

Montana Creek Dog Mushers Association Inc.

BYLAWS

Revised April 28, 2013

Article I. Name

The name of the organization shall be “Montana Creek Dog Mushers Association, Inc.” as stated in the Articles of Incorporation.

Article II. Object

The purpose of the organization as stated in the Articles of Incorporation is as follows:

“The purposes for which the corporation is organized are: To cooperate and encourage the breeding, training and racing of sled dogs; to foster and promote the social and educational relationship by and among members; to broaden the knowledge of and advance the interest in the Alaskan Sled Dog; to acquire, lease, sell, mortgage and deal with personal and real property incidental, necessary or proper to carrying out the advancement of the Alaskan Sled Dog.”

Article III Members

Section 1 Classes of membership

The only class of membership is the general membership

Section 2 Eligibility for membership

Any person fifteen (15) or older, who will adhere to the purpose of the organization and will take an active part in its functions, is eligible for membership.

Section 3 Dues

Membership dues shall be established by majority vote of the general membership. The annual dues shall be due on November 1. Members must have dues paid to be a member in good standing, and to exercise association’s privileges of voting, hold office, racing and accumulation of points towards club championship.

Section 4 Membership Requirements

A member must have attended one (1) meeting after payment of initial dues before being allowed to vote.

Section 5 Disciplinary Procedures

The Montana Creek Dog Musers Association has the right to enforce its rules and to expect ethical and honorable conduct from its members. When formal discipline is required, disciplinary procedures shall be as prescribed in Roberts Rules of Order.

Section 6 Resignations

Every member has the right to resign from office or from the organization. Dues are not refundable.

Article IV Officers

Section 1 Officers and Duties

Officers shall be: President, Vice President, Secretary, Treasurer, Historian, and Trail master. Duties of the officers shall be as follows:

President: To preside at all meetings, calling the meeting to order and maintaining order in accordance with Roberts Rules of Order, Revised.; to inform the membership of all matters pertaining to the organization and the administration of such as actions as may be duly approved by the Board of Directors. The appointment of committees for various projects as may be required, and for all other duties necessary to ensure the successful accomplishment of the purpose and intent of the organization.

Vice President: To assist the president in the accomplishment of his duties as requested by the president, and to assume the president's duties in his absence. He shall also be responsible for the publicity and public relations activities for the association.

Secretary: To record the minutes of each meeting and have them available for approval at the next meeting, and for reference at subsequent meetings. To maintain the files and records of the association in an orderly manner. To conduct correspondence for the association and prepare such letters, documents, papers, etc., as may be directed by the president. To maintain a status record of all uncompleted motions made by the membership until all actions called for by the motions is completed; this record is to be read at the minutes of each meeting. Maintain address list of members.

Treasurer: To accept all dues, entry fees, and such other monies as may be made available to the association. To record such transactions and maintain all funds in a manner acceptable to the association. To pay all debts as directed by the president, and maintain a balance sheet which reflects the current status of the financial condition of the association. To maintain a status sheet of the dues due and payable by the membership. To make purchases and take other such actions of a financial nature as may be directed by the president.

Historian: Shall be responsible for recording the activities of the organization for the year, the collecting of items of historical interest to the association, and keeping of the same. The presentation of the history of past years at each annual meeting, and maintenance of an historical scrapbook.

Section 2 Nominations and Elections

Nominations for officers will be held at the March meeting; elections will be held at the April meeting. Mail-in ballots for election of officers will be provided for members upon request, in accordance with Roberts Rules of Order, Revised.

Section 3 Eligibility

Officers must be members of the Corporation.

Section 4 Terms of Office

Officers shall be elected for one (1) year terms or until their successors are elected. New officers shall take office after the April meeting.

Section 5 Removal from office

Any officer not fulfilling the duties of his or her office may be removed from office in accordance with procedures in Roberts Rules of Order

Section 6 Vacancies

The Board of Directors shall appoint another member to fill any vacant office for the unexpired term

Section 7 Compensation of Officers

Officers shall not be compensated for performance of the duties described in this Article. They may be compensated for performance of other duties in accordance with the wishes of and at rates established by the general membership.

Article V General Membership Meetings

Section 1 Meeting Days

An annual meeting shall be held each April for the purposes of conducting business, electing and installing officers for the coming year, hearing committee and officer reports including the report of the audit of the Corporation books, setting the amount of annual dues, and approving the annual budget for the coming year. Meeting dates, times and locations shall be established at a prior meeting and posted in the minutes on the corporate web site.

Section 2 Quorums

A quorum at any regular meeting shall be at least 10 percent of the membership.

Section 3 Special Meetings

Supplemental meetings may be held, as needed, with notification sent to members by e-mail and web site posting not less than 10 days prior

Section 4 Cancellation and /or rescheduling meetings

The Board of Directors may by majority vote cancel and or reschedule the date and/or location of a meeting for causes such as weather or other emergencies. Notice by e-mail and web site posting will be provided to the membership. Ten days notice shall be given if possible.

Article VI Board of Directors

Section 1 Board Composition

Shall consist of seven (7) members, Membership shall consist of the president of the association, who will serve his one-year position beginning at the time of his installation as president. One position will be Vice President for his term of office. One position shall be the Secretary for his term of Office. One position shall be the treasurer for his term of office. The remaining positions of the board will be association members elected by the general membership, as the positions become due in accordance with Article IV, Section 2. The terms of office for these positions shall be 3 years or until their successors are elected.

