

CONSTITUTION OF THE National Jersey Wooly Rabbit Club, Incorporated

ARTICLE I - NAME

This association shall be officially known as the National Jersey Wooly Rabbit Club, Incorporated, and shall be referred to herein as the NJWRC.

ARTICLE II - OBJECT

SECTION 1: To promote, and encourage development of the Jersey Wooly rabbit.

SECTION 2: To provide membership and assistance to persons interested in breeding and showing the Jersey Wooly.

SECTION 3: To work in close cooperation with local clubs (as they become established) and the ARBA to provide a friendly and informative atmosphere for raising and showing the Jersey Wooly rabbit.

ARTICLE III - AFFILIATION

The NJWRC invites and encourages any local or state Jersey Wooly specialty club to affiliate with the NJWRC. Any local or state Jersey Wooly specialty club interested in affiliating with the NJWRC may do so by submitting a copy of its Constitution & By-laws to the secretary of the NJWRC. If these documents are found to be in order and do not conflict with the purposes of the NJWRC a letter of affiliation will be sent to the applying organization.

ARTICLE IV - MEMBERSHIP

SECTION 1: Any person who is interested in the Jersey Wooly, whether actually engaged in raising them or not, may become a member of this club by payment of dues set by the club.

SECTION 2: LIFE MEMBERSHIP. Any member in good standing who has held continuous membership in the NJWRC for a minimum of three (3) years and has reached the age of 40 may become a life member by payment of a one time fee of \$100.00 in U.S. funds. Life membership may be granted by the Board of Directors to any member as an award for meritorious service or achievement.

SECTION 3: The Board of Directors reserves the right to accept or reject, for cause, any application for membership or renewal.

ARTICLE V - OFFICERS

SECTION 1: The Board of Directors of this club shall consist of four (4) officers, president vice-president, secretary, treasurer, and nine (9) directors. The directors shall be elected one each from the nine (9) districts which correspond with the geographic regions of the ARBA.

SECTION 2: The President, Vice-President, Secretary, and Treasurer shall be elected from and by the general membership via mail ballot. Each District Director shall be elected from and by the membership residing in his/her district via mail ballot.

SECTION 3: All candidates for officers and directors shall be a member in good standing of the ARBA and the NJWRC for at least one (1) year prior to nomination and be 18

years of age or older. These requirements also apply to write in candidates and appointed members of the board.

SECTION 4: Petitions for office shall be sent to the Election Committee chair by June 1st of the election year. Petitions shall be sent via electronic methods or by U.S. mail. Petitions will include the signatures of three other NJWRC members in good standing. Petitions should include the desired office, a small biography, and any applicable experience.

SECTION 5: The term of office for all officers shall be two (2) years. The President and Treasurer and five (5) directors, one from each odd numbered region, shall be elected on odd years. The vice-president and Secretary and four (4) directors, one from each even numbered region, shall be elected on even years.

SECTION 6: Candidates for the offices of President, Vice-President, Secretary, and Treasurer must have been a member, in good standing, of the NJWRC for a minimum of two years before petition. Candidates for the offices of district director must have been a member, in good standing, of the NJWRC for a minimum of one year before petition. Candidates for the office of president must have served on the NJWRC board prior to taking the office of President.

SECTION 7: New officers shall assume office on the next January 1st following their election and shall serve for the period for which they were elected, or until their successors are elected and qualified.

SECTION 8: Vacancies in any office shall be filled by appointment of the President, subject to a two-thirds (2/3) majority vote of the Board of Directors.

SECTION 9: The President, Vice-President, Secretary and Treasurer may succeed themselves indefinitely if duly elected by the membership or if appointed by the President in accordance with Article V, Section 8.

SECTION 10: No member may be eligible to serve as director of the same district more than three (3) consecutive terms unless, at the expiration of the third term, no other member has petitioned for office in his/her district. The director may then run as a write-in candidate and serve another term if elected or appointed.

SECTION 11: Any officer running unopposed shall automatically be re-elected to the position they hold, provided term limits have not been reached.

ARTICLE VI - DISCIPLINE

SECTION 1: Charges of misconduct may be filed by any member against any member. They must be in writing and filed with the Secretary or the President along with a \$25 non-refundable fee.

