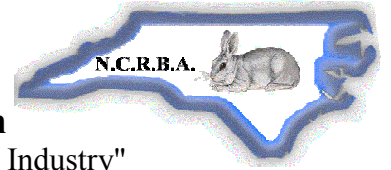


Constitution and By Laws
of the
North Carolina Rabbit Breeders Association
"A Non-Profit Organization for the Rabbit, the Breeders and the Industry"



Objectives

- To encourage, promote and develop the rabbits and cavy industry (fancy and commercial) throughout the state of North Carolina.
- To provide membership to individuals interested in keeping, breeding, showing and/or marketing of rabbits, cavies and the products thereof.
- To promote and conduct public and private exhibitions of rabbits and cavies.
- To give opportunities to the youth members to gain organization and leadership skills while participating in their rabbit hobby.
- To encourage and assist in the organization of local rabbit/cavy clubs throughout the State of North Carolina.
- To assist in the dissemination of rabbit/cavy related information to the public and members of this Association.
- To hold semi-annual meetings for it's members and the Board of Directors.

I Officers

- 1.1 The officers of the association shall be: President, Vice-President, Secretary, Treasurer and a Board of five (5) directors consisting of three (3) district directors, one (1) from each of three (3) districts, one (1) youth director, one (1) director at large and one (1) representative from each affiliated club. The District Directors MUST reside in the District they represent.
- 1.2 The office of secretary and treasurer can be combined if needed.
- 1.3 All officers shall be elected for a two (2) year term with no limit on succession in office.
- 1.4 Vacancies shall be filled by appointment by the President, approved by the Board of Directors for an unexpired term only.
- 1.5 Each local or specialty club affiliated with the NCRBA shall elect or appoint their own representative.
 - A. Said representative shall be a member in good standings of the ARBA, NCRBA and the club he/she represents.
 - B. Secretary of the local or specialty club shall inform the Secretary of the NCRBA in writing of their representative's name or in event of change of representatives by February 1st of each year for the purpose of updating the State Association's ARBA charter.
 - C. In the event an elected appointed representative is unable to attend a Board meeting of the NCRBA, the local or specialty club shall be allowed another representative to substitute, in order to assure participation in the business of the State Association.
 - D. Said club representative shall be considered a part of the vote at all NCRBA Board of Directors meetings but are not considered board members and do not comprise part of the quorum for the Board of Directors to meet. Said club representative cannot already be a member of the Board.

II Districts

- 2.1 The association membership shall be divided into three (3) geographical districts as follows.
- 2.2 Districts are to be named as follows: Coastal District, Piedmont District, and Mountain District.
- 2.3 The Districts shall be comprised of counties as follows:

Coastal District

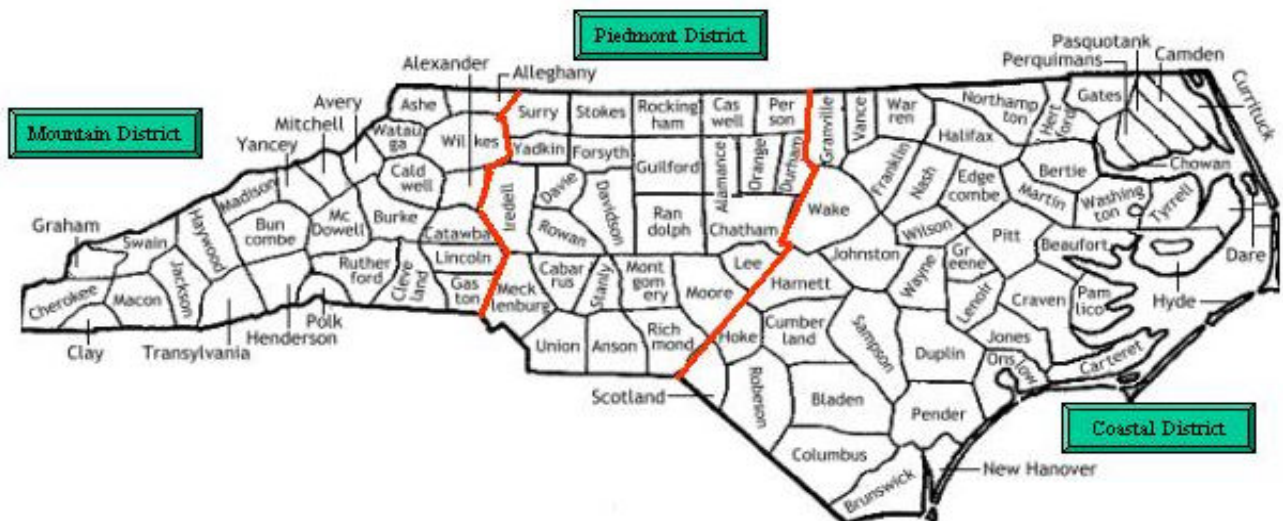
Granville, Vance, Warren, Northampton, Hertford, Gates, Perquimans, Pasquotank, Camden, Currituck, Chowan, Bertie, Martin, Halifax, Franklin, Wake, Nash, Edgecombe, Pitt, Washington, Tyrrell, Dare, Hyde, Beaufort, Craven, Pamlico, Carteret, Lenoir, Wilson, Greene, Duplin, Sampson, Cumberland, Hoke, Johnston, Scotland, Robeson, Brunswick, Pender, New Hanover, Onslow, Wayne, Jones, Harnett, Bladen, and Columbus.

