

# CHAMPAGNE D'ARGENT RABBIT FEDERATION BY-LAWS

Revised and Adopted 2016

## ARTICLE I - Order of Business

### SECTION 1.

1. Roll Call
2. Reading of minutes
3. Reports of Secretary - Treasurer
4. Reports of Executive Committee
5. Reports of other committees
6. Reading of communications
7. Unfinished business
8. New business
9. Discussions, Good of Club
10. Adjournment

## ARTICLE II – Meeting

SECTION 1. The annual meeting of this association shall be held during the annual A.R.B.A. Convention. The time and place to be designated by the Executive Committee. A special meeting may be called by the Executive Committee, at a designated place and time for the purpose of transacting special business. The membership shall be notified at least 30 days in advance of the meeting, in writing as to the place, time and purpose of meeting.

SECTION 2. At all meetings of the Association, four percent (4%) of the Adult membership shall constitute a quorum. No person shall act as proxy for any member.

SECTION 3. If no quorum be present, the presiding officer shall adjourn the meeting to a day and hour fixed by him.

SECTION 4. At all meetings of the Association, the president shall preside and the secretary of the Association shall act as secretary. In the absence of the president, the vice-president shall preside. In the event of the absence of all officers the members present shall by majority vote elect a presiding officer. In the absence of the secretary, the presiding officer shall appoint a secretary for the meeting.

## ARTICLE III – Election

SECTION 1. Any member in good standing 18 years of age or older, as recorded in the office of the secretary, shall be entitled to vote, and to witness the opening and counting of ballots in any election. (10/2014)

SECTION 2. In each election, each ballot shall bear the names of the members of the Election Committee, the date the polls close, and the time and place for counting of votes. With each ballot the secretary shall furnish two envelopes. The outside envelope addressed to the Election Committee, shall and must bear the name of the voter, the inside envelope containing the ballot, must be sealed by the voter, and no identifying mark shall appear on the ballot or inside envelope.

Any ballot from anyone whose name does not appear on the membership list shall be returned to the sender unopened.

SECTION 3. Any adult member as recorded in the office of the Secretary-Treasurer, may be a candidate for office, provided that he/she meets the following criteria:

1. Has been a current member in good standing for at least (2) years.
2. Is a member in good standing of the ARBA.
3. Has in the past or is in the present, actively breeding Champagne d'Argents and is or has shown Champagne d'Argents in CDARF sanctioned shows.

The nominating petition shall be published in the Newsletter. (9/2012)

Member shall fill out nominating petition and said petition shall be returned to the secretary on or before July 1. (9/2012)

When nominating petition is received by the Secretary, she shall check its correctness. If properly prepared, the candidates name shall be placed on the ballot. If not correct, the Secretary shall immediately inform the petitioner about what is incorrect with the petition. (If turned in a week before the deadline, the petitioner will be given a 7-day grace period in which to correct and return to the Secretary.)

Nominating petition shall be signed by FIVE (5) adult members, with 2 or more consecutive years of membership in the C.D.A.R.F. and in addition must bear candidates signature and the office in which they wish to be a candidate. No member of the election committee shall be a candidate for office.

When nominating petition, properly prepared, is received by the secretary, the members name shall be placed on the ELECTION Ballot.

The secretary shall mail the election ballot on or before September 1 each year, to each eligible adult member of the Federation in good standing on that date. The polls for the election of officers for the next fiscal year shall close September 30, and all ballots not postmarked on or before that date shall not be counted. (09/2011)

SECTION 4. A plurality of votes cast for any office shall constitute election to that office. In case of a tie, a majority vote of the Election Committee shall dissolve a tie.

SECTION 5. The secretary shall notify the newly elected officers immediately and report to the members the results of the election by direct mail or by publication in leading magazines.

SECTION 6. In the event that any office does not have a nominee, the president shall be notified immediately and shall appoint two (2) directors to

work with him to obtain the number of nominees needed to complete that ballot. Each nominees approval must be submitted to appear on the ballot and notification must be sent to the secretary.

#### ARTICLE IV – Discipline

SECTION 1. The interpretation of the Executive Committee of the constitution, by-laws, rules, regulations, notices, resolutions and of documents and orders shall be binding upon all members and those enjoying any of the privileges of the Association.

