

# NWARA Constitution & ByLaws

## 1. Name:

The name of this Association shall be known as the North West Angora Rabbit Association(NWARA).

## 2. Mission:

This is an Association for all angora rabbit fanciers, whether their interests are showing, breeding, or fiber related. This is an Association that is run by its members, for its members for the promotion of the Angora rabbit through shared information, shows, meetings and instruction in a creative and positive atmosphere.

## 3. Affiliation:

This regional Association shall be affiliated with and support the American Rabbit Breeders Association, Inc. (ARBA)

## 4. Membership:

a. Any person may apply to become a member of this Association upon payment of membership dues as outlined in the Constitution & ByLaws(C&BL). By applying for membership said person is agreeing to comply with all rules, regulations and mandates of this Association.

b. The Board of Directors (BOD) reserves the right to accept or reject for any cause any application for membership. Membership in the NWARA is a privilege, not a right.

### c. Memberships:

Single Adult, adult members age 19 and over.

Single Youth, youth members through the age of 18 years.

Family, Consists of one or two adults (parents) and all related children under the age of 19 who live at the same address. Family member names and ages must be listed at the time of membership application.

### d. Membership Privileges:

Each adult member will be allowed one vote in all matters pertaining to the Association (elections, amendments).

Active Youth showing members will be allowed one vote in all matters pertaining to the Association's(elections, amendments). Active Youth is defined as showing in a minimum of 2 ARBA Shows per calendar year and over the age of 16.

Each adult member has the right to run for an office in this Association. Active Youth showing members shall have the right to run for office, although the the position held by the Youth shall be listed as optional / extra position.

Any person may become a member of NWARA upon payment of dues as provided in the C & BL and by agreeing to comply with all rules, regulations, and mandates of NWARA. Each person interested in joining the Association shall receive a membership application along with a copy of the C & BL.

With the application, the person agrees that they have read and understood the rules as outlined in the C & BL. The term of membership runs 12 months and shall expire the last day of the month of application. A renewal notice shall be issued by the Association's Secretary to the address on file. Renewal dues should be paid before the termination of membership. New member dues are to be paid by all members that let their membership expire the last day of the month of their term.

5. Officers:

- a. The Officers of the Association shall be the President, Vice President, Secretary, Treasurer and at least 3 Directors. All members of the BOD have to be paid members of the ARBA. All of these Officers are elected by the membership via a paper, private email or web form ballot managed by the Elections committee chair. The President, or in the absence of the President the Vice President, with the approval vote of the BOD, may appoint a person pro tempore. The appointment shall expire at the normal term end, at which time elections shall take place.
- b. Membership dues for all members running for an office shall be paid 10 days in advance of their resume being published in the Newsletter and/or on the Association's Web site. Members running for an office have to be ARBA members of good standing as well.
- c. All elected officers have to be adult members or Active Youth showing members of this Association. Although any position held by a Youth member will be listed as optional / extra position.
- d. The term of office for all officers shall be 2 years. The President, Treasurer, and 1 Director shall be elected in even years. The Vice President, Secretary, and 2 Directors shall be elected in odd years. There shall be no term limitation on all offices.
- e. All newly elected officers shall assume office on August 1 and run through their term of office on July 31 of their respective year. Vacancies in any office shall be filled by appointment from the President, subject to a simple majority vote from the BOD. All outgoing Officers shall offer help and facilitate a smooth transition of office or risk being disciplined by the BOD for their actions.
- f. There shall be "write in" candidates during elections. All members willing to run for an office on the BOD shall furnish a written resume to the Secretary prior to the deadline, which will be noted on the Association's Web site and/or in the Newsletter.

Resumes received after the deadline (postmark) shall not be considered. Resumes shall be made available to each adult member with the Ballot via mail, private email, or web form. Deadlines for all election procedures shall be noted on the ballot and any other official means of communication

6. Discipline:

- a. Any members wishing to file a complaint of misconduct against another member of the NWARA shall cite the ARBA or NWARA C & BL and/or official ARBA show rules in regards to their charge and submit those charges in writing, along with proof of misconduct and documentation, to the Secretary of NWARA.

