

# NATIONAL TRAPPERS ASSOCIATION

## BYLAWS

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## PREAMBLE

We, the trappers of North America, with feeling of profound respect and gratitude toward the valiant fur trappers who have gone before us, whose courageous deeds and exploits will forever embellish the pages of our nation's early history, and whose rich wildlife legacy has been bequeathed to us, associate ourselves for the following purposes: to promote sound environmental education programs; to promote sound conservation legislation and administrative acts; to save and faithfully defend from waste the natural resources of the United States; to secure a continued annual fur harvest using the best tools presently available for that purpose; and to cooperate with other organizations and agencies with compatible goals.

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## ARTICLE I - NAME

This organization shall be known as the National Trappers Association, hereinafter called the "NTA," incorporated as a nonprofit corporation under the laws of the State of Iowa.

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## ARTICLE II - GOALS

It shall be the goal of the NTA to:

1. Educate the public on the consumptive use of wildlife resources as a necessary and proper tool of wildlife management;
2. Develop, support, and promote a comprehensive educational program based upon scientific study and technological research for the advancement, restoration, wise use, management, and conservation of wildlife and other natural resources;
3. Educate trappers in the proper harvesting and management of furbearers;
4. Promote sensible, scientifically sound legislation and administrative procedures pertaining to the management of furbearing animals;
5. Oppose unscientific and inappropriate legislation pertaining to the management of furbearing animals;
6. Educate the public concerning the unscientific and factually unfounded information and attitudes promoted by anti-sportsman organizations; and
7. Encourage and promote strong, active state trappers associations.

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## ARTICLE III - INDIVIDUAL MEMBERSHIP

Section 1. Classifications. There shall be the following membership classifications:

1. Regular Adult Membership
2. Regular Adult Membership without official NTA publication for family members of regular, junior, lifetime, and senior lifetime members
3. Junior Membership - Fifteen (15) years of age and younger
4. Lifetime Membership
5. Lifetime Membership - President's Club
6. Lifetime Membership without official NTA publication
7. Senior Lifetime - Seventy (70) years of age and older
8. Foreign Membership

Section 2. Dues.

- 55 1. Dues shall be established by the board of directors.  
56 2. Dues are payable on the member's anniversary date. Members whose dues are  
57 not paid within one month of the anniversary date shall be dropped from  
58 membership.  
59 3. The board may adopt policies regarding reinstatement of a member.  
60

61 Section 3. Discipline.

- 62 1. Members shall not engage in conduct injurious to NTA or its object.  
63 2. The ethics committee shall handle allegations of misconduct.  
64

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66 **ARTICLE IV - AFFILIATION MEMBERSHIP**  
67

68 Section 1. Classifications.

69 The affiliation classifications shall be state affiliates and associate affiliates.  
70

71 Section 2. State Affiliates.

- 72 1. A state affiliate is a state trapping association which has been accepted as the  
73 official affiliate by the NTA. There shall be only one state affiliate per state except  
74 for those state associations which were affiliated prior to January 1, 1979, and  
75 which has maintained its affiliation, even though it might be one of several  
76 affiliates in one state.  
77 2. A state affiliate in good standing is entitled to a director who shall be an NTA  
78 member in good standing selected according to that affiliate's selection process.  
79 3. The board may establish rules regarding state affiliates which may include  
80 disaffiliation procedures.  
81

82 Section 3. Associate Affiliates.

- 83 1. As associate affiliate is a organization that has goals and objectives compatible  
84 with NTA.  
85 2. An associate affiliate is not entitled to representation on the board of directors.  
86 3. The board may establish rules and regulations regarding associate affiliates  
87 which may include disaffiliation procedures.  
88