SECTION 2. The Executive Committee may suspend or expel any member of the Association for conduct which in its judgment warrants such action. Temporary suspension of any member, however, will not warrant refund of any dues of membership.

SECTION 3. Complaints and grievances may be filed in writing by any member with the secretary whereupon the president shall instruct the Executive Committee to consider and pass on such complaint or grievance, where upon the decision of the Executive Committee will be binding. (10/2014) Expelled/suspended member shall be able to have their rebuttal published in the Federation newsletter so that all members will know both sides of the disagreement.

SECTION 4. Any person suspended or expelled shall be eligible to apply for membership after a period of one year, that application must be approved by a two-thirds (2/3) vote of the Executive Committee.

Any person suspended or expelled shall return all CDARF property prior to application for reinstatement of membership.

Any person who has been suspended or expelled and has been accepted back into the membership shall be prohibited from running for office, or serving on any committee for a period of five (5) years. (10/2014)

SECTION 5. Any member suspended or expelled and allowed reinstatement of membership will be on a probationary period for 1 year. If during this 1 year said member is again suspended or expelled or have two (2) disciplinary actions within a five (5) year, their name will be added to a Permanent Ban List with the association preventing membership reinstatement. At the end of the one-year probationary period the executive board will review the members standing and by a two-thirds (2/3rds) majority vote can lift the probation or can enforce that another year of probation is required. (2016)

#### ARTICLE V

SECTION 1. All notices to be sent to any member may be sent by mail prepaid to his residence or place of business as it appears on the association books, and such mailing shall be presumptive evidence of the service thereof. Any change of address must be sent promptly to the secretary.

#### ARTICLE VI – Dues, Renewals, and Membership Applications

SECTION 1.

a. Fees as follows:

	One year New	One Year Renewal	Three Year New	Three Year Renewal
Adult	\$15.00	\$10.00	\$32.00	\$27.00
Husband/Wife	\$17.00	\$12.00	\$38.00	\$33.00
Family	\$20.00	\$15.00	\$47.00	\$42.00
Youth	\$13.00	\$8.00		

b. Husband/Wife (any two adults residing at the same address,

c. Family, one or two adults and all youth that have not reached their 18<sup>th</sup> birthday.

d. Youth have not reached their 18<sup>th</sup> birthday.

e. All membership fees to accompany membership application.

f. Members outside the U. S. Postal Zone shall pay an additional fee of \$15.00 per year, unless they receive the Newsletter electronically.

g. Life membership may be purchased for 25 times the adult membership fee.

h. When a youth member turns 18 years of age, they have the privilege of showing the remainder of that calendar year as a youth exhibitor. (9/2012)

i. Adult – any member 18 years of age or older. (2016)

SECTION 2. Upon expiration of dues, providing renewal has not been received, the secretary-treasurer shall at once notify the member and those not paying within 60 days shall be dropped from the rolls. During this grace period, all membership privileges shall be suspended. (09/2011)

Renewals received within 60 days after expiration shall be dated back to expiration of previous membership. Any member having been delinquent sixty (60) days or more shall be deprived of all sweepstakes points.

#### ARTICLE VII – Amendments

SECTION 1. These Bylaws may be amended by any adult member in good standing by sending proposed repeals or amendments in writing to the secretary-treasurer no later than May 1<sup>st</sup> for consideration during that year. The secretary shall forward the amendment to the Resolutions Committee. The secretary-treasurer shall mail amendments to the Bylaws to all CDARF eligible voters along with the election ballots. A simple majority of votes returned shall constitute passage for each proposed amendment. (09/2011)

**ARTICLE VIII – Committees**  
(Rev. 09/2011)

Rules Governing all Committees:

All Committees shall report to the Executive Committee for their vote and approval before a report is sent to the General Membership. (2016)  
Each committee could have one or more members who have served, or are serving on the Executive Committee appointed to them.(2016)

**A. AUDITING COMMITTEE**

SECTION 1. An auditing committee consisting of three (3) members of this association shall be appointed by the president, to audit and certify to the entire membership all accounts and records of this club, held by the secretary-treasurer. This audit shall be conducted at least once (1) a year and at the conclusion of the secretary-treasurers term of office.

