

AMERICAN DUTCH RABBIT CLUB CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I - NAME: The name of this club shall be the AMERICAN DUTCH RABBIT CLUB, INCORPORATED.

ARTICLE II - OBJECT: The object of this club shall be to promote, encourage, and improve the breeding of Dutch rabbits by maintaining an organization to study standards, encourage exhibitions, and offer service to its members.

ARTICLE III - AFFILIATION: This club shall be affiliated with the American Rabbit Breeders Association, Inc.

ARTICLE IV - MEMBERSHIP:

Section 1: Any person of good character and reputation and in accord with the object may become a member of the club upon presentation of a signed application together with membership fee for at least one year to the Secretary-Treasurer. Term of membership to be one year from date on membership application, providing a application is received within five (5) days of this date. Each membership shall be provided with a copy of the latest A.D.R.C. Guidebook, if available, and a one (1) year subscription to the Dutch Reporter.

Section 2: Any member having paid thirty-five (35) consecutive years adult membership regardless of age, or that has twenty-five (25) consecutive years membership in the A.D.R.C. upon reaching the age of sixty-five (65), shall be awarded a Life Membership.

ARTICLE V - OFFICERS:

Section 1: The elected officers of this association shall consist of a President, Vice President, and nine (9) directors, who shall be elected for a three (3) year term, by and from the membership. The Secretary-Treasurer shall be appointed by the President, approved by two-thirds (2/3) majority of the Board of Directors, excluding the Secretary- Treasurer. The appointment of the Secretary-Treasurer shall be for three (3) years. Any member, to be eligible for office, must be an owner and breeder of Dutch rabbits.

Section 2: The Secretary-Treasurer may be reappointed by the Board of Directors, who may also remove him/her from office, for cause, by a two-thirds (2/3) majority, during any term of office. The Secretary-Treasurer will be an active voting member of the board of directors, except in the appointment or removal from office of Secretary-Treasurer. The Board of Directors, therefore, consists of the President, Vice-President, Secretary Treasurer, and nine (9) directors. The term of any office shall begin on January 1st of the year following each election.

Section 3: The President and one (1) director representing each district will be elected for a three (3) year tenure. The Vice-President and one (1) director from each district will be elected the following year for a three (3) year tenure. Finally, the Secretary-Treasurer will be appointed and the final three (3) directors, each from a different district will be elected the third year to serve a three (3) year tenure. Directors may be from the same state and district as other officers: President, Vice-President, and Secretary-Treasurer. The directors representing each district will be elected by a vote of only those members living in that district.

Section 4: Vacancies in office shall-be filled by appointment by the President, subject to approval by a two-thirds (2/3) majority vote of the Board of Directors. If filling the office of director, a person from the same district the vacancy is in, shall be appointed.

Section 5 - DISTRICTS: Directors shall be elected from three (3) districts divided as follows:

- 1- Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia.
- 2- Alabama, Arkansas, Illinois, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Tennessee, Wisconsin.
- 3- Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming.

* NOTE: No foreign member will be eligible to hold office.

ARTICLE VI - ELECTION PROCEDURES:

Section 1: Any member wishing to run for an elected ADRC office or Board position shall submit a resume to the Secretary-Treasurer, prior to May 1st, in the year the office or Board Position shall be voted upon, stating the position for which they wish to become a candidate. The resume shall be printed in the April-May-June Issue of the Dutch Reporter. All candidates must be current ADRC and AREA members, and be actively breeding Dutch Rabbits. Any member to be eligible for office must have been in continuous good standing at least two (2) years prior to May 1st of the year in which the election is being held, and all candidates shall remain in good standing with membership fee paid in advance at least through the date of assuming office, January 1st.

Section 2: Final numbered election ballots, shall be mailed out by August 1st to eligible voting members. Ballots shall then be marked and placed in a pre-addressed envelope and returned to the ADRC Election Committee Chairman by September 15th, at which time the polls shall be closed. The Chairman of the Election Committee will assemble the Election Committee; open and count the ballots, and certify the results to the Secretary Treasurer, President, and Dutch Reporter Editor, within 22 days. The Election Chairman shall then package the final Ballots and send them to the Secretary-Treasurer of the ADRC, and they shall be retained for a period of one (1) year, at which time they may be destroyed. These ballots, while in the hands of the Secretary-Treasurer, shall be accessible to any member in good standing, provided proper arrangements are made with the Secretary-Treasurer.

