

Constitution and By-Laws of the
California State Rabbit and Cavy Breeders Association, Inc.

CONSTITUTION

The object of the California State Rabbit and Cavy Breeders Association are to unify, foster, promote, improve, further and enhance, through its membership, high standards of perfection, efficiency and cooperation between all phases of the rabbit and cavy industry in California; to do all such lawful acts and things necessary to further the best interests of the rabbit and cavy industry in the State of California, to unify and coordinate policies of mutual import between rabbit and cavy clubs chartered by and members of the American Rabbit Breeders Association , Inc.

ARTICLE I
NAME

Section 1. This Association shall be known and designated by the name set forth in the Articles of Incorporation, to wit: The California State Rabbit and Cavy Breeders Association, Inc.

ARTICLE II
OBJECT

Section 1. To promote, encourage and develop the rabbit and cavy industry in accordance with the purposes and aims outlined in The Articles of Incorporation, to the mutual benefit of all concerned.

Section 2. To promote and assist in the organization of local associations and specialty breeders clubs for the purpose herein set out, and to include such associations and clubs as affiliated members.

Section 3. To hold an annual convention for and meetings for its members and Board of Directors, inside the State of California.

ARTICLE III
MEMBERSHIP

Section 1. Any person residing in California may be a member of this Association upon the payment of dues as provided in the By-Laws, and by agreeing to comply with all rules, regulations and mandates of the Association.

Section 2. The Board of Directors may elect as an Honorary Member any person distinguished for his political, scientific, industrial or administrative capacity. Honorary Members shall be exempt from all dues, fees or subscriptions, but shall have no right to vote at any meeting of the Association, unless also a regular paid member of the Association in good standing.

Section 3. All members shall be entitled to all information available to the industry, which *is* in the possession of the Association.

Section 4. The Board of Directors reserves the right to accept or reject, for cause, any application for membership or renewal.

ARTICLE IV AUTHORITY

Section 1. This Association shall have the authority to make such laws, establish such rules, and adopt such regulations as may be necessary for the government of its members.

Section 2. For all members upholding the ethics peculiar to the industry, provided that its members shall not be required to commit any act which would make them amenable to the laws of the United States or any political subdivision thereof.

Section 3. Roberts Rules of Order shall be considered as the final authority for this Association on all questions not specifically covered by the Constitution and By-Laws.

ARTICLE V MEETINGS

Section 1. This Association shall hold annual meetings or special meetings at such time and place as may be designated by the By-Laws.

ARTICLE VI OFFICERS

Section 1. The elective officers of this Association shall be a President, Vice President, and a Board of Directors consisting of five (5) members - one from each of the five (5) districts. The President, Vice President, Secretary and Treasurer shall serve as members of the Board of Directors. The President and Vice President shall be elected

on consecutive years for a three (3) year term by and from the membership. The District Directors shall be elected for a two (2) year term by and from the membership in his/her district. In the election of the District Directors, 1, 3 and 5 shall be elected on odd numbered years and District Directors 2 and 4 shall be elected on even numbered years. Each year the same number shall be elected as those whose terms shall expire. Any elected officer can only serve three consecutive terms in the same office.

When an officer is appointed by the President to fill a vacancy, if the officer serves for more than half the term in office, this shall qualify as a full term in office. The retiring state President shall become an ex-officio member of the Board for advisory purposes only.

Section 2. The newly elected officers of the Association shall enter upon the discharge of their duties at the first Board meeting following their election, and shall serve for the period for which they were elected, or until their successors are elected and qualified. Their installation shall take place at the first session of the annual general business meeting of the Association following their election.

Section 3. The Secretary and Treasurer shall be appointed by a two-thirds (2/3) majority vote of the Board of Directors, to serve a minimum term of three (3) years. The Secretary and Treasurer may be reappointed. The Board of Directors may remove the Secretary and Treasurer from office, for cause, during any term of office.

Section 4. Any adult member of this Association being a member for a minimum of one (1) year and in good standing, wishing to become a candidate for any district office of this Association shall write to the Secretary for a nominating petition which the Secretary shall supply. Any adult member of this Association wishing being a member for a minimum of five (5) years and in good standing, wishing to become a candidate for the office of President or Vice President shall write to the Secretary for a nominating petition which the Secretary shall supply. The nominating petition shall be completed by a member and show the member's name and the office for which the member desires to be a candidate, be signed by him or her, and shall, in addition be signed by ten (10) members of this association in good standing.

