

CONSTITUTION AND BY-LAWS OF THE OREGON LEAGUE OF RABBIT AND CAVY BREEDERS

ARTICLE I – NAME

The name of this organization shall be the Oregon League of Rabbit and Cavy Breeders. Hereafter may be referred to as OLRCB.

ARTICLE II – AFFILIATION

This organization shall be affiliated with and apply for annual charter from the American Rabbit Breeders Association, Inc., adhering to all requirements set forth by the ARBA for charter as a State Association. The OLRCB shall function as a non-profit organization.

ARTICLE III – OBJECT

The object of this Association shall be to promote, encourage, and develop the rabbit and cavy industry in the state of Oregon to the mutual benefit of all concerned.

ARTICLE IV – MEMBERSHIP

Section 1. All membership types are sent to and processed by the Secretary of the OLRCB. Payment of the appropriate dues amount must accompany each application and/or renewal.

Section 2. Each member shall benefit from available club publications which may include newsletter, member directory, web page, e-mail notices and other offerings.

Section 3. Individuals may hold more than one membership type. A member may be included in a partnership membership in addition to holding an individual membership.

Section 4. All individual adult members, except youth (under 19), residing in Oregon, shall have the right to one vote on OLRCB ballot issues and in open membership meetings regardless of the number of membership types that he/she may be included in. Associate members do not have a voting right.

Section 5. Membership Types

- INDIVIDUAL ADULT – Must be 19 years of age or older and an Oregon resident.
- INDIVIDUAL YOUTH – Must be under 19 years of age.
- PARTNERSHIP – Two or more individuals residing in the state of Oregon wishing to jointly raise and exhibit rabbits and/or cavies. Partners may be adults

or youth but not a combination of adult and youth. Partnership members shall share a single mailing address for club mailings.

- INDIVIDUAL LIFETIME – The Board has the authority to issue Lifetime Memberships at its discretion.
- CLUB – Local and Specialty Clubs within the state of Oregon wishing to affiliate themselves with the OLRCB may apply for a club membership. Each Club must hold an ARBA Charter. Clubs may elect one representative to serve on the Board of the OLRCB and have a right to one vote at Board meetings. Member Clubs may submit a bid to host the Annual State Convention and Show when called for by the Board of Directors.
- ASSOCIATE – Any adult, youth, or partnership residing outside the state of Oregon may apply as an Associate member. Associate members may participate in the sweepstakes contest but may not hold office or vote at meetings or in elections. Associate dues are the same as their in-state equivalent.
- Local and Specialty clubs will be sent renewal applications in December of each year for the following year by the OLRCB Secretary.

Section 6. Sanctioned Show Entry Requirements

- For the purpose of calculating sweepstakes points and awards of ARBA legs of grand championship, OLRCB sanctioned show entries must include the names of each individual in a partner membership type.
- Sweepstakes points will be recorded under the name's provided by sanctioned Show Secretaries.
- Sweepstakes points may be accumulated under partner or individual memberships.
- Youth and Adults must hold individual memberships and enter as individuals to accumulate sweepstakes points under a single name.

ARTICLE V – OFFICERS

Section 1. The elective officers of this Association shall be President, Vice-President, Secretary, Treasurer, and six (6) Directors at Large. These officers shall be known as the Executive Board. All ARBA chartered clubs that are members of the State Association shall elect annually one (1) Representative to serve on the Board of Directors. The Board of Directors shall consist of the Executive Board and the Club Representatives.

Section 2. To be eligible for office, any member must be at least eighteen (18) years of age, a resident of the state of Oregon, and a member of the ARBA.

Section 3. The President, Vice-President, Secretary, Treasurer, and the Directors at Large are to be elected biannually by mail ballot sent out to the entire voting membership. The President, Treasurer, and three (3) Directors are to be elected in even years. The Vice-President, Secretary, and three (3)

Directors shall be elected in odd years. The term of office shall be two years, and each election must be concluded by December 31 of each year.

- Section 4. Each affiliated club shall elect from its membership one Representative to serve a one (1) year term as a voting member of the Board of Directors from January 1 until December 31 of each year. A letter from the Club Secretary must be received by the League Secretary no later than February 1, identifying the Club Representative before the Representative can be recognized as a voting member of the Board of Directors.
- Section 5. Terms of office shall begin on January 1 of each year.
- Section 6. Any officer who does not fulfill his duties shall be asked to resign by the President. If he/she does not do so, the office will be declared vacant by a two-thirds vote of the Board of Directors. If an officer or director does not fulfill his/her duties or shows lack of interest in club matters, he/she will be asked to resign by the President. If he/she fails to do so, the Executive Board of Directors, by a majority vote, shall declare the office vacant. The Executive Board of Directors may, by majority vote, request the resignation of the President if it is felt that the President has not fulfilled his/her duties or shows lack of interest in club matters. Any Officer who misses three unexcused meetings shall be asked to resign by the President.
- Section 7. Any vacancies in the Executive Board shall be filled by appointment of the President, subject to majority approval of the Board of Directors. All Representatives shall be appointed by the appropriate club.
- Section 8. In the event that both the President's and Vice-President's offices become vacant at the same time for any cause, these offices and any remaining offices shall be filled by appointment of the Executive Board, subject to approval by the Board of Directors. These appointments to run for the duration of the respective terms.