**B. CONSTITUTION AND BYLAW COMMITTEE (Rev. 09/2011)**

SECTION 1. On or about January 15<sup>th</sup> of each year, the president, with the approval the executive committee, shall appoint a Constitution and Bylaws resolutions committee of three (3) members, with one of them being appointed chairperson.

SECTION 2. The resolutions committee shall receive from the secretary all resolutions and/or amendments to the constitution and bylaws.

SECTION 3. After receiving all of the resolutions, they shall combine all those dealing with the same subject and/or intent, so that not more than one resolution shall be presented to the membership for a vote on any given subject and/or intent.

SECTION 4. Resolutions shall be numbered by the resolutions committee in the order deemed advisable by the committee. They shall be placed in the appropriate place in the constitution or bylaws by the committee.

SECTION 5. The committee shall then prepare an opinion on each resolution, its legality, constitutionality and general effect, with a recommendation, which shall be sent to the Executive Committee. (2016)

SECTION 6. The Executive Committee shall vote on the report of the Constitution and Bylaw Committee. No resolution or bylaw that is voted out of order by the Executive Committee shall go forward to a general membership vote. (2016)

SECTION 7. The committee shall receive the vote of the Executive Committee, and then prepare a report to the general membership with recommendations, which shall be published to the membership as a voter's guide. (2016)

SECTION 8. The resolutions committee shall after the conclusion of the balloting, and receiving a report, provide a copy of the new constitution and bylaws, properly placing those new resolutions and amendments that the membership approved. This shall be published in the newsletter, and a copy shall be forwarded to the ARBA office.

**C. ELECTION COMMITTEE**

SECTION 1. On or before August 15<sup>th</sup> of each year, the President, with the approval of the Board of Directors, shall appoint an election committee of three members, with one of them being appointed chairperson

SECTION 2. The secretary shall furnish the Election Committee a complete list of members in good standing on the date of ballots are issued. The Election Committee, at the time and place specified on the ballot, and in the presence of any and all members who may wish to act as witnesses, shall first list the names of all voters appearing on the outside envelopes. Any ballot from anyone whose name does not appear on the membership list shall be returned to the sender unopened. The outside envelopes shall be removed and placed in a sealed packet for storage before the ballot envelopes are opened. Immediately after the outside envelopes are placed in a sealed packet for storage the Election Committee shall open and count the ballots and report to the secretary the results of the balloting.

SECTION 3. The Election Committee will keep all ballots and all envelopes for a period of 1 year.

**D. YOUTH COMMITTEE (Rev. 09/2011)**

SECTION 1. The president shall appoint three members, with the approval of the executive committee to promote youth members and activities.

SECTION 2. The president may appoint one or more youth members to serve with the youth committee, with the approval of the executive committee.

**E. SHOW COMMITTEE (Rev. 09/2013)**

SECTION 1. A Show Committee consisting of three (3) or more members of this association shall be appointed by the president and approved by the executive committee.

SECTION 2. They will work to secure bids from clubs around the country for the National Champagne Show. They will work with these organization to help complete the applications and show catalogs, and to help publish information to the membership.

SECTION 3. The committee will coordinate the membership participation in the ARBA Convention, and shall purchase the awards, with consultation of the Treasurer. Help to find booth chairperson, and show secretary. Check in and check out the rabbits as asked by the convention sponsor. Find runners to make sure all the rabbits in open and youth arrive at the show table in a timely manner. In general to work with the convention to make sure that it is an enjoyable experience for our members.

**F. MEMBERSHIP COMMITTEE (2016)**

SECTION 1. A membership committee may be appointed by the President with the approval of the Executive Committee when needed.

SECTION 2. The committee is to review new and renewal application(s) which may be questionable.

SECTION 3. The committee is to investigate any of those questionable applications or behavior by any current or past member.

SECTION 4. The committee is to report to the Executive Committee their recommendations.

## **ARTICLE IX - Sweepstakes Points and Best Display**

SECTION 1. Sweepstakes is a program for the purpose of recognizing those members who promote this breed by showing and placing animals in sanctioned competition.

