

# **SAN ANTONIO RABBIT BREEDERS' ASSOCIATION**



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**CONSTITUTION AND BY-LAWS  
OF THE SAN ANTONIO RABBIT BREEDERS ASSOCIATION  
EFFECTIVE 1 June 1999**

**ARTICLE I  
Name and Location**

**Section 1.** This non-profit organization shall be known as the San Antonio Rabbit Breeders Association Adult and Youth Division and may hereinafter be referred to as SARBA.

**Section 2.** The headquarters for the organization shall be located in Bexar County.

**ARTICLE II  
Objectives**

**Section 1.** The objectives of the SARBA shall be to promote, encourage, and develop the rabbit industry for meat, fur, and various other markets; to afford membership to persons interested in raising, marketing and/or showing rabbits, and the products thereof.

**Section 2.** To provide information and disseminate data to members, also maintain the breeding standards set forth by the American Rabbit Breeders Association (ARBA) for each particular breed and improve same when possible.

**Section 3.** To protect the interests of the public by honest representation and fair dealings.

**Section 4.** To assist breeders to make a success of their rabbitry, to encourage and educate prospective breeders and to assist members in the disposing of stock.

**ARTICLE III  
Membership**

**Section 1.** Any person may become a member of SARBA upon payment of dues as provided in the by-laws and by agreeing to comply with all rules, regulations, and mandates of the SARBA.

**Section 2.** All individual members, except youth division members, shall have the right to vote in all matters brought before the club at regular and special call meetings.

**ARTICLE IV  
Officers**

**Section 1.** The officers of this association shall consist of a President, Vice-President, Secretary, Treasurer, Show Secretary, Show Superintendent, and three Directors; all of whom shall be elected for a term of one (1) year (Jan 1 – Dec 31).

**Section 2.** The above officers and directors shall constitute the Executive Committee.

**Section 3.** Any person running for or holding an office in the SARBA must be a current member of the ARBA, the Texas Rabbit Breeders Association (TRBA) and the SARBA prior to November 1 of the election year. Persons applying or nominated for the positions of president and vice president must have held another executive committee position for one (1) complete term and have been a member of the SARBA for two (2) complete years prior to taking office.

**Section 4.** No officer shall hold more than one (1) office at a time in SARBA.

**Section 5.** In the event that a vacancy should occur in any of the above named offices, the President shall recommend a qualified member to fill the unexpired term, subject to the approval vote of the members.

**Section 6.** Officers shall enter upon the discharge of their duties on January 1.

## **ARTICLE V Duties of Officers**

**Section 1. President.** The president shall:

- A. Preside at all meetings of the SARBA, act as Chairperson of the Executive Committee, appoint all committees, and perform such duties as necessary in connection with this office.
- B. Call to an accounting the financial records of the SARBA at least once a year.
- C. Have the authority to sign contracts on behalf of SARBA upon authorization of the Executive Committee.
- D. Have such other powers as conferred upon him/her by the Executive Committee.

**Section 2. Vice-President.** The duties of the vice-president shall be the same as those of the president in the event of the absence or disability of the president.

**Section 3. Secretary.** The secretary shall:

- A. Devote the necessary time and attention to the correspondence of the SARBA and such other duties as directed by the president or executive committee.
- B. Perform all duties in the interest of the SARBA, under the supervision of the president or executive committee, assuming no obligations and taking no action of major importance without specific authority of the president or executive committee.
- C. Report and turn over to the treasurer, at least every thirty (30) days, all monies received for the SARBA.
- D. Receive and act upon all applications for membership, notify members of all meetings (date, time, and place), either by publication or individual notice. Notify all members thirty (30) days prior to the expiration of their membership. Promptly notify the president of all correspondence directed to his/her office.
- E. Keep accurate records of all general, special call, and executive committee meetings. Transfer all records/files to the newly elected secretary at the December meeting.
- F. Keep a complete current membership list to include current address, phone number, membership numbers and expiration dates of ARBA, TRBA, and SARBA memberships, breeds of rabbits raised and name of rabbitry. This list will be published and distributed to members in December of each year.
- G. Read to the membership all communications addressed to SARBA and its officers.
- H. When directed by the president or executive committee, furnish bond for amount and form as called for; expense of same to be borne by SARBA.

