

AMERICAN DUTCH RABBIT CLUB CONSTITUTION & BYLAWS

Constitution

Article I – Name: The name of the club shall be the American Dutch Rabbit Club, Incorporated, hereafter referred to as (ADRC).

Article II – Organizational Purposes:

1. Promote, encourage and improve the breeding of Dutch rabbits by maintaining an organization to uphold the standards, encourage showing and provide services to all of its members.
2. Offer opportunities for all members to gain organizational and leadership skills while being a member of the ADRC.

Article III – Affiliation: This club shall be affiliated with the American Rabbit Breeders Association, Inc, hereafter referred to as (ARBA)

Article IV – Organization: This club is organized into three geographical Districts as follows:

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

Article V- Membership:

Section 1: Eligibility: A person may become a member of the ADRC upon completion of an application with the current membership fee to the club Secretary-Treasurer, hereafter referred to as (Secretary).

Section 2: Membership in Good Standing: A member must have a fully paid membership and not be currently under any disciplinary action imposed upon by the club.

Section 3: Memberships: Memberships are offered as;

- A. Youth:** An individual membership available to a person up to the age of nineteen (19) at the time the membership application is processed.
- B. Adult:** An individual membership available to a person nineteen (19) years or older at the time the membership application is processed.
- C. Family Membership:** A membership consisting of two or more individual(s) that reside in the same household at the time their membership application is processed.
- D. Life Membership:** Any member who has been an adult member in good standing for thirty-five (35) consecutive years, regardless of age, shall be granted a life membership at the beginning of his/her thirty-sixth year of membership, and will be exempt from paying any membership dues. Any member who has twenty-five (25) consecutive years of membership shall be granted a life membership upon reaching the age of sixty-five (65), and will be exempt from paying membership dues.

Section 4: Membership Dues: Membership dues will be reviewed as necessary by the Board of Directors. If a modification is recommended, it shall be the decision of the Board of Directors whether or not any modifications in membership fees is made. If the membership dues are modified, the change will take effect on January 1st of the year following the vote.

Section 5: Membership Term: All memberships, with the exception of the life membership, will be for a period of one (1) year from the date the application is processed by the club Secretary. An applicant may pay for multiple years of membership provided the appropriate dues are submitted at the time their membership application is processed.

Section 6: Lapsed Membership: After a membership has expired, the member(s) named within that membership have a grace period of sixty (60) days from the expiration date to renew their membership(s). All privileges afforded an ADRC member are forfeited if not renewed within the grace period.

Section 7: Membership Reinstatement: If a membership lapses beyond the sixty day grace period, it may be reinstated and backdated to maintain continuous membership in the ADRC.

- A.** If the membership has lapsed for less than one (1) year, only the current membership fee will be charged.
- B.** If the membership has lapsed beyond one (1) year, the requirement will be

to pay the current membership fee for each year of lapsed membership as well as an additional twenty-five (\$25) dollars.

- C. The reinstated membership(s) include *only* the original join date. No Sweepstakes points, *Dutch Reporters*, or awards will be reinstated.

Section 8: Voting Rights: All adult members in good standing shall have the privilege to vote.

Section 9: Membership Benefits: Each individual adult, youth or family membership shall receive a copy of the club guidebook and a one year subscription to the club's publication, the *Dutch Reporter*. All members in good standing and those in accordance with Section V, Article 6, are eligible to compete in the club Sweepstakes competition per current Sweepstake rules at any sanctioned Dutch show.

Section 10: Name Infringement: No member or candidate for membership may infringe upon the name of the ADRC or any specialty Dutch rabbit club.

Article VI: Membership Meetings:

Section 1: Meetings: A membership meeting will be held during the National Dutch Show and the ARBA National Convention. The meeting time will be determined and posted during the opening days of both conventions. A full membership meeting requires the physical presence of twenty-five (25) *voting ADRC members* in good standing to satisfy quorum requirements.

Section 2: Participation in Meetings: All members in good standing may participate in the meetings of the full membership, and all members, with the exception of the youth members, may vote on any club matter requiring a vote of the membership.

