



## **ADHRC Constitution & By-Laws**

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**(Revised 11/2019)**

### **Article 1. NAME**

This organization shall be known as the American Dwarf Hotot Rabbit Club, ADHRC.

### **Article II. OBJECT**

The objects of this club shall be:

1. To promote and improve the breeding of the Dwarf Hotot Rabbit.
2. To encourage breeders and exhibitors with information in all phases of the Dwarf Hotot rabbit breeding.
3. To encourage breeding and exhibition of all varieties of the Dwarf Hotot rabbit.

### **Article III. AFFILIATION**

1. This Club shall be chartered with the American Rabbit Breeders Association, Inc., ARBA.
2. Any local, district or state Dwarf Hotot Rabbit club whose organization is in accord with the object of ADHRC may affiliate by application for a certificate of affiliation, payment of annual dues of \$10, and approval of the ADHRC Board. The application will consist of the names of the club officers, constitution and roster. No affiliated club may use the word American or National in its title. A renewal fee of \$10 is due on January 1<sup>st</sup>. The officers upon renewal shall be included in the renewal application. (Rev 11-2011)
3. All officers and directors of the Dwarf Hotot specialty clubs affiliated with the American Dwarf Hotot Rabbit Club must be members of the American Dwarf Hotot Rabbit Club and the ARBA.
4. Upon affiliation paid dues, clubs will be listed in the newsletter and website at no charge. (Rev 11-2011)

### **Article IV. MEMBERSHIP**

1. Any person of good character who is in accord with the club objectives may become a member.
2. Application for membership must be made in writing to the Secretary-Treasurer. One year's dues must accompany the application.
3. Membership shall be acknowledged by the issuance of a Club Membership Card, a copy of the Constitution and By-Laws, current roster, and guidebook.
4. Honorary membership will be given to the President of the ARBA, the Chairman of the ARBA Standards Committee, and to persons the Board of Directors feel worthy of this membership. Honorary members shall be exempt from all dues and fees, but shall have no right to vote at unless also a regular paid member of the Club in good standing.

### **Article V. OFFICERS**

1. The officers of this club shall consist of a President, Vice-President, Secretary-Treasurer and nine (9) Directors. The three officers and the nine directors shall constitute the Board of Directors. The immediate past President shall, upon the expiration of his/her term, become "ex-officio" and a non-voting advisor to the Board of Directors. A resignation by the President forfeits their position on the board. The Districts, from which Directors shall be elected are to correspond with those of the ARBA, Inc. All mem-

- bers must be current members of the ARBA and ADHRC. (Rev 11-2019)
2. The office of President, Vice-President, Secretary/Treasurer and Directors shall be elected every two years with the President and the four (4) even numbered District Directors being elected on even years. The Vice-President, Secretary/Treasurer, and the five (5) odd numbered District Directors being elected on odd years.
  3. The term of all elected Officers shall commence during the Board meeting of the club at the ARBA National Convention after the old business.
  4. All officers/directors must be actively raising and showing Dwarf Hotots. (Rev 11-2011)
  5. The definition of Executive Board encompasses all officers and directors of the ADHRC. (Rev 11-2011)

#### **Article VI. DISCIPLINE**

1. Charges of misconduct may be filed by any member against any other member. All charges shall be made in writing and forwarded together with a fee of \$50 to the Secretary/Treasurer and a copy to the President (Rev 11-2011)
2. The Secretary/Treasurer shall furnish the member against whom charges have been made with a complete statement of the charges and the member shall be allowed a period of thirty (30) days from the date of mailing in which to file their reply.
3. A complete copy of both the charges and the reply shall be mailed via US registered return receipt mail, within ten (10) business days of receipt, by the Secretary/Treasurer to each member of the Board of Directors for his or her consideration. Such mailing shall also include a ballot to be returned to the President within fourteen 14 days of mailing. The President shall then send a copy to the Secretary.
4. By a seven (7) or more majority sealed ballot, sent to the President, the Board of Directors may suspend a member.
5. Any suspended member may apply for reinstatement after a period of one (1) year from the date of suspension.
6. Officers or members of the Board who show a lack of interest, evidenced by not fulfilling their duties in Club matters, will be asked by the President to resign, and failing to do so, the Board of Directors may, by simple majority, declare the office vacant.

