

Mini Lop Rabbit Club of America

February 15, 2014

Constitution

ARTICLE 1: NAME

This organization shall be known as the Mini Lop Rabbit Club of America, herein referred to as MLRCA or "The Club."

ARTICLE 2: OBJECTIVES

The objectives of this, not for profit club, shall be to promote and improve the breeding of Mini Lop rabbits; and disseminate information to the members; and provide educational opportunities; and encourage exhibition, in all varieties, in both the Solid and Broken Groups.

ARTICLE 3: AFFILIATION

Section 1: The MLRCA shall be self-governing (autonomous).

ARTICLE 4: MEMBERSHIP

Any person of good character, who agrees with the objectives of the MLRCA, may become a member of this club after payment of the required dues and receipt of a completed and signed membership application, prescribed by the Board, along with payment of at least a one (1) year membership. All applications and dues shall be submitted to the Secretary. The appropriate membership term will begin immediately upon receipt of the application and dues by the Secretary.

ARTICLE 5: OFFICERS

Section 1: The officers of the MLRCA shall consist of a President, Vice President, Immediate Past-president, Secretary, Treasurer and nine (9) Directors. The five (5) Officers and nine (9) Directors shall constitute the Board. The following five (5) Officers: President, Vice-president, Immediate Past-president, Secretary, and Treasurer shall constitute the Executive Board.

Each Director shall be elected by the membership from his/her geographical area hereby referred to as a District. The districts are as follows:

District 1: Alaska, Vancouver Island, British Columbia, Alberta, Idaho, Montana, Oregon, Washington, and Wyoming

District 2: Arizona, Hawaii, Nevada, Utah, and California

District 3: North Dakota, South Dakota, Iowa, Minnesota, Nebraska, and Wisconsin

District 4: Arkansas, Oklahoma, Texas, Colorado, and New Mexico

District 5: Illinois, Kansas, and Missouri

District 6: Alabama, Georgia, Florida, Louisiana, Mississippi, Tennessee, and Puerto Rico

District 7: Maine, Massachusetts, Connecticut, New Hampshire, New York, Rhode Island, Vermont, and Quebec

District 8: Indiana, Kentucky, Michigan, Ohio, Manitoba, and Ontario

District 9: Delaware, Pennsylvania, Maryland, New Jersey, Virginia, West Virginia, North Carolina, South Carolina, D.C. and all foreign countries this section should be section

Section 2: The President, Vice President, and Directors shall be elected by the membership either by a mail ballot or by a ballot printed in the *Mini Lop Advocate*. The Board will approve and appoint persons to the positions of both Secretary and Treasurer. To be eligible for any office all candidates must be a member, in good standing, of the MLRCA for a minimum of one ((1) year and have been an owner and breeder of Mini Lops for at least one (1) year just prior to seeking office. No two (2) members from the same household may serve on the Executive Board at the same time.

Section 3: All officers, except the Secretary and Treasurer, shall have their resume printed in a current version of the *Mini Lop Advocate* for the benefit of the membership. The President shall appoint a Secretary every two (2) years and a Treasurer shall be appointed every three (3) years. Approval of both appointments requires a 2/3 majority vote by the Board.

Section 4: The President and Directors of even numbered districts (2, 4, 6, and 8) shall be elected in even years. The Vice-president and Directors of odd numbered districts (3, 5, 7, and 9) shall be elected in odd years.

Section 5: Vacancies in any office shall be filled by appointment by the President, pending a two-thirds (2/3) majority vote of the Board. If no director can be found for any given district or if no members live within any given district, the Board by 2/3 majority vote may combine districts until a director from said can be appointed. No changes will be made in the recording of Sweepstakes points should districts be temporarily combined.

Section 6: A Board member failing to report his/her vote, concerning MLRCA matters, to the President within **ten (10)** days of request, shall by his/her silence, forfeit his/her vote. Once a majority Board vote is attained, the President may announce the result of the vote. A member can change his/ her vote until the result has been announced.

