

## **ARTICLE 1: NAMES, AFFILIATION, AND OBJECTIVE**

**(SECTION 1) NAME-** This organization shall be known as the Southwest Regional Rabbit Breeders Association/Texas (SWRRBA/TX).

**(SECTION 2) AFFILIATION-** ~~(SECTION 2) AFFILIATION-~~ This organization will be affiliated with and sanctioned by the American Rabbit Breeders Association (ARBA) and Texas Rabbit Breeders Association.

**(SECTION 3) OBJECTIVE-** The Purpose of this organization shall be to encourage the breeding and exhibiting of domesticated rabbits and cavyes.

## **ARTICLE 2: MEMBERSHIP**

**(SECTION 1) ELIGIBILITY-** Any person(s) who wishes to become a member of the SWRRBA/TX may do so if they are of good standing within the organization. Applicants must apply with the presentation of dues and either mail, email, or directly present to the Secretary.

**(SECTION 2) DUES-** The membership dues of the SWRRBA/TX shall be set by the directors, voted on, and approved at a club meeting. Members are required to pay dues at the same time of applying for a membership to the SWRRBA/TX. Members and new members can apply for more than one year at a time. Before the membership expires, the Secretary will mail or email a new membership form with a friendly reminder that membership is due and, when it is set to expire. The current rate for dues is as follows: Adult: \$10, Youth \$7, 2-persons \$17, Family \$20 – all are per year. Lifetime rates are as follows: Adult: \$100, Couple: \$150, Family: \$200.

**(SECTION 3) TERMINATION OF MEMBERSHIP-** A membership shall be terminated with the following steps;

**(A) Resignation-** Any member in good standing may ask to be removed from the membership of the SWRRBA/TX by a written notice to a representative of the board.

**(B) Lapsing-** Membership will be considered and, automatically terminated if membership dues are past due. Once a membership is past due to the member will be given 30 days to pay the dues after lapse or membership is nulled. No one may vote with a membership that is not current.

**(C) Expulsion-** memberships may and, can be terminated through disciplinary issues that may arise throughout the term of which the member is a member of the SWRRBA/TX. Further information is included in the SWRRBA/TX constitution Article 6.

## **ARTICLE 3 DIRECTORS, AND OFFICERS**

**(SECTION 1) BOARD OF DIRECTORS-** The SWRRBA/TX board of directors should consist of no less than three. All directors must be in good standing and a member of both the SWRRBA/TX, TRBA, and ARBA. All members on the board must live in the state of Texas to preserve eligibility for affiliation with TRBA.

**(SECTION 2) THE BOARD OF DIRECTORS TERM OF SERVICE-** The SWRRBA/TX board of directors shall be assumed by the occupants that are serving in their respected chairs. The SWRRBA/TX will hold an election if a seat is empty. SWRRBA/TX directors will not be limited to the amount of time they can serve. Elections for President and Director Seats 1-4 will be held in odd-number years. Elections for Vice President, Secretary, and Treasurer and any remaining director seats will be held in even-number years. The Secretary and Treasurer may be the same person.

**(SECTION 3) REMOVING A DIRECTOR FROM THE BOARD-** If the director is not active or benefiting the SWRRBA/TX, then they shall be removed by a vote by the board and membership present at a meeting.

**(SECTION 4) FILING APPEAL TO OVERTURN DECISION TO REMAIN AS A DIRECTOR-** If a director is removed, they will be sent a letter following the removal and given at least 30 days to appeal the removal. If an appeal is filed with the SWRRBA/TX secretary then the request will be put on the meeting agenda as the first order of old business, and the appeal and the director will be presented, and a final decision will be made. After the appeal and final decision, the decision is final and, no further review will take place.

**(SECTION 5) FILLING THE VACANT DIRECTOR SEAT-** If an election is needed to be held to fill an empty seat, then the president will have the right fill that position with a member who will be considered a temporary director for the period of no more than two meetings to open the nomination and election process to fill that seat.

**(SECTION 6) BOARD OF OFFICERS-** the SWRRBA/TX board of officers should consist of a president, vice president, secretary, and treasurer. All officers must be in good standing and a current member of the SWRRBA/TX, TRBA, and ARBA. All members on the board must live in the state of Texas to preserve eligibility for affiliation with TRBA.

**(SECTION 7) THE BOARD OF OFFICERS TERM OF SERVICE-** The SWRRBA/TX board of officers shall be assumed by the occupants that are serving in their respected chairs. SWRRBA/TX officers will not be limited to the amount of time they can serve. If the officer is not benefiting the SWRRBA/TX then they shall be removed by a vote by the board and, membership present at a meeting.