**Section 4. Treasurer.** Treasurer shall:

- A. Accept and keep correct records of all monies received and paid out. Deposit all monies received into the SARBA account within five (5) days of the monthly general membership meeting. All show monies will be deposited into the SARBA account within five (6) workdays of the show.
- B. Pay only those expenditures authorized by the executive committee or upon order of the president, as Executive Committee Chairperson on behalf of the executive committee. Approval of all expenditures remains with the executive committee, unless otherwise approved by the general membership.
- C. Issue financial reports to the executive committee. A written financial statement will be presented at each regular meeting, which will cover the prior calendar month. A profit and loss statement will be prepared to the general membership within sixty (60) days of each show.
- D. When directed by the president, provide complete financial records for audit.

E. When directed by the president or executive committee, furnish bond in amount and form as called for; expense of same to be borne by SARBA.

F. Transfer all records/files to newly elected treasurer not later than December 31. Obtain all necessary cards and documents to transfer responsibilities to new treasurer and to assist in coordination and transfer.

**Section 5. Show Secretary:** The show secretary is a member of the show planning committee. The show secretary will:

A. Write for and secure all show sanctions: ARBA, TRBA, and SARBA selected specialty breeds.

B. The show secretary will compile the show catalog, flier, and/or mini-log for the TRBA and submit same for approval of the executive committee not later than forty-five (45) days prior to the show date.

C. Be responsible for compliance with all ARBA official show rules pertaining to his/her office and duties.

D. Be responsible for show reports to all specialty clubs, TRBA, and ARBA within the time limits specified by these clubs and associations.

E. Turn over to the treasurer all show entry fees and any specialty monies received no later than the end of the show.

F. The show secretary shall mail out all related papers and specialty paybacks within ten (10) days after receipt of checks from the treasurer.

G. Provide a written report to SARBA within sixty (60) days following each show, to include the number of rabbits entered, number of individual entries, number of rabbits by breed, and any SARBA members' awards.

H. When directed by the president and executive committee, he/she shall furnish bond in the amount and form as called for, expenses to be borne by the SARBA.

**Section 6. Show Superintendent:** The show superintendent has the overall responsibility of the management of the show. The youth may be allowed to operate separately as much as possible. The show superintendent acts as chairperson of the show planning committee. The show superintendent will:

A. Be responsible for compliance with all ARBA official show rules pertaining to his/her office and duties.

B. Be responsible for the allocation of specific space required for the display of animals, show secretary's table(s), judging tables, vendors area and for the set-up of said tables.

--Coordinate the selection of judges. Obtain recommendations from the general membership, make contact with the judges, and, with the concurrence of the executive committee, complete and approve bid sheets or letters to confirm the commitment.

C. Be the point of contact and have responsibility for SARBA approved vendors.

D. Ensure that all the judging and show equipment is at the designated place at the designated time and is in serviceable condition.

E. Be responsible for the timely and smooth running of the show.

F. Be responsible for proper cleaning, maintenance, and storage of all equipment after each show or its use. This will be accomplished with the help of the general membership.

**Section 7. Executive Committee.** The executive committee shall:

- A. Have charge of the various business transactions of the SARBA.
- B. Have exclusive power to make contracts in the name of SARBA. Such contracts shall be signed by the president as prescribed in Article V, Section 1C.
- C. Pass on all special legislative measures found desirable for the good of SARBA and not in conflict with this instrument.
- D. Any member of the executive committee missing three (3) consecutive or a total of four (4) executive committee meetings during his/her term of office may be relieved by the president and a new one appointed (See Article IV, Section 5).

## **ARTICLE VI Youth**

**Section 1. Youth Director.** This is an adult member of the club. The youth director shall:

- A. Provide guidance for the youth division but maintains no vote in the youth division.
- B. Act as chairperson of the youth division committee. Also acts as a member of the show planning committee.
- C. Provide SARBA executive committee and the general membership with youth division planned activities.
- D. Ensure that the functions required by the youth are properly completed in accordance with the ARBA, TRBA, and SARBA rules and laws.