Section 7: The Board of Directors **shall not** conduct business as usual in the event a quorum of the officers, **seven (7)**, is not present. Any Board member unable to attend any official MLRCA Board meeting will be contacted by the President within seven (7) days of the Board meeting to vote only on those issues presented at the Board meeting. The President will not discuss old business nor ask for new business of those Board members not present at the Board meeting. The President will report the result of the Board member's vote to the rest of the Board members within twenty (20) days after the meeting date.

Section 8: The President, or a majority of the Executive Board, may at any time call a meeting of the Board as it deems necessary in order to conduct business that needs to be addressed outside of the bi-annual MLRCA Spring Show or the National All-Breed Convention meeting. Any electronic media deemed necessary can be used in this call for a meeting, to complete any urgent or progressive business, including motions and voting on any motions presented.

Section 9: The Immediate Past-president shall have voting rights and be included in both Executive Board and Board meetings. **He/she will serve as a mentor for the MLRCA's Board and members. He/she shall strive to maintain continuity of the Board and the Club. If the Immediate Past-president is removed for disciplinary action, all rights to attend or vote in either Executive or General Membership meetings are automatically rescinded.**

Section 10: Directors may appoint assistants (including youth directors) to staff their district subject to approval of the president. Youth directors are responsible for writing an article for publication in *The Mini Lop Advocate* and are to be the voice for other youth breeders in their district. Adult assistants will be responsible for getting information about Open breeders from their assigned state and sending it to their district director for publication in *The Mini Lop Advocate*. The term of appointment, for both Open assistants and Youth directors, will run concurrently with the director's term of office and is subject to reconfirmation at the beginning of each term of office.

ARTICLE 6: VOTING PROCEDURES

Section 1: Any member, in good standing, wishing to become a candidate for office shall fill out the Petition for Nomination published in an issue of the *Mini Lop Advocate*. The petition for nomination shall contain signatures from a minimum of three (3) members in good standing. Completed Petitions of Nomination must be returned to the Secretary and must be postmarked no later than May 1st. Any member wishing to run for any office in the MLRCA, must have been a member in good standing for a minimum of one (1) year just prior to the filing date and have been an owner and breeder of Mini Lops for at least one (1) year just prior to seeking office.

Section 2: The Secretary will mail **the ballots** no later than July 1st, for all members in good standing. The names of all candidates who have properly qualified under Article 5; Section 2 and Article 6; Section 1, shall appear on the ballot. A self-addressed envelope shall accompany each mailed ballot with the election chairperson's address thereon. Ballots must be

postmarked no later than August 1st. The Election committee will count all acceptable ballots and send a certified statement of the results to the President and the Secretary. The President and/or the Secretary will retain the original ballots and the certified statement for one (1) year in the event that there is any question concerning the ballots or election results.

Section 3: No person whose name appears on the election ballot may be on the election committee.

Section 4: In the event of a tie between two (2) or more persons for the same office, selection shall be made by a runoff election. In the event only one (1) person is running for the office, that person shall be deemed elected to that office by Acclamation.

Section 5: Once a person's name appears on a ballot either in print or in the online version of the *Mini Lop Advocate*, it may not be removed unless the person becomes deceased or incapacitated in such a way as to affect their duties. If the person who won the election declines the position; allows their membership to expire; or fails to maintain their status as a member, in good standing, before the election is complete; or pulls out of the election, in accordance with the Roberts Rules of Order, the election MUST go to completeness, meaning the total count must be taken and recorded. A letter is to be conveyed to the general membership stating that the position was not filled and include a detailed explanation. Along with the letter, petitions for nomination will be sent to the general membership allowing a new election to take place, thus allowing any eligible member wishing to run the right to do so. At no time will anyone **NOT** getting the majority vote be entitled to the vacancy. In the event the vacancy is for the position of President, the Vice President will preside as Interim President until the vote is complete and then he/ she shall return to his/ her Vice-presidency position.

Section 6: Any member, who has previously resigned an office before their term has expired, must have Board approval by a 2/3 majority to run for any future office. Following a three (3) year probationary period, anyone who has been removed from office based on disciplinary action that has caused that person to be suspended from the club, may petition the Executive Board, in person or in writing, asking permission to run for office. A 2/3 majority approval, by the Board, must be met in order for this to occur.