ARTICLE VI – DUTIES OF OFFICERS

- Section 1. The President shall prepare a meeting agenda for all Board members to be sent out fourteen days prior to the meeting date. He/she shall act as Chairperson of the Board, perform all other duties as usually pertain to the office and have such powers as may be conferred upon him/her by the Board. He/she may call special meetings or conduct polls of the Executive Board in accordance with the Constitution and By-Laws. He/she shall appoint all committees and serve as an ex-officio member of

those committees. He/she shall fill any vacancies in office by appointment, said appointments to be approved by the Board.

Section 2. The Vice-President shall, at the request of the President, assist the President in his/her duties, and shall perform all duties of the President in the event of his/her absence or disability. In case of vacancy in the office of President, the Vice-President shall succeed him/her in office.

Section 3. The Secretary shall file application for Annual Charter with the ARBA. The Secretary shall receive all membership dues, send out membership cards, and keep membership records. The Secretary shall conduct all correspondence and permanent record keeping for the Association. Minutes shall be recorded and maintained by the Secretary or the acting Secretary in the Secretary's absence. All corrections or additions will be completed at the following meeting.

Section 4. The Treasurer of OLRCB shall be bonded in an amount fixed by the Board of Directors. The Treasurer will secure the bond. The bond will be paid by OLRCB and be renewed yearly. The Treasurer shall receive and disperse all moneys of the Association. The Treasurer shall give a Financial Report to the membership in the Newsletter and at the General Membership meeting at Convention. Checks are to be signed by the Treasurer or one other officer designated by the President. An Audit committee of no less than two OLRCB members shall be appointed by the President and approved by the Board of Directors. The books are to be audited at least once a year, completed no later than December 31st of each current year.

Section 5. The Executive Directors shall represent General membership in regularly scheduled and Emergency Board meetings. Executive Directors shall make themselves available to the general membership for input and feedback regarding member issues and concerns and cast their votes in OLRCB Business meetings accordingly. Executive Directors may be called upon by the President to participate in OLRCB Committees and Special Projects.

Section 6. All authority to conduct the business of the Association is vested in the Board of Directors.

Section 7. The Executive Board shall conduct all necessary business of the State Association between regularly scheduled Board meetings.

ARTICLE VII - SALARIES OF OFFICERS

Section 1. No member or Officer of this State Association shall receive any Salary or Compensation for the normal conduct of his/her duties to this Association.

Section 2. Expenses incurred by a member or Officer, by or for this Association may be reimbursed by the Association if approved by the Board.

ARTICLE VIII – WEBMASTER

Section 1. The Webmaster is a unique job description and requires a special talent, education, and experience. This will be a paid position. It is a position that requires an application for any interested applicants. Applicant must be an OLRCB member. The candidate and stipend shall be approved by the Executive Board. The term is one (1) year that goes from January 1 until December 31 of each year.

ARTICLE IX – NEWSLETTER

The Newsletter Editor shall be appointed by the President. The Editor shall issue a Newsletter at least twice a year, but not to exceed four times a year.

ARTICLE X – ORDER OF BUSINESS

The Order of Business at all meetings of this Association shall be:

1. Roll Call of Officers and Directors to determine that a quorum exists.
2. Club Reports
3. Request for addition to Written Agenda
4. Reading of Minutes of previous meeting
5. Report of Secretary
6. Report of Treasurer
7. Report of Board of Directors
8. Report of Committees
9. Unfinished Business
10. New Business
11. Good of Order
12. Adjournment