89 Section 4. Challenges.

90 In the case where there is more than one state-wide trappers organization and one  
91 organization has maintained its affiliation with NTA, but has not seated a  
92 representative at the board of directors' meeting for three (3) consecutive years, the  
93 current state affiliate may be challenged. The challenging organization must have been  
94 an associate affiliate of the NTA for at least two (2) consecutive years prior to the  
95 challenge and explain in writing why they feel more qualified to represent trappers in  
96 their state. The challenge shall be forwarded to the NTA president or the office  
97 manager. Upon receipt of a challenge, the person receiving the challenge shall cause the  
98 challenge to be distributed to the current affiliate organization's president and the NTA  
99 executive council. The current affiliate shall have sixty (60) days to reply to the  
100 challenge from the date of the letter notifying them of the challenge. The executive  
101 council shall evaluate the challenge and reply to the challenge and shall make a  
102 recommendation to the board within forty-five (45) days of receiving the reply to the  
103 challenge. The vote on the matter shall be during the annual board meeting.  
104

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106 **ARTICLE V - OFFICERS**  
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108 Section 1. Elected Officers. The elected officers of NTA shall be a president, vice

109 president, general organizer, and conservation director.

110  
111 Section 2. Qualifications.

112 To be eligible to serve in an elected office, an individual shall:

- 113 1. Have been a paid member for the immediately preceding two (2) years; and
- 114 2. Have paid current dues.

115  
116 Section 3. Nominations and Elections.

- 117 1. The elections committee chairman shall receive nominations according to
- 118 procedures adopted by the board.
- 119 2. The elections committee shall prepare the official ballot, with instructions. If
- 120 there is a contested office, a sample ballot shall be published in the *American*
- 121 *Trapper*. If the official sample ballot is challenged in writing by a nominee, the
- 122 elections committee chairman shall present the challenge to the board for
- 123 resolution.
- 124 3. Officers shall be elected biennially. If there is a contested election for an office,
- 125 that officer shall be elected by mail ballot according to procedures adopted by
- 126 the board of directors. If there is but one nominee for an office, that officer shall
- 127 be elected by acclamation at the general membership meeting. A plurality vote
- 128 shall elect. Write-in candidates are ineligible for election, and those ballots shall
- 129 be treated as illegal votes.
- 130 4. The board of directors shall adopt a procedure for contesting election results.

131  
132 Section 4. Term of Office.

- 133 1. The president and general organizer shall be elected in odd-numbered years. The
- 134 vice president and conservation director shall be elected in even-numbered
- 135 years.
- 136 2. Term of office shall be for two (2) years or until successor is elected.
- 137 3. Term of office shall begin the day following the conclusion of the annual
- 138 convention.
- 139 4. No elected officer shall be eligible to serve for more than three (3) consecutive
- 140 terms in the same office.

141  
142 Section 5. Vacancies.

- 143 1. A vacancy in the office of president shall be filled by the vice president.
- 144 2. A vacancy in any other office shall be filled by the executive council.

145  
146 Section 6. Duties. The officers shall perform the duties provided in this section and such

147 other duties as are prescribed for the office in these bylaws, by the board of directors, by

148 the president, or in the adopted parliamentary authority.

- 149 1. The president:
  - 150 a. Shall be the chief executive officer of NTA;
  - 151 b. Shall preside at the meetings of the membership, board of directors, and
  - 152 executive council;
  - 153 c. Shall appoint, subject to board approval, the chairmen and members of all
  - 154 standing committees except as provided elsewhere in these bylaws;
  - 155 d. Shall serve as an ex officio member of all committees except as provided
  - 156 elsewhere in these bylaws; and
  - 157 e. May create and appoint special committees to carry out specific tasks.
- 158 2. The vice president:
  - 159 a. Shall have general oversight of the national convention and regional
  - 160 conventions;
  - 161 b. Shall serve as chairman of the convention site selection committee;
  - 162 c. Shall serve as chairman of the awards committee; and

