

PENNSYLVANIA STATE RABBIT BREEDERS ASSOCIATION

2005-2006 CLUB HANDBOOK



Table of Contents

Forms 3
Important Dates 5
Officer and Directors and Committee Chairpersons 6
Historical Dates 9
Distinguished Service Award 10
Youth Scholarship Program 10
Audit Committee 12
Commercial Committee 12
Convention Committee 13
Election Committee 14
Farm Show Committee 15
Membership Committee 15
Merchandise Committee 16
Newsletter Committee 16
Sweepstakes Committee 17
Youth Committee 19
Web Page 19
Constitution & By Laws 20

Forms

The following forms are on the PaSRBA website at <http://www.pasrba.org> in Acrobat Reader PDF Format, HTML, or Word based documents.

General PaSRBA Forms on the WEB

- ◆ Membership Application
- ◆ Merchandise Order Form
- ◆ Sanction Request Form
- ◆ Merchandise Order Form

PaSRBA Youth Contest Applications on the WEB

- ◆ Achievement Contest
- ◆ Breed ID Contest
- ◆ Educational Contest
- ◆ Higher Education Scholarship
- ◆ Judging Contest
- ◆ Carol Prosseda Memorial Management Contest
- ◆ Royalty Contest

PaSRBA Literature on the WEB

- ◆ PaSRBA Handbook
- ◆ PaSRBA Newsletters
- ◆ PaSRBA Letterhead
- ◆ Constitution and By-Laws

PaSRBA Brochures on the WEB

- ◆ Principal Membership Benefits and Application
- ◆ Club Affiliation Benefits and Application
- ◆ What is PaSRBA?
- ◆ PaSRBA Youth Events



Pennsylvania Rabbit Breeders Association

Show Sanction Form

Meredith Sherrer
RR 1 BOX 257
Canadensis, PA 18325
<http://www.PASRBA.org/>
chocobun1@yahoo.com

SHOW SANCTION REQUEST FORM

Name of sponsoring Club:	
Show Date:	
Location:	
State:	
ARBA Sanction Number:	
Open or Youth?	
Name of Secretary:	
Secretary's Address:	
Secretary's Phone Number:	
Secretary's Email:	

Prices are as follows:

Sanctions will be discounted 50% if it is the first time your club is sanctioning your show with PaSRBA. Please note this on application.

\$10.00 per open show including cavies and rabbits

\$10.00 per youth show including cavies and rabbits

Important Dates

February 6, 2005	General Membership Meeting
February 15, 2005	Newsletter deadline
March 1, 2005	Membership renewals
March 1-10, 2005	Newsletter mailed
April 1, 2005	Directory deadline
May 5, 2005	Board meeting
May 15, 2005	Newsletter deadline
Jun 1-10, 2005	Newsletter mailed
July 1, 2005	Higher Education Scholarship deadline
August 1, 2005	Election Nomination Ballot Deadline
August 7, 2005	General Membership Meeting
August 15, 2005	Newsletter Deadline
September 1-10, 2005	Newsletter Mailed
October 23-27, 2005	ARBA Convention
November 6, 2005	Board meeting
November 15, 2005	Newsletter deadline
November 20, 2005	Election Ballots/DSA Mailed
December 1, 2005	Farm Show Rabbit/Cavy Entries Due
December 1-10, 2005	Newsletter mailed
December 31, 2005	Election Ballots and DSA Nominations Due
January 1, 2006	Principal membership and Affiliated Club renewals mailed
January 7-14, 2006	Farm Show
February 4-5, 2006	PaSRBA Convention
February 4, 2006	Board Meeting
February 15, 2006	Newsletter deadline
March 1, 2006	Membership renewals Due
March 1, 2006	Officers Assume Positions
March 1, 2006	Membership renewals
March 1-10, 2006	Newsletter mailed
April 1, 2006	Directory deadline
May 2006	Board Meeting to be set by President
August 6, 2006	General Membership Meeting
November 2006	Board Meeting to be set by President

Officers, Directors and Committee Chairpersons

Officers

President

Dwight Algoe
955 Iron Bridge Rd
Mount Joy, PA 17552
717-653-4716
Algoe@comcast.net

Vice President

Jay Hreiz
332 South 45th St.
Apartment C-2
Philadelphia, PA 19104
EngLopJay@comcast.net