Section 3: Special Meeting of the Membership: In addition to the Spring and Fall meetings, the President or Board of Directors have the discretion to call a Special Meeting of the membership at either the National Dutch Show or the Annual ARBA Convention.

Section 4: Board of Directors meetings: A minimum of five (5) days advance notice will be provided to all Directors for meetings to be held during the NDS and ARBA conventions. Meetings of the Board of Directors may be held in person, by conference call or by other electronic means (i.e., Internet meetings), or a combination of in person and otherwise, and the participation of a 2/3 majority of the Board of Directors shall constitute a quorum. Special meetings may be called as determined by the President.

Section 5: Order of Business: The membership meetings of the club shall

adhere to the following order of business unless modified by the Board of Directors:

- 1. Calling of Meeting to Order**
- 2. Roll Call**
- 3. Reading and/or Correction of Minutes from the last meeting**
- 4. Reading and/or Correction of Financial Report**
- 5. Report of Board of Directors**
- 6. Standing Committee reports**
- 7. Special Committee reports**
- 8. Unfinished Business**
- 9. New Business**
- 10. Adjournment**

Article VII: Election Procedure:

Section 1: Becoming a Candidate: Any adult member in continuous good standing for two (2) consecutive years prior to May 1st of the election year shall submit a resume stating the position for which they wish to become a candidate to the club Secretary no later than May 1st in the year the position is up for election. The resume will be printed in the April-May-June issue of *The Dutch Reporter*. All candidates must be current ADRC and ARBA members, and must be actively breeding Dutch rabbits. No one person can run for more than one position in any given election. Not more than one person from the same household may serve on the Board of Directors. Household members refer to individuals, whether related or not, who reside in the same home as their primary residence.

Section 2: Ballot Distribution & Counting: Final election ballots shall be printed on colored watermarked paper to be mailed out by August 1st to eligible voting members. Ballots shall then be marked and placed in pre-addressed envelopes, and received by the Committee Chairman no later than September 10th. The Election Committee shall then tabulate the final ballots, package and send them to the club Secretary within three months. The ballots will be retained for a period of one (1) year, during which they may be accessible to any member in good standing, provided proper arrangements can be made for examination with the Secretary. After the one (1) year holding time, the ballots may be destroyed.

Section 3: Notification of Election Results: The Secretary shall inform the candidates and the Board of Directors of the election results as soon as they are received and each elected candidate is verified as being a member in good standing. The newly elected Officers/Directors shall assume offices on the following January 1st and serve their terms or until their successors have been

elected or duly appointed. In the case of a tie for any Office or Director position, a majority vote of the Board of Directors remaining shall break the tie.

Section 4: Unopposed Candidates: Any candidate running unopposed for Office shall be declared elected by the Board of Directors. No ballot will be issued for an unopposed candidate for office.

Section 5: Filling Vacant Positions: A position that has no candidate for the vacancy shall be filled by appointment made by the President with a two-thirds (2/3) approval by the Board of Directors.

Bylaws

Articles I: Board of Directors:

Section 1: Role & Responsibility of Directors: The responsibility and authority for implementing, supporting, adhering to and enforcing the Constitution & Bylaws of the club, for establishing and implementing the policies, procedures, and practices of the club that relate to the day to day operation and administration of the ADRC, shall be vested in its Board of Directors. In addition, the Directors shall have authority to; a) transact all business of the club; b) hear and determine matters of discipline involving members of the club; c) determine and award the location of the National Dutch Show; and d) hear and decide all matters of interpretation and application of the Constitution & Bylaws, club policies, procedures and practices, other than those that require action of the entire membership.