- 163 d. Shall become president in the event of a vacancy in that office.  
164 3. The general organizer:  
165 a. Shall assist with the organization of state or local trappers associations;  
166 b. Shall provide assistance to state affiliates and associate affiliates;  
167 c. Shall assist the NTA directors in the fulfillment of their duties; and  
168 d. Shall develop, as requested by the executive council, any official  
169 guidelines pertaining to director responsibilities for executive council  
170 approval.  
171 4. The conservation director:  
172 a. Shall serve as the NTA's representative on wildlife management and  
173 conservation organizations as assigned by the president and/or executive  
174 council;  
175 b. Shall review and develop comments on federal and state actions that  
176 affect trapping;  
177 c. Shall provide information to the the public the need for biologically  
178 sound furbearer management practices;  
179 d. Shall promote proper and ethical trapping methods and attitudes; and  
180 e. May provide comments on behalf of the NTA, representative of the NTA  
181 position, when public comments allowed on public use areas.  
182  
183

## 184 **ARTICLE VI - THE BOARD OF DIRECTORS**

185

186 Section 1. Composition. The members of the board of directors, herein also called the  
187 board, shall be:

- 188 1. The elected officers;  
189 2. The immediate past president who shall be named a director at large;  
190 3. One representative from each state affiliate;  
191 4. One representative from the Fur Takers of America;  
192 5. A maximum of six (6) directors at large which includes the immediate past  
193 president; and  
194 6. A regional director from each region  
195

196 Section 2. Qualifications.

- 197 1. Each director or representative must be a member in good standing.  
198 2. The directors at large and the regional directors must have been an NTA member  
199 in good standing for a minimum of one year before service as a director.  
200 3. Only those who have agreed to serve if elected shall be eligible for election.  
201

202 Section 3. Selection.

- 203 1. In the event the immediate past president is unable, unwilling or ineligible to  
204 serve, that position shall not be filled.  
205 2. Each director or representative shall reside in the state represented with the  
206 exception of any member who has been representing a state other than the state  
207 they reside may continue to do so until they are no longer the representative or  
208 director from that state.  
209 3. The representative from the Fur Takers of America shall be selected according to  
210 the FTA selection process.  
211 4. Directors at large  
212 a. Election shall be at the annual board meeting  
213 b. A maximum of two directors at large may be elected per year  
214 c. A majority vote shall elect  
215 d. Election shall be by ballot  
216 e. Term of office shall be three (3) years

- 217 f. Vacancies shall not be filled  
218 5. Regional directors  
219 a. Election shall be at the annual board meeting  
220 b. Term of office shall be three (3) years  
221 c. Shall have served as a director at either the state or national level from a  
222 state affiliate in that region  
223 d. In the event of a vacancy, the executive council shall select a replacement  
224 until the following annual board meeting at which time the board shall  
225 elect a replacement for the remainder of the term  
226 e. Election shall be by ballot unless there is only one nominee for that region  
227 f. A majority vote shall elect  
228

229 Section 4. Power and Authority. The board of directors shall be vested with the  
230 management of the affairs in accordance with applicable law and the provisions in these  
231 bylaws.  
232

233 Section 5. Duties. The board shall

- 234 1. Formulate policies to assist the staff, executive council, and officers carry out  
235 their duties except those policies that naturally fall to the executive council,  
236 committees, or staff;  
237 2. Have veto power over the executive council on all executive council decisions.  
238 3. Have sole power and authority to borrow funds, sell, mortgage, lend, pledge, or  
239 otherwise dispose of NTA property;  
240 4. Elect three members to the executive council;  
241 5. Approve financial policies;  
242 6. Approve the annual budget;  
243 7. Approve the audit committee report;  
244 8. Establish dues;  
245 9. Approve contracts for independent contractors;  
246 10. Approve appointments of the president of members and chairmen of standing  
247 and special committees;  
248 11. Adopt the procedure for selection of the ethics committee and hall of fame  
249 committee chairmen and members; and  
250 12. Perform such other duties as are specified in the bylaws  
251

