRA, "members-only" electronic discussion groups, and receive subscriptions to any USMRA official publications. In addition to other requirements, individuals must be Full Members in good standing to compete in USMRA events, apply for decoy certification, apply to become a USMRA judge, become nominated for a position on the Board of Directors or serve on a USMRA committee.
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.
3. Temporary Membership: Temporary Membership may be granted by the Board of Directors for individuals who compete in a USMRA sanctioned event, decoy in a sanctioned event, participate in a sanctioned USMRA event or judge a USMRA sanctioned event. Temporary membership is limited in scope, and does not grant full rights and privileges of regular USMRA membership. Temporary membership does not permit an individual to place on the podium at the USMRA National Championship at any level and does not allow the individual to represent USMRA or the United States at the FMBB or the Mondioring World Championship. Temporary membership may be granted to any individual

temporarily in the United States, but not a resident of the United States, at the discretion of the Board of Directors. Temporary membership will be for a limited duration, on a case by case basis, the duration of which to be determined by the Board of Directors, in order to satisfy the needs of the individual or the club. Any club or member can request temporary membership of an individual. Added December 2018

## **Section 2. Dues**

1. Annual dues shall be established by the Board of Directors and shall be payable January 1.
2. Dues shall become delinquent and membership shall be forfeited if dues are not paid by January 31.
3. Reduced dues may be offered by the Board of Directors 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. Forming Club**

1. Forming clubs are formally connected with USMRA. A Forming Club is considered an apprentice club that does not meet the qualifications of a Full Member club.
2. To apply for membership as a USMRA Forming Club, the Club must submit an application on the form provided by USMRA, bylaws acceptable to USMRA, club membership dues, any other required fees, and the names and addresses of club members to the Secretary. Club members must be members of USMRA.
3. A Forming Club is required to submit names and addresses of officers and at least three (3) Club members who are also USMRA members, not in the same household, and the required Full Member Club dues no later than January 31<sup>st</sup> of each year. Club bylaws that are amended and accepted by the Club's membership shall be submitted to USMRA within 30 days after acceptance.
4. A Forming Club shall 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 Forming Club fails to meet the membership requirements.

#### **B. Full Member Club**

1. A Full Member club is licensed by USMRA to conduct USMRA Mondioring trials and decoy certifications.
2. A Club must fulfill the requirements of a Forming Club before it can apply for membership as a Full Member Club. To apply for Full Member Club status, A Club must submit a set of bylaws acceptable to the USMRA, an application for USMRA Full Member Club status on the form provided by USMRA, any required fees, and names and addresses of its members to the Secretary, for approval by the Board. Club members must be members of USMRA.
3. A Full Member Club is required to submit names and addresses of officers and at least three (3) club members who are also USMRA members, not in the same household, and the required Full Member Club dues no later than January 31<sup>st</sup> of each year. Club bylaws that are amended and accepted by the Club's membership shall be submitted to USMRA within 30 days after acceptance.

4. A Full Member Club shall be required to hold at least one sanctioned Mondioring trial every two calendar years, beginning January 1 of the year after the club is approved by the Board. The Board will approve any waiver of this requirement.
5. A Full Member Club shall abide by USMRA Bylaws and all rules and regulations set forth by USMRA. In cases where discrepancies exist between Club bylaws and the USMRA bylaws, the USMRA bylaws will prevail.
6. Club membership shall lapse in 90 days if the Full Member Club fails to meet the membership requirements.

## **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 an amount predetermined by the Board of Directors for each charge. The deposit shall be forfeited for each charge that is not sustained or determined not to be relevant. To be heard, charges must be filed within three (3) months of the date of the alleged misconduct. Charges that solely concern business deals between USMRA members shall not be heard.
2. The “filing date” is the date that the charges were received by the Secretary. The Secretary shall send copies of said charges by mail or electronic mail (using read receipt), whichever is most efficient for the President and Board of Inquiry Members, to the President and each member of the Board of Inquiry within fifteen (15) days after the filing date. Amended December 2018
3. The Secretary shall send one (1) copy of the charges to the accused member by mail or electronic mail (using read receipt), whichever is most efficient for the accused member, not more than fifteen (15) days after the filing date. Amended December 2018
4. The accused may respond to charges in writing and may obtain written testimony from witnesses. Each written document must be sworn to before a Notary Public by the author of the document. All documents must be presented together, to the Secretary, within sixty (60) days of the filing date. The “response date” is the date the Secretary received the response, or 60 days after the filing date, whichever comes first. Within 15 days after the response date, the Secretary shall forward copies of the response and any written testimony to all members of the Board of Inquiry by mail or electronic mail (using read receipt). If no response is received from the accused, the Secretary shall so inform the Board of Inquiry. Amended December 2018
5. Within fifteen (15) days from the date the Board of Inquiry receives the response from the accused, or the information that no response is forthcoming, the Board shall determine whether the charges are relevant and whether they shall be considered by the Board of Inquiry. If not relevant, the accuser and accused shall be notified by the Secretary within fifteen (15) days of the Board's decision.
6. If the charges are determined to be relevant, within forty five (45) days the Board of Inquiry shall, by majority vote, sustain or not sustain the charge(s). The accuser and accused shall be notified by the Secretary within fifteen (15) days of the Board's decision.
7. 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 of Directors.
8. 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.