Section 2: Election & Size of Board of Directors: The Board of Directors shall consist of twelve (12) members, nine (9) of which will be elected based on their district of residence. The President and Vice President shall be elected from any of the three districts. The Secretary shall be appointed regardless of his/her District of residence. Candidates for Directorship are only voted upon by eligible members residing in their respective district. Candidates for President or Vice President are voted upon by the entire eligible voting membership of the club, regardless of their district of residence. Directors may be from the same state as other Directors and Officers within their district

Section 3: Executive Committee of the Board of Directors: The Officers of the club comprised of the President, Vice President, and Secretary shall constitute the Executive Committee of the Board of Directors. They may meet whenever the President or any other member of the Executive Committee feels that there is a need for a meeting. The meetings can occur in person, by phone, electronically, or by a combination of these means. The only action that may be taken by the Executive Committee is to make recommendations to the Board of Directors.

Section 4: Terms of Office: 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. The Secretary will be appointed and one (1) Director from each District will be elected the third year to serve a three (3) year tenure. The President, Vice President and the Directors are eligible to run for more than one three (3) year tenure.

Section 5: Director Action: Any action taken by the majority of the Board of Directors, including the removal of any Director and approved appointment of his/her successor, shall constitute an action of the Board of Directors.

Section 6: Compensation of Directors: Directors shall not receive a salary. The Board shall have the authority to reimburse a Director for expenditures incurred by him/her.

Section 7: Director Disciplinary Decisions: The Board of Directors may, upon showing of cause deemed sufficient by a two thirds (2/3) majority of the Board of Directors, suspend or expel any member from the ADRC.

Article II: Duties of the Officers:

Section 1: The President: It shall be the duty of the President to a) preside over all meetings of the club and Board of Directors: b) direct the daily business affairs of the club with the normal authority of an Executive Board member; c) to act on behalf of the club and legally obligate the club, subject to approval of the Board of Directors if required; d) appoint and assign tasks as are necessary to individuals or committees.

Section 2: The Vice President: The Vice President shall assist the President and shall perform the duties of the President in the event of his/her absence or inability to perform their duty. In the event of the permanent departure from office by the President, the Vice President shall automatically succeed him/her in office.

Section 3: The Secretary: The Secretary position is a position combined with the Treasurer position, appointed by the President and subject to approval by the Board of Directors by a simple majority. He/she shall assume the role of club custodian of all written and financial records suitable to the Board of Directors. He/she shall also a) receive and process all membership applications, b) furnish an approved bond covering the assets of the club within three months of assuming office, c) furnish the club with quarterly reports showing the general financial health of the club, d) record the minutes at Board or Membership meetings, as well as any other special meeting that may be called, e) perform any other duties assigned to him/her by the President, Vice President or the Board of Directors, f) assist with correspondences within and outside of the club as deemed necessary, g) provide

financial reports to be submitted for review on an annual basis. In the event that the Secretary shall vacate the position or be replaced, he/she shall surrender all records and club materials retained in his/her capacity as Secretary to the successor at the time of the successor's appointment.

Article III: Committees:

Section 1: Types of Committees:

- A. Standing:** Standing Committees are created and are assigned a task(s) to perform on an ongoing basis.
- B. Special:** Special Committees are created and assigned a task(s) to perform with the understanding that upon completion of the assigned task(s) the committee will be re-assigned or disbanded.

Section 2: Committee Membership: All committees, both Standing and Special, are created by decision of the Board of Directors. A committee may be formed as deemed necessary with Board approval. Membership on each committee is by appointment by the President, subject to approval by the majority of the Board of Directors. Only club members in good standing may serve. The Board of Directors may create additional committees as deemed necessary.

Section 3: Committee Size and Leadership: All committees, whether Standing or Special, shall consist of an odd number of members, with the minimum size being three (3) unless specifically noted. There is no maximum number of members. The President shall appoint a committee Chairman for each working committee. The Chairman shall a) preside over the meetings of the committees, b) be responsible for maintaining records for any meetings held during the tenure of that Chairman, c) appoint another committee member as Chair in their absence during a scheduled meeting for that committee, and, d) shall provide a written or oral report to the President and/or membership when requested to do so. The President of the club is an ex officio member, meaning participating but non-voting member, of all club committees. As such, he/she shall receive notices of all meetings for each committee.

