

# Constitution of the National Jersey Wooly Rabbit Club, Incorporated

## **ARTICLE I – NAME**

The association shall be known officially as the National Jersey Wooly Rabbit Club, herein after referred to as the NJWRC.

## **ARTICLE II – OBJECT**

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

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

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

## **ARTICLE III – AFFILIATION**

The NJWRC invites and encourages any local or state Jersey Wooly specialty club to affiliate with the NJWRC.

**SECTION 1:** Any local or state Jersey Wooly specialty club interested in affiliating with the NJWRC must submit a copy of the Constitution and By-Laws to the Secretary of the NJWRC.

**SECTION 2:** NJWRC shall determine if an applicant's governing documents are in agreement with the governing documents of the NJWRC, are not in conflict with the purpose of the NJWRC and are presented in an appropriate format. After satisfaction of these criteria, a letter of affiliation will be sent to the applicant.

## **ARTICLE IV – MEMBERSHIP**

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

**SECTION 2:** Life membership may be granted by the Board of Directors to any member as an award for meritorious service of achievement.

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

## **ARTICLE V – OFFICERS AND BOARD OF DIRECTORS**

**SECTION 1:** The Board of Directors of this club shall consist of four (4) officers: Present, Vice-president, Secretary, Treasurer, and nine (9) directors.

**SECTION 2:** One director shall be elected one each from the nine (9) districts which correspond with the geographic regions of the ARBA.

**SECTION 3:** The President, Vice-President, and Secretary shall be nominated from and elected by the general membership via mail ballot. The President shall appoint a Treasurer with the recommendation of an ad hoc Treasurer Screening Committee that is established for this purpose. The Treasurer's appointment is subject to approval by a majority vote of the Board of Directors.

**SECTION 4:** Each District Director shall be nominated from and elected by the membership residing in his/her district via mail ballot.

**SECTION 5:** All candidates for officer and director positions shall have been a member in good standing of the ARBA and 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 6:** Nominations for officer shall be sent to the Election Committee chair by May 15<sup>th</sup> of the election year via electronic methods or by U.S. mail and shall include the signatures of three other NJWRC members in good standing. Petitions must include the desired office, a small biography, and any applicable experience.

**SECTION 7:** The term of office for all officers and directors shall be two (2) years.

**SECTION 8:** The President and five (5) directors, one from each odd numbered region, shall be elected in odd years. The Vice-president and Secretary and four (4) directors, one from each even numbered region, shall be elected in even years.

**SECTION 9: Candidate Requirements**

- a. Candidates for the office 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 nomination.
- b. Candidates for the office of district directors must have been a member, in good standing, of the NJWRC for a minimum of one year before nomination.
- c. Candidates for the office of president must have served on the NJWRC Board of Directors prior to their nomination for President.

**SECTION 10:** New officers shall assume office immediately following the general meeting of the NJWRC held during the ARBA Convention, and shall serve for the period for which they were elected, or until their successors are qualified and elected.

**SECTION 11:** Vacancies in any office shall be filled by appointment of the President, subject to approval by a majority vote of the Board of Directors.

**SECTION 12:** 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 11.

**SECTION 13:** 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 14:** 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: Misconduct**

- a. Any member may file charges of misconduct against any member.
- b. Charges must be in writing and filed with the Secretary or the President along with a \$25 non-refundable fee.
- c. The member against whom charges have been filed shall be furnished with a complete statement of charges by the Secretary or President and shall be allowed 30 days to file a reply.
- d. The charges, together with the response from the accused, if any, shall be made available to each member of the Board of Directors for consideration. The Board of Directors may reprimand, suspend or expel the member by a majority vote.
- e. Any member suspended or expelled shall not be eligible for reinstatement within one year of date of suspension or expulsion and such reinstatement must be approved by the Board of Directors.
- f. If an officer, director or committee member fails to fulfill his/her duties or shows lack of interest in club matters, they shall be review in the same manner as outlined in Section 1 a-e.

**SECTION 2:** The Board of Directors shall have the power and may, by a majority vote, reprimand, withhold privileges, suspend, or expel from the club, any member, whenever said member's actions are deemed detrimental to the objective 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 – NEWSLETTER**

### **SECTION 1:**

- a. The Chairman of the Newsletter Committee is appointed by the Board of Directors.
- b. The Newsletter Committee is composed of one to three members, the chairman (editor) has the authority for decisions regarding the editing and publication of the newsletter, subject to the ratification by the Board of Directors.
- c. The Newsletter Committee shall prepare a report to be submitted at the annual NJWRC board meeting during the ARBA convention.
- d. Four (4) newsletters per year will be published: in the fall, winter, spring and summer to keep members informed of the progress and current happening involving the Jersey Woolies.
- e. Members may choose between a digital copy sent via email, a hard copy sent via U.S. postal service, or both.