**(SECTION 8) REMOVING An OFFICER-** Removing an officer shall consist of a written petition signed by at least eight adult members of the SWRRBA/TX and submitted to the SWRRBA/TX secretary. The petition will be reviewed and followed up at the meeting following it being received. If the petition is taken into consideration for removal, then the club will need to vote at that meeting removing the officer from the board. If speculation of negligence is taken into play that can be detrimental to the organization, then a letter with the information regarding negligence should be filled with the president of the SWRRBA/TX. If this information is, in fact, true, the president will assign this as priority new business at the following meeting regarding the issue where a review and, a vote will take place to remove or assign other disciplinary measures for such actions.

**(SECTION 9) FILING APPEAL TO OVERTURN DECISION TO REMAIN AS AN**

**OFFICER-** If an officer is removed, they will be sent a letter following the removal and given at least 30 days to appeal the removal. If an appeal is filed with the SWRRBA/TX secretary then the appeal will be put on the meeting agenda as the first order of old business, and the appeal and the director will be presented, and a final decision will be made. After the appeal and last decision, the decision is final and no further review will take place.

**(SECTION 10) FILLING THE VACANT OFFICER SEAT-** If an election is held to a vacant seat, then the president or officer next highest in command will have the right fill that seat with a member who will be considered a temporary officer for the period of no more than two meetings to open the nomination and election process to fill that seat.

**(SECTION 11) DUTIES OF THE OFFICERS AND DIRECTORS-**

**(A) PRESIDENT-** The president shall preside at all meetings of the club. The president is responsible for following parliamentary procedure and Roberts Rules of Order. The President is required to prepare a list of discussions needed at all meetings. The president is the enforcement agent to ensure the constitution and, bylaws are followed accordingly to how it reads. The president oversees all operations at any of the club's functions. The president shall assign and remove individuals to and from committees.

**(B) VICE PRESIDENT-** The vice president shall preside at all club meetings. The vice president shall share the same duties as the president. The only way the duties will share is if at any given time the president is not present. The vice president is as well the supervisor to the treasury department of the club, and to its committees.

**(C) SECRETARY-** The secretary shall preside at all club meetings. The secretary shall keep records of all the minutes of the club functions, meetings, and other required agendas. The secretary is required to maintain correspondence and communication with the board and the club's membership. The secretary should be over membership services and making sure memberships are paid and on time. If in the event the secretary is unable to be at a meeting the president or whoever the highest officer in charge at the time of the meeting should sub in a member to serve in this capacity for that one meeting.

**(D) TREASURER-** The treasurer shall preside at all meetings. The treasurer is required to maintain the records of the financial status of the club. The treasurer is required to give a report at each meeting the balance in the club account and any expenses that have been listed as pending/posted. The treasurer is authorized to establish a club account with either the president, vice president, or appointed director as cosignatory on the account.

**(E) DIRECTORS-** Directors shall preside at all club meetings. The directors are required to participate in club functions. The directors are required to assign membership dues. Directors are depended upon for discussion and balance within the board at large. There must be at least 3 directors on the board. Directors may be requested to work on committees or coordinate various positions in show planning and execution.

## **(SECTION 12) TEMPORARY BOARD MEMBER VACANCIES-**

If there is a need for a board vote and there is a tie with a board member not present and unable to vote via electronic communication, then the president and vice president together have the right to fill that position with whomever they feel best to serve for that temporary period if they both agree on the designated person.

## **ARTICLE 4 THE CLUB YEAR, ANNUAL MEETING, ELECTIONS, AND NOMINATIONS**

**(SECTION 1) CLUB YEAR-** The club's fiscal year will begin on January 1 of each year and each on December 31 of each year.

**(SECTION 2) ANNUAL MEETING-** the annual meeting shall be within 2 weeks of the primary show for each year, no later than October 1. This meeting will consist of the current status of the club, plans, financial affairs, and elections to new board positions. The annual meeting may be held electronically but the announcement of the date is to be no later than 2 weeks prior to the scheduled meeting.

**(SECTION 3) ELECTIONS-** The SWRRBA/TX will hold an election if a seat is empty. SWRRBA/TX directors will not be limited to the amount of time they can serve. Elections for President and Director Seats 1-4 will be held in odd-number years. Elections for Vice President, Secretary, and Treasurer and any remaining director seats will be held in even-number years. The Secretary and Treasurer may be the same person. Director 1 shall be listed on the checking account as an accountability/auditing role. Because of this, the Director 1 position shall be voted on independently as a retain/remove vote. *(For further information regarding elections, please refer to SWRRBA/TX Art. Five sects. 4,).*

**(SECTION 4) NOMINATIONS-** A member who is in good standing and, a SWRRBA/TX member and, an ARBA member, a TRBA member and, at least eighteen years of age may be nominated for a vacant board member position.

