

# **North American Lionhead Rabbit Club Constitution**

Amended effective 08/16

## **ARTICLE I - NAME**

The name of this organization is the NORTH AMERICAN LIONHEAD RABBIT CLUB, hereafter may be noted as NALRC.

## **ARTICLE II – OBJECTIVES**

The object of this club shall be to encourage, promote and improve the breeding of Lionhead rabbits by maintaining standards, encouraging exhibitions, offering services to its members and holding semi-annual meetings for its members and Board of Directors. The club shall be a nonprofit organization.

## **ARTICLE III: AFFILIATION**

This organization shall be affiliated with the American Rabbit Breeders Association, known as ARBA.

## **ARTICLE IV -AUTHORITY**

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

Section 2 - Robert's Rules of Order shall be considered as the final authority for this Association on all questions not specifically covered by the Constitution and By-Laws.

## **ARTICLE V – MEMBERSHIP**

Section 1 - Any person engaged in raising Lionhead rabbits or any person interested in the Lionhead rabbit breed may become a member of the NALRC.

Section 2 - The NALRC Board of Directors reserves the right to accept or reject, for just cause, any application for membership or renewal.

Section 3 - All membership dues are annual and are payable at the time of joining. All memberships are immediate upon payment of dues.

## **ARTICLE VI - OFFICERS**

Section 1 - The Officers of this club shall be President, Vice President, Secretary, Treasurer, and nine (9) Directors. These officers shall constitute the Board of Directors. All Officers, except the President, shall have full voting rights. The President shall vote only in the case of a tie vote. All officers must have been members of both the American Rabbit Breeders Association (ARBA) and the North American Lionhead Rabbit Club (NALRC) for two (2) consecutive years prior to taking office. Furthermore, no two members living in the same household or immediately related to each other shall serve on the board during the same time period.

Section 2 - The President, Vice President, Secretary, Treasurer and nine (9) Directors shall be elected by the general membership.

Section 3 - All terms of office shall be 2 years and shall begin immediately following the close of the ARBA Convention.

Section 4 - The President, Treasurer and (5) five Directors (for Districts 1, 3, 5, 7 & 9) shall be elected on even years. The Vice President, Secretary, and (4) Directors (for Districts 2, 4, 6 & 8) shall be elected in odd years.

Section 5 - The President, Vice President, Secretary and Treasurer are ex-officio members of the Board of Directors. The President is an ex-officio member of all committees, with the exception of the Election Committee.

Section 6 - The United States shall be divided into nine (9) Sections or districts as outlined below.

District 1: (AK, ID, OR, MT, WA, WY, SASKATCHEWAN, ALBERTA, BC, YUKON TERRITORY)

District 2: (AZ, CA, HI, MV, UT, MEXICO)

District 3: (IA, MN, NE, ND, SD, WI)

District 4: (AR, CO, NM, OK, TX)

District 5: (IL, KS, MO)

District 6: (AL, FL, GA, LA, MS, TN, PUERTO RICO)

District 7: (CT, ME, MA, NH, NY, RI, VT, QUEBEC, NEWFOUNDLAND, NOVA SCOTIA)

District 8: (IN, KY, MI, OH, MANITOBA, ONTARIO)

District 9: (DE, MD, NJ, NC, PA, SC, WEST VA, VA, WASHINGTON D.C. FOREIGN)

The membership within each designated District shall elect (1) Director who lives in that district to serve on the Board. If there is no one willing to serve as Director from any specific district(s) then the President Elect shall appoint any directors needed to fill these vacancies with the approval of the Board.

Section 8 - Officers will be automatically removed if they do not renew their NALRC membership within sixty (60) days of their renewal date. Officers must maintain good standings with both the ARBA and NALRC. Vacancy to be filled by appointment by the President, approved by the Board of Directors.

## **ARTICLE VII - MEETINGS**

Section 1 - A meeting of the general membership of the North American Lionhead Rabbit Club shall be held each year during the ARBA Convention with the exact time and place being sent out by the Secretary at least four (4) weeks in advance to all members in good standing.

Section 2 - The Board of Directors will meet in person at least once a year. This meeting shall be at the annual ARBA National Convention & Show. The presence of five (5) voting members of the Board of Directors shall constitute a quorum.