Secretary

Julia Krout
3538 Limekiln Pike
Chalfont PA 18914
215-997-9655
JuliasJewels@enter.net

Treasurer

Howard Dunmire
126 Wisebecker Road
Monongahela, PA 15063
dunmire1@earthlink.net

Directors At Large

Director at Large

2005

Sue Toth
179 Clinton Avenue
Monongahela, PA 15063
Toths@att.net

Director at Large

2006

Lori Jo Whitehaus
210 N Hoernerstown Rd
Hummelstown, PA 17036
LJWhitehaus@comcast.net

Director at Large

2007

Sue Werner
897 N. Lancaster St.
Jonestown, PA 17038
wernerfm@paonline.com

Affiliated Club Directors

Bucks County R&C A

Terry Shirley
625A Waupelani Drive
State College, PA 16801
trs161@psu.edu

Butler County R&C A

Kathy Kummer
539A Meridian Rd.
Renfrew, PA 16053
lzyk1880@zoominternet.net

Central Atlantic Rhineland Club

Becky Krout
3538 Limekiln Pike
Chalfont, PA 18914
MomKrout@juno.com

Central PA RBA

Ron Soccio
10 Mini Lop Way
Lewistown, PA 17044
717-543-5742

Dauphin County 4-H

Tori Whitehaus
210 N Hoernerstown Rd
Hummelstown, PA 17036
LJWhitehaus@comcast.net

Eastern Mini Lop Club

Denise Ancharski
77 Jonquil Lane
Levittown, PA 19055
jellybeanbunny28@yahoo.com

Lebanon Valley 4-H

Jesse Stump
7081-A Colebrook Rd.
Palmyra, PA 17078
emhanson@lmf.net

Lebanon Cty R&C A

Art Sweinhart
RR 1 Box 1248
Jonestown, PA 17038
unklrt@localnet.com

Lehigh Valley RBA

Pending

Mason Dixon Rex

Gary Seaman
94 Pine Rd.
Hamburg, PA 19526
bunnybuzz94@Aol.com

Mid-Atl Harlequin

Pending

Patriot Fuzzies

Randi Sherrer
RR1 Box 257
Canadensis, PA 18325
GCBunny@yahoo.com

Patriot Fuzzies

Meredith Sherrer
RR1 Box 257
Canadensis, PA 18325
Chocobun1@yahoo.com

**Washington County
RBA**

Mike Toth, Jr.
179 Clinton Avenue
Monongahela, PA 15063
Toths@att.net

Washington Co.

Youth RBA

Mike Toth, III
179 Clinton Avenue
Monongahela, PA 15063
Toths@att.net

**Westmoreland
County Youth**

Robyn Wright
1609 Poplar St
Greensburg, PA 15601
bsrj1609@aol.com

**Westmoreland Co.
RC of PA**

Karen Kettering
RD # 11 Box 842
Greensburg, PA 15601
PHRabbits@AOL.com

York County R&C A

Mary Jane Metzger
150 Spring Drive
Dillsburg, PA 17019

Committees

Audit

Michael Toth, Jr.
179 Clinton Avenue
Monongahela, PA 15063
Toths@att.net

Commercial

Position Open-Please
Volunteer

Convention

Jay Hreiz
332 South 45th St.
Apartment C-2
Philadelphia, PA 19104
EngLopJay@comcast.net

Election

Becky Krout
3538 Limekiln Pike
Chalfont, PA 18914
MomKrout@juno.com

Farm Show

Robert Schaeffer
67 Lindley Murray Road
Annville, PA 17003
clayvalley@earthlink.net