Section 2a: No one (1) person can run for more than one (1) office during any election.

Section 3: The Sec-Treas shall then inform the candidates and the board of Directors of the results within three weeks, and shall declare the candidate/s having the highest number of votes elected. The officer/s elect shall assume offices on the following January 1st and serve their elected terms or until their successors have been elected or duly appointed. In the case of a tie for any office, a majority vote of the remaining Board of Directors shall break the tie.

Section 4: If any candidate is running unopposed for office, they shall be declared elected. No ballot will be issued for an unopposed office. Any office where no candidate has submitted a resume, shall be filled by appointment by the President with a 2/3 majority approval of the Board of Directors.

ARTICLE VII- DISCIPLINE:

Section 1: The Board of Directors may, by a two-thirds (2/3) majority, suspend or expel any member or reject an application for membership or renewal, providing charges have been preferred by another member. Less than a two-thirds (2/3) majority shall constitute acquittal of the charges.

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

Section 3: Any person expelled, suspended, or otherwise rejected shall not be eligible for reinstatement for a period of at least one (1) year, and then only upon authority of the Board of Directors.

Section 4: An officer whose membership has expired shall be notified by the Secretary Treasurer by registered mail, with signature receipt requested, and if the renewal has not been made in thirty (30) days from the date of expiration, said office shall be declared vacant and it shall be the duty of the President to fill by appointment the unexpired term of office.

Section 5: An officer who shows lack of interest in his official duties, who fails to answer correspondence of Club matters from his fellow officers, shall be asked by the President to resign said office. In case of failure to do so, the Board of Directors by two thirds (2/3) majority vote shall declare the office vacant. It shall then be the duty of the President to appoint an officer to fill the unexpired term of office.

Section 6: An officer who shall willingly or otherwise give up the breeding of Dutch rabbits during his term of office shall automatically resign his office and it shall be the duty of the President to fill the vacancy of the unexpired term of office by appointment. **Section 7:** No member or candidate for membership may infringe upon the name of the American Dutch Rabbit Club, Inc., or that of any other member of his rabbitry. This also applies to State Dutch Rabbit Clubs.

ARTICLE VIII MEETINGS:

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

Section 2: A regular membership meeting shall be held during the National Dutch Rabbit Show; however, this meeting shall in no way replace the annual meeting unless the two (2) are concurrent.

Section 3: The President, or in the absence of the President, any elected officer present may call a meeting of the Board of Directors at any time during the annual Convention of the American Rabbits Breeders Association, Inc. or the National Dutch Rabbit Show. The presence of five (5) officers at such a meeting shall constitute a quorum.

ARTICLE IX - AMENDMENTS: Any alteration of, or amendment to the Constitution and By-Laws shall be made by way of a resolution. This resolution must be submitted to the Secretary of the ADRC in writing, no later than thirty (30) days prior to the opening day of the National Dutch Show or the ARBA Convention. The secretary shall send copies of the resolution to each officer of the ADRC for their review. Said resolution shall be reviewed and discussed at the next Board of Directors meeting, with the board, by 2/3 majority, either supporting or rejecting the resolution. The resolution and the Board's recommendations would then be read by the ADRC Secretary at the next general membership meeting, with ample opportunity for discussions. The resolution and the Board's recommendation would then be printed in the next issue of the Dutch Reporter. Voting on the proposed amendment would be held with the annual ballots, to be mailed out August 1 st. The Constitution may be amended by a 2/3 majority of all eligible votes cast. All amendments shall take effect the January 1 st after the election.

BY-LAWS

ARTICLE I - DUES

Dues - The membership Dues shall be:

Adult \$10.00

Youth \$8.00

Husband/Wife \$14.00

Family Membership \$20.00

Youth must be 18 years of age or under at the time of application. A family membership shall consist of no more than two adults and their children (18 years of age or younger) who are in the household, at the same address.

Only one Dutch Reporter and Guidebook shall be mailed to a Husband/wife membership or a family membership.

Lifetime memberships for Adult and Husband/Wife members can be purchased for twenty (20) times the current membership fees, payable in advance, by those members 35 years of age or older. All deductions from paid life memberships are excluded.

One dollar of each membership shall be placed into a separate account called the "Guidebook/Contingency Fund", and the provisions of Article III - Sections 1 and 2 of the Bylaws shall not be applied to these monies.