252 Section 6. Quorum. A quorum shall consist of 1/3 of the members.  
253

254 Section 7. Meetings.

- 255 1. Annual meeting. The board shall hold an annual meeting immediately prior to  
256 the start of the annual NTA convention and in the same general location of the  
257 convention.  
258 2. Special meetings. Special meetings may be held at the call of the president and  
259 shall be held upon the written request of twenty (20) directors.  
260 3. Notice. The NTA staff shall send notices of the annual meeting and any special  
261 meetings to each board member by US postal mail, fax, or e-mail at least thirty  
262 (30) days before the date of the meeting. Each board member shall specify, in  
263 writing, which delivery method he prefers; if a board member does not specify a  
264 preferred method, first class mail shall be used. In the case of special meetings,  
265 the notice shall include the purpose for which the meeting is called and no other  
266 business may be transacted. Notice may be waived by the board members in  
267 accordance with statutory requirements.  
268 4. Relationships with Related Businesses: Any member or employee of the NTA  
269 who has an interest as trustee, director, proprietor, officer, partner, or other  
270 principal of any business, corporation, or other entity which conducts any

271 business with the NTA in excess of two thousand dollars (\$2,000.), either within a  
272 year, or through any contract(s) originating within the same year, shall  
273 immediately file a written statement as to the nature and amount of all said  
274 business with the executive council, who shall transmit such statement to the  
275 board within thirty (30) days.  
276

#### 277 Section 8. Attendance

278 NTA members may attend and participate at meetings of the board, provided,  
279 however, that they shall not attend when the board is in executive session unless  
280 specifically invited by the board.  
281

### 282 **ARTICLE VII - THE EXECUTIVE COUNCIL**

#### 283 284 Section 1. Composition

285 The executive council shall consist of:

- 286 1. the four elected officers
- 287 2. three (3) members of the board; each of the councilors elected by the board shall  
288 serve for a three (3) year term; one councilor shall be elected by the board at each  
289 annual convention to serve a full term; any vacancy shall be filled within thirty  
290 (30) days by the board of directors by mail ballot
- 291 3. the immediate past president as a non-voting member  
292

#### 293 Section 2. Power and Authority

294 The executive council is specifically authorized to exercise all the powers of the board  
295 when the board is not in session.  
296

#### 297 Section 3. Duties. The executive council:

- 298 1. Shall establish job descriptions, including remuneration, for any paid staff; subject  
299 to Article VI, The Board of Directors, Section 5. Duties, 2.
- 300 2. Shall hire an office manager who shall be responsible for office staff; subject to  
301 Article VI, The Board of Directors, Section 5. Duties, 2.
- 302 3. Shall hire contractors; subject to Article VI, The Board of Directors, Section 5.  
303 Duties, 2. note, however, the board of directors shall approve all contracts;
- 304 4. May adopt policies; and
- 305 5. Shall not:
  - 306 a. Repeal, amend, or adopt new bylaws, or attempt in any way to do so;
  - 307 b. Fill board-elected vacancies on the council;
  - 308 c. Approve the submission of matters directly to the membership, or submit to  
309 the members any action requiring member approval without first submitting  
310 same to the board for approval;
  - 311 d. Take any action reserved explicitly and exclusively to the board or the NTA  
312 membership;
  - 313 e. Formulate corporate policy or execute corporate activities of such major  
314 significance as to warrant action by the full NTA board; or
  - 315 f. Execute any document to mortgage, lend, pledge, or encumber this corporation  
316 or its assets without prior approval of the board.  
317

318 Section 4. Quorum. A quorum shall consist of four (4) council members who are  
319 eligible to vote.  
320

#### 321 Section 5. Meetings.

- 322 1. The council shall meet at least twice a year.
- 323 2. All meetings of the executive council shall be deemed regular meetings.  
324



- 325 3. A meeting notice for each meeting shall be delivered to each executive council  
326 member by US postal mail, fax, or e-mail at least four (4) days prior to a meeting;  
327 each executive council member shall specify, in writing, which delivery method he  
328 prefers; if an executive council member does not specify a preferred method, e-  
329 mail shall be used.
- 330 4. The board of directors shall be sent the approved minutes of all council meetings  
331 within eight (8) weeks of any meeting.
- 332 5. The board of directors may establish attendance standards for board-elected  
333 members of the council and may remove such members for non-attendance.
- 334 6. NTA members may attend in-person meetings of the executive council except  
335 when the council is in executive session.
- 336
- 337

## 338 **ARTICLE VIII - COMMITTEES**

339

340 Section 1. Standing Committees. There shall be the following standing committees:  
341 Audit; Awards; Bylaws and Resolutions; Convention Site Selection; Credentials;  
342 Education; Elections; Ethics; Finance; Membership; NTA/FTA Alliance; Scholarships  
343 and Grants; Publications; Trapper Hall of Fame.