## **ARTICLE 5 MEETINGS, VOTING, AND EXECUTIVE PRIVILEGE**

**(SECTION 1) GENERAL MEETINGS-** The club will hold at maximum a general meeting monthly when designated. Written notice of each meeting shall be emailed to the general SWRRBA/TX membership or posted on social media to the club page. A quorum of such meetings should be majority of the board of directors, officers, and of which members are present at the designated meeting place. A quorum is at least 50% of the board (officers and directors) and 10% of adult members on the membership roll. The 10% may be waived if communication with over 50% of the members indicates they are aware of the meeting but choose not to attend.

**(SECTION 2) EMERGENCY CLUB MEETINGS-** Emergency club meetings should be called by either an officer of the club or of the highest acting official of the club. Emergency club meetings can be called no less than a weeks' notice.

**(SECTION 3) BOARD MEMBERS ONLY MEETINGS-** Board member only meetings should be called to order by either the President, Vice President, Secretary, or Treasurer. At least 50% of the board must be present and at least the President and Vice President must be in attendance.

#### **(SECTION 4) VOTING-**

The ballot for all elections involving more than one candidate for a position will be a secret ballot turned into the secretary and counted with a witness to determine the outcome. The President, VP, Secretary, and Treasurer and subsequent director elections will follow the above prescribed schedule. Director 1 shall be listed on the checking account as an accountability/auditing role. Because of this, the Director 1 position shall be voted on independently as a retain/remove vote.

#### **ARTICLE 6 DISCIPLINARY PROCEDURE**

**(SECTION 1) ARBA/SWRRBA/TX SUSPENSION-** Any member who is not in good standing with the ARBA or, is suspended from the privilege of the ARBA will be suspended from the SWRRBA/TX.

**(SECTION 2) CHARGES-** Any member may file charges with the SWRRBA/TX against another member for alleged misconduct. Written alleged charges in typed form and sent to the secretary for filing. The fee for filing charges to have the SWRRBA/TX review the charges to be considered liable bounds to hold a disciplinary hearing is 25.00 USD. This fee will not be refundable regardless of the outcome. The charges will be reviewed by the club president if grounds for review are listed then the charges will be accepted. If the charges are not affecting the club negatively then the SWRRBA/TX will not take jurisdiction. If the charges are assumed by the club and action is being taken the charges will be taken to the board members-only club meeting and put as the priority of new business. The alleged defendant who is being charged shall be sent a written notice of the issue and of its review. The alleged defendant will be given time at the meeting to defend themselves, and a decision will be made over the charges.

The decision will be announced to the defendant and will receive a letter informing them of the decision.

**(SECTION 3) BOARD HEARINGS-** If charges are filed the charges are submitted to the board for a hearing to be scheduled. These hearings should be called to order by the officers and directors of the club only. These meetings are confidential meetings and what occurs in them is not to be publicly announced. The accused is to have the opportunity to have counsel funded by themselves at the hearing. If someone who has had charges filed and is in fact negatively affecting the club can be reprimanded that can lead to expulsion from the club.

**(SECTION 4) APPEALS-** Any member who is charged and given disciplinary action has the choice to file an appeal of no more than one time. This appeal does have a \$25.00 fee and is nonrefundable. Sustainable evidence must be given for the issue to be given a second hearing. After the appeal is filed and, a hearing has completed the decision following the appeal is final and, no more appeals can be filled.

**(SECTION 5) LEGAL LITIGATION-** If any member who chooses to file for legal litigation against the SWRRBA/TX shall be expelled for life.

#### **ARTICLE 7- LEGAL LITIGATION**

**(SECTION 1) FILING LAWSUIT-** Any member has the right to seek legal action against the

SWRRBA/TX. If a member chooses to file a lawsuit against the SWRRBA/TX, they must do so in the court system of the State of Texas. The person who files the lawsuit is required to pay their personal attorney fees, and should SWRRBA/TX be found not liable/not guilty of the charges, also be responsible for SWRRBA/TX legal representation and all legal fees. The lawsuit cannot be of any more than \$ 1,500.00 for funds to be received from the SWRRBA/TX. Litigation against individual members or board members for independent actions should not be included in SWRRBA/TX suits. Should the court system determine SWRRBA/Texas is liable for awards to the accuser, all funds shall be remitted from SWRRBA/Texas and NOT its individual members or individual members of the board's personal finances.

#### **ARTICLE 8 CHANGES TO THE CONSTITUTION**

(SECTION 1) CONSTITUTION- The Constitution may be amended by presentation of desired change to the Board of Directors and the Executive Board (president, VP, Secretary, Treasurer). This presentation must be provided in writing prior to a scheduled meeting and is able to be discussed at the regular meeting. The changes will be voted on by the full board and either adopted or declined in their entirety. Should there be a desire for amendments to the proposed changes, discussion may occur but then the changes must be voted on by all adult members present at the meeting to include the board.