9. 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.

10. If the charges fail to be heard by the Board of Inquiry within the time frame specified by Article V Section 3-7, 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 of Directors and shall be in the best interest of all concerned.

11. The Board of Directors by a majority vote may file charges against individual(s). The procedure shall be the same as described above for members.

12. Expulsion may be recommended by either the Board of Directors or Board of Inquiry, as a result of continued violation of the by-laws, code of conduct or major infractions as determined by either the BOD or BOI. In order to expel a member, there must be a majority combined vote of the Board of Directors and the Board of Inquiry present. Said vote will be via a special meeting combining both the BOD and BOI, in order to allow discussion amongst both the BOD and BOI. A quorum of the BOD must be present as defined in Article VI Board of Directors, Section 1(3). Three members of the BOI, which may include an alternate must also be present. Expulsion from the USMRA will be for no less than 3 years. Added December 2018

## **ARTICLE VI: BOARD OF DIRECTORS**

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

### **Section 1: Meetings**

1. Regular meetings of the Board may be held from 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 given or notice is waived by all the Board members.

3. Quorum. The quorum for any meeting of the Board of Directors shall be five (5) members, including the President or, in the President's absence, the Vice President.

4. The Board's Annual Meeting shall be held in conjunction with the USMRA National Championship

### **Section 2: Duties**

The Board shall:

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.

### **Section 3: Terms of Office**

The Officers and Directors-At-Large shall serve a term of two (2) years. The President, Secretary and first Director at Large will be elected during the odd year election, beginning their term during the even years. The Vice President, Treasurer and the second and third Director's at Large will be elected during the even year election beginning their term during the odd years. For the 2016 election only, the election will be for all Board of Director positions. The President, Secretary and first Director at Large will serve a term for one year, expiring December 31, 2017. The Vice President, Treasurer, second and third Director's at Large will serve a two year term. The staggered election positions will begin with the 2017 election for terms beginning 2018. Amended November 2016

### **Section 4: Eligibility**

To be eligible for USMRA Directorship, an individual must be a full member of USMRA, belong to a Full Member Club, be twenty-one (21) years of age or older, and not be under current disciplinary action.

### **Section 5: Nominations**

1. On or about October 1 of an election year, the Nominating Committee shall send a request for nominations for the Board of Directors to the Presidents of all Full Member Clubs in good standing. Each Club shall select its nominees from its active membership roll. Nominees must be active members of the Club and Full Members of USMRA. Each individual nominated from within a club must submit a letter of acceptance for the position he/she has been nominated for and a brief (maximum 300 word) description of his/her qualifications for the position. The Club must submit its list of nominations, letters of acceptance and brief background for each nominated individual to the Nominating Committee by October 21.

2. The Nominating Committee shall eliminate any nomination forwarded by a Club if the nominee has not provided a letter of acceptance or has not provided a brief description of his/her qualifications. The Nominating Committee will prepare a slate of nominees, all nominees listed in alphabetical order, by last name, for each position.

3. The Nominating Committee will send the slate, along with a brief description of each nominee, to the Secretary no later than November 1.

4. The Secretary shall eliminate any nominee from the slate who is under disciplinary action, is not a Full Member of USMRA or is not an active member of the Full Member Club from which he/she was nominated.

### **Section 6: Elections**

1. Only members in good standing are eligible to vote. The list of USMRA members eligible to vote shall be taken from the current list of members in the Secretary's records and shall exclude members' ineligible to vote for disciplinary or other reasons. In order to vote, the individual must be a member of USMRA by October 31<sup>st</sup>. Amended December 2018

2. The Slate of Candidates shall be sent to USMRA members in good standing by November 15, using a paper or electronic ballot approved by the Board; no other form shall be accepted and no write-in votes shall be counted. All Candidates shall be listed on the ballot in alphabetical order by last name, for each position. The ballot shall include a brief background of each candidate. Only one paper or electronic ballot shall be sent to an individual member who is eligible to vote. If used, electronic ballots shall be available through the official USMRA web site and measures shall be enacted to ensure that only USMRA members eligible to vote are allowed to do so. Amended December 2018

3. Members shall vote for no more than one candidate for each position. In the case of paper ballots, the completed ballot must be sent to the address specified on the ballot form, postmarked no later than December 1. If used, electronic ballots must be submitted by midnight of December 1.