Standing Committees: The Standing Committees are as follows:

- A. Financial Review Committee:** The Financial Review Committee shall consist of a Chairperson and two (2) other members. The members shall not reside in the same county as the Secretary. They shall perform a review of the financial records at a time and place designated when requested to do so. A written report of such review shall be signed by all members and submitted to the President and Secretary by a date to be determined prior to the review. The Board may retain

the services of an Accountant or Accounting firm at any time to assist in an audit or review of the club's financial records.

B. Election Committee: The Election Committee is responsible for counting, tabulating and certifying the election results for all matters voted upon by the membership in good standing of the club.

C. Hall of Fame Committee: The Hall of Fame Committee shall be responsible for collecting nominations for a member from the general membership who is to be considered for induction into the ADRC Hall of Fame in accordance to the criteria set forth by the Committee and approved by the Board of Directors

D. Historian Committee: The Historian Committee shall be responsible for storing and preserving ADRC organizational publications in a format acceptable to the Board of Directors.

E. Publicity & Promotions Committee: The committee shall consist of one or more persons and shall be in charge of all publicity and promotional work necessary to advance the interests of the club with the exception of editing of *The Dutch Reporter*.

F. Standards Committee: The Standards Committee shall be responsible for maintaining a continuous study of the Dutch Standard and communicating any proposed revisions or additions to the club Board of Directors. If any of the revisions or changes are approved by a simple majority vote of the ballots cast, then the Committee must submit them to the ARBA Standards Committee, along with a copy of the ballot count, including the names and signatures of the committee appointed to tally the ballots, with the recommendation that such revisions or additions be adopted.

1). The committee shall follow the progress of any new varieties of Dutch that an exhibitor has been granted a Certificate of Development (COD). If at all possible, the holder of the COD shall annually present an animal to the committee to examine at either the National Dutch Show or ARBA Convention.

G. Scholarship Committee: The Scholarship Committee shall work to raise funds for a Youth Scholarship Fund, which shall be maintained by the club Secretary.

H. Dutch Reporter Editor/Committee: The Editor is responsible for the editing and publication of *The Dutch Reporter* on a quarterly basis. Two or more members will be named to a committee to assist in the editing of the final version of *The Dutch Reporter* prior to publication.

I. Seller's Class Committee: The Seller's Class Committee shall be responsible for the coordination and sale of quality rabbits entered in the auction.

J. Youth Advisory Committee: The Youth Advisory Committee shall be responsible for encouraging, promoting, and youth activities within the ADRC.

K. Constitution/Bylaws & Resolutions Committee: The Constitution/Bylaws Committee shall be responsible for reviewing any proposed amendments, changes or resolutions to the current ADRC Constitution and Bylaws.

Article IV: Compensated Positions within the Club:

Section 1: Compensated Positions & Level of Compensations: The club will compensate the occupants of the following positions:

A. President: The President is to receive a compensation in the amount to be determined by the Board of Directors.

B. Club Secretary: The club Secretary shall receive twenty-five percent (25%) of all new, renewal, and Life membership dues received, and ten percent (10%) of the Sanction fees as compensation for his/her services. Compensation for attending each NDS and ARBA Convention shall be determined by the Board.

C. Sweepstakes Chairperson: The Sweepstakes Chairperson shall receive compensation in the amount to be determined by the Board of Directors.

D. Dutch Reporter Editor: The Editor of *The Dutch Reporter* shall receive compensation in the amount to be determined by the Board of Directors.

E. Sanctions Chairperson: The Sanctions Chairperson shall be responsible for granting Sanction requests to clubs wishing to host Dutch Sanctioned shows, and shall receive compensation in the amount of fifteen percent (15%) from each paid sanction.

F. Publicity & Promotion Chairperson: The Chairperson of the Publicity & Promotion Committee shall be paid an amount to be determined by the Board of Directors, not to exceed one hundred and fifty dollars (\$150.00) for each convention that he/she transports ADRC publicity items to be offered for sale at the club booth. Said funds will be paid from the General Fund.