SECTION 2: Any member against whom charges have been filed shall be furnished with a complete statement of the charges by the Secretary or the President and shall be allowed 30 days to file a reply.

SECTION 3: The charges, together with the reply, if any has been received shall be made available to each Board member for consideration. The Board may, by a two-thirds majority vote, reprimand, suspend or expel the member. Less than a two-thirds majority shall constitute dismissal.

SECTION 4: Any member suspended or expelled shall not be eligible for reinstatement within one year of the date of suspension or expulsion and must be approved by the Board of Directors.

SECTION 5: If an officer, director, or committee member does not fulfill his/her duties or shows a lack of interest in club manners, they shall be reviewed in the same manner as outlined in Sections 2 and 3.

SECTION 6: The Board of Directors shall have the power and may, by two thirds majority vote, reprimand, withhold privileges, suspend, or expel from the club, any member, whenever said member's actions are deemed detrimental to the objectives of the NJWRC.

ARTICLE VII - MEETINGS

SECTION 1: There shall be one meeting per year, held during the National Convention of the ARBA.

SECTION 2: The President may call special meetings as necessary to conduct business of the club. Business may be conducted using electronic means or via U.S. mail.

ARTICLE VIII - NEWSLETTERS

SECTION 1: The Chairman of the Newsletter Committee is an appointed position. The editing and publishing responsibilities of the official publication shall be done by a committee of at least one (1) "with power", subject to ratification by the board. The Newsletter Committee shall prepare a report to be submitted to the Board Directors at the NJWRC ARBA convention meeting. Four (4) newsletters per year will be mailed, to keep members informed of the progress and current happenings involving the Jersey Woolly. These will be mailed in the Fall, Winter, Spring, and Summer.

ARTICLE IX - AMENDMENTS

Amendments to the constitution must be made if approved by two-thirds (2/3) of the membership responding by mail ballot as outlined in the following sections.

SECTION 1: Any member may submit a proposed change to the Chairperson of the Constitution Committee for review by the entire Committee.

SECTION 2: The Constitution Committee will determine whether the proposed change 1) has merit, 2) is grammatically correct, and 3) ensures that, upon approval, the Constitution will not contradict itself or the constitution of the ARBA. The review must be conducted within sixty (60) days of receipt of the proposal and approved or disapproved by a majority vote of the Committee. The proposed change, along with the committee's recommendation, is then sent to the Board of Directors for their approval or rejection. Upon approval by the Board, the proposed change becomes eligible for a vote by the entire membership. Disapproval on the grounds of no merit makes the proposed change ineligible for a vote by the entire membership except under conditions described in Section 3. Disapproval due to inconsistency makes the proposed change irreversibly ineligible.

SECTION 3: An ineligible proposal may be made eligible by obtaining the signatures of six (6) club members on a petition with the following wording:

"We the undersigned believe the following proposed change to the Constitution of the National Jersey Woolly Rabbit Club, Inc., to be worthy of a vote by the entire membership. (Text of the original Article and proposed change or additional)."

The names of the signing members must be legible. The petition must be submitted to

the Secretary within sixty (60) days of notification that the proposal was disapproved by the Board of Directors.

SECTION 4: Any eligible proposal will be printed, and mailed along with a ballot for each eligible voter, specifying a deadline for postmarking the ballots. The deadline shall be determined by adding 30 days to the expected receipt by the voter of the ballot. Only those votes received and postmarked before the deadline will be used to determine the two-thirds (2/3) majority.

SECTION 5: Each member ages 14 or over may cast one vote. Age of voting to be determined by age of member at the commencement of annual membership or renewal.

ARTICLE X - DISSOLUTION

In the event of a dissolution of this organization, all monies and assets held by the club at that time shall be turned over to our parent organization, The American Rabbit Breeders Association (a non-profit organization), to be used at their discretion for the Youth Scholarship Fund and/or the Research and Development Fund.

BY-LAWS OF THE National Jersey Woolly Rabbit Club, Incorporated.

ARTICLE I - MEMBERSHIP AND DUES

SECTION 1: All memberships shall run annually from the month in which dues and application are received.