## **ARTICLE IX – AMENDMENTS**

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

**SECTION 2:** Amendments to the constitution require a two-thirds (2/3) vote of the membership responding by mail ballot for approval.

**SECTION 3:** 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 ARBA.

- a. A review of the proposed change must be conducted within sixty (60) days of receipt of the proposal and its approval requires a majority vote of the Committee.
- b. A proposed amendment, along with the committee's recommendation, shall be sent to the Board of Directors for their approval.
- c. If the Board of Directors approves the proposed amendment, the amendment is presented to the membership for approval.
- d. If the proposed amendment fails to achieve the majority vote of the Board of Directors, the proposed change shall be ineligible for a vote by the entire membership except under conditions described in Section 4.

**SECTION 4:** A proposed amendment deemed ineligible for consideration by the Board of Directors may be made allowed 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 Wooly Rabbit Club, Inc., to be worthy of a vote by the entire membership. (Text of the original Article and proposed change or additions)." 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 5:** Any approved proposed amendment 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) vote.

**SECTION 6:** 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 dissolution of this organization, all monies and assets held by the club at the time shall be turned over to the 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 Wooly Rabbit Club, Incorporated**

**ARTICLE 1 – MEMBERSHIP AND DUES**

**SECTION 1:** All membership shall run annually from month in which dues and applications are received.

**SECTION 2:** Membership

- a. Dues shall be set by the board. Membership rate increases can be considered by the board every two years. Increases to be considered shall be from 5% to 20% as deemed appropriate by the board.
- b. Membership categories shall be new single adult 1 year or 3 years, renewal single adult for 1 year or 3 years, new single youth 1 year, renewal single youth 1 year, family with 2 adults and any children under the age of 19 for 1 year or 3 years.

The reference for membership rate Increases are as follows

	1 year	3year
New single adult	\$15	\$35
Adult Renewal	12	25
New Single youth	12	-----
Youth renewal	9	-----
Family	25	60

- c. 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 45 may become a life member by payment of a one-time fee of \$125 in U.S. funds.
- d. All fees refer to U.S. funds. Member 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.
- e. Any member who fails to renew their membership within 60 days will be dropped from the rolls.

**ARTICLE II – DUTIES OF OFFICERS**

**SECTION 1:** President

- f. Shall preside at all meeting of the membership or Board of Directors.
- g. Shall appoint all committees, fill all vacancies in office by appointment and perform such other duties are pertain to his/her office.
- h. Shall be empowered to transact the daily business of the club, subject to ratification by the Board at the next meeting of the Board of Directors.
- i. Must notify the Board of Directors, in writing, within one (1) week from when business is performed or carried out for the club.
- j. Shall have such other powers as may be conferred upon him/her by the Board of Directors at any meeting of such Board.
- k. Shall be an ex-officio member of the Board of Directors and of all committees with the exception of the Election and Resolution Committee.

## **SECTION 2: Vice-President**

- a. Shall preform all duties of the President, in his/her absence or disability.
- b. In the event of vacancy of the office of President, the Vice-President shall automatically succeed him/her in office.
- c. Shall be custodian of Robert's Rules of Order, Newly Revised, and shall, in conjunction with the Constitution Committee, advise membership on proper parliamentary procedure.
- d. Shall have authority to approve youth committee activities.
- e. The Vice-President may be assigned to any standing or special committee by the President.

## **SECTION 3: Secretary**

- a. 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.
- b. Shall keep accurate records of all meetings; act promptly on all correspondence directed to his/her office; consult the Board of Directors on such matters of policy as he/she deem advisable, and shall notify all officers and members of the place and time of all meetings.
- c. Shall conduct correspondence and other general business of the club when authorized by the President or Board of Directors.
- d. Shall notify all members thirty (30) days prior to the expiration of their membership.
- e. Shall publish membership lists annually.
- f. Shall perform such other duties as may be assigned by the President.
- g. Shall receive \$1.50 for each membership application processed, excluding additional members at same address, per year, payable in total at the end of the sanction year, which is June 30<sup>th</sup>.

## **SECTION 4: Treasurer**

- a. Shall be custodian of all funds.
- b. Shall maintain a bank account in the name of the NJWRC and shall maintain financial books and records in a form suitable to the Board of Directors.
- c. Shall receive all monies due to the club.
- d. Shall be bonded by a company approved by the Board of Directors in the amount set by the Board of Directors and published in the Standing Rules, sufficient to insure protection of all club funds.
- e. The cost of the bond shall be paid by NJWRC. Failure to acquire satisfactory bond within 45 days of taking office will automatically result in dismissal as treasurer.
- f. Shall make a written quarterly financial reports to the Board of Directors.
- g. 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.
- h. There shall be annual financial review of the treasurer's records performed and reported by a committee appointed by the President, with approval by the NJWRC Board of Directors. The committee shall consist of a chairman and at least two (2) members, not more than one member shall be of the same district as the treasurer.
- i. Additional financial reviews by the committee or qualified individual may be performed as warranted and approved by the NJWRC Board of Directors.
- j. Said financial reviews performed by a professional accountant shall be paid from the general funds.
- k. The fiscal year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

## **SECTION 5: The Board of Directors**

- a. Shall have to 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.
- b. The Board of Directors may, between annual Convention Board meetings, conduct routine or special business, hold hearings and reach decisions by email vote, with the majority vote requiring for passage.
- c. Each director will be expected to submit a column for each newsletter by the deadline established by the newsletter editor.
- d. 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.
- e. Directors will follow all business of the board and participate in all business of the Board of Directors.