Membership

Nancy Groff
1465 Main ST-Chapman
Bath, PA 18014
ankchap@fast.net

Committees

Merchandise

Julia Krout
3538 Limekiln Pike
Chalfont, PA 18914
JuliasJewels@enter.net

Newsletter

Dawn Plokhooy
3882 Banyan Drive
Danielsville, PA 18038
JohnDawn@enter.net

Sweepstakes

Meredith Sherrer
RR 1 Box 257
Canadensis, PA 18325
Chocobun1@yahoo.com

Youth

Darlene Pajak
79 Horse Drive
Eighty-Four, PA 15330

Web Page

Julia Krout
3538 Limekiln Pike
Chalfont, PA 18914
JuliasJewels@enter.net

Miscellaneous Historical Dates

- August 2, 1998 - All officers, directors and committee chairs will have an automatic \$50 budget.
- August 2, 1998 - All officer, directors and committee chairs will have their meals and any tolls paid for at the two Board of Director meetings.
- November 8, 1998 - Article VII Section 2 of the constitution has been interpreted as having "10 members to include four board members constitute a quorum" to be for General Membership meetings, four board members for a Board of Director meeting.
- February 6, 1999 - Milton Hershey School will be allowed to join PaSRBA as and individual youth member for the purposes of sweepstakes and Exhibitor of the year. This policy will be reviewed with each renewal year.
- February 5, 2000 - Renew of the Milton Hershey school membership at stated in February 6, 1999. This policy will be reviewed with each renewal year.
- February 5, 2000 - Out of state principal members do not have voting rights, nor can they hold elected office within PaSRBA.
- December 8, 2000 - Sweepstake changes, making a flat \$10 fee per sanction.
- November 6, 2000 - Rabbit and Cavy royalty combined.
- February 4, 2001 - Renew of the Milton Hershey school membership at stated in February 6, 1999. This policy will be reviewed with each renewal year.

Distinguished Service Awards

- Each year the Board of Directors selects one principal Adult and Youth member who has given their time and energy in promoting the local rabbit clubs, helping new members, and in general has distinguished themselves with their dedication to the State Association.
- Anyone can nominate a member for this award. A form will be sent out with the election ballots or in the December newsletter. The form must be returned to the Election Chairperson by December 31, with the person nominated listed. An explanation of the nomination may be added to the form. The nominations will be sent to the current Board members by the election chairperson shortly after December 31st.
- The PaSRBA Board of Directors will select the Distinguished Service Award recipients. The Board will pick the DSA recipient from the explanation on the nomination form and the personal knowledge of the nominee.
- The Board will consider the nominee's service for the current year. Each Board member will rate the nominees 1st, 2nd, 3rd and so on. Each nominee's rating will be totaled; the lowest total will be the winner.
- The election chairperson will inform the President of the results by January 15, the President will vote in case of a tie. The President will keep the results until the annual banquet.
- If a nominee is an officer or director, they can still rate the nominees for the DSA award.
- The DSA award will be a computer generated framed certificate.
- The DSA award will be presented at the annual banquet to both the open and youth winners.

Youth Scholarship Programs

PaSRBA Royalty Winners to ARBA Scholarship

- Affiliated membership money will go towards PaSRBA Royalty winners who compete in ARBA Royalty contests.
- The PaSRBA youth must win PaSRBA Royalty and compete in the ARBA royalty in the same calendar year.
- PaSRBA royalty who compete in ARBA royalty must notify the PaSRBA Treasurer in writing within 14 days of the ARBA convention close to receive any money.
- Those eligible youth will receive money using the following formula. (Affiliated Club Money divided by the eligible youth, not to exceed \$50 or be less than \$25).
- If the affiliated money is not enough, the needed money will come from the general fund. If the affiliated money is not all used it will go the general fund.
- The PaSRBA Treasurer will issue the money to the appropriate Royalty winners.

Higher Education Scholarship

- PaSRBA will award three higher education Scholarships.
- The three scholarships will be \$250 for 1st, \$150 for 2nd and \$50 for 3rd. The money will come from the general fund, unless other money becomes available.
- Any PaSRBA youth who is in at least their second year of membership, has graduated high school, and is enrolled in any form of formal higher education is eligible for this scholarship money.
- The board of Directors will determine if the form of higher education is eligible, but the base guideline is that the education issue a diploma, certificate or licenses.
- The applicant must apply for the scholarship within one year of their High School graduation.
- The applicant must request or send an application from the PaSRBA Election Chairperson. The application must be returned to the election chairperson by July 1st. The Board of Directors will decide on the three scholarship winners.
- The applications will be sent to the current Board members by the election chairperson shortly after July 1st.
- Each Board member will rate the applications 1st, 2nd, 3rd and so on. Each applicant's rating will be totaled; the lowest total will be 1st and so on. The three lowest will be the scholarship winners...
- The election chairperson will inform the President of the results by July 31st, the President will vote in case of a tie(s). The President will notify the winners in writing and announce the results at the next meeting.
- The PaSRBA Treasurer will issue the money after applicant has started classes.
- Only one scholarship will be awarded to a person per lifetime.
- If an applicant for the scholarship is also an officer or director they will not be eligible to rate any of the applications.

