

NATIONAL CALIFORNIAN RABBIT SPECIALTY CLUB

CONSTITUTION

ARTICLE I: NAME

The name of the Organization shall be the National Californian Rabbit Specialty Club (NCRSC).

ARTICLE II: OBJECT

The purpose of this Organization shall be to promote and improve the breeding of Californian rabbits; to encourage the exhibition of the Californian; to advance and protect the interests of the public as well as those of the breeders by the dissemination of authentic and reliable information concerning their value for food, fur and show, and to cooperate with other organizations in the promotion of Californian rabbit breeding in general.

ARTICLE III: AFFILIATION

Section 1. This Organization shall be affiliated with the American Rabbit Breeders Association, Inc.

Section 2. In order to be recognized by this Organization, all local, regional and state Californian Rabbit Specialty Club's Officers and Directors shall be members in good standings with both the American Rabbit Breeders Association and the National Californian Rabbit Specialty Club. Affiliation will require an application to this Organization with the club name and listing of all Officers and Directors due January 1st of each year. The affiliation with the Organization is free to said clubs with a free listing of the club name and secretary's information in the quarterly newsletter.

ARTICLE IV: MEMBERSHIP

Section 1. Any person interested in the breeding and exhibition of the Californian rabbit may become a member of this Organization.

Section 2. Application for membership shall be made in writing to the Secretary/Treasurer and shall be accompanied by at least one year's dues.

Section 3. A new membership shall be acknowledged by the issuance of the Organization Membership Card which shall date from the time of such acknowledgement terminating on the date of said paid dues, and renewal memberships shall be acknowledged by the issuance of the Organization Membership Card and terminating on the date of said renewal dues.

Section 4. Youth membership shall conform with the American Rabbit Breeders Association, Inc. age limits and be entitled to all privileges of an adult membership, the right to vote; but not to hold office. Any Youth member reaching the age of nineteen (19) shall be required to update membership dues to adult fees for any years paid in advance of said age.

ARTICLE V: OFFICERS

Section 1. The officers of this Organization shall be a President, a Vice-President, a Secretary/Treasurer, and six (6) elected Directors, all shall be members of the American Rabbit Breeders Association, Inc. The retiring President shall remain on the Board of Directors acting as an advisor to the Board with no voting privileges. His/Her term of office to run until a change of Presidents. These ten shall constitute the Board of Directors.

Section 2. The officers shall be elected from and by the membership by mail/email ballot. The Office of the Secretary/Treasurer position is a four (4) year position. It shall be opened for applications to be reviewed by the Election Committee. The Election Committee shall make a recommendation regarding the most qualified applicant(s) to the Board of Directors. The Board of Directors shall review the recommended application(s) and may request the Election Committee to review all applications again and/or call for more applications. A vacancy in office midterm may be filled by appointment by the President subject to the majority approval of the Board of Directors. Any member to be eligible for any elected office must be an owner and active breeder of Californian rabbits; and must have been a member of this organization for at least two (2) years prior to nomination deadline date. No more than one Director from the same state shall serve on the Board. No more than two (2) of the following officers shall reside in the same state; President, Vice-President and Secretary/Treasurer.

Section 3. The term of office for all officers shall be two (2) years. The President and three (3) Directors shall be elected on the even years; the Vice-President and three (3) Directors on the odd years.

Section 4. All officers, except the Secretary/Treasurer, shall not hold the same office for more than two consecutive terms each.

Section 5. All officers shall assume office at the time of the National Convention of the American Rabbit Breeders Association, Inc. and Annual Meeting following their election.

Section 6. Vacancies in offices shall be filled by appointment by the President with the approval of the Board of Directors. When any officer fails to perform his duties after due notification and consideration by the Board of Directors, with a majority vote rule; said officer shall be removed from office.