#### **Article VII. ELECTIONS**

1. To be eligible for office, a candidate must be duly paid up member of the ADHRC for a minimum of one year immediately prior to the election, an owner, exhibitor and breeder of Dwarf Hotot rabbits and a member of ARBA. A candidate must be at least sixteen (16) years to be eligible to run for office. (Rev 11-2011)
2. Any member may become a candidate for office by submitting a letter of intent to run for that specific office. Such a letter must be submitted via US mail or electronically to the Secretary/Treasurer no later than June 15<sup>th</sup> of an election year. All members in good standing shall be eligible to vote for President, Vice President and Secretary/Treasurer. Only members living within a district shall be eligible to vote on that District's Director. (Rev 11-2011)
3. All voting for elective offices shall be by first class mail. Numbered ballots will be mailed on August 1 and be returned no later than a September 1 postmark. Family memberships with at least 1 adult and one youth member over the age of 16 shall have two votes. By adding the words 1adult and one





## ADHRC Constitution & By-Laws (cont.)

youth over 16, lets the voting members to be of at least 16 years of age.

Currently a single adult and an 8 year old could have 2 votes if they pay a family membership.

(Rev 11-2011)

4. Newly elected officers take office immediately following old business at the annual Board meeting.

(Rev 11-2011)

### Article VIII. MEETINGS

1. This club shall hold its annual meeting during the National ARBA Convention. The membership meeting shall be held at the time and place as posted in the ARBA show catalog if not in conflict with the judging of the Dwarf Hotot, or as agreed.
2. The Board of Directors shall hold their annual meeting prior to the member meeting. Time and place of the meeting shall be posted at the ADHRC Convention Booth at least (6) hours prior to the designated time. (Rev 11-2011)
3. The Board of Directors shall meet as often as the President deems it necessary, providing all members present at the site have at least a minimum of twenty-four (24) hour notice or if the meeting is other than at ARBA National Convention all members are notified by U.S. mail or electronically mailed at least twenty one (21) days prior to meeting. (Rev 11-2011)
4. To conduct club business, a quorum is defined as five (5) Officers or Directors of the club present at meeting.

### Article IX. AMENDMENTS

(Rev 11-2011)

Proposed Constitution amendments shall be submitted to the Secretary/Treasurer in writing, via US mail and bear the signatures of at least five (5) supporting members or electronic mail from at least 5 members in support of the change. These proposed amendments shall be US mailed or electronically mailed to the Executive Board for discussion on the pros and cons.

After mailing to the Executive Board, the proposed changes shall be printed in the Dwarf Hotot News immediately following the boards discussion with pros & cons listed.

A ballot returnable to the Election Committee Chair, with the name and address printed on the ballot and an envelope with the name and address of the Chair, shall be included in the newsletter with the return deadline of no more than twenty one (21) days (determined by the US postmark) from mailing the information. If approved by two thirds (2/3) majority of all votes cast by first class mail by the deadline, the amendment shall take effect upon publication in the next Dwarf Hotot News.

## American Dwarf Hotot Rabbit Club By-Laws

### Article I. DUES

**Section 1.** Membership dues (single, youth, husband/wife or 2 adults, family) shall be established by majority vote of those members present at the annual meeting. Once established, they shall continue as set unless changed by vote at the annual meeting thereafter.

**Section 2.** Upon expiration of dues, provided renewal has not been received, the Secretary/Treasurer shall at once notify the member and the Director for that district and those not paying within thirty (30) days after their expiration date shall be dropped from the rolls and lose all accumulates sweepstakes



points. Renewals received within sixty (60) days after their expiration date shall be dated back to the expiration date of the previous membership.

(Rev 11-2011)

## **Article II. DUTIES OF OFFICERS**

**Section 1.** The PRESIDENT shall preside at all meetings of the club, and act as Chairman of the Executive Board and appoint all committees and fill vacancies in offices that may occur between elections with the approval of the Board. The President shall not hold appointed office (i.e., newsletter editor or sweepstakes chairperson) while serving in the office of President. The President shall submit articles for publication in the Club newsletter. The President shall maintain supervision over the necessary affairs of the club between annual meetings.