SECTION 2. There will be unlimited sanctions issued as long as the sponsoring club complies with the following: A sanction fee of ten dollars (\$10.00) payable with the application and accompanied with the A.R.B.A. sanction number. The youth sanction fee is \$8.00. (9/2012) The sponsoring club must guarantee to pay at least five dollars (\$5.00) in cash for Best of Breed and three dollars (\$3.00) in cash for Best Opposite of Breed, or the equivalent. These payments are guaranteed only if there are ten (10) or more Champagnes shown in the six (6) regular classes. The sponsoring club shall guarantee at least one dollar (\$1.00) cash or the equivalent must be guaranteed for Best Breed Fur provided that at least Five (5) rabbits are shown. The sponsoring club must submit to the secretary or the Sweeps Point Keeper of the C.D.A.R.F. a complete written report, listing all Champagne's that placed, plus the names and addresses of all the exhibitors. (9/2012) Any club purchasing a sanction and filing a sanction report within 30 days, showing none shown in the breed shall receive a certificate for one free sanction. That certificate may be redeemed through the office of the Secretary at any show within one year. This applies to both youth and open sanctions.

SECTION 3. Exhibitors must be current C.D.A.R.F. members in good standing to receive sweepstakes and best display points. Youth exhibitors showing in youth shall receive youth sweepstakes points. Youth showing in open shows may have their open points transferred to the Youth Sweepstakes, if a youth sanctioned show was not sanctioned with that open sanctioned show. Youth cannot participate in both Open and Youth Sweepstakes. (10/2014)

SECTION 4. The secretary of the C.D.A.R.F. shall tabulate sweepstake points and keep records for all members, unless the President has appointed and the Executive Committee has approved a Sweeps Point Keeper, who would tabulate the sweepstakes points and provide the Secretary with the record. (9/2012)

SECTION 5. Sweepstake points shall be awarded on the following point structure. Six times number in class for first place, Four times number in class for second place, Three times number in class for third place, Two times number in class for fourth place, One times number in class for fifth place. Best of Breed shall receive bonus points of one times number of Champagnes shown. Best Opposite Sex shall receive bonus points of only half times number of Champagnes shown. All sweepstake points shall be tabulated using only the regular six classes.

SECTION 6. The secretary or Sweeps Point Keeper shall tabulate and keep separate records for meat pens and breed fur classes using point structure in Section 5. (9/2012)

SECTION 7. The secretary or Sweeps Point Keeper shall tabulate and keep separate records for all youth. (2012)

SECTION 8. All sweepstakes points are to be doubled for the National A.R.B.A. Convention.

SECTION 9. The best display award given at individual sanctioned shows, shall be awarded to the exhibitor with the greatest number of sweepstakes points, tabulating only those points awarded for the six (6) regular classes, (excluding BOB and BOS.) The secretary of the individual show shall be responsible for tabulating these points and awarding any prizes for best display before the conclusion of the show.

SECTION 10. The Sweepstakes year shall run from January 1, through December 31.

SECTION 11. The sweepstakes standing shall be published in each issue of the club newsletter, by the secretary.

SECTION 12. Sweepstakes awards shall be given to the first 10 places in open and youth. In addition to those awards, the youth shall receive a cash award for the top three placements. The amount of these cash awards to be determined by the executive committee after considering a report from the treasurer. (Rev. 09/2011)

## **ARTICLE X - Selection of A.R.B.A. Convention Judge**

SECTION 1. Potential nominees for judges for the ARBA Convention will be taken from March 1 to April 30, by mail to the Secretary of the Champagne Club. The top three nominees will then be listed on a ballot for the general election vote in the fall. This process shall begin in 2013, with the first year for which no judge has been hired. (9/2012)

SECTION 2. The three (3) judges receiving the greatest number of votes shall be asked, in order, and as soon as possible by the secretary as to their availability to judge.

SECTION 3. The secretary shall secure a contract with the judge and publish their name in the club newsletter.

SECTION 4. No judge shall be permitted to judge at two consecutive A.R.B.A. conventions.

## **ARTICLE XI - National Champagne D'Argent Show**

SECTION 1. The National Champagne D'Argent Show must be sanctioned with the A.R.B.A. and the C.D.A.R.F. by the sponsoring club.

SECTION 2. Only one National Champagne D'Argent show shall be held per show year. (Jan. 1 thru Dec. 31).