Section 7: Members who submit their membership as a Family Membership, two (2) adults and all youth living at the same address, shall have a maximum of three (3) votes per family. A Household Membership, two (2) adults living at the same address, shall have two (2) votes. A single Adult membership shall have one (1) vote. Youth may choose to purchase an Adult Membership and will have one (1) vote.

ARTICLE 7: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings and perform other duties that pertain to his/her office. The President will fill all positions on standing committees by appointment, pending a 2/3 majority vote of the Board.

Section 2: The Vice-president shall perform all duties of the President in his/her absence or disability. In case of a vacancy, lasting a maximum of two (2) months, in the office of President, the Vice-president shall succeed him/her in office and fulfill the remainder of the term. He/she will then appoint a Vice-president Pro Tem to fulfill that office for the remainder of the term, pending a 2/3 majority vote of the Board.

Section 3: The Immediate Past-president shall have voting rights and be included in both Executive and Board meetings. He/she will serve as a mentor for the MLRCA's Board and club members. If the Immediate Past-president is removed for disciplinary action, all rights to attend or vote in either Executive or General Membership meetings are automatically rescinded.

Section 4: The Treasurer shall perform the following duties: be the custodian of all funds; and maintain a local bank account in the name of the MLRCA; and maintain a complete and accurate set of books and records; and act on all membership applications received, in a timely manner; and act on all contest fee requests, in a timely manner; and consult and/or advise the President of any unusual matters; and provide a quarterly report to all Board members and publish in each issue of *The Advocate*; and furnish a detailed annual financial report to the Board showing the MLRCA's general condition. Should the Treasurer be unable to attend either bi-annual meeting, it is his/her responsibility to appoint one, or more, members to attend to their duties in his/her absence. This must be done in a time frame suitable for presentation at both the MLRCA Spring Show and the National All-Breed Convention bi-annual meetings.

Section 5: The Secretary shall keep an accurate record of all the meetings; and ask the Board for agenda items; and prepare an agenda for both bi-annual meetings; and confirm membership eligibility for all petitions for office; and perform other duties, which may be assigned by the President or if suggested by the Board, a 2/3 majority approval must be met. Should the Secretary be unable to attend either bi-annual meeting, it is his/her responsibility to appoint one, or more, members to attend to their duties in his/her absence. Both the Secretary and Treasurer shall be bonded to cover the assets of the MLRCA. The Secretary, Treasurer, President, and Vice-president, shall review, and change if necessary, the amount of bond coverage within two weeks (14 days) after the annual National All-Breed Convention Board meeting.

Section 6: The Board shall: have the power to transact all MLRCA business between meetings; and shall vote upon by a 2/3 majority any appointments suggested by the President; and shall act upon charges brought before them; and shall formulate rules; and shall award the location of an annual MLRCA Spring Show; and shall decide on any questions of policy or anything not specifically covered in this Constitution and By Laws. The Secretary shall make a full report at the bi-annual meetings of all matters handled by the Board during the year prior to the meetings. . Any actions taken must be approved by a 2/3 majority vote of the Executive Board.

Section 7: The Executive Board shall only be called into session in order to handle issues of such urgency that there is not enough time to contact all Directors and call for a meeting. Within two (2) days, following the Executive Board meeting all remaining Board members must be contacted and informed of any decisions or actions that the Executive Board took. Any action taken must be approved by a 2/3 majority vote of those present at the meeting.

Section 8: Directors shall perform the duty of writing an article for publication in each issue of the *Mini Lop Advocate*. Directors should be able to attend, in person, at least 50% of the annual National All-Breed Convention meetings during their term in office.

ARTICLE 8: AMMENDMENTS

This constitution may only be amended as set forth in the By Laws.

Mini Lop Rabbit Club of America

February 15, 2014

By Laws

ARTICLE 1: MEETINGS

Section 1: The bi-annual meetings shall be held during both the MLRCA Spring Show and the National All-Breed Convention.