Audit Committee

- The Audit committee will be funded from the General Fund.
- Three non-officers to audit records of the Association.
- These members should be in the same area.
- Auditors should look at constitution, treasury, budget requests and previous minutes.
- Audit to be done in order to report their findings at the May Board meeting and published in the June newsletter.
- Audit committee should look for the following.
 - Affiliated membership money going to Royalty winners to ARBA Scholarship fund.
 - Higher Education Scholarship money being given out.
 - Newsletter, membership & election committee being funded by principal membership money.
 - Sweepstakes money is broken down 75% prizes and 25% general fund.
 - Cost of other programs such as Convention, DSA, Royalty, youth contests.
 - Are budgets correct?
 - Recommendations to the Treasurer and Board.

Commercial Committee

Promote the commercial aspect of the Association. Submit articles of a commercial nature to be printed in the quarterly newsletter.

Convention Committee

- ◆ The convention will be funded from the general fund.
- ◆ This committee runs from convention to convention.
- ◆ The convention will be a two-day event Saturday & Sunday with the annual banquet Saturday night.
- ◆ Saturday will be the main show for PaSRBA; all breeds will be sanctioned in the open show.
- ◆ PaSRBA sweepstakes points will be double for Saturday's open & youth show.
- ◆ Sunday's show will be for Specialty shows and a limited PaSRBA open & youth show.
- ◆ Convention Chairperson oversees entire convention, reports to Board, and delegates the responsibilities.
 - ❖ Superintendent - manages rabbit part of show; usually Convention Chairperson
 - ❖ Secretary - get sanctions, takes entries, and closes show.
 - Will have separate secretaries for Open, Youth, and Cavy.
 - ❖ Catalog – Will create the catalog for the show with input from all others
 - ❖ Judges/Registrar - gets Judges/Registrar, arranges transportation and housing.
 - ❖ Equipment - Secures and setups equipment and does setup, take down, and cleaning.
 - ❖ Awards - Purchases and distributes awards

Top Specials

Best in Show Rabbit/Cavy Special Award
 Reserve in Show Rabbit..... Special Award

Applies to all sanctioned Breeds

Best of Breed Special Award
 Best Opposite Sex Special Award
 Best Breed Fur/Wool Rosette

Placement Ribbons

First three places in open
 First five places in youth

- ❖ Vendors - secures vendors for show.
 - Receives an 8x10 booth with a table and 2 chairs
 - May be rented for a fee by commercial businesses, hobby interests, 4-H club, and any other non-profit organizations
- ❖ Specialty shows - Secures specialty shows for Saturday and Sunday
 - Clubs will receive a 8x10 booth with two chairs for the weekend
 - The judge will be provided and appointed by PaSRBA; with requests considered
 - A judging area will be provided
 - Specialty Club is responsible for everything else
- ❖ Food Service – Assures that food will be available during the show hours for all

- ❖ Raffle - gathers raffles items, sets up raffle, and runs it
- ❖ Youth Contest-runs contests at convention and announces winners at banquet; usually Youth Committee Chair; can delegate responsibility more

Banquet - setups up banquet, works with area motels, ticket requests in appropriate newsletters and show catalog, banquet includes time for sweepstakes chair, convention contests results, Distinguished Service award and guest speaker and any other awards.

Election Committee

Election of Officers

- The election committee will be funded from Principal membership money.
- Three adult members to manage election process; one will be committee chairperson
- Inform newsletter chairperson to put nomination ballot in June newsletter (insert type).
- Nomination ballots must be returned to the election committee by August 1st.
- Get written, e-mail, or verbal acceptance or rejection from nominee(s).
- Get biography from nominee to be printed in fall newsletter.
- Mail ballots out and count by officer appointed dates.
- Inform winners, Secretary, President and Newsletter chairperson of election results.