Section 3 - The President or Vice President with the consent of 2/3 of the members of the Board of Directors, may call a special meeting of the Board of Directors, Notice of such meeting, listing the time, place and the purpose of such special meeting at least (7) seven days prior to the meeting. Only the business for which the meeting was called can be transacted.

Section 4 - The Secretary has the power to call an emergency meeting of the Board of Directors in the event the President and the Vice-President become disabled, disqualified or resign. The purpose of the meeting shall be to elect a President pro-term from the Board of Directors until such time as a general election can take place.

Section 5 - The President may conduct business via the internet/email. All internet votes will remain open for seven (7) days to allow all Board members a chance to discuss, amend, and vote on the impending issues. Any member who fails to report their vote within the seven (7) days shall, by their silence, forfeit their right to vote on the motion/motions before them.

Section 6 - At any General Meeting or Board of Directors meeting, a majority of members present in good standing as reflected in the records of the Secretary and the Treasurer shall carry the vote, unless specifically stated otherwise in the By-Laws.

## **ARTICLE VIII – AMENDMENTS**

Section 1 - This constitution may be amended by a two-thirds (2/3) majority of all votes cast by mail ballot of the entire membership. All members must be notified in writing of the proposed amendment and furnished a ballot.

Section 2 - This constitution may be amended by a two-thirds (2/3) majority of all eligible voting members present at the annual or semi-annual meeting providing that all members have been notified in writing of the proposed changes at least thirty (30) days prior to the annual or semi-annual meeting and that there are at least twenty-five (25) eligible voting members present in addition to the officers. The item to be considered must appear on the agenda of the meeting.

Section 3 - Any member may submit to the Rules Committee a resolution or an amendment to the constitution provided it is signed by three (3) or more members in good standing and submitted at least ninety (90) days prior to the annual or semi-annual meeting, so that it may be posted for the required thirty (30) days. The item shall be reviewed by the Constitution and By-Laws Committee and the committee's recommendations presented to the general membership for action as stated in Article VIII, Section 1 or Article VIII, Section 2 of this constitution.

Section 4 – Amendments will take effect thirty (30) days after the vote is recorded.

## **North American Lionhead Rabbit Club By-Laws**

Amended 9/1/16

### **ARTICLE I: MEMBERSHIPS, DUES, & FEES**

Section 1- All dues are to be paid in full at the time of membership application/renewal.

Membership fees are as follows:

UNITED STATES: (includes Hardcopy of Quarterly Mane Musings)

- Single Adult New Membership  
\$20.00 (1) year \$40.00 (3) Years
- Single Adult Renewal Membership  
\$15.00 (1) year \$35.00 (3) Years
- Single Youth New Membership  
\$15.00 (1) year \$30.00 (3) Years
- Single Youth Renewal Membership  
\$10.00 (1) year \$25.00 (3) Years
- Two or More Persons At One Address New Membership  
\$25.00 (1) year \$55.00 (3) Years
- Two or More Persons At One Address Renewal Membership  
\$20.00 (1) year \$50.00 (3) Years

CANADA:

- Single Adult New Membership with Hardcopy of Mane Musing Mailed:  
\$45.00 (1) year \$100.00 (3) Years
- Single Adult Renewal Membership with Hardcopy of Mane Musing Mailed:  
\$30.00 (1) year \$80.00 (3) Years
- Single Adult New Membership with Digital Copy of Mane Musings E-Mailed:  
\$35.00 (1) year \$60.00 (3) Years
- Single Adult Renewal Membership with Digital Copy of Mane Musings E-Mailed:

\$20.00 (1) year \$55.00 (3) Years

**ALL OTHER FOREIGN:**

- Single Adult New Membership with Hardcopy of Mane Musing Mailed:  
\$55.00 (1) year \$130.00 (3) Years
- Single Adult Renewal Membership with Hardcopy of Mane Musing Mailed:  
\$45.00 (1) year \$120.00 (3) Years
- Single Adult New Membership with Digital Copy of Mane Musings E-Mailed:  
\$35.00 (1) year \$60.00 (3) Years
- Single Adult Renewal Membership with Digital Copy of Mane Musings E-Mailed:  
\$20.00 (1) year \$55.00 (3) Years

**Section 2 - "Good Standing" Defined**

A member in "good standing" is defined as a member who is current on payment of yearly dues and has no outstanding debt owed to the NALRC.