ARTICLE XI – DISCIPLINE

- Section 1. The Executive Board of Directors may, by a majority vote, choose to put a current member on a six month probation, expel any member or reject an application for membership or renewal providing charges have been brought by another member and upheld by the OLRCB Executive Board of Directors. During the time a member is on six month probation, he/she will be considered to be not in good standing and will lose Sweepstakes Points that may be accumulated during the probation period.
- Section 2. A member or individual who is applying for membership against which charges have been brought shall be fully informed by the Secretary and given thirty (30) days to respond before action is taken by the Executive Board of Directors. If such person does not respond within thirty (30) days, his/her application for membership will be considered null and void. This individual may reapply for membership after ninety (90) days.
- Section 3. Any person expelled or rejected may be eligible for reinstatement after a period of one (1) year, upon the authority of the Executive Board of Directors.
- Section 4. If an Officer or Director becomes delinquent in his/her dues, he/she shall be notified by the Secretary by registered mail and if his/her membership is not renewed within sixty (60) days, the office shall be declared vacant.
- Section 5. If an officer or director does not fulfill his/her duties or shows lack of interest in club matters, he/she will be asked to resign by the President. If he/she fails to do so, the Executive Board of Directors, by a majority vote, shall declare the office vacant. The Executive Board of Directors may, by majority vote, request the resignation of the President if it is felt that the President has not fulfilled his/her duties or shows lack of interest in club matters.
- Section 6. Any member who brings charges against another member must submit to the Executive Board a \$50 fee with the written complaint. If the charges are upheld by majority vote of the Executive Board of Directors, the \$50 will be refunded. If ruling is in favor of the charged member or individual, the \$50 will be forfeited and added to the General Fund. Charges brought forward by unanimous decision of the Executive Board against an individual shall be exempt from this fee.
- 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 OLRCB member or a Director.
- Section 8. If a protestor is an OLRCB Board Member or a Director, the President may appoint an impartial person from the OLRCB membership over which

the protestor preside to vote on the action before the Board. If the complaint is against the President, then the Vice President may appoint such a person.

ARTICLE XII – AUTHORITY

The interpretation and enforcement of the Constitution and By-Laws, as well as all rules, regulations, and other matters affecting the Association is vested in the Board of Directors. The latest revisions of Robert's Rules of Order shall be considered as the final authority for this Association on all questions not specifically covered by this Constitution and By-Laws.

ARTICLE XIII – AMENDMENTS

Any Amendment to the Constitution or By-Laws shall be presented to the Constitution and By-Laws Committee for consideration and recommendation. Any recommended proposed Amendment will then be presented to the Board for consideration and recommendations. If the Board recommends the proposed Amendment, it shall be presented to the General membership by mail for a vote. The amendment can only be adopted by a majority vote of the General membership.

BY-LAWS

ARTICLE I – MEMBERSHIP DUES

- Section 1. The membership dues fee shall be set by the Board of Directors. It shall be reviewed and revised on a periodic basis to assure financial soundness of the Association.
- Section 2. All memberships, except Club, will expire one or three years from joining. All Club memberships will be due January 1 of each year. A reminder will be sent to all members when their membership is due. Local and Specialty Clubs will be sent Renewal Applications in December of each year for the following year by the OLRCB Secretary.

ARTICLE II – MEETINGS

- Section 1. This Association shall have one General Membership meeting, to be held at the State Convention Show.
- Section 2. The Board of Directors shall meet at least twice a year, but not to exceed four times a year. All regularly scheduled Board meetings shall require fourteen (14) days advance notice by mail, e-mail, or phone. Between regular meetings, the Executive Board may conduct routine or special business by mail, e-mail, or phone. Results of business transacted between regularly scheduled meetings by mail, email, or phone shall be published in the minutes of the next meeting.
- Section 3. The President or any six (6) Executive Board members may call an emergency Executive Board meeting for the purpose of transacting emergency business. No prior notice is needed. The location may include a conference call. The only business that may be considered at an emergency meeting is that for which it is called.
- Section 4. Six (6) members of the Board shall constitute a quorum to conduct all business at any General meeting or Board meeting.
- Section 5. Any Resolution or Amendment, except Constitution and By-Laws, proposed in writing and passed by a majority vote at a quorum meeting of this Association, shall take effect immediately. Any member may submit to the Secretary a petition of referendum signed by twenty-five (25) percent of the entire voting membership of this Association, requesting that a Resolution or Amendment be submitted to mail vote of the entire membership.