Distinguished Service Awards

- The election chair will manage the DSA nomination and voting process.
- A nomination form will be sent out with the election ballots on November 1st or in the December newsletter.
- The form must be returned to the Election Chairperson by December 31, with the person nominated listed.
- The nominations will be sent to the current Board members by the election chairperson shortly after December 31st.
- The election chairperson will inform the President of the results by January 15, the President will vote in case of a tie.

Higher Education Scholarship

- The election chair will manage the Higher Education Scholarship applications and voting process.
- The applicant must request an application from the PaSRBA Election Chairperson.
- The election Chairperson will receive applications by July 1st.
- The applications will be sent to the current Board members by the election chairperson shortly after July 1st.
- The election chairperson will inform the President of the results by July 31st, the President will vote in case of a tie(s).

Farm Show Committee

- The Farm Show Committee is funded by the Farm Show commission
- Liaison between PaSRBA and Farm Show.
- Provides Show secretary for rabbit show at the Farm Show.
- Puts article in appropriate newsletter concerning Farm Show rabbit show and announces date meat pen should be bred.
- Informs meat pen entries to sent letters to bidders.
- Attends Farm Show meetings.
- The Farm Show committee has a \$50 allowance for the governor's gift.
- Sees animals are watered and feed at the Farm Show.
- Manages Display booth at Farm Show.

Membership Committee

- ◆ The Principal membership money funds the Membership committee.
- ◆ Receive all principal and affiliated membership requests.
- ◆ Mails out renewal forms to all current principal members in November.
- ◆ Mails out renewal/application forms to all ARBA chartered clubs in PA.
- ◆ Mails out summary of application form and membership card to all members.
- ◆ Provide sweepstake committee with updated membership lists noting Youth members.
- ◆ Provide principal & affiliated club mailing labels to newsletter committee.
- ◆ Provide affiliated club and adult principal membership mailing labels to election committee.
- ◆ Record the date when each principal member and each affiliated clubs joins PaSRBA.

Annual Membership Directory

- ◆ The directory is printed after annual convention with the following information in it.
 - ❖ Officer, affiliated club, committee chairperson page
 - ❖ Membership listing
 - ❖ Breed listing
 - ❖ Youth Royalty and Educational contests rules
 - ❖ Sweepstakes rules
 - ❖ History of PaSRBA officers, DSA like in Domestic Rabbit
 - ❖ History of PaSRBA king & queen
 - ❖ History of PaSRBA DSA award winner
 - ❖ Constitution and Bylaws

❖ Application Forms

Merchandise Committee

- Purchase and store official PaSRBA Merchandise
- Bring merchandise to shows to sell to PaSRBA Members
- Take orders by mail and send to the purchaser
- Maintain inventory
- Send money acquired through purchases to PaSRBA Treasurer within 30 days of acquiring it

All restocking to be approved prior to placing the order

Newsletter Committee

- ◆ The Principal membership money and any advertising money it generates will fund the newsletter.
- ◆ Published March 1st, June 1st, September 1st and December 1st.
- ◆ PaSRBA will pay the sum of \$60 to the current newsletter chairperson per issue. This will start with the September 1997 issue. This amount will be looked into at the fall Board meeting each year or upon a new chairperson being named.
- ◆ After the basic newsletter criteria is met. The newsletter editor has the editorial rights of what shall be in the newsletter.
- ◆ Newsletters should contain the following.
 - March
 - Royalty, youth contest and DSA winners named at the annual convention.
 - Convention and banquet news that the newsletter editor wishes to print.
 - The March newsletter will have a sweepstake and Exhibitor of the year report.
 - Full Sweepstake report for the previous year.
 - June
 - Nomination Ballots (insert type).
 - Scholarship Blitz (higher education and royalty to ARBA)
 - September
 - Biography of nominee submitted by election chair.
 - Mention of Farm Show meat pen breeding time, submitted by Farm Show committee.
 - Scholarship winners.
 - Scholarship Blitz (royalty to ARBA)
 - December
 - DSA nomination ballot (insert type).
 - Something about youth contests at the annual convention in from the youth committee.
 - Something about the convention banquet, from the convention committee.