**Section 3 – Membership Defined**

a) A Single Adult Membership is open to anyone who has reached their 18th birthday by the date of joining the club, or any youth member who has passed their 18th birthday and wishes to convert their youth membership to an adult membership. Each Single Adult membership is entitled to one vote in club affairs.

b) Single Youth Membership is open to anyone who has not reached his or her 19th birthday. Birthdates must be supplied with the membership application. This category of membership is NOT allowed to vote.

c) "Two or More Persons at One Address" is open to anyone regardless of age. All persons who have not reached their 18th birthday must supply their birth date on the membership application for NALRC bookkeeping purposes. The "Two or More Persons at One Address" membership category is allowed up to two votes in club affairs, if two (2) of the members are at least 18 years of age when the vote is taken.

d) Membership becomes effective on the 1<sup>st</sup> day of the month in which the application and accompanying dues are received by the Secretary.

**Section 4 - Membership Renewal Defined**

a) Membership is continuous when a renewal application accompanied by the appropriate dues is received by the secretary prior to the 1<sup>st</sup> day of the second consecutive month after the membership expiration date. This period of time is hereafter referred to as the 'grace period'.

b) Members who pay renewal dues after the grace period has elapsed will forfeit sweepstakes points and privileges previously earned.

c) When renewal dues are received by the secretary after the grace period has elapsed, the applicant will be considered a New Member and membership will be dated as of the 1<sup>st</sup> day of the month in which the application and accompanying dues are received by the Secretary. New memberships arising out of a lapse in membership will not be entitled to an additional copy of the official guidebook.

**Section 5 - Each membership is entitled to; a subscription to the club newsletter, a copy of the club guidebook in the initial year upon joining, and a membership card for each member named on the application.**

**ARTICLE II: DUTIES OF OFFICERS**

**Section 1 – PRESIDENT**

The President shall:

- A. Act as the Chairman of the Board, and preside at all meetings.
- B. Call and designate the time and place of all meetings.
- C. Appoint all Committees and fill all vacancies subject to approval of the Board.
- D. Perform such other duties as usually pertain to this office, or as assigned by the Board. Be accountable to the Board of Directors.
- E. Vote at general membership meetings and Board of Directors Meetings only in case of a tie.
- F. Transact business by means of e-mail or postal mail correspondence with members of the Board of Directors when calling a meeting thereof is impractical.
- G. Be bonded in favor of the club in an amount set by the Board of Directors. The bonding fee will be provided from club funds.

#### Section 2 - VICE PRESIDENT

The Vice President shall:

- A. Perform such duties as assigned by and be accountable to the Board of Directors.
- B. Perform the duties of the President in the absence, disability or disqualification of the President.
- C. Upon a vacancy in the office of the President, the Vice President shall assume the responsibilities of the President and appoint a new Vice President for the remainder of the current term with the approval of the Board of Directors. EXCEPTION: If the President-Elect has been determined by established club protocol, the Vice President will remain in the office of the Vice President, and the President-Elect shall assume the responsibilities of the President for the remainder of the current term.

#### Section 3 -SECRETARY

The Secretary shall:

- A. Act as Secretary of the Board of Directors.
- B. Conduct all general correspondence of this Association. The Secretary shall act promptly on all correspondence received on the club's behalf. Keep on file a copy of all letters received, together with a copy of all letters sent out by him/her.
- C. Keep all the records of the club; keep the minutes of all meetings of the club and Board of Directors meetings. Keep a permanent printed copy on file of the minutes of all meetings, signed by secretary. Read such minutes as required and provide minutes/messages to the newsletter editor for inclusion in the Mane Musings quarterly newsletter and to the webmaster of the club's approved website for publication thereof.
- D. Perform all duties which pertain to the office. Perform additional duties as required by the Board of Directors.
- E. Turn over all monies to the Treasurer in a timely manner. If the Board of Directors so require, the Secretary must furnish a bond in an amount set by the Board of Directors. The cost of any such bond shall be paid by this Association.
- F. Keep on file a permanent printed copy of the current approved Constitution and By-Laws, as well as a record of all changes proposed to the Constitution & By-Laws, including a record of the results of the vote on each change.
- G. Respond in a timely manner to all membership applications. Maintain a complete and up-to-date membership list, including current member addresses and report same to the Board of Directors on a quarterly basis.
- H. Compile and submit a complete and detailed list of pending membership expirations or recently lapsed memberships to the editor of the Mane Musings for publication in each quarterly issue. This shall be done in a manner that gives at least 30 days notice to each

member prior to the membership expiration date. After a 60 day grace period, the Secretary shall remove any member that has not renewed their membership from the master membership list.