**Section 2. Youth Division.**

- A. The object of this division is to afford members, under the age of nineteen (19) years, the opportunity to learn and experience the management and responsibilities associated with the procedures of conducting, meetings, shows, and related activities.
- B. The youth division will have members acting in the capacities of Youth Division Chairperson, Co-Chairperson, Recording Secretary, and Show Secretary (if required); which will be obtained by the voting of the youth division members annually at the December meeting.
- C. Youth members have no voting rights in matters at general and special call meetings, or in adult elections.
- D. Persons under the age of nineteen (19) years may join the adult division upon paying the full single adult fee. They will receive all rights as adult members except for holding elected offices in the adult division.

# SAN ANTONIO RABBIT BREEDERS ASSOCIATION

## BY-LAWS

### ARTICLE I Meetings

**Section 1.** Regular meetings should be held at least once a month.

**Section 2.** Special Call meetings of the SARBA shall be called by the President or when so requested, in writing, by one-fourth (1/4) of the members in good standing. At all such special call meetings, there shall be considered only the subject of special business for which the meeting was called, and for which notice was included in the call of the members.

**Section 3.** The President shall call an Executive Committee meeting whenever he/she deems it necessary.

**Section 4.** At all regular and special call meetings, eight (8) members shall constitute quorum. At all Executive Committee meetings, five (5) executive members shall constitute a quorum. If no quorum is present, the meeting shall proceed as scheduled; but decisions reached therein must be reviewed and approved by the Executive Committee meeting in quorum before they are enacted.

**Section 5.** At all general membership meetings of the SARBA (adult division), the order of business, except when otherwise determined by two-thirds of the members present, shall be:

1. Roll Call
2. Reading and correction of minutes of last meeting
3. Summary of Executive Committee meetings or actions
4. Treasurer's report
5. Report of committees
6. Communications and billings
7. Unfinished business
8. New business
9. Good of the order/No minutes taken at this time.
10. Adjournment

**Section 6.** At all meetings of the SARBA, the presiding officer shall hold a show of hands or voice vote unless requested to hold a secret ballot vote. Then he/she shall appoint three (3) members present to act as inspectors and tellers; whose duties shall be to receive, inspect, canvass and report all votes taken at such meetings.

**Section 7.** All questions of general and special business shall be decided by a majority vote. An exception to this rule shall be when a question of the revision and/or amendment of the Constitution and by-laws are involved. Then balloting shall be as prescribed in Article IX (Amendments) of the by-laws.

### ARTICLE II Affiliations

**Section 1.** The SARBA shall be affiliated with the American Rabbit Breeders Association (ARBA) and the Texas Rabbit Breeders Association (TRBA) or their legal successor.

**Section 2.** When it serves the purpose of the objectives of the SARBA, this association may affiliate with other organizations and clubs as long as such affiliations are not in contravention with the purpose and constitution and by-laws of the SARBA. The decision for any such affiliations under this

section shall be made by majority vote of the members present in a general or special call meeting, there being a quorum present.

### **ARTICLE III Elections**

**Section 1.** The election of officers shall be held by ballot mailed to each member eligible to vote. Ballots will be numbered sequentially for control but no record will be maintained of where they were mailed or who returns them.

**Section 2.** Election procedures are as follows for the adults.

A. The election committee will be established by the president not later than August 1. The names of the Chairperson and members will be published in the next newsletter.

B. Names of nominees or volunteers for officers' positions will be given to the Chairperson of the election committee. Persons on the committee are eligible for election to office. The committee will ensure that names appearing on the ballot are aware of the nomination and are willing to serve in the position being considered. A list (ballot) will be established and prepared not later than the October general membership meeting. Additions and changes are allowed at that meeting. Persons withdrawing after that date will do so in writing to the Chairperson. Write-ins are allowed on the ballot after that date. The list will be published in the November newsletter

C. The Chairperson of the committee will ensure that a ballot is mailed to each current member at the address provided to the club secretary. Only adult division members are allowed to vote in the election. The Chairperson will ensure that the outgoing ballots are postmarked not later than November 20. The ballots must be returned with a postmark not later than December 5.

