

## The Bylaws of the National Network of Canine Detection Services

### 1. Name of the Organization

The name of the organization will be formally changed from the Network of Canine Detection Services to the National Network of Canine Detection Services and can be represented by either the full name or by NNCDs or by NNOCDS.

### 2. Authority of Bylaws

This version of bylaws drafted on August 31, 2013 having been voted on and accepted by members of the Board of Directors shall here forth supersede all previous Bylaws of NNCDs. Any previous versions are now considered to be null and void.

### 3. Board of Directors

The Board of Directors will consist of both an Executive Board and an Advisory Board.

#### The Executive Board

The Executive Board Officers of NNCDs shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Secretary, and Sergeant-at-Arms. Only members that have had a minimum of three years of active membership are eligible to serve on the Executive Board. They must be in good standing.

#### The Advisory Board

The Advisory Board will be appointed by the Executive Board and will have no term limit. Members of the Advisory Board can be removed with cause by the Executive Board. Members of the Advisory Board will not have a vote in NNCDs Business, but will be requested to provide input into NNCDs business decisions. There will be no specified number of positions on the Advisory Board.

#### Board Meetings

The Board of Directors will hold a regular annual meeting prior to the start of the annual meeting/seminar. Special meetings can be called by the President and two other members of the Executive Board. Special meetings can be either in person or via electronic means. The Executive Board may make any action as needed and shall be recorded within the minutes of the Board. The members of the Advisory Board are encouraged to attend all Board Meetings and can introduce new business to meetings.

**Election and Term of Office**

Sergeant-at-Arms is the only position which is open for election. The offices of the Seminar Director, Treasurer, and Secretary are appointed positions by the Board. The Sergeant-at-Arms will succeed the Vice President until reaching the position of President.

All positions on the Executive Board will have one vote in any business decisions made by the board. The term of office for the President, Vice President, and Sergeant-at-Arms will be three years. The Seminar Director, Treasurer, and Secretary shall be approved by the Board each year.

**Vacancy**

If a vacancy arises within the Executive Board the position may be filled until the next election, which will be held every three years.

**Removal**

Any Executive Board or Advisory Board member may be removed at any time with a majority vote of the Executive Board.

**4. Duties of the Board**

**The Board**

The board will be responsible for making decisions on issues that arise during the year that may affect NNCDS's mission, certifications, or membership. The Board may make temporary changes to the bylaws until the annual meeting where it will be voted on by the membership. The Board will review member applications who have applied for certifying official status. Review applications of organizations that are interested in being the host organization of the Annual Seminar. Review complainants and issues that arise within the NNCDS. Review legal or technical updates in the canine field that could affect the NNCDS. The Board will review records kept by the Treasurer to ensure accountability and transparency.

**PRESIDENT**

The president will be the chief executive officer of the NNCDS. The President shall have general and active management of the business of the NNCDS. The President shall see that all orders and resolutions of the Board are carried into effect. The President will chair and direct the board meetings. The president will be the tie breaker on a tied vote of the board. The president will be notified of issues that arise during the year and may handle issues during the course of the year that does not affect NNCDS's mission, certifications, or membership. The president will sign letters of insurance, revocation of membership, and termination of certifying officials. The president will chair and direct the annual meeting and the events at the Annual Seminar. The President shall appoint committees and may designate their Chairperson as needed. The following committees may be appointed by the President: Membership, Newsletter, Grievance,

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Election, and any Ad-Hoc committees necessary to conduct the business of NNCDs. The President, with the approval of the Board, may appoint pro-tempore officers in the event of vacancy.

### **1<sup>st</sup> VICE PRESIDENT**

If the President is not present or is absent from the meeting, the Vice President shall have the powers to perform the duties of President with the approval of the Board.

The 1<sup>st</sup> Vice President will serve as the Director of the Annual Seminar. The 1st Vice President will work with the President, the Treasurer, and the Host organization to ensure that Annual Seminar fees and expenditures are kept to a minimum. They will work with the Advisory Board to identify instructors and assistant instructors for each discipline to be offered during the seminar. They will work with the Host organization to ensure that all necessary facilities are available and that lodging/food is acceptable to participants and instructors. They will also be at the Seminar to resolve issues and assist instructors to ensure that each canine team receives training to the NNCDs Standards.

### **2<sup>nd</sup> Vice President**

The 2<sup>nd</sup> Vice President will serve as the coordinator of Certifications. The 2nd Vice President is responsible for updating the certification standards, with the Board's approval. They will notify the Board of any legislation, court cases, or changes that would affect the validity of the NNCDs Standards and Certifications. The 2<sup>nd</sup> Vice President will maintain an accurate record of all certifying officials and certifying events. The 2<sup>nd</sup> Vice President will be responsible for receiving applications from member who are interested in becoming certifying officials, completing a background checks on the applicants, and reporting the finding to the board for consideration. They will work with the Advisory Board to identify potential certifying officials from the membership.

The 2<sup>nd</sup> Vice President will work with the certifying officials to ensure that NNCDs standards are carried out at all times during the certification process. They will work with the certifying officials to ensure that completed paper work and fees are submitted in a timely organized fashion. The 2<sup>nd</sup> Vice President will ensure that certifying supplies are sent to certifying officials upon request.