#### Section 4 - TREASURER

The Treasurer shall:

- A. Be a custodian of all funds. Collect all monies due the club, keep an accurate record of such funds, and make payment as directed by the Board of Directors.
- B. Report his/her actions to the Board of Directors and membership by publishing a quarterly Treasurer's report on the North American Lionhead Rabbit Club's approved website, or in the Mane Musings quarterly newsletter,
- C. Report on the financial condition of the club at the General Membership Meeting at Nationals and ARBA Conventions.
- D. The books must be audited annually by the end of the calendar year. The Treasurer shall be bonded in favor of the club in an amount set by the Board of Directors. The bonding fee will be provided from club funds. The bond must be delivered to the President within 30 days after taking office.
- E. Maintain a bank account in the name of the club with a current signature card showing Treasurer and Secretary as signors on the account. Any signors on the club account must be bonded.
- F. Consult and advise the President on any unusual matters with regard to club finances.

#### Section 5 - BOARD OF DIRECTORS

The general supervision and conduct of the affairs of this Association shall be vested in the Board of Directors.

The Board of Directors shall:

- A. Have charge of the business affairs and transactions of the club. Have the power to transact all club business between meetings, act upon charges brought before them, and formulate rules & policy which are not specifically covered in the Constitution and By-Laws.
- B. Make contracts in the name of the club.
- C. Interpret any rules, regulations and By-Laws of the club.
- D. Carry out instructions of this Association. Each Director shall be responsible for answering all correspondence addressed to him/her in a timely manner. Each Director shall provide quarterly reports to the newsletter editor of events that are taking place in their district. This can include show wins of the members within their district. Members shall be responsible to submit such wins to their district director.
- E. Authorize expenditures, not exceeding the assets of the Association.
- F. Devise ways and means to carry out the objectives of the Association.
- G. Make decisions as may pertain to the improvement of this Association.
- H. All transactions by the Board of Directors must have a simple majority approval. Five (5) members of the Board of Directors shall constitute a quorum.

### **ARTICLE III: COMPENSATION**

Section 1 - The NALRC shall pay the Secretary a stipend of \$50.00 per month for a total of \$600.00 per year. This shall be the total compensation for the Secretary.

Section 2 -

The Newsletter Editor shall receive a stipend of \$100.00 per issue for the compilation and publication of the quarterly newsletter for a total of \$400.00 per year. This shall be the total

compensation for the Newsletter Editor.

#### **ARTICLE IV: STANDING COMMITTEES**

Section 1 – The President will appoint all Standing Committees subject to the approval by simple majority of the Board of Directors. The term of all Committee Chairs and members shall be one year beginning/ending immediately following the conclusion of the annual ARBA Convention. All members reviewed and appointed for any Committee must be a member in good standing. The Chairperson for each Committee shall have been a member in good standing of the NALRC for a period of one (1) year.

Section 2 - The President or the Board of Directors may request the formation of a Special Committee if the objective for the committee is not met by any of the Standing Committees. A Special Committee may be appointed to fill that objective by the President, with Board approval by a simple majority. Special Committees shall be discharged after their function is fulfilled.

Section 3 - Standing Committees shall consist of:

a) Rules Committee:

- Shall be responsible for reviewing, receiving, and/or proposing amendments to the Constitution, By-Laws, and Standing Rules of the NALRC.
- Shall receive and review any proposals for conflicts with the current documents or the ARBA. They shall make suggestions for revisions as deemed necessary.
- Shall keep up to date and complete records of the standing rules of the club.

b) Auditing Committee:

- Shall be responsible for yearly audit of the Treasurer's books.
- Shall furnish a copy of their report to the Board of Directors.

c) Election Committee:

- Shall receive and count all ballots and maintain a record of the ballots as described in Article 5.
- The Election Committee Chairperson shall send the Secretary a certified statement of the results along with the counted ballots. These documents shall be retained by the Secretary for one year after the election.

d) National Show Committee: *(to be enacted only when the NALRC is hosting the National Show)*