(Rev 11-2011)

**Section 2** The VICE-PRESIDENT shall perform the same duties of the President's in the absence of the President or in the event of their inability to act. They shall submit articles for publication in the Club newsletter.

**Section 3.** The SECRETARY/TREASURER shall conduct the general correspondence of the Club, keep minutes of the annual and Executive Board meetings, and have charge of all the books, papers and records pertaining to the office. The Secretary/Treasurer shall act on all membership applications and keep an accurate list of all members. They shall be custodian of all club funds, shall maintain a bank account in the name of the club, and shall keep a set of books and records for the Executive Board. They shall submit a financial report and a report on the club business for publication in the Club newsletter. Along with the Secretary/Treasurer, the President shall also be listed on the bank account(s) of the ADHRC. The Secretary/Treasurer is to be bonded in the amount sufficient to cover all assets of the Association in their possession or under their control. The ADHRC shall pay the cost of the bond.

**Section 4.** The DIRECTORS shall carry out instructions of this Association and each director shall be responsible for answering all correspondence addressed to him/her in a timely manner. Each director shall also regularly submit articles for publication in the Club newsletter.

**Section 5.** The Board of Directors shall have the power to transact all club business between meetings; award the location of the National Dwarf Hotot Show, considering all reasonable bids and, whenever possible, not awarding it to the same state two years in a row; and decide on any question of policy or anything not specifically covered in this Constitution and By-laws. The Executive Board may, between Convention Board meetings, conduct routine or special meetings and reach decisions via US mail or electronically. A majority vote is required for passage.

(Rev 11-2011)

## **Article III. STANDING COMMITTEES**

**Section 1.** The Auditing Committee shall consist of three (3) members appointed from the membership present at the annual ARBA National Convention. Their duty shall be to make an audit of the books and make a report on them at the Annual Meeting.

**Section 2.** The Standard Committee shall consist of a chairman and four members, at least one (1) of whom shall be a licensed ARBA judge; each member will be appointed from a different area of the United States. The committee shall be responsible for reviewing the validity and necessity of all requested changes. They shall submit all valid proposed changes or additions to the Board prior to publication in the newsletter for consideration by the general membership. If, changes are approved by majority of the votes cast by the membership, the committee shall submit them to the ARBA Standard Committee with recommendations for adoption.





## ADHRC Constitution & By-Laws (cont.)

**Section 3.** The ARBA National Convention Committee shall consist of a Breed Chairman/ Superintendent, Breed Secretary, Recorder, and Awards Chairperson, Booth Chairperson plus supporting personnel as may be required to enable it to carry out its duties. They shall be responsible for the proper showing and caring of entries, the recording of show results, procurement of trophies or other award and operation of the club's booth.

(Rev 11-2011)

**Section 4.** The Sweepstakes Chairperson will have the responsibility of maintaining points and show records. These reports should appear in the newsletter publication for the membership. The office of Sweepstakes Chairperson is an appointment for a two (2) year term and shall be re-evaluated at the end for reappointment. The appointment of the office of Sweepstakes Chairperson shall coincide with the election of the President of the ADHRC in the even numbered years. When the office of Sweepstakes Chairperson becomes vacant, a call for resumes will be published in the next issue of "Dwarf Hotot News". Resumes for Sweepstakes Chairperson are to be sent either via US mail or electronically to the President within thirty (30) days of the publication date of the notice. The President will then review and with the majority of the board appoint a Sweepstakes Chairman.

**Section 5.** The Election Committee shall consist of a Chairperson and two (2) members, appointed by the President with the majority of the Board's approval, and will serve as needed at the President's discretion. The Chairperson of the Election will hold no other office in the club. Their duties are to accept and count all ballots cast be the membership for general elections. All ballots will be opened in front of all members of the Election Committee and counted. The results of the count are to be sent to the President and the Secretary/Treasurer within ten (10) days after the closing of the polls. Ballots are to be kept by the Chairperson for a period of one (1) year, after which they will be forwarded to the club secretary to be kept on file. Results of all balloting shall also be published in the forthcoming issue of "Dwarf Hotot News".