In case of charges filed against the Secretary, charges can be filed with the President. A processing fee of \$20.00 is applicable. The Secretary or President shall bring the charges to the prompt attention of the BOD. The BOD will review and discuss the charges in private, and will vote on the issues at hand. In case of the charges being dismissed as invalid, the processing fee will be kept by the Association. In case the charges are voted on and filed, the processing fee will be refunded.

- b. Valid charges include, but are not limited to: Any and all charges of misconduct at an ARBA sanctioned rabbit show as outlined in the ARBA show rules section. Charges of gross misconduct within this Association, misconduct directed at the Association itself or against a fellow member of this Association. Misconduct can include, but is not limited to, negative argumentative behavior, slander, disturbing peace inside the Association, proven sabotage of Association business. Unacceptable behavior during NWARA sanctioned specialty shows, known and proven mistreatment of animals in ownership of a member, having been convicted of animal abuse/neglect by a local court, total lack of interest in Association business and failure to participate in Association related business in case of the BOD members.
- c. Any member against whom charges have been filed shall be furnished with a complete statement of the charges by the Secretary or President and shall be allowed 30 days to file a reply with the Secretary or President. This can be done via email or paper mail, at the discretion of the BOD.
- d. The charges, together with a reply, if any has been received, shall be furnished to each member of the BOD for their consideration. This can be done via paper mail, private email, or web form. The BOD may, by a simple majority vote, reprimand, suspend, or expel the member. Less than a simple majority vote (less than half plus one) shall constitute acquittal of the charges. Notification of the vote shall be furnished by the Secretary in the form of a letter mailed by the U.S. Postal Service or via electronic notification.
- e. Any member suspended from membership shall not be eligible for reinstatement within one year of the date of suspension and the membership must be approved by the BOD. An expelled member shall have the right to apply for membership that was removed for lifetime. A list of suspended and expelled members shall be kept by the Secretary who shall furnish it to each Officer of the BOD once a year.

f. If an Officer or Director does not fulfill his/her duties or shows a lack of interest in Association matters, he/she shall be asked to resign by the President, or in the case of the President, by the Vice President. Lack of interest includes, but is not limited to: lack of voting on important issues or Association business. If the Officer or Director fails to resign, disciplinary actions as outlined in section B, C, and D, will go into action. No processing fee will apply. The BOD can declare an office vacant with a simple majority vote. Disciplinary actions against the member can be taken if deemed necessary and the President will appoint a new Officer or Director to fill the vacancy.

#### 7. Meetings:

The NWARA can host membership meetings at any given time and place. Such meetings can take place at large rabbit shows, ARBA Convention, or wherever a majority of the BOD will be in one place, or available via Skype, or other online process. Such meetings/Association gatherings shall be advertised on the Association website and/or newsletter. No voting shall take place unless a majority of the BOD is present to officiate a vote valid for the BOD. No annual BOD meetings are mandated. Association meetings/gatherings are for social and business purposes to unify the membership and allow for idea sharing.

#### 8. Voting:

The BOD shall vote on all issues related to running the Association in an efficient manner. Copies of all votes within the BOD to be kept on paper by the Secretary and results published on the Web site. Copies of voting records may be requested from Secretary.

The general membership shall vote on election related issues, as well on amendments of this C & BL. Simple majority rule applies to election and amendments.

General membership voting shall be done with a mailed ballot, email, or web form. A ballot will be issued by the Elections committee chair and will be counted by the same person.

Ballot mailings will be assigned a random number for each adult member, and such numbers will be kept on one special membership list. Ballots are to be mailed to each member via mail, email or web form, with voting issues outlines and a deadline for votes given. Members are to respond to the Elections Chairperson by the specified deadline. The President will appoint an Elections Chairperson to oversee the elections process. The Elections Chairperson shall, after completion of the elections, mail all ballots and tally to the Secretary for safe keeping for at least 5 years. The first general elections for odd year terms as outlined in article 5, chapter D shall commence in the year 2015.

The first general elections for even year terms shall commence in the year 2016, and as outlined in Article 5 every year after. The general membership shall vote on C & BL amendments starting in the year of 2014.