344

345 Section 2. Composition.

- 346 1. Except as provided in the bylaws, the president shall annually appoint committee  
347 chairmen and members subject to approval of the board of directors. The  
348 appointments may include non-voting resource advisors who may be excluded  
349 from meetings when the meeting is in executive session. The president shall be an  
350 ex officio member of all committees except the ethics committee and the hall of  
351 fame committee.
- 352 2. The awards committee chairman shall be the vice president and shall include the  
353 president as a member.
- 354 3. The bylaws and resolutions committee shall include the attorney and  
355 parliamentarian as non-voting resource advisors.
- 356 4. The convention site selection committee chairman shall be the vice president; the  
357 committee members shall be the regional directors; the committee shall include the  
358 convention coordinator as a non-voting resource advisor.
- 359 5. The elections committee chairman shall choose the members of the committee;  
360 committee members shall not include any candidates for office, members of their  
361 immediate family, or any officers.
- 362 6. The ethics committee chairman and members shall be selected according to the  
363 procedures adopted by the board of directors.
- 364 7. The finance committee shall include the office manager and finance manager as  
365 non-voting resource advisors.
- 366 8. The hall of fame committee chairman and members shall be selected according to  
367 the procedure adopted by the board of directors.
- 368 9. The membership committee shall include the office manager and the membership  
369 secretary as non-voting resource advisors.
- 370 10. The publications committee shall include the editor, the finance manager, and the  
371 office manager as non-voting resource advisors.
- 372

373 Section 3. Duties.

374 Duties of committees shall be listed in a policy manual approved by the board of  
375 directors. At least once each year, each standing committee shall submit a written  
376 report to the board at a regular meeting of the board, and at such other time as may be  
377 requested by the president. It may also make written reports and recommendations to  
378 the board of directors or to the executive council at any meeting or by mail.

379

380 Section 4. Special Committees. Special committees may be created by the board of  
381 directors, the executive council, or the president; members of such committees shall be  
382 selected by the creating body.

383

384 Section 5. Quorum. A majority of the committee members shall constitute a quorum.  
385 The president shall not be counted in determining whether or not a quorum is present  
386 except for the awards committee.

387

388 Section 6. Vacancies. Except as otherwise provided in the bylaws, vacancies on a  
389 committee shall be filled in the same manner as the original selection of the members.

390

391

## 392 **ARTICLE IX - CONVENTIONS AND MEMBERSHIP MEETING**

393

394 Section 1. General Membership Meeting.

395 A general membership meeting shall be held at all national conventions, at which the  
396 membership shall be apprized of the state of the NTA.

397

398 Section 2. National Convention. A national convention shall be held annually during  
399 July or August.

400

401 Section 3. Regional Conventions. Regional conventions shall be held annually unless the  
402 executive council determines that it is not feasible due to lack of a host or unacceptable  
403 financial arrangements. Guidelines for hosting a regional convention shall be  
404 developed by the vice president and approved by the council.

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406

## 407 **ARTICLE X - ELECTRONIC MEETINGS AND MAIL BALLOTS**

408

409 Section 1. Electronic Meetings. The general membership, board of directors, executive  
410 committee, standing committees, and special committees are authorized to meet by  
411 telephone conference or through other electronic communications media.

412

413 Section 2. Mail ballots. The executive council may authorize a mail ballot on matters  
414 arising between board meetings. The board of directors shall adopt procedures for  
415 implementation of a mail ballot.