SECTION 3. All bids for the National Champagne D'Argent show shall be submitted to the secretary by July 1<sup>st</sup>. for the following year. If no bids are received by the July deadline, the Executive Committee reserves the right to solicit and accept a sponsor for our National Show. (2016) The secretary shall submit all bids to the Executive Committee for their consideration. The Executive Committee shall make all decisions in granting the National Show. The decision shall be announced at the annual general membership meeting, if possible and in the CDARF Newsletter. (2016)

SECTION 4. It is the responsibility of the Executive Committee to endeavor to select bids from sponsoring clubs from alternate areas throughout the USA and Canada.

SECTION 5. All bids should include the following information, decision may be delayed if there is missing information: (2016)

- (a) Name of the sponsoring club.
- (b) All names of sponsoring club officers.
- (c) Tentative date for the show.
- (d) Location of show.

- (e) Cooping arrangements.
- (f) Lodging, banquet and transportation facilities.
- (g) The name of the judges for the National Specialty show both open and youth. Also include a listing of other judges for other shows held during that same weekend.
- (h) Any change in judges for the Specialty show must be approved by the CDRF Executive Committee, as represented by those in attendance at the National Show. (9/2012)
- (i) Entry fees for Specialty show and all other shows.
- (j) Bids shall be furnished on two 8 ½ by 11 pages only. (9/2012)

SECTION 6. The National Champagne D'Argent Rabbit Federation accepts no responsibility in the payment of any specials guaranteed by the sponsoring club nor will it be obligated for any debts incurred by the sponsoring club.

SECTION 7.

- A. Once the selection of a sponsors bid and the granting the show location and date to the sponsor has occurred, the only Champagne d'Argent sanctions issued for that weekend within a 500 mile radius of the National show location, will be for those shows held at the location of and in conjunction with the Champagne National Show. (2016)
- B. No other Champagne Specialty Show shall be held during that weekend, unless they are in conjunction with the Champagne National. (2016)

#### **ARTICLE XII - Newsletter (10/2014)**

SECTION 1. The Champagne Newsletter shall be published 11 times per year.

SECTION 2. The newsletter shall be published by the secretary or an appointed and approved editor, the secretary shall serve as the editor if they are the publisher.

SECTION 3. A \$25.00 per issue commission may be paid to the editor.

SECTION 4. All decisions on what may be published shall be determined by the editor.

SECTION 5. The deadline for submissions for publication shall be determined by the editor.

SECTION 6. All submissions are to be received by the editor, typed and ready for publication.

SECTION 7. The Champagne D'Argent Rabbit Federation shall not be liable for anything published in the Newsletter.

SECTION 8. Publication shall be made in print and mailed to the members by USPS, sent to the last address on record at the Secretaries office. It may also be published to the website, and placed in a member only section on that site. Any member wishing to opt out of mail delivery must send a signed notice to the office of the Secretary.

SECTION 9. Memberships that have expired shall no longer receive the newsletter in print or electronically.

#### **ARTICLE XIII – WEBSITE (10/2014)**

SECTION 1. A webmaster shall be appointed by the President and approved by the Executive Committee. The webmaster may not be a member of the Executive Committee.

SECTION 2. No information may be placed on the website that is not available to all of the membership at that same time. All information published to the website must be approved and provided by the Secretary of the CDARF.

SECTION 3. The Newsletter must be placed in a member only section of the site 5 days after it is postmarked to the membership. The secretary shall forward electronically a copy of the current newsletter to the webmaster 5 days after mailing.

SECTION 4. Those wishing to receive a password to the member only section of the website shall no longer receive the newsletter in print. Request for password to be made in writing to the Secretary's office, and may be combined with the request to opt out of mail delivery.

SECTION 5. Only the newsletter shall be available in the member only section of the website.

SECTION 6. The webmaster shall be responsible for making certain that only those current members who have opted out of receiving the print form of the news have access to the member only portion of the website.

SECTION 7. No personal communications may be placed on the website.

SECTION 8. A breeder's listing shall be placed on the public view of the website. Members may purchase space on that listing for the purpose of selling their Champagne D'Argent stock, non-members may purchase space on the listing at double the price of a member's listing. A 25% commission on the breeders listing shall be paid to the webmaster.

SECTION 9. The Champagne D'Argent Rabbit Federation shall not be liable for anything published to the website.

#### **ARTICLE XIV – DOMESTIC RABBIT REPORTER**

SECTION 1. The Domestic Rabbit Reporter shall be appointed by the President.