- All newsletters
 - Cover page.
 - Minutes from previous meeting submitted by secretary
 - Treasurer report or financial page
 - Sweepstakes points submitted by sweepstakes recorded. Top 5 to 10 in each breed will be printed at the discretion of the newsletter editor. March's issue will have a full report.
 - Officer and Director report submitted by appropriate person.
 - Committee reports, if not covered under minutes, submitted by committee chair.
 - Any paid advertising.
 - Any show sanction, information comes from the sweepstakes committee.
 - Next meeting location and time submitted by the President.
 - Membership application
- ◆ Advertising rates.
 - Full page \$10 per issue or \$30 per year
 - 1/2 page \$5 per issue or \$15 per year
 - 1/4 page \$3.50 per issue of \$10 per year
 - Classified \$1 per issue up to 25 words .05 for each addition word
 - Members will receive free classified advertising.

Sweepstakes Committee

- This committee is funded from PaSRBA Sanction money.
- Manage PaSRBA sweepstakes for Breed Points and Exhibitor of the Year.
- Submits quarterly sweepstakes, exhibitor of the year and show to the newsletter committee.
- Submits BIS rabbit and cavy winners of sanctioned shows.
- Purchase and hand out rewards at annual convention.
- Exhibitor of the Year Award will be a plaque.
- Receives sanction requests from clubs and submits the new sanction to the Newsletter committee.
- List shows reported in the Newsletter and on the website.

Sweepstakes Rules

- ◆ Sweepstakes year to run January 1 - December 31.
- ◆ Sweepstakes points shall be counted from date of joining/renewal until December 31st.
- ◆ Persons outside the State of Pennsylvania may join the PaSRBA and be eligible for sweepstakes points and rewards.
- ◆ Shows eligible for PaSRBA sanctions must be open to all members principal or affiliated this would exclude all county fairs with limited entry and the Farm Show. Shows that have limited breeds (Specialty shows) may be eligible for sweepstake points but not for exhibitor of the year points.
- ◆ Sweepstakes points shall be tabulated as follows:
 - ◆ 1st 6 points times the number of rabbits in class.
 - ◆ 2nd 4 points times the number of rabbits in class.
 - ◆ 3rd 3 points times the number of rabbits in class.
 - ◆ 4th 2 points times the number of rabbits in class.
 - ◆ 5th 1 point times the number of rabbits in class.
 - ◆ BOB 1-point times total number show in breed.
 - ◆ BOS 1/2-point times total number show in breed.
 - ◆ Exhibitor of the Year shall be tabulated as follows:
 - ◆ BOB with leg 6 points, without leg 4 points
 - ◆ BOS with leg 3 points, without leg 1 point
 - ◆ Best 4/6 or Group 3 points
 - ◆ BIS 3 points.
 - ◆ All breeds the exhibitor shows will be totaled for the Breeder of the Year calculations.
 - ◆ Saturday's show at the annual convention will count double.
- ◆ There will be an Open and Youth sweepstakes. All points earned by youth whether in open or youth shows, go toward the youth sweepstakes.
- ◆ Any ARBA sanctioned show may request a sanction from PaSRBA. The Sanction Fee of \$10.00 for open and \$10.00 for youth.
- ◆ Any club sanctioning for the first time will receive a first time offer of Sanction fee of \$5.00 for open and \$5.00 for youth.
- ◆ Prizes will be awarded in breed classes, meat classes, as follows.
 - 1-4 breeders First place only
 - 5-7 breeders First and Second place only
 - Over 7 breeders First, second and third place.
- ◆ Exhibitor of the year, open and youth, shall receive a plaque, awarded as followed:
 - 1-6 exhibitors First place only.
 - 7-11 exhibitors First and second place only.
 - Over 11 exhibitors First, second and third place.
- ◆ Sweepstakes standings will be tabulated at least 4 times a year and be reported in the newsletter and website with the March newsletter will have a full report.
- ◆ Shows that are PaSRBA sanctioned shall so state in their catalogs.

Youth Committee

- This committee will be funded from the general fund.
- Manage youth contests at annual convention. Insure that the newsletter and show catalog have timely information for contestants.
- Announce youth contest results at annual banquet, and hand out appropriate rewards.
- Send contest results to membership committee for publication in directory.
- Send contest results to newsletter committee for publication in newsletter.
- Places order for jackets for King & Queen with 30 days of convention.
- Manages PaSRBA youth involvement outside PaSRBA contests.