- Shall consist of a minimum of five (5) members. Included shall be the Breed Superintendent and the Show Secretary. This committee shall be responsible for the National Lionhead Specialty Show.
- Shall oversee the operation and running of the show, the banquet and the club booth.
- Shall arrange the procurement of the trophies.
- Shall oversee the publishing and mailing of the show catalog.
- Shall oversee the raffle and Live auction, if these events are hosted.
- Shall solicit donations and set advertising prices to defray expenses, subject to the approval of the Board.
- Shall submit to the Board of Directors a list of qualified judges for up-coming years shows. They will solicit bids from judges approved by the Board of Directors and upon approval of the bids by the Board will hire judges as necessary.
- Shall decide any issues dealing with the show during the actual event. Shall rule on any protest made the day of the show as required in the ARBA show rules.

- Shall interrupt the "show rules" if questions should arise.
- The National Show Committee Chairperson shall be responsible for the coordination of the entire committee. He/She will hold meetings by email or phone as deemed necessary. The Chairperson shall supply information in a time sensitive manner to the website, newsletter and Board.
- The Show Secretary must be a current member of the ARBA and the NALRC. The Show Secretary shall be responsible for the physical running of the show. He/She shall make sure the classes reach the table in a timely manner.

e) Communications Committee:

- Shall include the Chairperson of the Newsletter, Website, and Promotional Committees. This Committee shall provide input for all promotional literature used by the club.
- The Communications Committee shall oversee the coordination of written and Internet communication areas. It shall provide input and recommendations to the Board on how to best meet the objective of advancing the breed.
- The Chairperson of the Communications Committee shall be responsible for orchestrating any email communications between the above members, and arranging any Internet based meeting for said committee.
- The Communication Committee shall meet via Internet (email) as needed to coordinate all incoming and outgoing written media. These Internet based meetings shall consist of discussions involving advertising, website notifications, announcements, and any other communication which needs to reach members of the NALRC.
- The Communications Committee will provide a combined input of what shall go into the Guidebook, the promotional literature, and any advertisement that will be placed with any outside organizations.

f) Website Committee:

- Shall consist of a minimum of three (3) members. The webmasters may be members of this committee. The Chairperson of this committee is a member of the Communications Committee. The committee shall be responsible for overseeing the club website.
- All requests for website updates to be sent to the Website Chairperson as well as to all webmasters. This may be done in the form of a website committee email address accessible by all Webmasters and the Committee Chair.
- Webmasters shall not reside at the same household to protect the club website and allow updates to occur regardless of natural disasters, power outages, or other emergencies that may arise.
- Website Chairperson shall be authorized to perform any updates/changes which may become necessary should the webmasters not be able to get them done in a timely manner.

g) Newsletter Committee:

- Shall consist of a minimum of three (3) members. The Newsletter Editor may serve on this committee. The Chairperson of this committee is a member of the Communications Committee. This committee shall be responsible for overseeing the club newsletter.
- Shall make sure that the newsletter is published in a timely manner.
- Shall review costs and make recommendations to the Board of Directors in financial matters dealing with the publishing and mailing of the newsletter.
- Shall review and set advertising costs.
- Shall be responsible for content decisions that arise, subject to the final determination of the



board.

- Shall give direction to the Newsletter Editor.
- The Newsletter Editor shall be responsible for solicitation of articles, layout, proofing, publishing and mailing of the club's quarterly newsletter. The newsletter editor shall collect all monies for advertising and forward said monies, with appropriate accounting records, to the Treasurer in a timely manner.
- An Advertising Coordinator may be appointed, if desired by the Editor. If so appointed, they shall collect all monies for advertising and forward said monies, with appropriate accounting records, to the Treasurer in a timely manner.

h) Promotional Committee:

- Shall be a minimum of three (3) persons. The Chairperson of this committee is a member of the Communications Committee. This committee shall be in charge of formulating any Lionhead promotional literature used by the NALRC and overseeing any promotional/educational events the club may choose to take part in.
- Shall oversee any educational projects that would help to promote the breed.
- Shall be responsible for the editing and publishing of the club Guidebook.
- Shall make recommendations and offer information and materials to the webmasters.
- Shall advise and recommend to the Board of Directors events or items that would further the promotion of the breed.

i) Fundraising Committee:

- Shall consist of a minimum of (5) five members.
- Shall oversee all fundraising for the club throughout the year, including correlating any fundraising opportunities subject to approval by the Board of Directors.
- Shall serve as the Live Auction Committee for the NALRC National Show, if the event is hosted, and will be responsible for all duties pertaining to the said auction.