Piedmont District

Sum', Stokes, Rockingham, Caswell, Person, Yadkin, Forsyth, Guilford, Alamance, Orange, Durham, Chatham, Randolph, Davidson, Davie, Iredell, Rowan, Mecklenburg, Cabarrus, Stanly, Montgomery, Moore, Lee, Richmond, Anson, and Union.

Mountain District

Alleghany, Ashe, Watauga, Wilkes, Alexander, Caldwell, Avery, Mitchell, Yancey, Madison, Haywood, Swain, Graham, Cherokee, Clay, Macon, Jackson, Transylvania, Henderson, Buncombe, McDowell, Burke, Catawba, Lincoln, Gaston, Cleveland, Rutherford, and Polk.



III Duties of Officers

- 3.1 The President shall preside at all meetings of the Association, act as Chairman of the Board of Directors and be Honorary member of all Committees. The President shall appoint all Committee Chairpersons, the Newsletter Editor and Webmaster, with the approval of the Board of Directors.
- 3.2 The duties of the Vice President shall be the same *as* the President in the case of his/her absence.
- 3.3 The Secretary shall be responsible for recording and maintaining a copy of all Board and General Membership Meetings Minutes for a minimum of five (5) years. The secretary shall collect renewals during the State Convention for all memberships.
- 3.4 The Treasurer shall accept and keep a record of all monies entrusted to him/her by the Secretary of the Association turned over to him/her by the Secretary at the end of each month as well as other income collected. The Treasurer shall not pay out any outstanding bills that are not considered normal operating cost unless first approved by the membership. All Emergency expenditures must be approved by the Officers and Board of Directors.
- 3.5 The Treasurer shall maintain an awards fund which is funded by NCRBA sanction fees (Open & Youth) received during the year.
- 3.6 The Treasurer shall be required to publish a financial report in each issue of the "News" and at the request of the Board of Directors.
- 3.7 It shall be the duty of the Officers and Directors to up-hold and support at all times the Constitution and By-Laws of this Association in their deliberations. It is also their responsibility to follow the Standard Operating Procedures.

IV Committees

- A. 4.1 All committees shall appoint a secretary to record discussions and decisions at all committee meetings.
- 4.4 *Audit Committee*
 - A. An audit committee shall consist of two non Board members selected by the president and approved by majority vote of the General Membership in the Fall General Membership Meeting.

V Meetings

- 5.1 The Board of Directors and club representatives shall meet as requested by the President. All actions taken by the Board of Directors between the General Membership meetings shall be brought before the membership at the next meeting for ratification or rejection by the membership.
- 5.2 A majority of the Board of Directors shall constitute a Quorum and all actions taken by them shall be binding upon the membership at large unless rescinding by the membership as provided above.
- 5.3 The President shall call a special meeting when requested to do so by at least three (3) of the Board of Directors.
- 5.4 Voting by proxy shall not be permitted.
- 5.5 General membership meetings shall be held twice each year. At these meetings the President shall preside and all Board of Director members should make every effort to attend.
- 5.6 The Spring Membership Meeting shall be held during the NCRBA State Convention. The Fall Membership meeting will be in August.