9. Dissolution:

In the event of dissolution of this Association, all monies and ARBA related assets held by the Association at that time shall be donated to the ARBA research and development fund. Equipment brought into/donated to this Association by a member shall be returned to that member at that time, if possible.

10. Amendments:

Any proposed amendment to this document must be submitted to the BOD via email or regular mail (Secretary or President) for review and discussion among the BOD. A change can be approved by a simple majority vote from the BOD, at which time the change is submitted to the general membership for vote.

The proposal will be submitted via paper, private email, or web form ballot. Shall the change be elected; the Secretary shall change the C & BL document and furnish a new copy to ARBA in January each year as well as post the new wording to the Association's Website. A new copy of the C & BL shall be published in the Association's newsletter or its equivalent. ByLaws of the NWARA.

## **ByLaws of the NWARA**

1. Officers:

**President :** Preside over meetings; initiate meetings. Appoint/ fill vacant offices and appoint committees as needed. The President shall be an ex officio member of all committees and the BOD.

**Vice – President:** Perform all duties in absence of the President. Automatically succeed to the office of President in the event of vacancy. Appoint a new Vice–President with a simple majority vote from the BOD. The Vice President shall be an ex officio member of the BOD. The Vice President shall prepare agendas for all meetings and oversees all committees.

**Secretary:** Receive and act on all membership application. Mail renewal reminders to all members. Maintain a complete set of books and records for the Association, including but not limited to: voting results, ballots, disciplinary actions, membership list. Actively work with the website committee to furnish updates, information and articles submitted. Maintain Association records in a secure manner and keep records on file for a minimum of 5 years, including show reports. Handle all Association correspondence and advise President or BOD of any unusual matters. Mail all incoming funds to the Treasurer on a monthly basis. Issue membership cards with expiration date to the new member upon payment of membership dues. The Secretary shall be an ex officio member of the BOD.

Treasurer: Maintain a bank account in the name of the Association and from it pay expenses which have been pre authorized by either the C & BL or by a special vote by the membership or BOD. Maintain a complete set of financial records and books, and keep them on file for review for at least 5 years. Will report quarterly in the newsletter and on the Web site, make a financial statement to the BOD and the general membership. The Treasurer shall be an ex officio member of the BOD. The President can appoint a person to audit the books at any given time and place. Audits should be done at least once yearly to be conducted by the following: two Association members and one board member, in the absence of Treasurer, except for question.

Directors: The BOD is to include at least 3 Directors, as well as the President, Vice President, Secretary, and Treasurer. The general supervision and conduct of affairs shall be vested in the BOD, which shall have legislative powers. The BOD as a body shall be solely responsible for making or changing policy within the Association. No individual officer or Director may make a policy change; it must be brought before the BOD and approved by a simple majority vote.

## 2. Funds:

The Secretary shall be reimbursed monthly for all routine, expected expenses related to fulfillment of his/her duties. Non Routine expenses have to be approved by the BOD PRIOR to making the purchase. All purchased items that are Association related become the property of the Association and shall be passed on to the next Secretary upon fulfillment of term via Post office mailing. All expenses have to be proven with receipts. Such have to be mailed to the treasurer to keep on file. The Secretary shall forward all Association income to the Treasurer on a monthly basis by mail. The Treasurer shall reimburse all Officers and Directors for Association Related, normal expenses that are within the realm of business, however, shall not issue payment for any expenses that do not have a receipt, or for large payments that have not been approved by the BOD prior to purchase. Phone bills, Internet charges and costs, cell phone charges etc. can not be reimbursed by the Treasurer. Each BOD member is expected to be frugal with Association owned funds.

## 3. Special Committees:

The president shall appoint members in good standing to head special committees within the Association to help with certain functions. The BOD shall vote an appointment on with a simple majority vote. Committees can be appointed to handle: elections (Elections Chairperson), Angora specialty shows (Show committee), promotional merchandise owned by the Association (Supply committee), Internet committee (Web site, blogs and lists), Newsletter committee (Editor), Membership committee, Fiber committee (fiber shows, contests, fiber related information). Such committee chairs shall answer directly to the President and report to the BOD, but shall have no BOD votes. However, BOD members can hold a committee chair.