

## **BYLAWS of the HEARTLAND CHAPTER CFNA**

### Article I. Powers and Duties of Officers

#### Section 1.01 PRESIDENT RESPONSIBILITIES

- (a) Is the executive agent of the Heartland Chapter of CFNA.
- (b) Presides at all meetings.
- (c) Appoints with approval of the Executive Committee, Chairpersons of Standing and Special committees.
- (d) Appoints with approval of the Executive Committee, appointed officers.
- (e) Calls special meetings when necessary.

#### Section 1.02 VICE PRESIDENT RESPONSIBILITIES

- (a) To assist the President upon request.
- (b) To be the official welcoming person at test grounds and club events.
- (c) To support and help all Chairpersons with their tasks.
- (d) To help the Fund Raiser with raffles and fund raising

#### Section 1.03 SECRETARY RESPONSIBILITIES

- (a) To keep minutes of all meetings
- (b) To send communication to the membership list, timely (before spring and fall test) with current club information.
- (c) To share member communications with Media Manager.
- (d) To provide a list of club members with their addresses annually to the Secretary of CFNA.
- (e) To have available at all meetings a copy of the Constitution, a list of officers, committees, and membership.

#### Section 1.04 TREASURER RESPONSIBILITIES

- (a) To collect and record the receipt of all monies.
- (b) Provide a list of paid and unpaid members to the Field Test Chair, Secretary and President.
- (c) To pay all approved bills promptly
- (d) To Provide a current financial statement at any time requested by the President. To provide a financial statement at annual meetings.
- (e) To maintain Inventory of items for sale – t-shirts, hats, etc.

#### Section 1.05 FIELD TEST CHAIR RESPONSIBILITIES

- (a) To organize field test.
- (b) To complete test score cards.
- (c) To provide judges with score cards.
- (d) To organize the judging schedule and print it.
- (e) To send test information and registration materials to handlers.
- (f) To send out flyers and entry forms.
- (g) To submit test measurement data to National

#### Section 1.06 MEDIA MANAGER RESPONSIBILITIES

- (a) To keep photo and video documentation of Chapter events.
- (b) To coordinate media publication with the GDS editor and online venues.
- (c) To assist Secretary with member communications.

#### Section 1.07 AREA COORDINATOR RESPONSIBILITIES

- (a) To assist the Field Test Chair.
- (b) To Secure site permits.
- (c) To organize lunch on test grounds.
- (d) Organize dinner arrangements.
- (e) Organize Seminar Location if seminars are in their area.
- (f) Organize hotel accommodations.

### Article II. Elections

Section 2.01 a. Elections are held at a regularly scheduled meeting of the organization at which a quorum is present or through the CFNA website.

- (a) At least one week's notice shall be provided for any meeting at which an election is to be held.
- (b) Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made online.
- (c) Officers shall be elected by majority vote.
- (d) Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

Article III. Executive Board/Committee

Section 3.01 The Executive Board/Committee shall consist of the elected and appointed officers.

Section 3.02 The Executive Board/Committee shall have general supervision of the affairs of the organization between meetings and is authorized to act when action must be taken prior to the next meeting.

Section 3.03 The Executive Board/Committee shall report to the membership all actions taken between meetings.

Article IV. Meetings and Voting

Section 4.01 Regular meetings may be scheduled in conjunction with Heartland Field Tests

Section 4.02 Special meetings may be called by the President or a majority of the Executive Board/Committee.

Section 4.03 Meetings may be conducted in person or via an online service.

Article V. SPECIAL COMMITTEES

Section 5.01 Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

Section 5.02 The Executive Board/Committee shall appoint, and may remove, committee members and a Chairperson for each committee.

Article VI. FINANCES

Section 6.01 Dues shall be \$10.00 per calendar year unless changed by majority vote.

Section 6.02 Dues are paid by January 1<sup>st</sup> for the calendar year.

Section 6.03 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Article VII. DISSOLUTION

Upon the dissolution of the Heartland Chapter for any reason, all work, funds, and property controlled by the organization will be turned over to Cesky Fousek North America

Article VIII. VACANCY OF OFFICE

Section 8.01 In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board. Elections shall be conducted as stated in the bylaws.

Section 8.02 Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.

Article IX. AMENDMENTS

Section 9.01 Proposed amendments to these bylaws shall be presented to the membership, in writing.

Section 9.02 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting or participating in an online election. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 9.03 A copy of any amendments to these bylaws must be submitted to the CFNA Board of Directors within two weeks after adoption.

These bylaws were adopted on [insert date] and most recently revised on [insert