SECTION 2: Membership dues shall be \$15.00 for a single adult new membership for one year, or 3 years for \$35.00. Adult renewal fees shall be \$12.00 per year or 3 years for \$25. Single youth new memberships shall be \$12.00 for one year. Single youth renewals shall be \$9.00. A family membership shall consist of two adults and any children under the age of 19 legally residing at the same address. Family memberships shall be \$25.00 for one year or \$60.00 for three years. All fees refer to U.S. funds. Members will be dropped from the roll if their dues are not paid in 60 days. New membership dues will be payable at the time of application.

ARTICLE II - DUTIES OF OFFICERS

SECTION 1: The President shall preside at all meetings of the membership or Board of Directors. He/she shall appoint all committees, fill all vacancies in office by appointment and perform such other duties as pertain to his/her office. He/she shall be empowered to transact the daily business of the club, subject to ratification or veto by the Board at a later date. The President must notify the Board, in writing, within 1 week from transaction of said business. He/she shall have such other powers as may be conferred upon him/her by the Board of Directors at any meeting of such Board. He/she shall be an ex-officio member of the Board of Directors and of all committees with the exception of the Elections and Resolutions Committee.

SECTION 2: The vice-president shall perform all duties of the President, in his/her absence or disability. In the event of vacancy of the office of President, the vice-president shall automatically succeed him/her in office. The Vice-President shall be custodian of Robert's Rules of Order Revised and shall, in conjunction with the Constitution Committee, advise membership on proper parliamentary procedure. They shall have authority to approve youth committee activities. The Vice-President may be assigned, by the President, to any standing or special committees.

SECTION 3: The Secretary shall receive membership applications, and issue new members a membership card and copy of the Constitution and by-laws within 30 days of

receipt of the application. He/she shall keep accurate record of all meetings; he/she shall act promptly on all correspondence directed to his/her office; and he/she shall consult the Board of Directors on such matters of policy as he/she deems advisable, and shall notify all officers and members as is appropriate of the place and time of all meetings. The Secretary shall conduct correspondence and other general business of the club when so authorized by the President or board of Directors. He/she shall notify all members thirty days prior to the expiration of their membership; any member who fails to renew their membership within 60 days will be dropped from the rolls. Shall publish membership lists annually. Shall perform such other duties as may be assigned by the President. Shall receive \$1.50 for each membership application processed, excluding additional members at same address, per year. This is payable in total at the end of the sanction year, which is June 30th.

SECTION 4: The Treasurer shall be custodian of all general funds, shall maintain a bank account in the name of NJWRC and shall maintain a set of books and records suitable to the Board of Directors. Shall receive all monies due to the club, shall be bonded in favor of the club in an amount set by the board of directors, said amount not to be less than \$10,000.00 and in a company approved by the board of directors. The cost of the bond shall be paid by the club. Failure to acquire satisfactory bond within 45 days following appointment will automatically result in dismissal as treasurer. The treasurer shall make written quarterly financial reports to the board of directors, shall submit a written financial report at each regular meeting of the club, in addition to a complete annual report which is published in the club newsletter. There shall be a yearly audit as well as upon retirement from office; performed by a certified public accountant selected by the board of directors. Said audits will be paid from the general funds. The fiscal year will run from July 1st through June 30th.

SECTION 5: The Board of Directors shall have the power to transact the business of the club, act upon charges brought before them, formulate rules and decide all questions of policy brought before them. The Board of Directors may, between annual Convention Board meetings, conduct routine or special business, hold hearings and reach decisions by mail vote, with a majority vote required for passage. Directors will be expected to submit a column for each newsletter according to the deadline provided by the newsletter editor. Directors will be available either in person, via email, telephone, or post office to the members of their district and respond to said members whenever required. Directors will follow all business of the board and participate in all business of the board of directors. Unexplained absences over one month's time from board business will be cause for possible dismissal from the position. Two-thirds majority vote will be required for such dismissal.

ARTICLE III - COMMITTEES

SECTION 1: The President shall appoint all standing committees, subject to approval by a simple majority of the Board of Directors responding. Board response to committee appointments must occur within 14 days of written notification of appointments.

SECTION 2: Any special committee deemed advisable by the President may be appointed for that particular function and upon completion of their assignment shall automatically be discharged.