416

417

## 418 **ARTICLE XI - ADMINISTRATIVE OPERATIONS**

419

420 Section 1. NTA Headquarters. NTA headquarters shall be located in Bedford, Indiana.

421

422 Section 2. Office Manager. The conduct of business at NTA headquarters shall be under  
423 the direction of an office manager.

424

424 1. The office manager shall be employed by and report to the executive council.

425

425 2. The office manager shall:

426

426 a. Be responsible for the day-to-day management of the financial and  
427 administrative operations of NTA under the direction of the NTA executive  
428 council;

429

429 b. Be responsible for the employment of such personnel as required to carry out  
430 the duties of the NTA headquarters office provided that such employment falls  
431 within the constraints established by the budget as adopted by the board of  
432 directors and personnel policies established by the executive council; and

- 433 c. Perform such other duties as may be stated in the bylaws, other governing  
434 documents, and the personnel manual.  
435

436 Section 3. Fiscal Year. The fiscal year shall be the calendar year.  
437

438 Section 4. Bonding. All staff and officers who manage or handle NTA finances and/or  
439 assets shall be bonded according to policies adopted by the board of directors. The cost  
440 of the bond shall be paid by NTA.  
441

## 442 **ARTICLE XII - PARLIAMENTARY AUTHORITY**

443 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall  
444 govern NTA in all cases to which they are applicable and in which they are not  
445 inconsistent with these bylaws and any special rules of order NTA may adopt.  
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## 449 **ARTICLE XIII - AMENDMENTS TO THE BYLAWS**

450 Section 1: Amendment By Mail  
451

- 452 A. Any proposed amendment must be endorsed by five (5) board members or fifty  
453 (50) NTA members in good standing.  
454 B. Once any amendment has been properly endorsed, it shall be submitted to the  
455 board of director within ten (10) working days. A verbatim statement of the  
456 amendment, along with the justification for the change, shall be included.  
457 C. If the board of directors votes to ratify the amendment by a margin of at least  
458 two-thirds (2/3) of those voting at a board meeting, the chairman of the bylaws  
459 and resolutions committee shall cause the amendment to be included in ballot  
460 form in the next issue of the official publication of the NTA for vote by the  
461 members.  
462 D. If a majority of members voting by ballot approve the amendment, it shall  
463 immediately become part of the bylaws of the NTA.  
464 E. If the amendment must be voted by absentee ballot, by the board, then at least  
465 three-quarters (3/4) of the board members voting must vote in the affirmative in  
466 order to ratify the amendment. It shall then be placed before the membership, as  
467 outlined in Section 1C above, and shall immediately be adopted if a majority vote  
468 in the affirmative.  
469 F. Mailed ballots shall be sent simultaneously postal service mail or by electronic  
470 means, such as facsimile or e-mail, to each board member. Each board member  
471 shall mark his ballot, sign his name, and return the ballot in person or by first class  
472 mail to the NTA headquarters. No ballots shall be valid unless personally  
473 delivered to NTA headquarters within fifteen (15) days of the mailing of the ballot,  
474 or, if mailed, delivered in an envelope postmarked no later than fifteen (15) days  
475 after the postmark on the envelope in which the ballot was first mailed. All ballots  
476 from members shall be returned on or before the date set forth in the official NTA  
477 publication. Return date of the ballot shall be determined by the postmark. Such  
478 return date shall be forty (40) days from publication of the ballot.  
479  
480

481 Section 2: Amendment at Annual Meeting

482 Bylaws may also be amended at the annual convention by a simple majority vote of the  
483 board, followed by a simple majority vote of the membership voting. Such proposed  
484 amendments shall first be submitted in writing by five (5) board members or fifty (50)  
485 NTA members in good standing to the NTA staff, who shall then submit them to the  
486 members of the board of directors by mailing them at least sixty (60) days prior to the

487 date of the annual convention. The same proposed amendments shall also be mailed to  
488 the membership at least thirty (30) days prior to the date of said annual convention, or,  
489 in the alternative, the proposed amendment may be printed in the official NTA  
490 publication at least thirty (30) days prior to the annual convention. The NTA staff shall  
491 be responsible for submitting the above required notices.

###