j) Sweepstakes Committee:

- Shall consist of a minimum of three (3) members. It shall make sure that current and accurate sweepstakes point records are kept.
- Shall supervise and oversee the performance of the Sweepstakes counter.
- Shall make sure that the website is updated with current sweepstakes points no less than once a month.
- Shall make sure that current sweepstakes standings are published in the club newsletter.
- Shall review and recommend updates to the sweepstakes rule.
- Shall clarify questions on the sweepstakes as they may arise.
- Shall oversee the selection and awarding of yearly sweepstakes awards.

k) Youth Committee:

- Shall have a minimum of three (3) adult members. This committee can also have a number of youth members equal to the number of adult members. The Youth Committee shall correlate youth programs subject to the Board of Directors.

l) Standards Committee:

- The Standard Committee shall consist of a Chairman and four (4) members with no more than two (2) members being from the same district and at least one (1) of whom shall be a licensed ARBA judge. They shall have the duty to maintain a study of the standard, receive requests for working standards on new varieties, and transmit to the membership with Board approval and following ARBA guidelines of any proposed additions or revisions against each change, addition, or revision.
- Club membership voting on standards proposals may be included with the mailing of election ballots, with the Mane Musings, or by a separate mailing. If changes are approved by a simple majority of the votes cast, the committee shall present them to the ARBA Standards Committee with recommendation for adoption.
- In order to aid in the presentation process of new varieties and ensure the quality of the presentation rabbits, the NALRC President and/or Vice President has the power to appoint interim members at an ARBA Convention to fill the spots of NALRC Standard Committee members not able to attend the convention for the review of the Presentation animals. The appointed temporary members would only serve during the particular ARBA Convention at which they were appointed.

m) Convention Show Committee:

- Shall consist of a Committee Chair, as well as, a Breed Chair, Breed Superintendent, Breed Secretary, Booth Chair, Banquet Chair, Exhibition Show Superintendent, & Exhibition Show Secretary.
- Committee to oversee all aspects of the breed show at Convention, including budget, awards, booth, breed and exhibition shows, and banquet.

n.) Judge Selection Committee:

- Shall consist of a Chairman and three (3) members, preferably from different districts, whose duty will be to gather information and create a list of judges who are found to be preferred to judge Lionheads. They will make suggestions and respond with judge recommendations for any show requesting this information, including proposing judges for future ARBA Conventions with Board approval.

## **ARTICLE V: ELECTIONS & VOTING PROCEDURES**

Section 1 – Any voting member in good standing over 18 years of age actively engaged in raising Lionhead rabbits wishing to become a candidate for any office shall obtain an Intent to Run form from the Secretary of the club. The Intent to Run form must be signed by at least three (3) paid up adult voting members in good standing, and be returned to the Secretary, postmarked no later than May 15th of the election year.

Section 2 - Upon receipt of the Intent to Run form, the Secretary shall determine if the member is eligible to run for office. Any unopposed candidate for Director shall automatically win that office. Write-ins shall not be allowed on the ballot. Any unopposed candidate for President, Vice President, Secretary, or Treasurer must be approved by a simple majority vote of the Board.

Section 3 – In the event that any office does not have at least one (1) Intent to Run form received by the Secretary, the President shall recommend an appointment to the Board for approval. All recommended appointments must be approved by a simple majority vote of the Board.

Section 4 –The Secretary shall prepare ballots yearly and use first class postage to mail all ballots to all eligible members in good standing by June 30th. All ballots shall be returned to the Election

Chairperson. All returned ballots must be postmarked no later than July 31st to be considered valid. The Election Committee shall count all acceptable ballots by August 15th and send a certified statement of the results along with the ballots to the Secretary. Facsimiles or copies of the official ballot shall not be considered an acceptable ballot and shall be declared void. Voided ballots shall be held by the Secretary, along with the valid ballots, for a period of one (1) year. The statement and the returned ballots shall be retained for one (1) year.

Section 5 - Members must be over 18 years of age to vote on club issues. Youth memberships are not allowed to vote. Other memberships are entitled to votes as explained under membership, Article 1, Section 3.

Section 6 - No person who appears on the ballot, or any of their immediate family members, may be on the Election Committee.