ARTICLE VI: DISCIPLINE

Section 1. The Board of Directors may, by a two-thirds (2/3) majority vote, suspend or expel any member, reject an application for membership or renewal providing charges have been preferred in writing by another member, which, the Board of Directors, after investigation and careful consideration, have determined to be true and correct and that the new or continued membership of such person would be harmful to the organization and its members. Less than a two-thirds (2/3) majority shall constitute acquittal of the charges. Charges must be accompanied by a fee of One Hundred Dollars (\$100.00) which will become Organization property only in the case of acquittal.

Section 2. In the event of preferment of charges, the member against whom the charges have been preferred shall be fully informed in writing by the Secretary/Treasurer and given thirty (30) days to reply before action is taken by the Board of Directors. If a reply is made, it shall be considered by the Board of Directors along with the charges.

Section 3. Any member suspended or expelled shall not be eligible for reinstatement within one year of the date of suspension or expulsion.

ARTICLE VII: MEETINGS

Section 1. The annual membership meeting shall be held during the annual convention of the American Rabbit Breeders Association, Inc.

Section 2. The Board of Directors shall hold a meeting prior to the annual membership meeting.

ARTICLE VII: AMENDMENTS

Section 1. This Constitution may be amended by mail/email ballot by the members of this organization upon approval of a two-thirds (2/3) majority of all votes cast provided that all members are notified in writing of the proposed amendment and furnished a ballot at least thirty (30) days before closing of the polls.

Section 2. This Constitution may be amended by a two-thirds (2/3) majority of all members present providing that all members have been notified at least thirty (30) days prior to the annual meeting of the proposed changes in the Constitution and that there be at least twenty-five (25) members in attendance.

Section 3. Any member may submit to the Constitution and By-Laws Committee a resolution or an amendment to the Constitution or By-Laws providing it is signed by eight (8) or more members in good standing and submitted at least sixty (60) days prior to the annual meeting. So that it may be posted on the agenda of the annual meeting.

Section 4. Any proposed amendments to this Constitution and By-Laws which are submitted by the Constitution and By-Laws Committee shall be submitted to the membership and voted upon either by mail/email ballot or at the Annual Meeting. All such proposed amendments must be submitted on a timely basis so that the notice requirements set forth above can be met.

NATIONAL CALIFORNIA RABBIT SPECIALTY CLUB, INC.

BY-LAWS

ARTICLE I: MEMBERSHIP DUES

Section 1. Membership fees shall be as follows:

Adult (minimum age 19)	1 year	\$15.00	3 years	\$42.00
Husband & Wife	1 year	\$20.00	3 years	\$55.00
Youth (single or 1 st in family)	1 year	\$10.00	3 years	\$28.00
Each Additional Youth (in same family joining at same time)	1 year	\$5.00	3 years	\$15.00 per

*Youth members must include actual birth date.

- a. Membership outside the U.S. postal zones shall be assessed an additional handling fee of Twenty-Five dollars (\$25.00). Newsletter mailing fee of Seventy-Five Dollars (\$75.00) other than Canada and Mexico.

Section 2. The Secretary/Treasurer shall notify all members at least thirty (30) days prior to the expiration date of membership. The methods of notification shall be by printing the name(s) of the soon to expire membership(s) in the official newsletter of the Organization, highlighting the expiration date on the mailing label of said newsletter, inserting renewal notices in the newsletter mailing envelope or by mail/email. All renewals for membership are due by the expiration date, a fifteen (15) day reprieve will be allowed for payment of dues. The membership will be dated as of date due, regardless of date paid if paid within the time frame prescribed. Membership renewal dues not received by expiration date or by reprieve date, members will be considered a new member and membership will be dated as of date paid, forfeiting all sweepstakes points and any privileges earned prior to date. Any member whose dues are not paid at the end of the fifteen (15) day reprieve shall be dropped from the membership.

ARTICLE II: DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the membership. The President shall appoint the Chairman and personnel of all committees subject to the approval of the Board of Directors. He shall see that the officers and Committees perform their duties and shall be an ex-officio member of all committees.