D. The Chairperson shall collect the ballots. The ballots will be opened and counted at the December meeting. The person receiving the most votes for each position will be announced at the December meeting by the Chairperson of the election committee, or the President should the Chairperson not be present during the committee report. Should a tie occur, a secret run-off will be held at the December general meeting. At such time the current president will cause the elections committee to manage the vote for each tied position.

E. The election committee is mandated to keep in secret any and all information known to them of votes made by any one regardless of who is requesting the information.

F. Newly elected officers will assume office on January 1. All books and records to be transferred between old and new officers will be brought to the December meeting. If an officer is absent, the new president will arrange for the transfer in January or earlier if possible. The Chairperson for the election committee will destroy the election ballots and related materials.

G. Eligibility.

Candidates for President and Vice-President must have held one complete term as one of the other officers of the Executive Committee. They must have also been a member of the SARBA for two (2) consecutive years on October 31 of the election year with dues paid for the upcoming year. They must be a member of ARBA and TRBA on or prior to October 31.

**Section 3.** Election procedures for the Youth Division.

A. The Youth Director will manage the election for the youth. He/she will ensure that each youth understands the requirements and the importance of the election.

B. The election will be held during the December Youth Meeting. It will be held in secret ballot. The Youth Division Committee will help the Youth Director with the election.

**ARTICLE IV  
Committees**

**Section 1.** The President shall appoint such committees as may be necessary and proper for the conduct of the business of the SARBA. The President shall be ex-officio member of all committees.

**Section 2.** Only members in good standing shall be appointed to any committee.

**Section 3.** The President shall have the authority to dismiss and make such replacements of committee members as are considered to be in the best interest of the SARBA.

**Section 4.** The President shall appoint the Standing Committees, which consist of but are not limited to the following:

Membership Committee	Ways and Means Committee
Program Committee	Show Planning Committee
Sweepstake Committee	Youth Division Committee
Election Committee (Term: August 1 to December General Membership Meeting.)	

**Section 5.** Each standing committee shall be comprised of no less than three (3) members.

**Section 6.** The amount of indebtedness that may be incurred by any committee shall not exceed the amount appropriated for its use by the Executive Committee.

**Section 7.** The actions of all committees shall be in the best interest of the SARBA and be subject to the approval of the Executive Committee. Each committee shall give a progress report to the membership at regular meetings.

**ARTICLE V  
Discipline**

**Section 1.** The interpretation by the Executive Committee of the constitution, by-laws, Rules, Regulations, Notices, Resolutions and all documents and orders shall be binding upon all members and those enjoying any of the privileges of the SARBA.

**Section 2.** The members may suspend or expel any member of the SARBA for conduct that in their judgement warrants such action. Suspension of any member, however, shall not warrant refund of membership dues.

**Section 3.** Any member may file complaints and grievances in writing with the secretary, whereupon the President shall appoint a special committee to investigate the allegation and report its findings within a reasonable time to the President. If the special committee finds the complaint or grievance to be valid, the President shall give formal notification by mail of the charges made, and advise that such charges shall be considered by the Executive Committee in not less than thirty (30) days after date of notification. The accused shall have the right to be present and to be heard. The decision then rendered by the Executive Committee may be appealed to the club membership at the next general meeting. The decision reached by the general membership is final.

**ARTICLE VI  
Notices**

All notices shall be sent to each member by mail or phone call, to the address and phone number of record. It shall be the responsibility of each member to advise the Secretary of any change of his/her address and phone number.

**ARTICLE VII  
Dues and Renewals**

**Section 1.** The annual dues are due October 31 of each year to the secretary. Membership sign-up month shall be considered October of each year. Membership year shall be considered from October 31 to October 31. All dues shall be paid in advance upon introduction into acceptance by the SARBA and continue on that basis as long as said party (ies) is (are a) member(s) in good standing. Members joining shall pay the total dues when joining in October. Persons joining or rejoining in between Octobers shall pay the dues in the particular category they fall into and derived in the following manner. The dues shall be divided by twelve (12) months and that sum multiplied by the number of months remaining in the year between joining or rejoining and the following October .

