

HOTOT RABBIT BREEDERS INTERNATIONAL CONSTITUTION

ARTICLE I

NAME

This organization shall hereafter be known as the Hotot Rabbit Breeders International and shall be registered as an incorporated body in accordance with prevailing laws pertaining to such matter as funds of the organization permit.

ARTICLE II OBJECTES

- Section 1. To promote and encourage the breeding of the Hotot rabbit.
- Section 2. To collectively assist in the government of the Hotot rabbit.
- Section 3. To encourage and educated prospective Hotot breeders.
- Section 4. To advance and protect the interests of the members of this organization.
- Section 5. To provide a reliable information center, as well as to collect and disseminate date to members.
- (Section 5: To provide a reliable information center, as well as to collect and disseminate data to members.)**
- Section 6. To encourage the exhibition of the Hotot and to insist upon uniform application of existing standards.
- Section 7. To assist the disposition of stock to reliable breeders whenever possible.
- Section 8. To promote the Hotot's advantages for food, fur, and fancy.
- Section 9. To recommend and insist upon fair dealings by this organization's membership.
- Section 10. To place the Hotot rabbit before the public for their admiration and approval.

ARTICLE III AFFILIATION

This organization shall be affiliated with the American Rabbit Breeders Association, Inc. Any Local or State Specialty Hotot group whose policies are in accord with those of this organization may be granted a letter of approval by this organization, subject to the approval of the executive Committee for charter in the American Rabbit Breeders association, Inc. Approval requests must be accompanied by the group's constitution and by-laws, a roster of the organization's officers and membership. All officers of affiliated groups must be ARBA members and members of this organization before approval will be granted. **(All officers of affiliated groups must be members of the American Rabbit Breeders Association, Inc. (ARBA), and members of this organization before approval will be granted.)**

ARTICLE IV MEMBERS

- Section 1. All members in this organization shall be active members.
- Section 2. Any person of good character and reputation may become an active member in good standing, application shall be made in writing to the Secretary **(Secretary-Treasurer)**, and must be accompanied by one or more year's **(years)** membership fee.

**HOTOT RABBIT BREEDERS INTERNATIONAL CONSTITUTION
ARTICLE V**

OFFICERS

- Section 1: The officers of this organization shall consist of a President, Vice-President, Secretary, Treasure (**Secretary-Treasurer**), and a minimum of three (3) and a maximum of twelve (12) (**Six (6)**) Directors, one of whom may be a Youth Director. These officers shall constitute the Executive Committee.
- Section 2: The President, Vice-President and Directors shall be elected by national membership ballot.
- Section 3: The office of Secretary and Treasure (**Secretary-Treasurer**) shall be elected by two-thirds (2/3) majority vote by (**of**) the Executive Committee.
- Section 4: Failure to perform the duties as required by the Constitution and By-Laws and by the Executive Committee may constitute grounds for removal.
- Section 5: It shall be the duty of the Executive Committee to make such effort to adhere to the policy of having equal representation though out (**throughout**) the United State, Canadian Provinces and Mexico.
- Section 6: Officer terms shall be for a period of two (2) years. The President and two (2) Directors shall be elected on the even years. The Vice-President and the remaining Directors shall be elected on odd years. No person shall be elected and appointed in the same term. The election of the Secretary and Treasurer (**Secretary-Treasurer**) shall be made during even years by the Executive Committee. See Section 3.
- Section 7: Officers shall take office on the first day of January following election or appointment.
- Section 8: Vacancies in offices during the term shall be filled by appointment from the President, with approval by majority vote of the executive Committee. All appointed officers shall complete the term of office of their predecessor.