VI Elections

- 6.1 The President, Secretary and Directors from the Coastal and Mountain Districts shall be elected at the Spring meeting of even numbered years, and the Vice President, Treasurer, Piedmont, Director at Large and Youth Director shall be elected at the Spring meeting of odd numbered years. The newly elected officers will assume the duties of their office at the close of business following their respective election.
- 6.2 The State Officers will be elected to serve a two (2) year term.
- 6.3 A person must be a current member of the NCRBA for thirty days or more to be nominated, run for office, or vote in an election.
- 6.4 Anyone nominated for office in the NCRBA shall be present at the time of the election. On the event of an emergency the person being nominated shall notify the Secretary in writing or be removed from nomination. In the event the person nominated is not present at the meeting, and the Secretary has no reason for the absence, the name shall be removed from the list of nominees.
- 6.5 The secretary shall report the results of the election in the April 25th publication of the "News".

VII Membership

- 7.1 Any North Carolina resident (or any non-North Carolina resident who first is a member of a NCRBA affiliated local club) unless previously expelled from the Association may become a member of this Association after payment of a yearly membership fee.

VIII Guidelines for *Honorary Life Membership Award*

- 8.1 Guidelines for Honary Life Membership Award defined in Standard operating Procedures.

XI Amendments

- 11.1 The Constitution and By-Laws may be amended by a two-thirds vote of the members in good standing at the annual Spring and Fall Membership meeting. Proposed amendments shall be in the hands of the Secretary at least thirty (30) days prior to the meeting date. The secretary is to have the same published in the NCRBA "NEWS", published prior to the Spring or Fall General Membership Meeting.

XII Shows

- 12.1 Any NCRBA club desiring to hold an ARBA sanctioned show(s) shall forward a list of their proposed show dates to the NCRBA secretary a minimum of 30 days prior to the show date. Provided the proposed show dates are not in conflict with another NCRBA affiliated club's show date's, a NCRBA meeting date or a NCRBA show date, the NCRBA Secretary will forward a letter of approval for the proposed show dates to the respective club. See the Standard Operating Procedure for further instructions for shows.

XIII Convention

- 13.1 The NCRBA shall set aside the third weekend in March of each year for the NCRBA State Convention.

XIV Youth Division

14.1 *Youth Division Officers*

- A. President- The President shall preside at all Youth Division Meetings. He/She shall fill all vacancies in the office with the approval of the Advisory Board. He/She shall appoint all chairpersons of committees with the approval of the Advisory Board. He/She shall perform all duties as necessary in connection with his/her office. The President shall provide a report to the NCRBA Spring & Fall General Membership meetings.
- B. Vice President: The Vice President shall assume the duties of the President in case of absence.
- C. Secretary Treasurer- The Secretary Treasurer will be responsible for recording minutes of all Youth Division meetings and handle the correspondence for the Youth Division. He/She will also maintain a treasury record with the guidance from the Advisory Board and submit a complete financial report to the Spring & Fall General Membership Meetings and quarterly to the NCRBA Treasurer and for submission to the the Newsletter Editor.
- D. Directors- There are to be three (3) directors which may be under twelve (12) years old.

14.2 *Youth Division Meetings*

The Annual Youth Meeting will be held on the third (3rd) Saturday in March during the NCRBA convention. Other meetings may be called during the year as needed.

- A. Three (3) members shall constitute a quorum at all Youth division meetings. At least one (1) Advisory Board member shall be present.
- B. All Youth Division activities must be approved by the Advisory Board.
- C. Elections
 - (1) Elections of the Youth Division Officers will be held at the March annual Youth Meeting. The term of office to run from close of the March annual Youth Division Meeting to the close of the following March annual Youth Division Meeting.
 - (2) Any Youth member in good standing, age twelve (12) or older, may be a candidate for the office of his/her choice.
 - (3) Any Advisory Board member will be responsible for the counting of the ballots.

14.3 *Youth Shows*

- A. The Youth Division may sponsor youth table shows during the year. The Youth Show Secretary will request the show sanctions from ARBA, National Breed Clubs, and an NCRBA sanction from the NCRBA Secretary at least 30 days before the show date. All sanctioned fees shall be withdrawn from the Youth Division Treasury when requesting sanctions. All Profits from the sanctioned youth shows shall be deposited to the youth division treasury.
- B. The Youth Division Treasury shall transfer five dollars (\$5) to the Awards Fund for each all breed show held at the time of the NCRBA sanction request. For any Youth Division all breed shows held during the State Convention, ten dollars (\$10) shall be transferred to the Awards Fund at the time of the NCRBA sanction request.