Section 2: The President, or a majority of the Board present, may call a meeting of the Board, at any time, during the annual National All-Breed Convention, or during the Mini Lop Rabbit Club of America Spring Show. In addition, the President, or a majority of the Board may, at any time, call a Board meeting to order via any electronic media deemed necessary to complete any urgent or progressive business of the Club. Presentations of motions and voting on such motions may also take place via any electronic media deemed necessary. This also holds true for any Executive Board meeting.

ARTICLE 2: PARLIMENTARY PROCEDURE .

Section 1: Unless otherwise provided in these Articles, the most current version of *Robert's Rules of Order* governs the

transactions of all MLRCA business at all meetings of the Board whether in person or via any electronic media.

Section 2: In order to transact business at any general membership meeting of the MLRCA, there shall be a quorum of at least fifteen (15) voting members, in good standing, present, in addition to the officers and directors.

ARTICLE 3: DISCIPLINE

Section 1: The Board may, by a 2/3 majority vote, expel any member, or reject an application for membership or renewal, providing charges had been filed by another member, reviewed, and upheld by a 2/3 majority vote of the Board. The lack of good sportsmanship or other action detrimental to the objectives of the MLRCA will likewise be grounds for expulsion if substantiated and approved by a 2/3 majority vote by the Board.

Section 2: Any member, against whom charges have been filed, shall be fully informed, in writing, by the Secretary and given thirty (30) days to reply before any action is taken by the Board. The President shall review and approve the letter for accuracy before it is sent to the member.

Section 3: Any member who has been expelled or had their request for an application rejected may be eligible for reinstatement after a period of two (2) years, with a mandatory one (1) year probationary period to follow, upon a 2/3 majority of the Board.

Section 4: If an Officer or Director does not fulfill his/her duties, as written in these By Laws, or shows a lack of interest in matters of the MLRCA, he/she shall be asked to resign by the President. In the event the President is the individual not fulfilling his/her duties, the Vice-president shall ask him/her to resign. If he/she fails to do so, the Board, by a 2/3 majority vote, shall declare the office vacant. **Please refer to Article 7; Section 2 of the MLRCA's Constitution.*

Section 5: Any member, in good standing, who files charges against another member, must submit two hundred dollars (\$200.00) and a written complaint to the Secretary. If the charges are deemed valid by a 2/3 majority vote of the Board, the two hundred dollars (\$200.00) will be refunded to the plaintiff. If the charges are not deemed valid, the two hundred dollars (\$200.00) will not be refunded and will be used toward the next annual National All-Breed Convention's MLRCA's awards fund.

ARTICLE 4: STANDING COMMITTEES*

**All committees shall consist of volunteer members, in good standing, and/or appointed by the President following approval by a 2/3 majority of the Board.*

Section 1: Election committee

The election committee shall consist of a chairperson and two (2) members, in good standing. Their duty shall be to receive, tally, and certify the results of all elections for the President, the Vice-president, and all Directors within fifteen (15) days after the closing of the polls. The committee will allow ten (10) days after the election deadline for any mail to be received. The ballots and the results will then be mailed, by registered letter, or electronically submitted to the Secretary. If electronically submitted, the original ballots and results list is to be postmarked and mailed by registered mail to the club Secretary within fifteen (15) days after the closing of the polls.

Section 2: Auditing committee

The President shall appoint an Auditing Committee consisting of a Chairman (if the chair is an accredited bookkeeper only he/ she will be needed to verify the books) and two (2) additional members (if the Chair is not an accredited bookkeeper), in good standing, from the membership of the MLRCA. The Treasurer will provide the books and a prepared report to the committee, at a date prescribed by the Board, on an annual basis as required by our bond. The committee will audit the books and establish that proper procedures were performed by the Treasurer; and will insure that all monies received and expended were properly controlled and reported; and will review all procedures and assist the Treasurer to insure the most convenient and/or most economical methods were used; and review how all income is derived and all monies are expended. The chairperson will review the report the Treasurer has prepared with the Treasurer and the Treasurer will present the audited report for a membership vote at the annual general membership meeting during the annual National All-Breed Convention.

Section 3: Show committee

The show committee chairperson shall handle the recording of show results; and procure the trophies; and oversee the operation of the MLRCA booth; and oversee the arrangement of the annual banquet; and oversee the banquet fun auction; and acquire a host hotel (preferably one where the banquet and fun auction may be hosted). The chairperson may ask others to assist with these duties.

