1. **MEMBERSHIP**
	1. Membership in the Northwest (NW) Region of National Shoot To Retrieve Field Trial Association, Inc. (NSTRA), shall be open to all persons expressing their interest in the objectives and purposed of this organization. The members shall further signify and express their intentions by participation in field trials, membership meetings, and work as needed to keep the NW Region operable.
	2. Membership into the NW Region shall be granted to any individual meeting membership requirements, including current dues payable to NSTRA.
	3. Any member proven to be guilty of practicing or using unfair or dishonest methods of entering or handling in any recognized competition, or who knowingly commits an intentional act, which shall tend to injure the honest character or reputation of a fellow member, or to disturb the harmony or function of the region, shall be expelled from the region by a vote in favor of his/her expulsion by two-thirds of the membership voting in any regular or special meeting of the NW Regional officers.
2. **MEETINGS**
	1. Meetings shall be scheduled as determined by the officers.
	2. Annual meeting shall be held during the NW Regional Elimination competition. Unless otherwise specified.
	3. Meetings may be held in person and/or virtually.
	4. Officers may be removed with a two-thirds (2/3) majority vote by the officers, if an officer has 3 or more unexcused absences or 6 non-consecutive unexcused absences within the year from scheduled officers meetings.
3. **FINANCE**
	1. The operating funds used to conduct the regional business of the NW Region will consist of a dollar assessment per dog at each affiliated and sanctioned trial.
	2. A minimum reserve account, equal to the five-thousand dollars, shall remain in the treasury.
	3. The Regional Elimination trial shall be self-funding.
	4. If approved by the Board of Directors, funds may be used to support NW region representatives attending a national meeting and national trial (DOY or CHAMPIONS Trial).
	5. A treasurer’s report (balance sheet) shall be provided to the general membership annually.
	6. The Board of Directors may fund the development of new clubs, membership, and promote NSTRA within the NW Region.
4. **FUNDING REGIONAL TRIAL**
	1. The Regional Elimination trial shall be self-funded by the entry fees.
	2. Donations may be used to support the Regional Elimination trial.
	3. The Board of Directors shall agree to the budget of the Regional Elimination trail by a 2/3rds vote.
5. **DUTIES OF MEMBERS**
	1. The secretary shall be advised of any changes of address, phone, etc.
	2. Attend club and NW Regional Meetings.
	3. Serve on committees as requested.
6. **DUTIES OF REGION**
	1. Support the National Shoot-to-Retrieve Field Trial Association, Inc. (NSTRA) and NSTRA in the NW region.
7. **DUTIES OF OFFICERS**
	1. **Duties of President**
		1. Preside at all meetings of the Association.
		2. Appoint committees as needed.
		3. Insure a smooth transition to the new president.
		4. Schedule judging clinics.
		5. Chair the Regional Elimination Trial.
		6. Establish field trial schedule dates and submit to the National Office.
		7. Provide national office with a list of NW Regional placements dogs and High-Point dogs for the Dog of the year (DOY) Trial.
		8. Shall be a signatory on the bank account.
		9. Shall have electronic access to the bank account.
	2. **Duties of the Vice President**
		1. The vice president assumes the duties of the president in their absence.
		2. Responsible for new club and trial development.
		3. Perform special duties as assigned by the president.
		4. Insures a smooth transition to the new vice president.
		5. Shall be a signatory on the bank account.
	3. **Duties of the Secretary**
		1. Keep the minutes of all meetings.
		2. Issue correspondence.
		3. Maintain a NW Regional Membership Roster, which includes the address, telephone number, and email address.
		4. Assume the duties of the president in the absence of the president and vice president.
		5. Maintain the web page for the region.
		6. Maintain necessary and appropriate files of the current information as well as the historical reference.
		7. Receive and validate all recognized field trial placements or to be maintained by delegated individual, and forward said validated placements to the NW Region President.
		8. Insure a smooth transition to the new secretary.
	4. **Duties of Treasurer**
		1. Receive and deposit funds of the NW Region, giving receipt thereof
		2. Keep an itemized record of all receipts and expenditures.
		3. Report on financial matters at NW Regional Meetings.
		4. Submit records to an audit committee as required.
		5. Insure a smooth transition to the new treasurer.
		6. Keep a list of the operating requirements of the region. (Insurance, non-profit designation, birds, trial ground, trophies, belt buckles)
		7. Shall be a signatory on the bank account.
		8. Shall have electronic access to the bank account.
	5. **General**
		1. The new officers shall act as an audit committee to the previous officers.
		2. The officers shall manage the NW Regional Elimination Field Trial.
		3. The NW officers and NW Board of Directors shall receive and decide on grievances.
8. **DUTIES OF THE BOARD OF DIRECTORS**
	1. Assist the officers in the operation and management of the association.
	2. Attend board meetings as required.
	3. Receive and decide on grievances, with the officers.
	4. The board of directors shall consist of the current officers, the immediate past president, and two at-large members appointed by the current president.
9. **ELECTIONS**
	1. Officer terms shall have 2-year terms that are stagged.
	2. Treasurer is elected in the odd year of the other elected officials.
	3. The President appoints the region directors.
	4. The Officers appoint an election committee.
	5. Methods of election will be determined by the election committee and board of directors, to include electronic, paper ballot, or in person voting.
	6. The election committee shall provide information on the open officer positions and intended candidates 1 month prior to the NW Regional Elimination competition. Results of the election shall be announced at the member meeting during the NW Regional Elimination competition.
10. **AMENDMENTS**
	1. The NW Constitution and By-Laws may be amended by a two-thirds (2/3) majority of the members present at the annual NW Regional Meeting.