- f. Directors not participating in the business of the Board of Directors for more than one month are subject to dismissal by a majority vote of the Board of Directors.

### **ARTICLE III – COMMITTEES**

**SECTION 1:** At the beginning of the President’s term, new members shall be appointed to standing committees, where necessary, with terms lasting up to two (2) years. It is the president’s option to appoint new members to any ongoing committee as desired. Standing committee members may be re-appointed to serve additional time. Not all committees will start at the same time and length of service on the committees will vary. All appointments are subject to approval by a simple majority of the Board of Directors.

**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.

1. They shall review the breed standard receive and evaluate any and all suggested standard changes from the current membership. The results of this vote, by section, along with all approved section changes, will be sent to ARBA Standard Chairman no later than June 30<sup>th</sup>, which will be eight (18) months prior to the effective date of the New Standard.

#### **B. CONSTITUTION AND BY-LAWS COMMITTEE**

1. The Constitution and By-Laws Committee shall consist of a chairperson and two (2) members.

2. Shall maintain a constant review of the Constitution and By-Laws and report discrepancies or needs for amendment.

3. Shall receive any proposed amendments, review them for correctness, or merit, and prepare and send their findings to the President.

4. Shall send an updated copy of the Constitution and By-Laws to the President and Secretary within sixty (60) days of adoption of the amendment.

#### **C. NATIONAL SHOW COMMITTEE**

1. Shall consist of a breed chairperson, breed superintendent, breed secretary and recorder, plus supporting personnel as may be required for efficiency.

2. 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**

1. Shall consist of a chairperson whose duties will be to maintain current and accurate sweepstakes points records and issue periodical reports to the newsletter editor and website host for publication.

2. Shall issue show sanctions for the NJWRC and will tally and post all sanctioned points earned by members.

3. Collect sanction fees and deposit into the NJWRC bank account.

4. The NJWRC Board of Directors will determine the fee given to the Sweepstake chairperson. The payment fee is for each sanction issued. Sanctioned show result must be posted prior to payment being issued.

5. The sanction year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

#### **E. YOUTH COMMITTEE**

1. The Youth Committee shall consist of a chairperson and at least two (2) members.

2. Shall establish and coordinate youth activities or program for youth members subject to approval of the Vice-President.

3. May provide a list of preferred judges for the ARBA convention, to the Board of Directors, at least six (6) months prior to the opening of the convention to be used by the Board of Directors to obtain a preferred judge for youth at the ARBA Convention.

### **ARTICLE IV – VOTING PROCEDURE**

#### **SECTION 1: Election and Resolution Committee**

1. An Election and Resolution Committee shall consist of 3 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 the electoral votes or any resolutions before the membership.

**SECTION 2:** Nominations accompanied by an official ballot shall be sent to all eligible voters no later than August 1<sup>st</sup> with return postmark no later than September 1<sup>st</sup>.

**SECTION 3:** Ballots shall be opened and counted by the Election Committee and tabulated result will be announced at the annual NJWRC meeting and printed in the following newsletter.

**SECTION 4:** In the event of a tie vote, a re-vote shall be cast by all voting members. If on a second balloting, the vote is again tied, the Board of Directors shall vote by secret ballot to determine those elected. If a third balloting results in a tie, the President shall cast the final vote to break the tie.

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

**SECTION 6:** The Board may issue ballots via electronic means to the membership.

## **ARTICLE V – PARLIAMENTARY AUTHORITY**

Robert’s Rule of Order, Newly Revised shall be the parliamentary authority of the National Jersey Wooly Rabbit Club, Inc., except as otherwise specified in the Constitution and By-Laws. The Vice-President shall be responsible for maintain parliamentary order and shall be provided with a copy of Robert’s Rule of Order, latest revised edition, by the NJWRC.

## **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. Adjournment.

## **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 conflict with the ARBA and NJWRC Constitution and By-Laws and make their recommendations to the Board of Directors.

**Section 3:** All proposed amendments shall be published and voted upon in accordance with the procedures set forth in Article IX: Section 5 of the Constitution, a two-third (2/3) vote of ballots received shall be required for amendment to pass.

Revised 9/2016 by membership vote for approval