Section 2. The Vice-President shall assume all duties of the President in his absence. He shall assist in the counting of vote ballots or hand votes at the annual meeting and assist the President with Committee performances. The Vice-President shall assume the office of President in the event the President cannot perform said duties.

Section 3. The Secretary/Treasurer shall be custodian of all funds, shall maintain a bank account in the name of the Organization, and shall keep a set of books and records suitable to the Board of Directors. The books of the Secretary/Treasurer shall be audited prior to the Annual Meeting in a manner agreed upon by the Board of Directors; the books to be audited as inexpensively as possible. The audit shall be for the purpose of maintaining an accurate record, and to maintain continuity. The fiscal year shall

run from July 1st through June 30th. In the event of a change of Secretary/Treasurer, the outgoing officer is empowered to act until the Annual Meeting at which time the records shall be turned over to the incoming Secretary/Treasurer. The Secretary/Treasurer shall receive and act upon all membership applications promptly; shall keep an accurate list of members; record and issue show sanctions promptly; furnish the Board of Directors quarterly reports showing the general condition of the club including financial standing; and shall consult with and advise them on all unusual matters. A written report of the books shall be turned over to the incoming Secretary/Treasurer. The Secretary/Treasurer shall keep an accurate record of all meetings and other duties as may be assigned by the President or the Board of Directors. The Secretary/Treasurer shall furnish an approved bond covering the assets of the Organization, the premium of said bond to be paid from Organization funds, with the bond to be delivered to the President within ten (10) days after assumption of office.

Section 4. The Board of Directors shall have power to transact all business of the Organization between meetings, shall authorize expenditures of funds; but no expenditures shall be authorized beyond the assets of the Organization, shall act upon charges brought before them, shall devise ways and means to carry out the objects of the Organization and the wishes of the membership and shall decide all questions of policy as may be deemed necessary for the conduct of the business of the Organization.

ARTICLE III: APPORTIONMENT OF FUNDS

Section 1. The Secretary/Treasurer shall receive twenty-five percent (25%) of all membership fees including membership renewals and show sanction fees as commission for his/her services. He/She will receive no other commission on any other monies received by the Organization. The presiding officer may receive One Hundred Dollars (\$100.00) and the Secretary/Treasurer may receive Two Hundred Dollars (\$200.00) for attending the ARBA Convention Board of Directors meeting and membership meeting. If the location is over 100 miles from their homes One Hundred Dollars (\$100.00) to be paid for transporting materials and Organization Banner to the ARBA Convention. The Secretary/Treasurer attends the Annual Meeting recording minutes, supplying all documents for said meeting at the American Rabbit Breeders Association, Inc. Convention and Show.

Section 2. The Organization income, after deduction of Secretary/Treasurer commission, shall be used as follows with the balance used in the general fund for operating procedures:

Ten percent (10%) of Open Show Sanction fees to be used to finance Open Specials at the National Convention of the American Rabbit Breeders Association, Inc. and at no time is less than Two Hundred Dollars (\$200.00).

Ten percent (10%) of Youth Show Sanction fees to be used to finance Youth Specials at the National Convention of the American Rabbit Breeders Association, Inc. and at no time is less than One Hundred Dollars (\$100.00).

Money to cover the cost of printing and mailing of four (4) issues of the Californian Newsletter.

Section 3. The National Californian News Editor shall receive compensation for compiling and mailing each issue of the news that is published quarterly in a timely manner during the fiscal year. The Board of Directors shall approve the fee for the Newsletter and website, including the editor's fee and advertising rates.

Section 4. The Sweepstake Recorder fee shall be approved by the Board of Directors. Updated standings shall be recorded in each newsletter and monthly on the website. The fee shall be paid quarterly after updates have taken place. The fee shall be paid per report received. Sweepstakes Recorder shall keep an updated record of show sanctions requested and shows reported on the website and in the newsletter. Show reports not received by September 1st after the sweepstakes year ends will not be sanctioned the next year. If already sanctioned, Sweepstakes Recorder shall notify the derelict club and invalidate the sanction.