DUTIES OF THE OFFICERS

- President: The President shall preside at all meetings of this organization and act as Chairman of the Executive Committee. He/She (**S/He**) shall appoint all committees in accordance with this Constitution and By-Laws or special committees when necessary. He/She (**S/He**) shall perform other duties as that usually pertain to the office, shall have other powers as may be conferred upon him/her by the Executive Committee. He/she (**S/He**) shall be an ex-officio member of the Executive Committee and all other Committees.
- Vice President: The duties of the Vice-President shall be the same as those of the President in case of the absence or disability of the President.
- Secretary: The Secretary (**Secretary-Treasurer**) shall devote sufficient time and attention to the correspondence of the organization and any other duties as directed by the President or Executive Committee, and shall be the custodian of all property of this organization. He/She (**S/He**) shall notify all members of meetings, keep accurate record of all minutes, memberships, and notify members of expiration of dues. Shall keep a complete up-to-date membership list, including current addresses. As Secretary, (**The Secretary-Treasurer**) shall made quarterly reports to the executive Committee. A yearly report shall be presented to the general membership in a manner that all may hear or read. The Secretary (**Secretary-Treasurer**) may issue data and information of

interest to the members, and assist members generally toward their success with the Hotot rabbit. And, when directed by the President and executive Committee, shall furnish bond in the amount and as called for, expense of same to be borne by the organization.

Treasure: The Treasurer (**Secretary-Treasurer**) shall receive and keep appropriate records as approved by the Executive Committee, of all monies received in the name of the organization and shall maintain a bank account in said name. All expenditures are to bear the Treasurer's (**Secretary-Treasurer's**) signature. As Treasure (**Secretary-Treasurer**), shall make a yearly report to both the Executive Committee and membership. Shall present the Executive Committee with all records for an audit on or before the Annual General Meeting of this organization. Shall pay all bills with Executive Committee approval.

Board of Directors: The Board of Directors and officers shall constitute the Executive Committee, who will have full charge of this organization's business transactions. They shall authorize all special expenditures of money, pass on all special matters found to be desirable, but not (**in**) conflict with this instrument. They shall have the executive power to make all contracts in the name of the organization, shall offer and supervise all business matters of this organization.

COMPENSATION OF OFFICERS

All expenses of the organization shall be paid from and in the name of the organization first, and in no case shall allocation of expenses or allowances be made to any member or officer without prior approval of the Executive Committee. The Secretary shall receive twenty percent (20%) commission on all monies received by this organization, except monies received for sanctions and donations. The Secretary shall be paid fifty dollars (\$50) as expense monies for attendance of the Annual General Meeting of this organization, provided he/she (**s/he**) attends. The Secretary's salary shall be computed monthly and paid once quarterly the last day of March, June, September and December. No compensation to any officer of this organization will be allowed without majority Executive Committee approval first.

ARTICLE VI AMENDMENTS

The Constitution may be amended by submitting a proposal resolution in writing, signed by ten (10) (**ten percent (10%) of current membership**) or more members in good standing, to the Secretary. The Secretary shall submit the proposed resolution to the Resolution (**Constitution and Resolution**) Committee for written opinion of the legality and general effect on the organization which, if unfavorable shall be published. The Secretary shall then mail a copy of the proposed resolution, together with a proper ballot and return envelope, to each member in good standing. Ballots will be mailed within thirty (30) days after receipt of opinion from the Resolution (**Constitution and Resolution**) Committee. All Resolutions (**resolutions**) are to be confined to one subject. Not more than thirty (30) days shall be allowed for the return of the ballots to the Election Committee. A majority of ballots received shall be required for passage of any proposed change. This Constitution may also be amended by a two-thirds (2/3) majority vote of all members present at a General Meeting provided all members have been notified thirty days prior to such meeting of the proposed amendments and that there are at least fifteen (15) members (**twenty-five percent (25%) of current membership**) present in addition to any or all

officers.

HOTOT RABBIT BREEDERS INTERNATIONAL BY-LAWS

ARTICLE 1 MEETINGS

- Section 1: The annual meeting of the Hotot Rabbit Breeders International shall be held, with the approval of the Executive Committee and the American Rabbit Breeders Association, Inc. (**ARBA**) during the Annual Convention of the American Rabbit Breeders Association, Inc (**ARBA**). As many sessions may be scheduled as are necessary to transact the annual business.
- Section 2: The President shall call a special meeting of the membership upon being petitioned by not less than one-half of the members in good standing. The petition must be signed by each of the petitioners and must state the business to be transacted. During the special meeting, no business shall be transacted except that with has been petitioned. The petition must be made in duplicate and sent to both the President and the Secretary by certified mail.
- Section 3: The President may call a special meeting of the Board of Directors at any time during the annual meeting or a special meeting of the Board may be called during the annual general meeting when petitioned by one-half the officers, or one-fourth of the members. At such special meeting no business may be transacted except that stated in the petition.
- Section 4: At all annual meetings of the organization, the order of business shall be:
1. Call to order
 2. Roll call of officers
 3. Reading of the minutes of the previous meeting
 4. Report of officers
 5. Report of committees
 6. Unfinished business
 7. New business
 8. Good of the order
 9. Adjournment