**Section 2. Membership Dues.** (No changes)

<b>Category</b>	<b>Member ARBA</b>	<b>Monthly Charge</b>	<b>Non-ARBA Member</b>	<b>Monthly Charge</b>
Adult	\$ 6.00	\$ .50	\$ 7.00	\$ .58
Husband/Wife	8.50	.71	10.50	.88
Youth	3.50	.29	4.50	.38
2 Parent Family plan	8.50 adults + 2.00/child	.71 adults + .17/child	10.50 adults +3.00/child	.88 adults +.25/child
1 Parent family plan	6.00 adult + 2.00/child	.45 adult + .17/child	7.00 adult +3.00/child	.58 adult +.25/child

**Section 4.** All officer/executive committee members are required to maintain current dues status during their tenure in office. Failure to do so is cause for removal and replacement in accordance with Article IV, Section 5, of the Constitution.

**ARTICLE VIII  
Sweepstakes**

**Section 1.** The SARBA point year is to coincide with that of the TRBA sweepstakes year (Jan 1 – Dec 31). The adult and youth sweepstakes are held separately and points earned in youth shows cannot be combined with points earned in open shows or vise-versa. Youth may compete for the adult division trophies if they have shown in open shows and have received the required points.

**Section 2.** For local show participation, a first and second place trophy will be given for each breed if minimum sweepstakes points are accumulated. There will be separate trophies awarded for the Youth and Adult divisions. To qualify for local sweepstakes trophies, a member must have one hundred (100) or more points for first place and seventy (70) or more points for second place. This applies to all breeds. When there is a first and second place, members receiving third through fifth place will receive rosettes in those colors normally used indicating those places, providing open exhibitors have accumulated fifty (50) or more points and youth exhibitors have accumulated twenty-five (25) or more points.

**Section 3.** In the event one or more persons have qualified for a second place trophy in a given breed and no one has qualified for a first place trophy, then a trophy will be awarded to the person with the highest points of the second place points (70-100). The inscription on the trophy shall read: "Top Point Winner for \_\_\_\_\_ 19\_\_." Rosettes will be awarded for second through fifth place in the colors normally used indicating those places, providing open exhibitors have accumulated fifty (50) or more points and youth exhibitors have accumulated twenty-five (25) or more points.

**Section 4.** There will be a first and second place trophy for members exhibiting in out-of-town shows. These two trophies will be awarded on accumulated points from all rabbits shown excluding SARBA show points.

**Section 5.** Members must turn in their point sheets for out-of-town shows to the Sweepstakes Chairperson not later than the March general meeting to be eligible for the sweepstakes awards.

**Section 6.** Eligible points to be applied to SARBA awards will be those earned by members in good standing. Points earned during periods of non-membership will not be counted towards awards. Only members in good standing at the time of the trophy banquet shall be eligible for sweepstakes awards.

**Section 7.** Trophies will be presented at an annual Trophy Banquet.

**Section 8.** The Sweepstakes Chairperson shall be responsible for the securing of sweepstakes awards. Monies to be spent shall be subject to the approval of the Executive Committee.

#### **ARTICLE IX Amendments**

**Section 1.** The Constitution and/or by-laws may be changed only by a two-thirds (2/3) vote of the members of the association present at a special call meeting. All members shall be notified of the special call meeting. Proposed amendments shall be made in writing and in the hands of the Secretary thirty (30) days prior to the meeting.

**Section 2.** The Secretary shall notify the membership of the special call meeting and of the contents of the proposed changes not later than fifteen (15) days prior to the special call meeting.

**Section 3.** Any amendments to the Constitution and by-laws shall be typed and a copy presented to each member at the following meeting and a copy sent to the ARBA.

**Section 4:** Amendments shall be recorded as addendums to this instrument. A maximum of three (3) addendums shall be added before a complete rewrite of this instrument is required.

#### **ARTICLE X Rules of Order**

The conduct of the business and meetings where not otherwise specified in or referred to by this document shall be governed by the rules of parliamentary procedure in "Robert's Rules of Order."