Web Page Committee

- The address is <http://www.pasrba.org>
- It will maintain an electronic database of PaSRBA Forms
- There will be a bulletin board to place PaSRBA and PA Happenings; no for sale ads

PENNSYLVANIA STATE RABBIT BREEDERS ASSOCIATION BY-LAWS

ARTICLE I

NAME

- Section 1. This Association shall be known and designated as the Pennsylvania State Rabbit Breeders Association (PaSRBA).
- Section 2. The emblem of the Association shall be the seal adopted by PaSRBA as shown on the cover to the constitution and by-laws.

ARTICLE II

OBJECTIVE

- Section 1. The PaSRBA shall promote the rabbit and cavy industry by having an annual convention, having youth royalty contests and participating on the Pennsylvania State Farm Show Commission.

ARTICLE III

MEMBERSHIP

- Section 1. The principal membership in the PaSRBA shall be individual members, husband & wife, or family.
- Section 2. Annual dues are due by March 1st but not later than March 15th to maintain continuous active principal membership's status. If application is received or postmarked before November 30th the membership will be ONLY for the remainder of the year, if application is received on or after December 1st the membership will be until the end of the following year.
- Section 3. Annual fees are as follows:
- | | |
|----------------|---------|
| Individual | \$8.00 |
| Husband & Wife | \$11.00 |
| Family | \$13.00 |
- Section 4. Membership money shall be used for publication and mailing of the newsletter with excess money going to the general fund.

ARTICLE IV

AFFILIATION

- Section 1. Any local club can be affiliated with PaSRBA upon payment of dues to PaSRBA. Fee for affiliation is twenty-five dollars (\$25), ten dollars (\$10) for youth clubs.
- Section 2. Annual dues are due by March 1st but not later than March 15th to maintain continuous active affiliated club membership status. If membership application is received or postmarked before November 30th the membership will be ONLY for the remainder of the year, if application is received on or after December 1st the membership will be until the end of the following year.

- Section 3. The local clubs must submit to PaSRBA a list, signed by the President and Secretary, of all club members to be recognized as affiliated members with the name of the elected or appointed director to serve on the PaSRBA board.
- Section 4. Directors have one vote at Board of Directors meetings and should vote in the manner directed by their local club.
- Section 5. Club members of an affiliated club who are not principal members of PaSRBA will be known as affiliated members.
- Section 6. Affiliated members have no voting rights or special rights. The purpose of an affiliated member is for sweepstake points only.
- Section 7. Affiliation money will go toward the scholarship fund.

ARTICLE V
DUTY OF OFFICERS & DIRECTORS

- Section 1. President: shall preside at all meetings of the Association, appoint all committees and chairpersons with board approval, call special meetings and perform all duties that pertain to the office of President.
- Section 2. Vice President: shall carry out the duties of the President in the case of his/her absence, and is an ex-officio member of every committee.
- Section 3. Secretary: shall conduct the general correspondence of the Association and keep accurate minutes.
- Section 4. Treasurer: shall handle all monetary transactions, keep accurate records of all transactions and pay all bills by check. The Treasurer shall issue money that has been budgeted for or approved by the Board of Directors. The Treasurer shall reimburse anyone, if money has been approved and accompanying vouchers are filled out by person asking for reimbursement. The Treasurer must submit a quarterly and annual written report to the Board of Directors.
- Section 5. The Board of Directors shall interpret the constitution and by-laws, as well as handle any disciplinary action of the Association.
- Section 6. The Board of Directors shall have charge of the business of the Association, and authorize all expenditures necessary to run the Association.

ARTICLE VI
MEETINGS

- Section 1. There will be four (4) required meetings during the year. Two (2) will be general membership meetings with the other two (2) being Board of Directors meetings.
- Section 2. Meeting time and location will be decided by the President with board approval.
- Section 3. The meetings will take place in February, May, August and November. The meetings will take place at such a date that it shall be announced in the Newsletter at least 30 days prior to meeting, and at a date that will