(New Section 5: The Executive Committee shall meet quarterly. Meetings shall occur the first weekend of February, May, August, and at the ARBA Convention. Since the members reside in various regions, and travel to meet in person would be prohibitive, meetings are to be held either by internet chat or teleconference call for all meetings other than the one to be held at the ARBA Convention. During the Executive Committee meetings any and all business pertaining to the organization shall be conducted.)

ARTICLE II DUES

- Section 1: Individual members, except youth members, shall pay a fee of ten dollars (\$10.00) per annum. Youth members under the age of nineteen (19) years shall pay a fee of five dollars (\$5) per annum. Youth members shall be entitled to all of the privileges of full membership. Combination membership, i.e. husband and wife provided by membership applications are made at the same time for fourteen (\$14) per annum. **(Members may have an option of paying for 3 year membership at the following rates.**

Individual \$25.00, Youth \$12.00, Husband and Wife \$35.00). No other combinations shall be available. All said fees for membership shall accompany membership application. In addition to membership fees an annual service charge of eight dollars (\$8) shall be paid by all members in countries other than the United States, Canada and Mexico. All memberships and service charges shall be paid in United States funds, to be remitted with membership or renewal application.

- Section 2: Upon expiration of dues, providing renewal has not been received, the Secretary (**Secretary-Treasurer**) shall at once notify the delinquent member, and those not submitting the required fee within 30 days shall be dropped from the membership file. Renewals received within 60 days after expiration shall be back dated to previous membership expiration date upon the late payment of one dollar (\$1) plus renewal fee. Membership renewals paid after the 60 day grace period shall be considered as new members.
- Section 3: All members of this organization with 25 year consecutive, uninterrupted, years of membership shall be granted a Life Membership. Any other member may become Life Members upon payment of \$100, which sum shall be received in lieu of all annual dues.
- Section 4: An Honorary Life Membership may be granted to any member of this organization whose dedication to the Hotot breed has been deemed outstanding by a majority vote of the executive Committee.
- Section 5: An "E. Bernhard memorial Member of the Year" shall be chosen yearly. Nominations shall be made to the Secretary (**Secretary-Treasurer**) prior to July 31st for any member whose services and/or achievements merit such an award. The Executive Committee shall review each nominee's services and/or achievements and shall select a "Member of the Year". Award to be presented at the Annual General Meeting. A plaque bearing the winner's name shall be kept in this organizations office with a token award presented to the winner. A resume of the winner's service(s) and/or achievement(s) will be published in the official publication. A member shall be eligible to win only once.
- Section 6: Any member of this organization in good standing may organize a local or State Hotot Specialty Club, composed of breeders in his/her area, for the purpose of expanding the popularity of the Hotot rabbit. Officers of any such organization shall consist of a President, Vice-President, Secretary, Treasurer and three or more Directors. Application for approval of such Hotot Specialty Club shall be made in writing to the Secretary (**Secretary-Treasurer**) of this organization, accompanied by a list of all officers and members, along with a copy of the group's constitution and By-Laws. Officers of Hotot Specialties organized within the United States, Canada, and Mexico must be members of the ARBA and Hotot Rabbit Breeders International. Rules and regulations not so listed herein, but set down by ARBA shall apply in said applications.

ARTICLE III VOTING PROCEDURE

- Section 1: Any member in good standing of the Hotot Rabbit Breeders International, wishing to become a candidate for any elective office of this organization, shall write the Secretary (**Secretary-Treasurer**) for a nominating petition. The nominating petition shall carry

the members name and the office he/she (s/he) decides to the (be) a candidate for and shall carry the signatures of five (5) members in good standing of the Hotot Rabbit Breeders International. When the petition is filed before August 1st, with the Secretary (Secretary-Treasurer), the Secretary (Secretary-Treasurer) shall then place the members name who appears on the petition on the election ballot. The election ballots shall be mailed out and returned to the Election Committee. After the final count is in, the Election Committee shall advise the Secretary (Secretary-Treasurer) as to their findings and the highest for each office shall be declared duly elected.