Section 5. The Youth Scholarship Fund shall be held in a separate savings account and reported annually by the Secretary/Treasurer. Award amount and number of awards shall be determined by the Youth Scholarship Committee with approval of the Board of Directors. A scholarship may not be awarded yearly subject to Board of Directors approval.

ARTICLE IV: COMMITTEES

Section 1. The Budget Committee shall consist of a Chairman and two (2) members. They shall be responsible for proposing a Budget for this Organization for the next fiscal year to be approved by the Board of Directors and then by the general membership at the Annual Membership meeting. The Secretary/Treasurer shall furnish this committee with a copy of the previous year's budget; a copy of actual figures for the current fiscal year. The Secretary/Treasurer shall also inform the committee of any upcoming expenditures or income that was not on the previous year's budget. (Such as Guide Book printing, Booth size needs for next Convention, Special Donation etc.).

Section 2. The Standard Committee shall consist of a Chairman and four (4) members, at least three (3) of who shall be licensed ARBA judges. They shall be responsible for maintaining continuous study of the standards, receive and transmit any proposed revisions or additions to the membership to be voted upon by mail ballot or at the Annual Meeting, and if approved shall transmit them to the ARBA Standard Committee with recommendation for adoptions.

Section 3. The Election/Ballot Committee shall consist of a Chairman and at least two (2) members none of whom shall reside in the state as either the President or the Secretary/Treasurer. The committee's duty shall be to receive ballots, tabulate results, review applications for the Secretary/Treasurer position to recommend the most qualified applicant and notify the President and Secretary/Treasurer of the final results of said ballots within a timely manner after the closing date of said ballots.

Section 4. The Ways & Means Committee shall consist of a Chairman and at least four (4) members. The Chairman may ask the President for additional members when deemed necessary. This committee shall be responsible for raising money for this Organization to help in assisting in the everyday operating cost, by holding a table for donations at the ARBA Convention, and any other projects for the good of the Organization and may assist in solicitation for advertising of the club's newsletter, web-site and Guidebook prior to new edition printing. They shall solicit special donations for the ARBA National Convention and the Annual All Cal National Spring Show reporting all donations and donors to the Secretary/Treasurer.

Section 5. The National Californian Newsletter Committee shall consist of a Chairman who shall be Editor of the publication and two (2) members. They shall be responsible for editing and publishing four

(4) issues of the National Californian Newsletter per year, the first issue to be published as soon as possible following the ARBA Convention.

Section 6. The Audit Committee shall consist of a Chairman and one (1) member both who shall reside within the state of the Secretary/Treasurer or close enough to keep cost down for the annual audit of the Organization books. A Certified Public Accountant (CPA) outside of the membership whom for a nominal fee shall also be considered for the audit. These committee members should have knowledge of accounting methods to help with the official audit of the Organization books and help guide the Secretary/Treasurer with acceptable accounting methods. Annual audit of the Organization books shall be done after the close of the fiscal year and prior to the annual membership meeting. The Auditing Chairman or CPA shall submit a written report to the Board of Directors with their findings of the audit and any recommendations deemed necessary.

Section 7. The Man/Woman of the Year Committee shall consist of a Chairman and three (3) members all who are past recipients of this award. This committee shall follow the guidelines set forth in the NCRSC Guidebook for both the Open “Man/Woman of the Year” and the Bob & Mary Keller “Youth Breeder of the Year”. The committee shall review all nomination letters and submit their selection to the Board of Directors for final approval and vote prior to the annual membership meeting where recipients will be announced.

Section 8. All Standing Committees shall be appointed by the President with the approval of the Board of Directors. All committee appointments shall be in place by the printing of the post ARBA Convention issue of the club newsletter. In addition to the Standing Committees listing in these By-Laws the President shall have the power to appoint special committees such as but not restricted to, Membership, Auction, etc., as may seem advisable. Any special committee appointed by the President shall be discharged at the completion of the function for which it was appointed.