4. The Board shall appoint an impartial entity to administer the election. This entity shall send or provide ballots to USMRA members in good standing, collect completed ballots, determine the legality of the ballots, tabulate the votes, and notify the Secretary of the results.

5. The Secretary shall announce the result of the elections to the members in good standing by December 31 via electronic mail and post results to the official USMRA Website and social media Facebook page.  
Amended December 2018

### **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 shall be filled by an election by the Board. The new Board member shall 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 shall conduct the balloting of the Board. In the event the vacancy occurs in the office of the Secretary, the Treasurer shall perform the duty.

### **Section 8: Removal from Office**

1. An elected Officer or Director-at-Large can be removed from office for valid cause (see "The Standard Code of Parliamentary Procedure" by Alice Sturgis, for a list of valid and invalid causes) by: (1) a vote of two-thirds of the remaining Board members and then (2) A majority vote of the Full Members in good standing. The same voting process (e.g., secret ballot, impartial entity to administer the voting process) shall be used as would be used to elect Board members.

## **ARTICLE VII: OFFICERS**

### **Section 1: Officers.**

The officers of association handle the official affairs of USMRA. The officers will be a President, Vice-President, Secretary, and Treasurer.

### **Section 2: 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 of the 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 Board for its approval each year 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 an advisory member of all committees except the Board of Inquiry and the Nominating Committee.

#### **2. Vice President**

The Vice President assumes the duties of the President in the 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 USMRA financial records available for review by any Full Member of USMRA. The Treasurer is responsible for collecting dues and maintaining an up-to-date list of Full Members 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 provide an up-to-date membership list to the entity administering the election of the Board of Directors and to provide the membership with election results.

### **ARTICLE VIII: COMMITTEES**

#### **Section 1: Selection of Committees**

Members of 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. Unless otherwise specified, committee members 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 at least three (3) members. The President shall appoint the Auditing Committee with the approval of the Board by a majority vote. The USMRA Treasurer and Secretary cannot be members of the Auditing Committee. Amended December 2018

**b.** The purpose of the Auditing Committee will be to make decisions to determine if an audit is necessary for the financial records of USMRA. The Auditing Committee will be responsible for selecting an independent auditing firm and/or accountant qualified to review the financial status of a non-profit organization. The Auditing Committee will act as the liaison between the auditor and the USMRA. They will work with the Treasurer to provide all the documentation and/or information necessary to the auditor to conduct the audit. Amended December 2018

**c.** Any current USMRA member(s) may recommend to the Auditing Committee that a financial audit be conducted for USMRA financial records. Any recommendation for an audit shall include documentation justifying the recommendation. The Auditing Committee will then determine if an audit is necessary based on the member(s) recommendation. Amended December 2018

##### **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. Board of Inquiry members shall normally serve for a term of two (2) years or until their successors are appointed. If successors are appointed while one or more cases are ongoing, however, the Board members hearing those cases shall continue in their former capacity until those cases have been resolved. They shall not hear any new cases that

arise once their successors have been selected.

- 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, that member shall be suspended from hearing cases until cleared of charges and the chairman shall by drawing lots choose one of the alternate members to hear any cases that arise during the term of the suspension.
- 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.

### **3. Decoy Committee**

- a.** The Decoy Committee shall consist of at least three (3) members. At least two (2) members must be certified decoys. Amended December 2018
- 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.

### **4. Judges Committee**

- a.** The Judges Committee shall consist of at least three (3) members. The Committee shall consist of the USMRA President, Director of Judges, one additional certified judge other 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. Amended December 2018
- b.** It shall be responsible for establishing the rules for becoming a judge, monitoring and training USMRA judges and any other tasks assigned.

### **5. Membership Committee**

- a.** The Membership Committee shall consist of at least three (3) members. Amended December 2018
- 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 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 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 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.

## **1. Nominating Committee**

- a.** The Board shall elect the Nominating Committee by plurality from nominations by the Board of Directors. No member of the Board of Directors may serve on the Nominating Committee. The Nominating Committee shall consist of three (3) members.
- b.** The Committee shall provide a slate of candidates for Officers and Directors-at-Large to the Secretary in accordance with Article VI, Section 5 of these bylaws.

## **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 or electronic 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 ( $\frac{3}{4}$ ) 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) of the Internal Revenue Code.

### **ARTICLE XIII: ANTI-DISCRIMINATION**

The United States Mondioring Association (commonly referred to as USMRA) is a dog sport club committed to an anti-discrimination policy in all of its programs. USMRA does not discriminate by race, ethnicity, color, national origin, ancestry, gender, sexual orientation, religion, age, socioeconomic status, marital status, language, or disability.

USMRA's Anti-Discrimination Policy is to abide by all federal laws in regards to discrimination.

Added November 2016

Approved April 14, 2008

Amended November 6, 2016

Amended December 27, 2016