Article V – Apportionment of Funds:

Section 1: Membership Dues: The Membership dues are to be apportioned as follows:

- A. Secretary/Treasurer:** The club Secretary/Treasurer is to receive twenty-five percent (25%) of the membership dues
- B. Publicity & Promotion Committee:** The Publicity & Promotion Committee is to receive twelve and one-half percent (12.5%) as the operating budget.
- C. General Fund:** The remaining sixty-two and one half (62.5%) of the Membership dues collected will be placed in the General Fund, with one dollar (\$1) from this amount to be placed in the Guidebook/Contingency Fund. A total of fifty cents (.50) from each membership and sanction processed will be set aside for ARBA awards. The General Fund will be used to pay for expenditures incurred that are not specifically budgeted for elsewhere. Specific allocations to be made include the following, in the following amounts, both of which are subject to review and revision by the Board of Directors.

1). National Dutch Show Sponsors: The sponsors of the National Dutch show are to receive an amount no less than five hundred (\$500) dollars, with the stipulation that the ADRC receive recognition for the allocation. Said allocation will be sent to the show sponsors when all National Dutch Show judges are secured.

2). ARBA Award allotment: An annual allotment of fifteen-hundred dollars (\$1,500) shall be paid towards the ARBA Convention, with the stipulation that this be divided between the Open and Youth Dutch specials. The above specials are to be advertised as having been donated by the ADRC. The Board has the authority to increase this amount if new varieties are added to the breed.

Article VI – Discipline of Members:

Section 1: Discipline Imposed by Board of Directors: The Board of Directors may impose discipline upon a member or members after receiving and investigating a complaint, and finding it valid.

Section 2: Complaint Filing Process: A complaint may be filed by any member, or by the Board of Directors, naming the member and describing the nature of the complaint. The complaint is to be filed with a member of the Executive Committee, and will become a part of the club records. The President may form a Special Committee to further discuss the nature of the complaint. The committee will then report any suggestions for discipline to the Board of Directors. The final

decision as to what discipline will be imposed shall be at the discretion of the Board of Directors.

Article VII – Amendments to the Constitution & Bylaws:

Section 1: Filing Process for a Proposed Amendment: Any resolution(s) or changes for amendment to the current Constitution & Bylaws shall be signed by twenty (20) ADRC members in good standing with voting privileges, and submitted to the Constitution & Bylaws Committee by March 1st. After review, the Chairperson will submit the resolution (s) to the President and Secretary by April 1st. The resolution(s) will be made available to the membership to review at the NDS and shall be printed in the April-May-June edition of the *Dutch Reporter*, and will be sent out in the form of a ballot to the general membership by August 1st. The Constitution & Bylaws will be amended if passed with a two-thirds (2/3) majority of all eligible votes cast. All amendments shall take effect on January 1st of the following year.

Section 3: Method to Vote on Proposed Amendment(s): Voting will be by ballot on colored watermarked paper to be sent out by the club Secretary to all voting age members in good standing. The ballot shall include the specific language of the proposed amendment(s) of the Constitution & Bylaws with reference to the existing Constitution & Bylaws section that is to be considered for modification. Ballots shall be marked and placed in pre-addressed envelopes, and received by the Election Chairman by the date specified on the ballot. Any ballot received after the deadline date shall be void and will not be counted. The Committee appointed by the Board shall then tabulate, package, and send all ballots, along with the signatures of the Committee members to the club Secretary by the date specified. The ballots will be retained by the Secretary for a period of one (1) year, during which they may be accessible to any member in good standing, provided proper arrangements can be made for examination. After the one (1) year holding time, the ballots may be destroyed.

Section 5: Notification of Results: The Chairperson of the appointed Committee to tabulate the ballots shall communicate the results to the President and Secretary as soon as the results are known. The membership shall be informed of the results through the *Dutch Reporter*, on the Dutch Web Site, or announcing the results at the following Membership meetings.

Article VIII – Parliamentary Authority:

The meetings of the club shall follow the parliamentary procedure set forth in Roberts Rules of Order, Newly Revised.