14.4 *Advisory Board*

- A. Purpose: The Purpose and function of the Advisory Board is to act in an advisory capacity to the NCRBA Youth Division.
 - B. Duties
 - a. Establish committees as needed to organize fund-raising and to promote the NCRBA Youth Division activities.
 - b. Attend all Youth Division meetings and approve Youth Division activities. c.
- Two (2) members shall constitute a quorum at Advisory Board meetings.

- C. Advisory Board Chairperson- The NCRBA Youth Director shall also be the Chair of the Advisory Board. Duties include the organization of the Advisory Board, presiding over Advisory Board meetings, responsible for the youth treasury and reporting to the General Membership at the Annual State Meetings.

- D. Advisory Board Members - Advisory Board Members must be adult members of the NCRBA in good standing. Membership shall be voluntary and must be approved by the NCRBA Youth Director. The Advisory Board shall be limited to a maximum of three (3) members including the chairperson.

XV Newsletter Publication

- 15.1 The Newsletter publication, titled the "NEWS" shall be a quarterly Association publication.

REVISION HISTORY

March 1994: This is the current revised edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association effective February 1993. All previous copies should be considered obsolete so as to simplify changes in the future and eliminate confusion. (Last published in March 1994 NEWS)

January 29, 1996: This edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association has been upgraded to reflect changes approved by the membership in 1995 and replaces all previous copies. Transcribed and stored on computer by Paul A Shuping January 29, 1996.

September 10, 1996: This edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association has been upgraded to reflect changes approved by the membership in 1996 and replaces all previous copies. Transcribed by Kathleen Hass on September 30, 1996.

February 15, 1997: This edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association has been upgraded to reflect changes approved by the membership in 1997 and replaces all previous copies. Transcribed by Kathleen Hass on February 15, 1997.

May 13, 1998: This edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association has been upgraded to reflect changes approved by the membership in 1997 and replaces all previous copies. Transcribed by Kathleen Hass on May 13, 1998.

September 17, 2000: This edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association has been upgraded to reflect changes approved by the membership in 2000 and replaces all previous copies. Transcribed by Debra Ann Dvorak on September 17, 2000.

September 16 2001: This edition of the Constitution and By-Laws of the North Carolina Rabbit Breeders Association has been upgraded to reflect changes approved by the membership in 2001 and replaces all previous copies. Transcribed by Debra Ann Dvorak on September 16, 2001.

September 21, 2002: This edition of the Constitution and By-Laws of the NCRA has been upgraded to reflect changes approved by the membership in 2002 and replaces all previous copies. Transcribed by Keith A Kyser on January 2, 2002 after a follow up board meeting of November 10, 2002.

April 8, 2003: This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Spring Membership Meeting on March 25, 2003 and replaces all previous copies. Transcribed by Keith A Kyser on April 8, 2003.

April 16, 2004: This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Spring Membership Meeting on March 20, 2004 and replaces all previous copies. Transcribed by Keith A Kyser on April 16, 2004.

March 25, 2005: This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Spring Membership Meeting on March 19, 2005 and replaces all previous copies. Transcribed by Keith A Kyser on March 25, 2005.

April 10, 2006: This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Spring Membership Meeting on March 18, 2006 and replaces all previous copies. Transcribed by Paul A Dvorak on April 10, 2006.

Jan 19, 2007: This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Fall Membership Meeting on August 12, 2006 and replaces all previous copies. Transcribed by Paul A Dvorak Sr on Jan 19, 2007.

Nov 10, 2007: This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Fall Membership Meeting on August 11, 2007 and replaces all previous copies. Transcribed by Travis T. Smith on November 10, 2007.

Mar 29, 2008 This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Spring Membership Meeting on March 22, 2008 and replaces all previous copies. Transcribed by Paul A Dvorak Sr on Mar 29, 2008.

Nov 1, 2009 This edition of the Constitution and By-Laws of the NCRBA has been upgraded to reflect changes approved by the membership at the Fall Membership Meeting August 8th, 2009. These changes removed specific details which were transferred to a Standard Operating Procedure which was transcribed by Brenda Smith Jun 22, 2009 and published in the July 09 issue of THE NEWS. Transcribed by Paul A Dvorak Sr, Nov 1, 2009.