If the office for which the member is a candidate is that of director, the members signing the nominating petition must reside in the same district as the candidate and the district from which and for which such director is to be elected. All petitions shall be filed, after completion, with the secretary of the Association prior to December 15. The secretary shall place the name of the member appearing on the petition, and the office for which he or she is a candidate, on the election ballot.

Candidates for director shall be listed by districts. Association members are permitted to vote only for candidates within their own district. Election ballots shall be mailed by February 20 of each year to each adult member of the association in good standing on that date. Each ballot shall have complete instructions for the guidance of the voter. No ballot shall be counted that has been changed, tampered with or improperly

voted. The ballots must be postmarked on or before March 15 to be counted.

- (a) Should any candidate for an elected office be unopposed, there shall be no election ballot issued for that particular position and the unopposed candidate shall be declared elected to said office by acclamation.

Section 5. Any candidate defeated for any office of the association requesting a recount of ballots, shall make application for such recount to the Secretary within thirty (30) days following the election. The Secretary shall require a deposit of sufficient funds to defray the cost of a recount that shall be approved by the Board of Directors. A recount shall then be made by a committee of three; the contested shall pick one member, the Board of Directors a second member, and a third member shall be chosen by the other two members of this committee; all three members of the committee shall be members of the Association in good standing. The committee shall assemble and personally count all ballots cast for the office in dispute, and the report of the committee on the recount, certified to the Board of Directors shall be final. In the event that the contesting candidate is declared elected by the committee his or her deposit of funds shall be returned.

Section 6. Whenever a vacancy in office occurs, for any cause whatever, said vacancy shall be filled by appointment of the President, approved by the Board of Directors.

Section 7. No member of the election committee can be a candidate for office.

Section 8. The division of districts shall be designated in the By-Laws.

ARTICLE VII DUTIES OF BOARD OF DIRECTORS

Section 1. The President shall preside at all meetings of this Association, and act as chairperson of the Board of Directors, with full power and prerogatives, appoint all committees, call special meetings of the Association, or of the Board of Directors, in accordance with the By-Laws, and perform other duties as usually pertain to the office. He shall be ex-officio member of all committees.

Section 2. The duties of the Vice President shall be the same as those of the President in the absence of the President.

Section 3. The Secretary shall devote sufficient time and attention to the duties of his/her office, and to such other duties as the President and Board of Directors shall direct, as shall be required to carry out such duties. The Secretary shall be bonded in favor of the Association for a sum to be set by the Board of Directors, said sum to be not less than \$10,000. Failure to furnish proof or satisfactory bond within thirty

days following appointment shall automatically disqualify the Secretary from office. He/she shall collect and keep account of all moneys due the Association, which moneys shall be in United States funds, pay such accounts as are named herein, and make reports to the Board of Directors.

Section 4. The Secretary shall keep a complete up-to-date membership list, including current addresses. Shall make a quarterly report to the Board of Directors.

Section 5. The Treasurer shall be bonded in favor of the Association for a sum to be set by the Board of Directors, said sum to be not less than \$50,000. Failure to furnish proof of satisfactory bond within thirty days following appointment shall automatically disqualify the Treasurer from office. The cost of the Treasurer's bond is to be paid by the Association. Newly appointed Treasurer shall not assume their duties until proof of bond has been met.

Section 6: The Treasurer shall accept and keep a record of all moneys turned over to him/her by the Secretary at the end of each month, and of other income derived from any source. He/she shall pay outstanding accounts and also pay itemized bills presented to him/her by the Chairperson of a Committee when such bills are within an authorized budget.

Section 7: The Treasurer shall be custodian of the Royalty/Youth Contest Fund and shall not allow the use of this fund for any other purpose.

Section 8. The Board of Directors shall have charge of the various business transactions, and authorize the expenditure of moneys by and for the Association and pass on any and all special legislative matters found desirable. It shall have the power to make contracts in the name of the Association as necessary in the promotion of the work by any or all departments, or as may hereafter be provided, require that the records of the Secretary and Treasurer be reviewed at the end of each fiscal year and upon their retirement from the office, such review to be performed by a competent Certified Public Accountant who shall be selected by the Board of Directors. The expense of such audit is to be paid from the general funds of the Association.