### **SECRETARY**

The Secretary shall keep the minutes of all meetings of the Board of Directors, and the minutes of all meetings of the membership. These minutes will be provided to all Board Members and a permanent copy kept on file. The Secretary will maintain an accurate database of membership, certifying officials, instructors and assistant instructors. The Secretary will send certifying forms and supplies to the officials upon request of the 2<sup>nd</sup> Vice President. The Secretary will maintain all membership applications and certifications for at least five years. The Secretary will provide

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all certification information requested by subpoena. The Secretary will ensure that the website is up to date and will monitor the NNCDS e-mail and return correspondence on general questions about the NNCDS. The Secretary will keep the President and the Board, apprised on any issues or complaints that are e-mailed. The Secretary will order all materials, forms and supplies necessary to maintain the operational level of the NNCDS. The Secretary will send out HOST packets to requesting organizations. The Secretary will send notices to members as requested by the Board.

### **TREASURER**

The Treasurer shall have charge of all funds of the NNCDS and its disbursement under the direction of the Board of Directors. The Treasurer will maintain the security of the all account numbers belonging to the NNCDS. All checks, drafts, and notes of this association shall be signed by the Treasurer who will receive and pay all bills generated by the NNCDS. The Treasurer shall keep a record of all monies received and paid out for five years, making a report of same to the Board of Directors at all Director's Meeting. The Treasurer shall endorse on behalf of the NNCDS for collection, checks, notes, and other obligation and shall deposit the same to the credit of the NNCDS in such bank or banks of depositary, as the Board of Directors may designate. The Treasurer shall perform all acts incident to the position of Treasurer, subject to the control of the Board of Directors. The Treasurer, with Board's approval, shall select a Certified Public Accountant and shall direct said CPA to audit the books of the NNCDS. The audit report shall be transmitted from the Treasurer to the Board of Directors annually and prior to the annual meeting. The Treasurer's report will be announced at the annual meeting. In the absence of the Treasurer the President will assume these responsibilities.

### **Sergeant-at-Arms**

The Sergeant-at-Arms is responsible for calling all meetings to order and will ensure that "Robert's Rules for Order" are followed. They will ensure that ballots from elections are securely collected, counted, and results presented.

## **5. Conducting Elections**

The position of the Sergeant-At –Arms is the only position which is required to be elected. The election will be conducted at the Annual Meeting every third year, unless necessitated by the resigning or removal of a Board Member. All active registered members shall have one vote. Voting will be conducted by written ballot.

Any member that has been active for three years may be nominated by oral nomination at the annual meeting. If no candidate receives a majority vote on the first ballot there shall be a run-off between the two candidates receiving the highest number of votes.

## **6. Membership and Dues**

### **Membership**

Membership to NNCDS shall be open to all that express an interest and desire. Applicants should have no prior conviction for felonies. Each member has the right to vote at any open business during the Annual Meeting.

Membership is required of all participants of the Annual Seminar.

Membership is required to challenge NNCDS certifications.

Three years of continuous membership is required to be eligible for the Board of Directors.

Membership is required to serve as a NNCDS certifying official.

Membership is granted to all invited instructors and Board of Directors.

Membership can be revoked with cause by the Executive Board.

### **Dues**

The annual dues shall be set by the Executive Board and notification will be during the Annual Business Meeting of the Dues for the upcoming year. Notification for Membership renewal will be sent electronically October 15 of each year, with Membership expiring March 1<sup>st</sup>.

Upon receipt of Membership Dues the Member will receive a Certificate of Membership.

## **7. Annual Meeting**

An annual meeting of the members shall be held during each Annual Seminar. This meeting is for the purpose of transaction of such business as may come before the membership such as, but not limited to, reviewing of the past annual minutes, treasurer's report, voting on any changes to the bylaws that the Board has proposed, and the election of officers. The board shall designate the date, hour, and place of the meeting.

### **NOTICE OF ANNUAL MEETING**

A notice stating the place day and hour of the annual meeting shall be posted on the NNCDS Website not less than thirty (30) days before the date of such meeting.

### **VOTING**

Voting shall be in person only. Absentee voting by proxy shall not be allowed. Voting shall be by show of hands or by written secret ballot. Voting will consist of all Members who are registered and in good standing (membership dues paid up at the time of the vote).

**QUORUM**

A quorum shall consist of 25% of the active membership present in person at the Annual Business Meeting. No business may be validly transacted unless a quorum is present.

**8. Amendments**

These by-laws may be amended or repealed, and new bylaws may be made, by the members or the Board of Directors by majority vote at a meeting at which a quorum is present. Any such action by the Board of Directors is subject to change by the members.

**9. SUSPENSION/TERMINATION OF MEMBERSHIP**

The Executive Board is authorized to suspend or terminate any member of the NNCDS for:

Misrepresentation as an official of NNCDS, in any capacity, without the prior approval of the Executive Board

Conducting themselves in a manner that damages the reputation of the NNCDS

A suspended member may appeal their status to the Board of Directors for review. This appeal must be made in writing and received by the Board within 30 days from the suspension notification date. After Board review the suspended member may be reinstated or the Board may present it to the general membership at the annual conference for a vote for permanent termination.

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**APPROVAL**

Let it be known that this version of the bylaws was accepted by Executive Board vote on August 31, 2013, and supersedes any and all known or unknown previous bylaws enacted by the National Network of Canine Detection Services, previously known as the Network of Canine Detection Services, NOCDS.