Membership dues are good for a one year period, beginning from when the membership is processed. After membership has expired, the member may renew within a period of sixty (60) days; otherwise upon sending in membership fees, the member will be given a new membership number unless they request that their membership be back dated more than 60 days to the original expiration date, in order that they may keep continuous membership and the original membership number. Any member having been delinquent sixty (60) days or more shall be deprived of all sweepstakes points accumulated prior to the expiration date. All youth members retain all of the privileges as adults except for voting.

ARTICLE II - DUTIES OF OFFICERS:

Section 1: The President shall preside at all meetings of the membership or Board of Directors, appoint all committees, fill all vacancies in office by appointment, and perform such duties as pertain to the office.

Section 2: The Vice-President shall perform all duties of the President in his absence or disability. In event of vacation of the office of President, the Vice-President shall automatically succeed him in office.

Section 3: The Secretary-Treasurer shall be custodian of all general funds; shall maintain a bank account in the name of the club; shall maintain a set of books and records suitable to the Board of Directors; receive and act on all membership applications received, subject to the approval of the Board of Directors; maintain Sweepstakes Show records; consult and advise the Board of Directors on all unusual matters; furnish them with quarterly reports showing the general condition of the club; furnish the Board of Directors with semi-annual audited reports, all these reports to be published in the club's publication; keep an accurate record of all meetings; and perform such other duties as may be assigned by the President of the Board of Directors. The Secretary-Treasurer shall furnish an approved bond covering the assets of the club. The premium for said bond is to be paid for out of club funds, with the bond to be delivered to the President within ten (10) days after assumption of office.

Section 4: It shall be the duty of the Secretary to edit or cause to be edited, the Dutch Reporter. If, for any reason the Secretary is unable to perform this duty, it shall be the duty of the President to appoint a Dutch Reporter Editor subject to 2/3 majority approval of the Board of Directors. The Secretary shall cooperate with the editor by providing such news from the office as would be of interest to the membership.

Section 5: The Board of Directors shall have the power to transact all business of the Club between meetings; act upon charges brought before them; formulate rules; award the location of the National Dutch Rabbit Show; and decide upon all questions of policy brought before them.

ARTICLE III - APPORTIONMENT OF FUNDS

Section 1: The Secretary-Treasurer shall receive twenty-five (25%) of all membership dues including:

The renewals, and 25% of sweepstakes fees as full compensation for his/ her services.

Section 1a: The sweepstakes chairperson shall receive one dollar (\$1.00) per open show sanction paid from the open show sanction fee as remuneration to compensate for time and effort spent by said chairperson in calculating, tabulating, and recording all show results. The sweepstakes chairperson shall provide the Dutch Reporter editor with a typed copy of each show report listed chronologically and sweepstakes standing for both open and youth divisions listed numerically; top twenty (20) open and youth divisions as well as the top five (5) from each district.

Section 2: The dues shall be further divided with twelve and one-half percent (12.5%) to be allotted to the ADRC Publicity Department. Any portion of these monies may be transferred to the Publicity Department or to any ADRC purpose, upon approval of the Board of Directors. The remaining sixty two and one-half percent (62.5%) shall go to the General Fund.

Section 2a: An annual allotment of five hundred dollars (\$500) from the general fund shall be awarded to the sponsors of the National Dutch Show, with further stipulation that the ADRC receive recognition for this allotment. Said money is to be sent by the Secretary- Treasurer to the sponsors on or as near to the 1st of January, preceding the NDS for that year. Show sponsors must have all NDS judges secured before any allocation is made. The ADRC requires three (3) open judges, chosen by and preferably from the membership, at each NDS. The ADRC Board has the authority to change the required number of judges as deemed necessary by the number of entries. The open judges shall be the top selections from the ballot if possible.

Section 2b: An annual allotment of one hundred fifty dollars (\$150.00) shall be paid out of the General Fund towards the American Rabbit Breeders Association, Inc. Convention, with further stipulation that the entire amount be used for open Dutch specials.

Section 2c: An annual allotment of \$150 shall be paid out of the General fund towards the ARBA Convention, with further stipulation that the entire amount be used for youth Dutch Specials.

Section 2d: All of the above allotted specials to be advertised as being donated by the American Dutch Rabbit Club Inc.