The Board of Directors shall have full authority to revise or adjust the membership dues.

Section 9. A minimum of five (5) members of the Board of Directors shall constitute a quorum. The Board of Directors may, between annual Convention Board meetings, conduct routine or special business, hold hearings and reach decisions by mail or email vote, with a majority vote required for passage.

Section 10. A minimum of two (2) signatures must be signed on all checks but not from the same household. The Board of Directors must approve any check for over the amount of \$500.00.

ARTICLE VIII STIPEND OF OFFICERS

Section 1. The Secretary shall receive an annual stipend of Six Hundred Dollars (\$600.00). An additional allowance for secretarial and office expense shall be given each year, in an amount to be determined annually by the Board of Directors; such expenditure shall be presented to the Board of Directors at its annual meeting.

Section 2. The Treasurer shall receive an annual stipend of Two Hundred Dollars (\$200.00). An additional expenditure for treasury and office expense shall be presented each year, in an amount to be determined annually by the Board of Directors; such allowance shall be given to the Board of Directors at its annual meeting.

Section 3. Each Officer and Director attending an annual meeting, special meeting or meeting of the Board of Directors shall be compensated. Such compensation shall be determined and approved by the Board of Directors.

ARTICLE IX ALTERATIONS-AMENDMENTS-RESOLUTIONS

Section 1. Any alteration of, or amendment to, the Constitution and By-Laws to be offered at any annual or special meeting of this Association shall be made by Resolution, in writing, signed by twenty-five (25) or more members of this Association in good standing, and are received by the Resolutions Committee by no later than October 10 of the year, if it is to be presented at the annual meeting. All resolutions are to be confined to one subject. All resolutions shall be published in the newsletter at least forty-five (45) days in advance of the annual or special meeting at which they are to be considered, in order that members may have the opportunity to form an intelligent opinion on their merits.

The Constitution or By-Laws may then be amended by an affirmative two-thirds vote of members' casting votes at a regular or special meeting for a Resolution.

Section 2. Any proposed change in, or amendment to, the Constitution and By-Laws, set forth in the guidelines of section 1, may be submitted to the members of the Association at any time by mail ballot, to be voted upon, and the ballots counted, in the same manner as is provided for balloting for the election of officers. An affirmative two-thirds majority of the ballots cast shall be required for passage of any proposed change or alteration.

Section 3. A Resolution adopted at an annual or special meeting of the Association shall take effect sixty (60) days following such annual or special meeting. Any change or alteration voted by mail ballot shall take effect sixty (60) days after the date of certification by the Election Committee.

Constitution and By-Laws of the
California State Rabbit and Cavy Breeders Association, Inc.

BY-LAWS

ARTICLE I
MEETINGS

Section 1. Each annual meeting of this Association shall be held in a city to be designated by the Board of Directors. Notice of the time and place for holding such meeting shall be advertised in the Newsletter at least thirty (30) days prior to the first day of such meeting.

The President shall call a special meeting of the Association when so requested, in writing, by at least twenty-five (25) members of the Association in good standing. At any special meeting there shall be considered only the special business for which the special meeting was called.

Section 2. At any meeting of the Association, twenty (20) voting members of the Association in good standing shall constitute a quorum. No persons shall act as proxy for a member. If no quorum shall be present, the presiding officer shall adjourn the meeting to a day and hour of his designation.

Section 3: In the event of the absence of the Secretary, the presiding officer shall appoint an acting secretary for the meeting.

Section 4. At all annual meetings of the Association, the order of business, unless otherwise determined by a majority vote of members in good standing of the Association present, shall be:

GENERAL BUSINESS MEETING

- 1st - Reading and approval of minutes of previous meeting
- 2nd - Reports of Officers
- 3rd - Reports of Committees
- 4th - Installation of Officers
- 5th - Consideration of and voting on resolutions
- 6th - General Business
- 7th - Unfinished Business
- 8th - New Business

ARTICLE II
MEMBERSHIPS AND MEMBERSHIP PRIVILEGES

Section 1: Individual adult membership shall pay a fee of ten dollars (\$10) per year, or three year (3) years for twenty five dollars (\$25). Youth membership through the age of eighteen (18) shall pay the fee of eight dollars (\$8) per year, or three (3) years for twenty dollars (\$20).

