

# Starting a NAVHDA Chapter

This pamphlet addresses the procedures for applying for Sanctioned Chapter status with the International organization, opening a checking account, incorporating as a chapter, developing bylaws, and obtaining insurance. You will find the information to be quite complete and useful.



NAVHDA International Office, P.O. Box 520, Arlington Heights, Illinois 60006-0520.  
Telephone: 847/253-6488, Fax: 847/255-5987, Web site: [www.navhda.org](http://www.navhda.org),  
Email: [navoffice@navhda.org](mailto:navoffice@navhda.org)

## FILE WITH THE INTERNATIONAL OFFICE

### Requirements

1. The desire to promote the North American Versatile Hunting Dog Association's philosophy.
2. A minimum of 10 charter members, all of whom must be paid members of the International Organization.
3. Land and water site to test and train on.

### How to apply

1. Complete the Application for Sanctioning a New NAVHDA International Chapter. (Found at [NAVHDA.org](http://NAVHDA.org))
2. Applications are to be sent via email or postal mail. Send application via email to [navoffice@navhda.org](mailto:navoffice@navhda.org) Send postal mail to NAVHDA, PO BOX 520, ARLINGTON HEIGHTS, IL, 60006-0520

### Approval Process Explained

1. Once your application has been received by NAVHDA International, its officers and office staff will review your application.
2. Additional information may be required and requested.
3. NAVHDA International may choose to send a representative to your location to meet with you and to review the land and water locations you intend to use for training and testing purposes.
4. Once the application is approved, NAVHDA International will recognize the chapter in writing and will send a certificate of recognition, embossed with the International corporate seal, and signed by the International President and Secretary.

## Requirements

### NAVHDA International Membership

1. All members of NAVHDA International Chapters are required to maintain active membership status with NAVHDA International

## Consideration - CHAPTER BY-LAWS

1. Chapter by-laws are not required by NAVHDA International; however, it is easier to function as a chapter if you have a set of formal guidelines. It also may be of assistance when applying for incorporation papers. You may write to the International Secretary for copies of other chapters' by-laws. You may add to, subtract from or copy them as you desire.
2. The by-laws are the basic rules and guidelines for operation of your chapter. Be cautious. Don't be too specific, since amendments and changes are time consuming and difficult. Try to list the basic rules of membership, officers, elections, etc. in very general and broad terms. A chapter can then develop a set of rules or policies to be followed that are very specific. These rules are not a part of the by-laws and may be changed as needed or desired by the governing body.

## SUGGESTIONS TO ENSURE CHAPTER SUCCESS

1. The International expects that all local chapter activities and operations will be conducted at all times in compliance with all applicable laws, including, but not limited to, all state, local and federal game laws and laws related to the possession and use of firearms.
2. Once a local chapter test becomes public through announcement on the International website and/or in the VHD magazine, it is open to all NAVHDA International members in good standing. A local chapter may not refuse admission to a test so long as the applicant complies with the local application process in a timely manner and the test is not full at the time the completed application is submitted.
3. Any local chapter that causes harm to the NAVHDA International's reputation or fails to operate in conformity with all applicable International rules and regulations may have its charter revoked by the International at any time.
4. All intellectual property of NAVHDA International, including, but not limited to, its name and the NAVHDA abbreviation as well as its service marks, trademarks and logos remain the exclusive property of the International and may be used by local chapters only as expressly authorized by the International from time to time.

### Tips to keep financial records and other assets in order

1. Written bylaws that lay out financial procedures are helpful.
2. Require two signatures on all checks. Money should always be counted and verified by two people.
3. Have a separate account for the chapter's money. Chapter funds and deposits should NOT be deposited into a personal account.
4. Audit record books once a year. A new audit should be done any time a financial officer resigns.
5. Make sure bank statements are reconciled monthly.
6. Conduct regular elections for officers and board members.
7. Keep a list of all chapter assets. At least two people should have a copy. Update it every time new items are acquired.
8. Log where all items are housed. If items rotate among members, assign someone to record and monitor assets and their condition.
9. Create a policy regarding responsibility for replacing items including birds that are lost or destroyed, particularly for when members borrow items for their own personal use.

## Consideration - OBTAIN A CHAPTER United States EIN/FEDERAL TAX NUMBER

An Employer Identification Number (EIN) is a nine-digit number the IRS assigns to identify the tax accounts of non-profit organizations and a variety of other entities. Caution: An EIN is for use in conjunction with your business activities. Do not use your EIN in place of a social security number. Use your EIN on your checking account. Keep your EIN notification! Every chapter officer should also have a copy. If the original is misplaced, at least you will have a copy available in the future years.

Visit the IRS link below which contains instructions for filing for an EIN online or by telephone at (800) 829-4933.

<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

### Non-Profit Information

1. The International Organization is NOT FOR PROFIT and TAX DEDUCTIBLE. This exemption does not apply to local chapters. No chapter may use the NAVHDA International Federal Tax Number as it could jeopardize NAVHDA's Federal tax-deductible status.
2. Dues paid to US chapters are not tax deductible unless the chapter is a 501(c)(3) corporation.

### What the NAVHDA International tax-deductible status can do for U.S. residents

1. A Judge or an Apprentice assigned by the International Organization may deduct any expenses from personal income tax for which they have not been reimbursed to the extent permitted by law if they request a letter of assignment from the Director of Judge Development.
2. A delegate to the International Annual Meeting may deduct any expenses on his/her personal income tax to the extent permitted by law for which he/she has not been reimbursed. The meeting program will suffice as documentation.
3. Any NAVHDA officer or person duly assigned by the International Organization to perform any act that requires expenditure of personal funds may deduct this expense\* on his/her personal income tax to the extent permitted by law.

All expenses must be itemized and accompanied by a letter of assignment from the International Organization. It is the responsibility of the individual to obtain this assignment letter from the International Organization.

The International Organization or Director of Testing assigns all Judges in writing for sanctioned tests. This letter of assignment also makes the Judge or person assigned by the International Organization automatically covered by the International liability insurance policy (USA).

### Incorporating

1. It is easier to obtain a Federal Tax Number and the chapter treasurer will not have to use a personal social security number to open a checking account. \*
2. Potential personal liability is typically much less if the chapter is incorporated.

## THE RESTRICTION OF POLITICAL CAMPAIGN INTERVENTION BY SECTION 501(c)(3) TAX-EXEMPT ORGANIZATIONS

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner.

On the other hand, voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.

In general, no organization may qualify for section 501(c)(3) status if a substantial part of its activities is attempting to influence legislation (commonly known as lobbying). A 501(c)(3) organization may engage in some lobbying, but too much lobbying activity risks loss of tax-exempt status.

Legislation includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. It does not include actions by executive, judicial, or administrative bodies.

An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.

Organizations may, however, involve themselves in issues of public policy without the activity being considered as lobbying. For example, organizations may conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner without jeopardizing their tax-exempt status.

The Internal Revenue Service provides resources to exempt organizations and the public to help them understand the prohibition. As part of its examination program, the IRS also monitors whether organizations are complying with the prohibition.