

# **American Britannia Petite Rabbit Society**

## **BY-LAWS**

### **ARTICLE I - MEMBERSHIP AND DUES**

**Section 1.** All memberships to be annual and to commence upon payment of dues.

**Section 2.** Each adult member, or members over the age of 14 in a family membership, is entitled to one vote. Members over the age of 14, who hold non-family membership, are entitled to one vote in all elections and voting issues.

**Section 3.** Membership dues shall be recommended by the Executive Board for approval by the members at the annual meeting. Such dues shall include single, two-party residence, and family membership. Any ABPRS member in good standing may receive memberships and forward the fee to the secretary .

### **ARTICLE II - DUTIES OF THE OFFICERS**

**Section 1.** The President shall preside at all meetings of the membership or the Executive Committee. He/she shall appoint all committees, fill all vacancies in office by appointment and perform such other duties as pertain to the office of President.

**Section 2.** The Vice President shall perform all duties of the President, in any instance of his/her absence or disability. In the event of vacancy of the office of President, the Vice President shall automatically assume the office.

**Section 3.** The Secretary/Treasurer shall receive membership applications and issue new members a membership card and Constitution and By-Laws, within 60 days of receipt of the application. Shall consult with and advise the Executive Board on any unusual matters. Keep accurate records of all members, notify all officers and members, as it is appropriate, of the time and place of all meetings. Shall notify all delinquent members; any member who fails to renew their membership within sixty (60) days will be dropped from the rolls. Shall conduct correspondence and other general business of the club when so authorized by the President. Shall publish membership lists annually. Shall perform such other duties as may be assigned by

The President. Shall be custodial of all general funds, shall maintain a bank account in the name of the ABPRS and maintain a set of records suitable for the Executive Committee. Shall submit an oral report at each regular meeting of the club and publish annually a written financial report. Shall receive all moneys due to the club and shall pay all debts that are justified for the successful operation of the club.

**Section 4.** The Executive Committee 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.

### **ARTICLE III - COMMITTEES**

**Section 1.** The President shall appoint all committees subject to the approval of a simple majority of the Executive Board. Executive members must respond within 10 days of appointment notification.

**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 shall consist of:

**Constitution and By-laws Committee:** Shall continuously monitor the Constitution and By-Laws to insure their current effectiveness and continuity; receive and review and act upon any proposals, for correct grammar and conflicts with the current document or the ARBA; prepare and send a current copy to the Secretary annually; make suggestions for revisions as deemed necessary

**Auditing Committee:** To be composed of two members in good standing who shall audit the books annually and furnish a report to the Secretary and the Executive Committee.

**Show Committee:** Shall receive bids for the National Specialty Show, assist the host club to insure the show rules are adhered to and help to and procure awards, adopt and/or follow procedures necessary for the smooth and efficient running of the Show.

**Election Committee:** Members may not be a candidate for any office. Duties are to receive petitions for office, prepare, receive and count the ballots, maintain a record of received ballots, file cast ballots for one year after each election.

**Standards Committee:** Members of this committee are to be reputable breeders currently engaged in the breeding of the Britannia Petite rabbit. One of the members is to be an ARBA Judge or licensed ARBA Registrar. Duties are to monitor the Standard of Perfection for the Britannia Petite rabbit and make suggested changes and revisions necessary to the Standards for clarification to insure adequate and proper judging, to work closely with the ARBA Standards Committee, to keep membership abreast of any proposed changes, to prepare, issue and receive ballots to/from the membership for acceptance or rejection on any changes.

### **ARTICLE IV - VOTING PROCEDURE**

**Section 1.** All Candidates for office must be a member in good standing of the ARBA and the ABPRS.

**Section 2.** The nominations must be in writing, and submitted to the Election Committee Chairperson or ABPRS Secretary during the months of April & May. Ballots are to be mailed first class postage. Returned ballots must be received at least twenty one (21) days prior to the start of the National ARBA Convention. Returned ballots will be opened by the Committee before the annual meeting is called to order. Tabulated results will be announced at the ABPRS annual meeting and published in the next occurring newsletter.

**Section 3.** All voting must be done in person or by mail.

#### **ARTICLE V - PARLIAMENTARY AUTHORITY**

**Section 1.** The rules of parliamentary procedure comprised in Roberts Rules of Order shall govern the proceedings of the American Britannia Petite Society. "Unless otherwise specified in the Constitution and By-Laws of the ABPRS." The Vice President shall be responsible for maintaining parliamentary order and shall be provided with a copy of Roberts Rules of Order by the club.

#### **ARTICLE VI - ORDER OF BUSINESS**

**Section 1.** The order of business shall be:

1. Call to order and welcome 8. Unfinished business
2. Roll call of officers 9. New business
3. Reading of the minutes 10. Adjournment
4. Treasurer's report
5. Election results
6. Report of Officers
7. Report of Committees

#### **ARTICLE VII - AMENDMENTS**

**Section 1.** These By-Laws may be amended at the Annual Meeting, Special meeting, and/or the National Specialty Show provided all proposals are printed in the newsletter at least 60 days before said event.

**Section 2.** Any member in good standing of the ABPRS may propose an amendment to the By-Laws. The amendment shall be sent to the Constitution & By-Laws Committee Chairperson who shall forward said copy to each Executive Board member along with any recommendations, within 30 days of receipt.

**Section 3.** The By-Laws may be amended by a simple majority of all eligible voting members returning a ballot.

**Section 4.** Ballots are to be mailed no later than 60 days prior to the meeting. Ballots returned by mail must be postmarked no later than 30 days prior to the meeting.

**Section 5.** A simple majority vote shall constitute acceptance and the proposal shall become effective immediately upon passage.

*ADOPTED: April 11, 1990*

*AMENDED: November 3, 1992 (1)*

*November 2, 1993 (2)*

*May 29, 1994 (3)*