Section 2: Candidates for President and Vice-President shall be elected from the general membership.

(New Section 3: Candidates for President must have raised Hotot and been a member of this organization for a minimum of five (5) years, and served on the Executive Committee for a minimum of two (2) years prior to running for the office.)

Section 3 (4): A self-addressed envelope shall accompany each ballot addressed to the Chairman of the Election Committee and party voting shall seal same and mail directly to the Election Committee Chairman. Committee shall count the ballots (10) days after closing the polls and send either certified or hand deliver the results to the Secretary (Secretary-Treasurer). When the ballots are counted, they shall be sealed and forwarded to the Secretary (Secretary-Treasurer) and shall be retained in this organizations file.

Section 4 (5): No member of the Election Committee can be nominated for an elective office.

Section 5 (6): The Election Committee shall be composed of a Chairman and two (2) helpers all of whom must be members in good standing of this club.

ARTICLE V DEPARTMENTS & COMMITTEES

Section 1: The President, with Executive approval, shall appoint all chairmen and members for standing Departments and Committees, as authorized herein. The term of each Department and Committee shall be for a period of one year, the (. The) President shall have the authority, with just cause, to make such replacements as are considered in the best interest of the organization.

Section 2: Each Department and Committee shall submit data and information on the work being carried out at regular intervals, not less than quarterly to the President and Secretary (Secretary-Treasurer), and shall submit a written report to be read at the annual general meeting yearly.

Section 3: The *Advertising, Publicity, and Promotional Department* shall consist of a chairman and two members. Of these three, one shall be chosen from the Executive Committee. They shall carry out a promotional and advertising program designed to occure (accrue) new members and encourage renewals. It shall be the departments (department's) duties to place advertising in various rabbit and pet journals, in accordance with funds so allotted by the Board of Directors. They shall keep an accurate record of all advertising response, and shall have the authority to revise or drop any advertising considered to be unproductive. The Department shall plan, prepare and issue all promotional booklets, guide books, and other material required for

membership solicitation as directed an/or approved by the Board of Directors. They shall see that the Hotot rabbit is kept in the news, by writing and/or soliciting articles for various rabbit and pet journals, both in the United States and abroad. A complete record with all such material is to be sent to the Secretary each quarter, along with proof or tear sheets of said advertisements and/or articles. This Department shall design, originate and obtain all membership insignias and other material, subject to approval of the Board of Directors.

- Section 4: The *Foreign Relations Committee* shall consist of a chairman and two committee members. Of these, at least one shall be chosen from the Executive Committee. It shall be the primary duty of this committee to keep in constant touch with various organizations and breeders abroad. This committee shall work closely with all committees and departments, seeking universal standard for the Hotot rabbit, reporting on various shows, granting token awards in the name of the organization, seeking awards for shows in the name of the organization, and encouraging breeders to support foreign shows and vice versa. The committee shall solicit articles for this organization's official publication, and secure foreign members.
- Section 5: The *Election Committee* shall consist of a chairman and two committee members, all residing within commuting distance of each other. The Chairman shall receive ballots and ten days after closing of polls shall call the committee together. Election ballots shall not be opened until all committee members are assembled, then the envelopes shall be opened, counted and results tabulated. When the count is complete, the tabulation shall be signed by each committee member, sealed and either personally delivered or sent certified mail to the Secretary within 5 days after count is completed. After publication of results, ballots are to be dated and sealed and placed in the organizations files.
- Section 6: The *Standards Committee* shall consist of a chairman and four committee members. When possible the President shall appoint at least one Judge and/or Registrar to serve on the committee. They shall maintain a continuous study of the official standards. The committee shall furnish a detailed interpretation of the standards and their application. They shall consider and propose change in the existing standards. A majority vote of the committee shall be required for adoption of any change, and said change(s) must be approved by two thirds (2/3) majority vote from the general membership. The standards shall not be revised more often than every five (5) years, in the years divisible by five. It shall be the duty of this committee to secure foreign Hotot standards and to work for universal standard adoption.
- Section 7: The *Constitution and Resolutions Committee* shall consist of a chairman and two committee members. They shall maintain a continuous study of the Constitution and By-Laws for the purpose of furnishing interpretations when requested. They shall offer improvements and/or clarifications in the form of modifications. They shall offer amendments for the improvement or clarification in the prescribed manner. They shall furnish a current copy of the Constitution and By-Laws to the ARBA each time changes are made. Resolutions shall be handled through this committee. They shall review all Resolutions received, coordinating same and furnish the Board their opinions. The membership shall not be bound by any recommendation for adoption or rejection; however, the committee's recommendations shall be published and/or read to the membership prior to voting. All resolutions must be in the hands of the Secretary of this