- a) Any two memberships at the same household shall pay a fifteen dollars (\$15) per year, or three (3) years for forty dollars (\$40).
- b) Three (3) or more members at the same household shall pay twenty dollars (\$20) per year of three years for fifty dollars (\$50).
- c) Failure to renew individual, youth or any combination membership, be it annual or three year memberships within sixty (60) days following the expiration date shall result in automatic termination of membership.

Section 2: All members of this association who have twenty-five (25) consecutive, uninterrupted years in good standing shall be granted a life membership in this association.

- a) Any member who has after 10 consecutive, uninterrupted years in good standing may become a life member of this Association by payment of one hundred fifty dollars (\$150) which shall be received in lieu of all annual dues.
- b) Any member in good standing who has reached the age of thirty-five (35) may pay a one-time fee of two hundred dollars (\$200) in lieu of all annual dues and assessments and become a life member of this association.

Section 3: Any member in good standing except youth members shall have the right to vote in all elections

Section 4: Any ARBA chartered all-breed club, specialty club or association within the state of California may become affiliated with this Association upon payment of ten dollars (\$10) per year.

ARTICLE ID
COMMITTEES

Section 1. The President, with the approval of the Board of Directors, shall appoint the standing Committee Chairmen and committee members as authorized herein. The term of each Committee and Chairman and committee member shall be one year from appointment, the President shall have authority to make such replacements as are considered to be in the best interest of the Association.

Section 2: Each committee shall be authorized to make such expenditures from Association funds for its operation as are authorized in its annual budget and as approved by the Board of Directors.

Section 3: Standing Committees are: Youth Activities, Royalty Committee, Way and Means, California Rabbit and Cavy News, Show Circuit, State Convention Committee, Life Membership Committee, Election Committee, Budget Committee, Advertising and Publicity Committee and the Constitutional Committee.

ARTICLE IV INTERPRETATION-DISCIPLINE-STANDARD

Section 1. The interpretation by the Board of Directors of this Association of the Constitution, By-Laws, Rules, Regulations, Notices, Resolutions, Properties, and of Association Documents and Orders shall be binding upon all members of this Association.

Section 2: All notices required to be sent to any member of this Association shall be sent by regular mail, prepaid to the member's address as it appears on the records of the Association, and such mailing shall be presumptive evidence of the service thereof. Any change of address must be sent promptly to the office of the Secretary of the Association.

Section 3: The Board of Directors may impose penalties upon any member of the Association for conduct, which, in its judgment, warrants such action. Such penalties include but are not limited to expulsions, suspensions, and fines.

Section 4 . If a complaint of misconduct in office is brought against any officer or director of this Association, the Board of Directors shall be polled as soon thereafter as possible, and

- a) If the Board of Directors determines that there is a reasonable basis for such complaint and that the Association could be adversely affected by the retention in office of said officer or director, the board may in its own discretion suspend such person pending a final determination as set forth herein.
- b) The President, or if the President be charged, the Board of Directors, shall appoint a special committee to investigate the complaint and within a reasonable time report its findings.
- c) The Board of Directors shall receive the findings of the special committee and shall determine whether a special meeting of the Board shall be convened for a hearing on the complaint and consideration of the committee report or to defer action on the complaint until the next regularly scheduled meeting of the Board of Directors.
- d) The complainant and the accused shall be notified of the date of any meeting of the Board of Directors and shall be afforded the opportunity to present evidence relating to the charge.
- e) The determination of the Board of Directors shall be a final resolution of the matter, subject to the appeal process set forth in Section 8 hereof.
- f) All complaints to be considered pursuant to this section shall be in writing and shall be accompanied by a non-refundable fee of one hundred dollars (\$100) to

defray the costs attendant on the implementation of the procedures.

Section 5. If a complaint alleging matters affecting the Association is made against another member or an affiliated organization, the provisions of Section 6 of this Article V shall be followed, except that the Board of Directors shall have sole and absolute discretion whether to consider the complaint and implement the procedures set forth above. In the event the board elects not to consider the complaint it shall return fifty dollars (\$50) of the deposit.

Section 6. An appeal may be taken from any ruling of the Board of Directors to the next annual business meeting of the members of the Association.

Section 7. Any complaint submitted pursuant to Sections 5 of this Article may not be for instances or events occurring more than one hundred eighty (180) calendar days prior to the date of receipt by the President and/or Secretary or by the Board of Directors should both be involved of the complaint.