Section 9. All active Committee Chairpersons are to submit a quarterly report to the NCRSC Board and the Newsletter Editor for printing in the newsletter.

Section 10. If for any reason a Committee Chairman or member fails to function for their described committee appointment the President shall have the right to appoint a new chairman or member for said committee, with Board approval.

ARTICLE V: VOTING PROCEDURE

Section 1. Any member in good standing and meeting all requirements prescribed by the National Californian Rabbit Specialty Club, wishing to become a candidate for any office of the National Californian Rabbit Specialty Club, may do so by completing the following:

Shall acquire a nominating petition from the Secretary/Treasurer. This may be done by contacting the Secretary/Treasurer office, receiving a petition from the Secretary/Treasurer at the ARBA National Convention or National All Cal Spring Show.

The Nominating petition shall show the member’s name and office he/she wishes to be candidate for prior to securing any signatures.

The candidate must secure the signatures of eight (8) or more members of the NCRSC in good standing on the petition. The Secretary/Treasurer position requires documentation showing experience for position.

The petition must be returned to the Secretary/Treasurer either in person or via mail/email with a postmark/sent date no later than June 1st. A short letter shall be required at this time stating history of said member and reason why they wish to run for this office.

Section 2. The Secretary/Treasurer position candidate’s documentation shall be reviewed by the Election Committee for the best applicant and make recommendation to the NCRSC Board of Directors. The NCRSC Board of Directors shall appoint the best applicant or request more applications be called for.

Section 3. The Secretary/Treasurer shall compile all the candidate names for said offices of their petition on the “Official Ballot” of the National Californian Rabbit Specialty Club. hereafter known as ballot. This ballot shall be sent to all members in good standing no later than July 15th, accompanied by a self-addressed envelope for each voting household whereas all ballots for said household shall be enclosed; with the Chairman of the Election/Ballot Committee’s name and address thereon. The voting member(s) shall mark the ballot, seal it in the envelope and mail directly to the Election/Ballot Chairman no later than August 25th postmark to be an acceptable ballot. The Election/Ballot Committee shall count all Ballots that are received with the acceptable postmark date and send a signed statement of the results to the President and Secretary/Treasurer no later than September 20th. If for some reason the committee is not able to meet in the above time frame the Chairman should notify the President and inform him/her the reason why and asking for an extension date for the count. The Ballots shall be retained by the Election/Ballot Committee Chairman until after the Annual Meeting where the membership shall vote to retain ballots for one (1) year or have them destroyed.

Section 4. No person whose name will appear on the Election Ballot may be on the Election/Ballot Committee, resignation acceptable.

Section 5. In the event only one (1) candidate runs for a position offered, the election shall be by acclamation and the candidate declared elected. No ballot will be sent if the declared candidates are without opposition.

ARTICLE VI: FISCAL YEAR

Section 1. The fiscal year shall be from July 1st to June 30th.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1. The rules of parliamentary procedure comprised in **Roberts Rules of Order** shall govern the proceedings of the Organization.

ARTICLE VIII: ORDER OF BUSINESS

The order of business shall be:

1. **Call to Order**
2. **Roll Call of Officers**
3. **Report of Officers**
4. **Reading of Minutes**
5. **Reports of Committees**
6. **Unfinished Business**
7. **New Business**
8. **Good of Order**

9. Adjournment

ARTICLE IX: AMENDMENTS

Section 1. These By-Laws may be amended by a majority of the votes cast by mail/email ballot providing that all members have been notified of the proposed amendments and furnished a ballot at least thirty (30) days prior to the closing of the polls.

Section 2. These By-Laws may be amended at the Annual Meeting by a two-thirds (2/3) majority of all members present providing that all members have been notified at least thirty (30) days prior to the Annual Meeting of the proposed By-Laws changes and there be at least twenty-five (25) members in attendance.

Prepared by Carrol G Hooks, Secretary/Treasurer

Approved by the Membership and Board of Directors February, 2021