(Rev 11-2011)

**Section 6.** The Newsletter Editor will be the Editor of the "Dwarf Hotot News". The office of Newsletter Editor is an appointment for a two (2) year term and shall be re-evaluated at the end for re-appointment. The appointment of the office of Newsletter Editor shall coincide with the election of the President of the ADHRC in the even numbered years. When the office of Newsletter Editor becomes vacant, a call for resumes will be published in the next issue of "Dwarf Hotot News". Resumes for Newsletter Editor are to be sent either via US mail or electronically to the President within thirty (30) days of the publication date of the notice. The President will then review, and with the majority of the Board of Directors, appoint a Newsletter Editor.

**Section 7.** The Youth Scholarship Committee shall consist of three members and a chairperson. The committee shall be appointed by the President, with the majority of the ADHRC Board approval. A Youth Scholarship Fund shall be maintained by the ADHRC Secretary/Treasurer and invested in a separate interest-bearing account. The committee shall be responsible for development of application forms, criteria and selection of the scholarships with ADHRC Board approval. Scholarships will be awarded annually at the ARBA Convention.

(Rev 9-2010)

## Article IV. VOTING PROCEDURE

**Section 1.** Any member sixteen (16) years of age, in good standing, wishing to



become a candidate for office shall send a letter of intent via US mail or electronically for that specific office to the Secretary/Treasurer by June 15th.

(Rev. 11-2011)

**Section 2.** Upon receipt of the letter of intent by the Secretary/Treasurer, they shall determine if the member is eligible to run for the office and notify them via US mail or electronically of receipt of the petition and qualification status. All nominees who qualify must appear on the ballot.

**Section 3.** In the event that any office does not have at least one nominee from these petitions, the President shall appoint a member, with the Board's approval, to fill the vacancy.

**Section 4.** The Secretary/Treasurer shall mail the numbered ballots by August 1. A self-addressed envelope shall accompany each ballot with the Election Chairman's name and address thereon. The Chairperson's name and address of the Election Chairperson shall also be printed on each ballot. Return ballots must be postmarked via US mail by September 1.

**Section 5.** In the event of a tie between two or more persons for the same office, selection shall be made by the Executive Board prior to the Annual Meeting from the persons so tied.

**Section 6.** No person whose name appears on the Election Ballot may be on the Election Committee.

**Section 7.** When the ADHRC Constitution and By-Laws allows, all ballots for elections are to be mailed in the same mailing as the "Dwarf Hotot News".

#### **Article V. JUDGES FOR NATIONAL CONVENTION**

Each director will submit to the Board of Directors one (1) judge's name that has been agreed on by the members within their district. Approved judges names will then be voted on by the membership. Deadline for submission shall be thirty (30) days prior to the ARBA Convention. Number ballots will be mailed in the following Dwarf Hotot news. Ballots to be returned to the Secretary within thirty (30) days of the postmarked date on the newsletter. The Secretary will notify the President of the results and then contact the judges in order of the votes received for the next two (2) open conventions. This process will be executed every other year starting in 2009.

#### **Article VI. PARLIAMENTARY AUTHORITY**

**Section 1.** To conduct club business, a quorum is defined of at least five (5) Officers or Directors of the club present at the meeting.

**Section 2.** Unless otherwise provided in these articles, "Roberts' Rules of Order" shall govern the transaction of business of all meetings.

#### **Article VII. Order of Business**

(Rev 11-2011)

1. Call to Order
2. Roll Call of Officers
3. Reading of Minutes of the Executive Board and Special Meetings
4. Reading of Minutes of previous Annual Meeting
5. Report of Officers
6. Committee Reports
7. Unfinished old business
8. Announcement of New Officers and Directors
9. New Business
10. Good of the Club
11. Adjournment



## **ADHRC Constitution & By-Laws (cont.)**

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### **Article VII. AMENDMENTS**

(Rev 11-2011)

Proposed amendments to these by-laws shall be submitted to the Secretary/Treasurer in writing, via US mail or electronically mailed and bear the signatures of at least five (5) supporting member. These proposed amendments shall be US mailed or electronically mailed to the Executive Board for discussion on the pros and cons.

After mailing to the Executive Board, the proposed changes shall be printed in the Dwarf Hotot News immediately following the boards discussion with pros and cons listed.

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