ARTICLE III – VOTING PROCEDURE FOR OFFICERS

- Section 1. Any eligible member of the Association wishing to be a candidate for office shall send a nominating petition to the Secretary, stating the office for which he/she wants to be a candidate. It must be signed by seven (7) members of the Association and be postmarked no later than October 1.
- Section 2. Upon receipt of the Petition, the Secretary shall determine if the member is eligible to run for office and notify the candidate. All nominees who do qualify appear on the Ballot.
- Section 3. If there are no Nominating Petitions received for a vacant position, the office is declared vacant and Constitutional procedure prevails.
- Section 4. The Secretary must prepare and mail by first class an Election Ballot to all voting members no later than November 1. The Ballot shall contain the names of all eligible candidates and space for a write-in vote for each office. All Ballots must be received by the Election Committee by November 25. ***If there is only one petitioned candidate running for an office that candidate will automatically be elected. If there are no offices with more than one petitioned candidate on the ballot, no ballots will be mailed out.***
- Section 5. In the event that more than three members from the same county are elected to office, which is a violation of ARBA rules, a vote will be taken by the Executive Board to determine which person will take office. In no event shall a candidate fill a position higher than the one for which they were nominated. Any person already holding office has seniority and cannot be removed from office.
- Section 6. The President shall appoint an Election Commissioner who is not a candidate for office. The Election Commissioner shall appoint one or more non-candidate assistants to help count the votes and verify the Election Commissioner's Report. Return ballots are not to be opened until the Election Commissioner and at least one assistant are present to count the votes. An Election Report of tabulated voting results, signed by the Election Commissioner and assistants must be sent to the Officers and Candidates. After counting, all Ballots are to be sealed in a labeled, dated envelope and sent to the Secretary to be retained in the Association files for one year. The Secretary shall report the Officers Election Results to the Newsletter Editor for publication in the next Newsletter.

ARTICLE IV – REFERENDUM VOTING PROCEDURE

- Section 1. Proposed referendum Resolutions or Amendments may be sent by first class mail or via newsletter to each household with appropriate number of ballots for each eligible voter in that household. Indicated on each ballot will be a return date of twenty days from mailing date.
- Section 2. Unless the President appoints an Election Commissioner, the Secretary and one assistant shall count the votes in Referendum Elections and immediately send a signed report of Election Results to all the members of the Board of Directors. All Ballots are to be sealed in a labeled, dated envelope and retained in the Association files for one year. The Secretary shall report the Referendum Vote in the next published Newsletter.

ARTICLE V – STATE CONVENTION AND SHOW

- Section 1. The Association shall have the option to host the annual State Convention. The Convention will be a two (2) day show consisting of one or more shows held in conjunction with the Convention.
- Section 2. In the event the Board of Directors decides to forgo hosting the State Convention, Member Clubs will be asked to present a Bid for the Show. Bids must be in writing and submitted to the President before April 1 of the year preceding the Show. The Show will be awarded at the State Convention Banquet.
- Section 3. In the event that no Bids are received for the Convention, the President shall endeavor to secure one or more Bids to be presented to the Board of Directors before the Banquet.
- Section 4. The Host Club shall be financially responsible for the State Convention, and is obligated to publicize the Show to all Association members.
- Section 5. When the Association is hosting the State Convention the following will apply:
- a) The Show Committee shall be selected by the President

- b) The Show Committee shall make all decisions pertaining to the show, subject to approval of the Board.
- c) Transfer of Funds from the General Account to the Show Account shall be determined by the Board. The Show Committee shall only spend moneys in the Show Account.
- d) The Show Committee shall not make any ruling contrary to any Association By-Laws or ARBA Show Rules
- e) There will be a Show Progress Report given to the President when requested. A Final Report and Financial Statement, including Show Book Audit, shall be published in the next issue of the Newsletter.

ARTICLE VI – COMMITTEES

The President shall appoint any committees he/she deems necessary.

ARTICLE VII – DISSOLUTION

In the event of dissolution of this Association, any and all funds held by this Association shall be divided equally between the two following groups. The American Rabbit Breeders Association Youth Scholarship Fund and the Rabbit and Cavy Division of the Small Animal Committee, Oregon State University Extension, 4-H.

ARTICLE VIII – AMENDMENTS

Articles Adopted:

By-Laws:

Article III – Referendum Voting Procedure – Section 1:
First Sentence re-word adopted January 7, 2006

Article 1 – Membership Dues – Section 2:
In entirety adopted November 24, 2010

Article IV – Section 1
Second Sentence re-word adopted November 24, 2010

Article III – Section 4
Last two sentences add-on adopted November 25, 2014

Constitution:

Article IV – Membership – Section 1:

First Sentence re-word adopted April 30, 2006

Article IV – Membership – Section 5:
Add Sentence adopted April 30, 2006

Article XI – Discipline
In entirety adopted April 30, 2006

Article VI – Duties of Officers
Add Sentence to Secretary Section adopted November 1, 2006

Article VIII – Webmaster – Add This Article
In entirety adopted November 1, 2006

Article IV – Membership – Section 5
In entirety adopted November 24, 2010

Article I – Name
In entirety adopted November 24, 2010

Article VI – Duties of Officers - Section 4
In entirety adopted November 24, 2010

Article IX – Newsletter – Section 1
In entirety adopted November 24, 2010

Article X – Meetings – Section 2
In entirety adopted November 24, 2010