Section 7 - The candidate with the highest number of votes on the acceptable ballots shall be declared the winner. In the event of a tie between two (2) or more persons for the same office: the Board of Directors, prior to the annual meeting shall vote on the winner. The Secretary shall notify the candidates of the election outcome by August 30th.

Section 8 - Newly elected Officers and Directors shall assume their duties immediately following the close of the ARBA Convention.

#### **ARTICLE VI: PARLIAMENTARY AUTHORITY**

The rules of parliamentary procedure comprised in Roberts Rules of Order shall govern the proceedings of this organization unless otherwise stated in the Constitution and/or By-Laws of the North American Lionhead Rabbit Club.

#### **ARTICLE VII: ORDER OF BUSINESS**

Section 1 – Order of Business at all Annual Meetings and Board of Directors meetings shall be:

- A. Call the Meeting to Order
- B. Roll call of the officers by the Secretary
- C. Reading of the minutes of the previous meeting.
- D. Treasurer's Report
- E. Reading of Communications and Bills
- F. Reports of Committees, Officers, and Delegates
- G. Unfinished Business
- H. New Business
- I. Installation of Officers
- J. Adjournment

#### **ARTICLE VIII: DISCIPLINE**

Section 1 – Charges of misconduct may be filed by any member against another member or against an individual applying for membership. Charges must be in writing and filed with the Secretary along with a \$75.00 fee. If the Secretary is filed against, the filer shall send the written charges to the President along with the required fee. The NALRC will not accept any charges by any member against another member regarding private treaty transactions (sales) between members.

Section 2 - Any member against whom charges have been filed or any individual who is applying for membership against which charges have been proffered shall be furnished a complete statement of the charges by the Secretary (President if warranted) and shall be allowed 30 days to file a reply. If such person does not respond within thirty (30) days, his/her membership or

application for membership will be considered null and void.

Section 3 - The charges, together with the reply from the charged member if any has been received, shall be furnished to each member of the Board of Directors for his/her consideration. The Board of Directors may, by a two-thirds majority vote, reprimand, suspend, or expel the member. Less than two-thirds majority shall constitute acquittal of the charges. During the time a member is suspended, he/she will be considered to be a member not in good standing and will lose all privileges afforded to members in good standing.

Section 4 - Any member suspended shall be eligible for reinstatement after one year has elapsed from the date of suspension. Member must petition the Board of Directors in writing to be considered for reinstatement. Suspended member is to be reinstated by 2/3 majority vote of the Board of Directors and appropriate dues must be received by the secretary within 15 days of reinstatement. Any suspended member denied reinstatement may petition again for reinstatement after one year. Any member expelled shall not be eligible for membership in this organization at any time.

Section 5 - If acquittal of the charges has been reached, the filer shall not be reimbursed his/her fee. If a member is reprimanded, suspended or expelled, the fee is to be returned to the complainant. Charges brought forward by unanimous decision of the Executive Board against an individual shall be exempt from this fee.

Section 6 - If an Officer, Director, Committee Chair, or Committee Member does not fulfill their duties, shows lack of interest in Club matters, or undermines the morale of the Club's membership, they shall be asked to resign by the Board of Directors. If he/she fails to resign voluntarily, the Board of Directors may, by a 2/3rds majority vote, declare the office vacant.

Section 7 - Any member who files charges against another member may not have voting privileges on any disciplinary action against the alleged violator, even though the protestor or plaintiff may be an NALRC Board Member or Director. If the protestor is an NALRC Board Member or Director, the President may appoint an impartial person from the district over which the protestor presides to vote on the action taken before the board.

#### **ARTICLE IX: DISSOLUTION OF THE CLUB**

In the event of dissolution of the North American Lionhead Rabbit Club, all debts and liabilities are to be paid in full. Any remaining funds and assets shall be evenly distributed between the ARBA Hall of Fame Library and the ARBA Research and Development.

#### **ARTICLE X: AMENDMENTS**

These By-Laws may be amended or changed by an absolute majority vote of the Board of Directors in attendance at any Board of Directors meeting, or a special meeting or Conference meeting called by the President by E-mail or phone (according to Article VI, Section 4 of the Constitution). All Board Members must be notified of the proposed changes, by the Chairperson of the Rules Committee two (2) weeks prior to the vote. This notification may be by mail, E-mail, phone or newsletter.