organization

at least 60 days prior to the annual general meeting. Resolutions may also be voted upon by national ballot.

- Section 8: *Special Committees* that are considered by the President and/or by the Board of Directors may be appointed by the President for a specific purpose. Said committee shall be discharged after completion of the assignment.

ARTICLE V DISCIPLINE

- Section 1: Charges of misconduct may be filed by any member against another member. They must be in writing and filed with the Secretary-Treasurer along with a \$10 fee.
- Section 2: Any member against whom charges have been filed shall be furnished a complete statement of the charges by the Secretary-Treasurer and shall be allowed 30 days to file a reply.
- Section 3: The charges together with the reply if any has been received shall be furnished to each member of the executive Committee for his/her consideration. The Executive Committee may, by two-thirds majority vote, suspend, or expel the member. Less than two-thirds majority shall constitute acquittal of charges.
- Section 4: Any member suspended shall not be eligible for reinstatement within one year of the date of suspension. Any member expelled shall not be eligible for membership in this organization at any time.
- Section 5: If acquittal of charges has been reached, filer shall not be reimbursed his/her fee. If member is suspended or expelled, fee to be returned to complainant.

(New ARTICLE VI SANCTIONING SHOWS & SWEEPSTAKE POINTS

- Section 1: Any member in good standing may sanction Hotot at an ARBA sanctioned show by paying a fee of five (\$5).**
- Section 2: To sanction a show the member must complete a Show Sanction Request form, which can be obtained either from the Secretary-Treasurer or downloaded from this organization's website, and return the form to the Secretary-Treasurer along with the appropriate fees.**
- Section 3: Upon receipt of the completed Show Sanction Request form, the Secretary-Treasurer will issue Sanction number(s), and forward the number(s) to the show secretary listed on the Show Sanction Request form.**
- Section 4: Upon receipt of the show report, the Secretary-Treasurer will compile a listing of points for each member attending the show. The points are to be tabulated quarterly and posted on the organization's website, and published in the organization's newsletter. There are to be two categories – adult and youth. The Sweepstakes year shall coincide with the ARBA Conventions. The adult and youth Sweepstakes winners are to be awarded a certificate and/or a commemorative plaque.)**

ARTILCE VI (VII) AMENDMENTS

These By-Laws may be amended by submitting a proposed resolution in writing, signed by ten (10) **(ten percent (10%) of membership)** or more members in good standing to the Secretary-Treasurer. The Secretary-Treasurer shall submit the proposed resolution to the Resolution **(Constitution and Resolution)** Committee for their written opinion of the legality and general effect on the organization which, if unfavorable shall be published. The Secretary-Treasurer shall then mail a copy, together with proper ballot and return envelope, to each member in good standing. Ballots will be mailed within thirty (30) days after receipt of opinion form the Resolutions **(Constitution and Resolution)** Committee. All resolutions are to be confined to one subject. Not more than thirty (30) days shall be allowed for the return of ballots to the Secretary **(Secretary-Treasurer)**. A majority of ballots received shall be required for passage of any proposed change. The By-Laws may also be amended by a two-thirds (2/3) majority vote of all members present at a General Meeting provided all members have been notified thirty (30) days prior to such meeting of the proposed amendments and that there are at least twenty-five percent (25%) of the membership present at the meeting.