Section 4: Official publication editor

The official publication for the MLRCA shall be called, *The Mini Lop Advocate*. The Editor shall be responsible for all content of the publication and arrange for publication with hard copies to be supplied, upon request, for members with no internet access if online publishing only is utilized. Should finances allow, and the Board approves, *The Mini Lop Advocate* may also be distributed to the entire membership as a catalogue. Should the Editor prefer a second opinion on any questionable material which is submitted for publication, he/she is to consult the President. *The Mini Lop Advocate* is to be published online, or in catalogue form with Board approval. The Editor may request temporary, sixty (60) day time limit, assistance by contacting the President through any media. Approval of this assistant will be granted by a 2/3 majority vote of the Board. The Assistant Editor post will be a voluntary position only. No compensation will be given by the MLRCA. However, the Editor may voluntarily gift a portion of his/her salary to the Assistant Editor if so desired.

Section 5: Constitution committee

The Constitution Committee shall consist of a Chairperson and a minimum of three (3) members, in good standing, appointed by the President one of which shall be the Secretary. Their duty shall be to review the MLRCA Constitution and By Laws on an annual basis to be sure that it reflects the state of affairs of the MLRCA. They shall make recommendations for changes to the Board and shall investigate changes suggested by the Board and membership. The committee, including the Secretary, shall closely monitor when the MLRCA's Board and/or members violate either the Constitution or By Laws voted on and approved by the membership. Any violations or discrepancies should be reported immediately to the President who will then notify the rest of the Board. If the President is in violation of the Constitution and By Laws, any member of the Executive Board may be notified and they will inform the Board members.

Section 6: Sweepstakes committee

The sweepstakes committee shall consist of one or more individuals responsible for both Open and Youth sweepstakes. The sweepstakes committee shall be appointed by the President, subject to Board approval by a 2/3 majority vote, and be governed by the President. When a sweepstakes person resigns or quits without notice, the President and the Board are to be notified in writing, by the Secretary. This opening is to be published in the *Mini Lop Advocate*, thereby notifying the general membership. Any member, in good standing, wishing to apply for the position must submit a written request for an application to the Secretary. The application will be reviewed by the Board and must be approved with a 2/3 majority vote.

ARTICLE 5: COMPENSATION

NO compensation shall be paid for any position unless the MLRCA's bank account shows a balance of twenty thousand dollars (\$20,000.00) or more. At which time the following policies will be enacted.

Section 1: The Secretary and Treasurer shall receive an amount, as determined by the Board as appropriate compensation, and passed by a 2/3 majority of the Board. This compensation is to be reviewed annually at the Board meeting at the annual National All-Breed Convention.

Section 2: The MLRCA will reimburse the President, Secretary, and Treasurer for travel and lodging expenses, pending the copy of receipts is approved, for an amount not to exceed two hundred dollars (\$200.00) per officer for attendance at the MLRCA meeting held during the annual National All-Breed Convention and at the annual meeting held during the MLRCA Spring Show. The receipts are to be reviewed and approved by a two (2) person committee of Directors in attendance at the bi-annual meetings, appointed by the President or Vice-President (only if the President is not in attendance). If two (2) Directors are not in attendance, members, in good standing, may be appointed. This compensation is to be reviewed annually at the Board meeting at the annual National All-Breed Convention.

Section 3: The Sweepstakes Chairperson shall receive an amount, determined and approved by a 2/3 majority of the Board, as appropriate compensation. This shall be paid within 10 days of receiving the end of the year final sweepstakes reports. This compensation is to be reviewed annually at the Board meeting at the annual National All-Breed Convention.

Section 4: The Board reserves the right to seek bids for an Editor for the official publication of the MLRCA, *The Mini Lop Advocate*; and to award the bid to the person who submits both the best qualified and most fiscally responsible bid as determined and approved by a 2/3 majority vote of the Board. The bid price is to be paid on a per issue basis. This compensation is to be reviewed annually at the Board meeting held during the National All-Breed Convention.