Section 2 Meetings

. Meetings shall be held to conduct business at least once a month, September through April. A majority of board members must be in attendance to constitute a legal board meeting. All business transacted requires a majority vote of the entire board. Votes will be accepted via telephone or e-mail in the event of an emergency.

Section 3 Duties

Duties and Powers: It shall be the duty of the Directors to manage the affairs of the Corporation, protect its interests and advance the purposes of the Corporation. The Board of Directors shall have the power to transact any and all business and do any and all things that may be done by an Association of like character. These duties include but are not limited to the following:

To provide a line of continuity in the operation of the association.

To assume and/or appoint temporary replacements to positions that becomes vacated in the offices of the organization.

To represent the organization in its relationships with other organizations and government offices and provide the nucleus around which to incorporate.

To appoint a nominating committee not later than the February meeting.

The Board of Directors shall prepare proposed annual budget for the upcoming year to present for membership approval at the annual meeting and shall periodically review and revise the budget and as it believes is required to account for unforeseen changes in income and necessary expenses..

In the absence of the president and the vice president, the senior member of the board will assume the responsibilities of the president.

Seek qualified volunteers to perform services necessary to accomplish the purposes of the organization

Nominate members for positions to be compensated

Section 4 Compensation of Board Members

Board members shall not be compensated for performance of the duties described in this Article. They may be compensated for performance of other duties in accordance with the wishes of and at rates established by the general membership.

Article VII Committees

Section 1 Race Committee

The race committee shall be composed of a race marshal and 4 experienced dog drivers appointed by the President. Duties shall include proposing race schedules, proposing a purse and purse breakdown for the races, proposing entry and trail fees, arranging for personnel such as timers and other race day help required to conduct a race, and proposing rules, policy and procedures. The race marshal shall be responsible for insuring that races are conducted in accordance with existing rules, policies and procedures. To determine the various distance trails. To coordinate with any and all interested parties the crossing of private lands by any of the race trails. To coordinate with other organizations such as snowmobiler, cross-country skiers, etc., to ensure the integrity of the race trails of the organization where adjoining use of the same area is required. To solicit members to work on the trails and to keep the trails serviceable. To supervise the work details and provide specific assignments to each member of the detail. Trails for race purposes will be considered serviceable when turns are posted in accordance with current customs, and routes and turn offs to other trails not being used are barricaded, and trail has been surfaced to the best possible state in consideration of current snow conditions and the availability of equipment. To ensure equipment maintenance .To manage the trail work and equipment maintenance within the approved budget

Section 2 Ways and Means Committee

The ways and means committee shall consist of at least 3 members appointed by the President. Duties shall include proposing and assuring implementation of fundraising activities.

Section 3 Audit Committee

The audit committee shall consist of at least 3 members appointed by the president not less than 30 days prior to the annual meeting.. Duties shall include reviewing the Corporations books prior to the annual meeting and preparing a report for presentation at the annual meeting

Section 4 Nominating Committee

The nominating committee shall consist of 3 members appointed by the Board of Directors. The duty of the nominating committee shall be to find the best candidates willing to serve for each elected office and to present their nominations at the March meeting.

Section 5 Other Committees

A majority vote of the membership can establish other committees

Article VIII Parliamentary Authority

The proceedings of the meetings shall be governed by Roberts Rules of Order, Revised.

Article IX Accounting and Expenses

Section 1 Accounting

The club shall employ a bookkeeping system for the club that is recognized by the State of Alaska under Laws of Incorporation.

All monies accumulated by the club shall be divided into the Pull Tab Account and the General Account. All prize money is to be awarded out of the Pull Tab Account. All membership dues and entry fees will be deposited into the General Account, to be distributed according to membership vote.

Money remaining in the Pull Tab Account at the end of the year will be dedicated as required by the State of Alaska.

The treasurer's books shall be turned in at the last meeting of the year prior to the annual meeting, for audit.

Section 2 Expenses

Two signatures shall be required on all checks issued on club money. The president, vice president, treasurer and secretary shall be qualified to sign checks.

No disbursement of funds shall be made which is greater than \$100 above the unexpended amount remaining in the currently approved budget for that for that category of expense without express approval of the Board of Directors

Section 3 Compensation for Services of Club members

The purposes of this provision are to:

- 1) assure that services are performed by qualified volunteers where possible
- 2) where qualified volunteers cannot be found, assure that the process for selecting members to compensated positions is fair and open

The board shall seek and appoint volunteers to perform the duties of the following positions which are necessary to accomplish the purpose of the association. When qualified volunteers cannot be found, the association may compensate members for those services at rates to be established by the general membership in the standing rules. The board shall nominate members for positions to be compensated and shall present those nominations to the general membership. The general membership may make additional nominations. If no additional nominations are submitted, the board's nominations shall be considered approved. If additional nominations are presented by the general membership, a closed secret ballot vote of the general membership shall determine the selectee.

Positions:

bookkeeper in charge of charitable gaming activities

additional trail groomers

race officials including 3 timers, 1 trail guard, 1 kitchen manager and 1 race marshal

Article X Standing Rules

The club shall establish standing Rules. These rules may be changed, amended or rescinded in accordance with procedures outlined in Roberts Rules of Order, Revised.

Article XI Amendment of the Bylaws

The Bylaws may be amended by a two-thirds vote of the membership present at any regular meeting. Notice must be given of any amendment proposals at a previous regular meeting, and by written notice to each member at last given address (physical or email).