Jason Platt  
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SWRRBA/TX President

Date \_\_\_\_\_

## **Southwest Regional Rabbit Breeders Association/Texas By Laws**

06.07.2024

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### **Definitions:**

**Bylaw-** Is a rule that is established by an organization that will help to govern itself. **Constitution-** A group of amendments or articles that will be used to determine how the body will regulate itself.

**Membership-** to be a part of an organization or group and to be able to me an acting voice in the governing.

**Dues-** The amount of currency required to join an organization.

**Resignation-** The process of voluntary forfeiting a leadership position or membership.

**Lapsing-** The expiration of membership by not paying dues.

**Expulsion-** The process of involuntarily being removed from the organization.

**Inactivity-** The process of not being cooperative or not being active.

**Litigation-** The process of executing the judicial process of suing or filing a suit or grievance against someone in the court of law.

**Arbitrary-** A hearing where the two parties in litigation against one another that is the judge alone, where the judge makes the official decision. **Arbitrary** is also where the judge's answer is the final answer, and there is no appeal process the judgment made by the judge is final. **Board-** a group of individuals, serving in a higher capacity of governing of an organization and they are the process of operating under a by law or constitution.

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### **Article 1 Membership dues**

(Section 1) **Due's-** SWRRBA Executive Directors should set forth the membership dues that is required to be paid for by any person wishing to join the organization.

(Section 2) **Dues Required-** each entering or has acceded to the SWRRBA shall be necessary to pay the following.

#### **Dues:**

**Adults/Youth:** New \$ 10.00 Renew \$ 5.00

**H/W:** New \$ 17.00 Renew \$ 12.00

**Family:** New \$ 20.00 Renew \$ 15.00

**Lifetime:** \$ 100.00 per person or \$ 150.00 for H/W or \$200 for Family

(Section 3) **Adolescent memberships-** Any person who is not of over the age 18 they are therefore considered youth and must be accompanied by the apparent group.

## **Article 2 Amendment(s)**

(Section 1) Amendments- The bylaws can be changed by the SWRRBA Board Only.

This change can be deemed to be done at a single meeting with a quorum of board members and members present at the meeting.

(Section 2) Timeline- Bylaw changes can take place at only a meeting by the SWRRBA Executive Board. These changes can be proposed at the meeting and then tabled for a vote later. However, such changes must be voted on within a 3 month time frame. Then either the changes selection dissipates away or be voted on for either acceptance or decline.

## **Article 3 Dissolution**

(Section 1) Requirement- The club can be dissolved at any time by SWRRBA Executive Board Only. However, for this process to take place a written consent of no less than 75% of the club membership must agree within this process, and a SWRRBA/TX Board fails to exist for no fewer than six months.

(Section 2) Assets- If at the time of dissolution, the property of the SWRRBA will be auctioned or sold. None of the SWRRBA assets shall go to any club member unless they pay for it. The money that is received for the distribution of assets will be then used and split into the community of which the SWRRBA is housed with preference to Texas RBA. The executive board will freely use discretion and, the proof of the distribution of funds will be sent to the secretary for documentation. The physical assets may be forwarded to an ARBA-recognized club of the board's choosing with preference to the Texas RBA.

(Section 3) Money of the club- Money of the organization at a time of dissolution shall be given back to the community in which the club is housed in. The financial assets may be forwarded to an ARBA-recognized club of the board's choosing with preference to the Texas RBA.

## **Article 4 Order of Business**

(Section 1) **General Meeting Order of business-** General meeting should be running as follows.

- A. Call to Order
- B. Roll Call (May be done via sign in sheet)
- C. Reading of the Minutes
- D. Reading of the Treasury Report



- E. Committee Reports
- F. Old Business
- G. New Business
- H. Announcements
- I. Adjournment

**(Section 2) Emergency Club Meetings-** Emergency club meetings order of business should consist of.

- A. Call to Order
- B. Roll Call
- C. Emergency Business
- D. Adjournment

The governing of this meeting should be referenced back to (SWRRBA/TX Const. Art.5 Sec. 2)

**(Section 3) Board Members Only Meetings-** Board members only meetings should consist of the following agenda.

- A. Call to Order
- B. Roll Call
- C. Old Business
- D. New Business
- E. Adjournment

## **Article 5 assisting governing with Constitution and Bylaws of the SWRRBA/TX**

**(Section 1) Roberts Rules of Order-** the SWRRBA/TX shall be mainly regulated by the constitution and bylaws and SWRRBA Executive Board. However, the assisting governing perpetual book to assist in this club is *Henry M. Robert III, Daniel H. Honemann, and Thomas J. Balch with the assistance of Daniel E. Sea Bold and Shmuel Gerber. 11th ed. Robert Rules of Order Newly Revised 2013.*