ARTICLE 6: DUES

Section 1: Membership dues shall be assessed and recommended by the Board for approval by 2/3 of the members present at the annual meeting held during the National All-Breed Convention. Membership dues shall include: a Single Adult Membership; and a Household Membership, any two (2) adults living at the same address; and a Family Membership, any two (2) adults and all children, under the age of eighteen (18), living at the same address; and a Youth Membership, any child under the age of eighteen (18); and a Life Membership (LM). With the exception of the Life Membership, prices will be assessed and recommended for both one (1) year and three (3) year memberships. Single Adult, Household, or Family Life Memberships may be purchased at twelve (12) times the current one-year membership rate for the correct division. Youth Life memberships may be purchased at either a Single Adult membership rate or at the Family Membership rate of twelve (12) times the current membership rate (purchaser pays the lesser of the two rates). .

Family Memberships will receive a maximum of three (3) votes per household. Only youth purchasing a Single Adult membership will receive full voting rights per Article 6, Section 7 in the Constitution. Youth exhibitors may enter youth shows if they are between the ages of five (5) and eighteen (18) years. An adult cannot show in youth classes at any time.

Section 2: All members shall be notified by the Secretary thirty (30) days prior to the expiration of their membership. Sweepstakes points will not be awarded during any period of lapsed membership. When a lapsed membership is renewed, points will, once again, be awarded from the date the Secretary receives the membership renewal. Any points earned prior to the membership lapse will be retained in the current sweepstakes year. A sixty (60) day grace period will be allowed before a membership is terminated.

ARTICLE 7: AMENDMENTS

Section 1: This Constitution and By Laws may be amended by a two-thirds (2/3) majority of all votes cast by a ballot which shall be mailed to the entire membership. All members, in good standing, will be notified in writing of the current amendment; the proposed amendment change; and one (1) ballot per adult voting member will be furnished. All ballots must be returned to the Secretary who has the responsibility of verifying all memberships. The President may, per the Secretary's request, appoint a two (2)-person committee to tally the votes; prepare a written report; and mail the report and

original ballots to the Secretary by registered mail within two (2) weeks after the date of the required postmark. The Secretary and/or the committee shall allow ten (10) days after the deadline before the votes are tallied.

Section 2: Any member, in good standing, may submit to the Board a Resolution for an Amendment to the Constitution and/or By Law. The resolution must be signed by three (3) or more members, in good standing; and it must be submitted at least ninety (90) days prior to the meeting held at the annual National All-Breed Convention, so that members may be notified within the required thirty (30) day time limit. It must also be placed on the agenda of the meeting held at the annual National All-Breed Convention.

Section 3: All resolutions for a proposed Amendment to the Constitution and/or By Laws shall be submitted to the chairperson of the Constitution and By Laws Committee no later than April 1st. All resolutions shall appear in the *Mini Lop Advocate* no later than August 1st of the current year. This time line allows for communication between the committee and the Board should any clarification be required. It also allows time for placement on the agenda for the bi-annual Mini Lop meeting, which is held during the Spring. All ballots will be mailed to the general membership within 30 days after the General Membership Meeting at the National All-Breed Convention.

ARTICLE 8: DISSOLUTION of the MLRCA

Should the MLRCA ever dissolve, A 2/3 vote by the Board will decide which charitable organization(s) will benefit from the donation(s). All assets shall be divided between a maximum of ten (10) charitable organizations. Preceding the decision, all MLRCA members, in good standing, shall be polled and all suggestions shall be taken under consideration.

ARTICLE 9: ORDER OF BUSINESS

1. Roll Call of Officers and Directors
2. Reading of Minutes of the Executive Board
3. Reading of Minutes of Special Meetings
4. Reading of Minutes of the previous Annual Meeting
5. Report of Officers --Treasurer's report must include a detailed report of all compensation paid out.
6. Committee Reports
 - A. Standing Committees
 - 1-Election Committee
 - 2-Auditing Committee
 - 3-Show Committee
 - 4-*Mini Lop Advocate* Editor
 - 5-Constitution Committee
 - 6-Sweepstakes Committee
 - B. All Special Committees
7. Unfinished Business
8. New Business
9. For the Good of the MLRCA.
10. Adjournment