Section 3: The President shall receive the sum of fifty dollars (\$50.00) for attendance at each annual, regular, or special meeting, provided that meeting is not held in the town in which he/she resides, in which case there shall be no payment. In no case shall the payment be in excess of the sum of one hundred dollars (\$100.00) per calendar year. The Secretary- Treasurer shall receive the sum of twenty cents (\$.20) per mile round trip, or round trip coach air fare, whichever is less expensive, for travel expenses to the National Dutch Rabbit Shows and the American Rabbit Breeders Association, Inc. Conventions. Should the National Dutch Rabbit Show or the American Rabbit Breeders Association, Inc. Convention take place within 125 miles radius of the Secretary- Treasurer's home, only the sum of fifty dollars (\$50.00) will be paid. In the case that the National Dutch Rabbit Show or the American Rabbit Breeders Association, Inc. Convention should be held in the town in which the Secretary-Treasurer resides, he/she shall receive no payment for expenses.

Section 3a: The Publicity Chairman shall be paid one hundred dollars (\$100.00) for each National Dutch Rabbit Show and American Rabbit Breeders Association, Inc. Convention which he/she transports American Dutch Rabbit Club, Inc. publicity items for sale at the Club booth~ such funds to be paid from the Publicity Fund.

Section 4: Each officer, along with the Chairman of the Publicity Department, shall have the Dutch Reporter mailed to them by first class mail in lieu of any postage.

ARTICLE IV - STANDING COMMITTEES:

Section 1: The Publicity and Promotion Committee shall consist of a chairman and at least two members appointed from the membership by the President for a term of two (2) years with the majority approval of the Board of Directors. Chairman of said committee shall have charge of all publicity and promotion work for the club except for editing the club's publication. Said chairman shall be custodian of and be responsible for the publicity funds and shall give a report at each annual and regular meeting.

Section 1a: A quarterly report of the Publicity Department shall be submitted to the Secretary-Treasurer for publication in the Dutch Reporter.

Section 2: The Standards Committee shall consist of a chairman and four (4) members, at least two of whom shall be licensed ARBA judges. The Standards Committee shall be appointed from the members in good standing by the President with majority approval of the Board of Directors. They shall be responsible for maintaining a continuous study of the Standards and communicating any proposed revisions or additions to the ADRC Board. Upon majority Board approval, the Secretary shall cause such proposed revisions or additions to be sent to each member in good standing with a mail ballot so that they may register their vote for or against each change, revision, or addition. If these changes, revisions, or additions are approved by a two-thirds (2/3) majority vote of the ballots cast, then the committee must submit them to the ARBA Standards Committee with the recommendations that such changes, revisions, or additions be adopted.

Section 3: The Election Committee shall consist of a Chairman and two other members, none of whom shall reside in the same county as either the President or the Secretary Treasurer. The Election Committee shall be appointed annually by the President, from the membership, with 2/3 majority approval of the Board of Directors. The Election Committee shall assemble and count the ballots, tabulate and certify the results to the President and Secretary-Treasurer within 22 days of receiving the ballots. If all three members of the Election Committee are unable to meet to carry out these duties, the President shall be notified immediately, and different Election Committee members appointed as needed, prior to counting the ballots. It is necessary that the signatures of all three members of the Election Committee accompany the results as sent to the President, and Secretary-Treasurer. No member of the Election Committee shall be eligible for election to any office. Any member serving on the Election Committee shall not be eligible to serve on this committee again for a period of three (3) years.

Section 4: The Auditing Committee shall consist of a Chairman and two (2) members, no two (2) of them shall either be officers or reside in the same county as the Secretary-Treasurer. Their duty shall be to make a semi-annual audit of the fiscal period, preceding the National Dutch Rabbit Show, and the American Rabbit Breeders Association Inc. Convention, of the Secretary-Treasurer books and make a report there-on at these meetings. The Committee may recommend, if deemed advisable after examination, that the books be audited by a certified public accountant. The above Committee to be appointed from the membership present at the above mentioned meetings.

Section 5: Any special Committee deemed advisable by the President, or authorized by the Board of Directors or membership, may be appointed by the President and given specific assignment. At the completion of their assignment, they shall be discharged.

ARTICLE V - PARLIAMENTARY AUTHORITY:

The rules of parliamentary procedure in Roberts Rules of Order shall govern the proceedings of the Club.

ARTICLE VI - ORDER OF BUSINESS:

The order of business shall be:

- 1 - Call to order
- 2 - Roll call of officers
- 3 - Reading of Minutes
- 4 - Report of officers
- 5 - Report of committees
- 6 - Unfinished Business
- 7 - New Business
- 8 - Good of the Order
- 9 - Adjournment