SECTION 3: STANDING COMMITTEES

A. STANDARD COMMITTEE

The Standard Committee shall consist of a chairperson and at least five (5) members. They shall review the breed standard receive and evaluate any and all suggested standard changes from the club membership and make recommendations to the club president or secretary, who shall see that a mail vote is taken by the current membership. The results of this vote, by section, along with all approved section changes, will be sent to the

ARBA Standards Chairman no later than June 30, which will be eighteen (18) months prior to the effective date of the New Standard.

B. CONSTITUTION AND BY-LAW COMMITTEE

The Constitution and by-law Committee shall consist of a chairperson and two (2) members. This committee shall continuously monitor the Constitution & by-laws for any discrepancies or needs for modifications. They shall receive any proposals and review them for correctness, corrections and/or merit. They shall prepare and send their findings to the President. They shall send an updated copy of the Constitution and by-laws to the President and Secretary within 60 days of passage on changes and/or modifications.

C. NATIONAL SHOW COMMITTEE

The National Show Committee shall consist of a breed chairperson, breed superintendent, breed secretary and recorder, plus supporting personnel as may be required for efficiency. They shall be responsible for the proper exhibition and care of entries, the recording of show results procurement of trophies, operation of the club's booth, and arrangements for the annual banquet.

D. SWEEPSTAKES COMMITTEE

The Sweepstakes Committee shall consist of a chairperson whose duties will be to maintain current and accurate sweepstakes point records and issue periodical reports to the newsletter editor and website host for publication. Any payment agreement will be determined by the NJWRC board of directors. Sanctioned show results must be published prior to any payment for said sanction is issued.

E. YOUTH COMMITTEE

The Youth Committee shall consist of a chairperson and at least two (2) members. The committee shall establish and correlate youth activities or programs for youth members subject to approval of the Vice-President. The committee may provide a list of preferred judges for the ARBA National Convention, to the board of Directors, at least 6 months prior to the opening of the convention. This list will be used by the board to obtain a preferred judge for the youth at the ARBA Convention.

ARTICLE IV - VOTING PROCEDURE

SECTION 1: An Election and Resolutions Committee of three members, who shall not be a candidate for any office, shall be appointed by the President to perform such tasks as receiving, counting and filing cast ballots pertaining to electoral votes or any resolutions before the membership.

SECTION 2: Electoral petitions along with an official ballot will be sent to all eligible voters no later than August 1st with return postmark no later than September 1st.

SECTION 3: Ballots will be opened and counted by the Election Committee and tabulated results will be announced at the annual NJWRC meeting and printed in the next occurring newsletter.

SECTION 4: In the event of a tie vote, a re-vote will be cast by all voting members. If the vote is again tied, the Board of Directors will vote by secret ballot. If this results in a tie, the President shall cast the final vote to break the tie.

SECTION 5: All ballots on any voting issue shall be filed and maintained by the Election & Resolutions Chairpersons for a period of one year from the voting date. The Election & Resolutions Chairperson shall furnish tabulated results to the President and the Chairperson responsible for the issuance of the ballot within 10 days following the closure of all polls.

ARTICLE V- PARLIAMENTARY AUTHORITY

The Rules of parliamentary procedure comprised in Robert's Rules of Order Revised shall govern the proceedings of the National Jersey Wooly Rabbit Club, Inc., except as provisioned for in articles and sections of the Constitution and By-laws of the NJWRC. The Vice-president shall be responsible for maintaining parliamentary order and shall be provided with a copy of Robert's Rules of Order Revised by the Club.

ARTICLE VI- ORDER OF BUSINESS

The order of business shall be 1. Call to order and Welcome. 2. Roll call of officers. 3. Reading of minutes. 4. Treasurer's report. 5. Election results. 6. Report of officers. 7. Report of committees. 8. Unfinished business. 9. New Business. 10. Adjournments.

ARTICLE VII - AMENDMENTS

SECTION 1: Amendments may be submitted by any member, in writing, at any time during the year to the Constitution Chairman or at any regular or special meeting of this club.

SECTION 2: The Constitution Committee will review the proposed amendment for possible conflicts with the ARBA and the NJWRC Constitution and By-laws and make their recommendations to the Board of Directors.

SECTION 3: All proposed amendments which have merit shall be published and voted upon in accordance with the procedures set forth in Article IX: Section 4 of the Constitution. A simple majority of ballots received shall be required for any amendments to pass.

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