- allow minutes and other business to be published in the next newsletter.
- Section 4. Postcard reminders will be mailed out to all Board of Directors by the Secretary reminding them of the meeting.
- Section 5. The order of business meetings shall be.
- a. Call to order.
 - b. Roll call of officers and directors.
 - c. Reading of minutes.
 - d. Treasurer report.
 - e. Committee reports.
 - f. Correspondence.
 - g. Unfinished Business.
 - h. New Business.
 - i. Payment of bills.
 - j. Announcements.
 - k. Adjournment
- Section 6. The President shall call a special Board of Directors meeting when requested by at least three (3) directors, providing that all Board of Directors have ten (10) days notice by phone made by the President or Vice President.
- Section 7. The President shall call a special general membership meeting when requested by 10 adult members in good standing; if 30 day written notice is given, notice can be given by mail or the newsletter.
- Section 8. The agenda at a special meeting shall be confined to the subject of which the meeting was called. Each director must be notified of the subject.
- Section 9. The order of business at a special meeting
- a. Call to order.
 - b. Roll Call.
 - c. Subject of meeting.
 - d. Adjournment.
- Section 10. Only officers and directors may vote at Board of Directors meetings.
- Section 11. Officers, directors and adult members may vote at general membership meetings.
- Section 12. To vote, one must be present at the meeting.
- Section 13. Robert's Rules of Parliamentary Law "Original Edition" shall prevail at all meetings except where constitution and by-laws provides otherwise.

ARTICLE VII

ROYALTY & EDUCATION CONTESTS

- Section 1. Youth royalty and education contests at the annual convention will be conducted with guidelines drafted by the youth committee and approved by Board of Directors.

ARTICLE VIII
SWEEPSTAKES

- Section 1. PaSRBA sweepstakes will be conducted with guidelines drafted by the sweepstakes committee and approved by the Board of Directors.
- Section 2. Money collected from clubs for sanctions will be used as follows:
 - 75% Prizes
 - 25% General fund
- Section 3. Shows that are PaSRBA sanctioned shall so state in their catalogs with information provided on the sanction request form.

ARTICLE IX
ELECTIONS

- Section 1. Terms of the President, Vice President, Secretary, and Treasurer shall be 2 years; Directors at Large are elected to three-year terms. Directors are elected or appointed annually by their local club.
- Section 2. Terms of the officers start January 1st, with one Director at Large elected yearly. President and Secretary are elected in the odd year with Vice President and Treasurer being elected in the even year.
- Section 3. Any vacancy in an office will be filled by the President with Board of Directors approval for the balance of that term.
- Section 4. Nomination ballots will appear in the June newsletter, nomination ballots must be returned to the election committee by August 1st.
- Section 5. Any principal member may nominate any member or his or herself for an office.
- Section 6. Persons nominated must be adult members of ARBA & PaSRBA.
- Section 7. The election committee consisting of three (3) members shall notify nominees and ask for a written acceptance or rejection. If a nominee accepts, they must submit a brief biography to be published in the September newsletter.
- Section 8. The election committee shall mail ballots on November 1st with a November 20 deadline. Results will be published in the December newsletter.
- Section 9. Newly elected officers will take office January 1st.
- Section 10. No member of the election committee may be nominated for an office.
- Section 11. Any adult member of PaSRBA is eligible to vote in the election.
- Section 12. Any director, whether adult or youth is eligible to vote in the election. The directors should vote according to their club's direction.

ARTICLE X
ANNUAL CONVENTION

- Section 1. The PaSRBA shall sponsor an annual state convention.
- Section 2. The location of the state convention will be decided upon by the Board of Directors, with the recommendation of the convention committee.

Section 3. Money from the annual convention shall go back into the convention; any deficit shall come from the general fund any excess shall go to the general fund.

ARTICLE XI
COMMITTEES

Section 1. Committees and chairpersons shall be named by the President. The term of each chairperson is one year appointed at the first membership meeting of the year. The President shall have the authority to make replacements as are considered to be in the best interest of the Association with Board approval.

Section 2. Committees shall meet outside of Board of Directors meetings and report their work or findings at the Board of Directors meetings in writing to be voted upon by Board of Directors.

Section 3. Each committee shall have a chairperson and as many committee members as needed to function.

Section 4. Each committee chairperson shall submit a budget to the President outlining general expenditures for the year. Board of Directors must approve this budget and the Treasurer must then keep a record of this budget.

Section 5. Committee chairperson must give a report at all board of director meetings whether in person or by proxy, if no report is necessary or given then "no report" will be the report.

Section 6: Standing committees are as follows:

- | | |
|-------------|--|
| Audit | Three non-officer members to audit records of the Association. |
| Commercial | Promote the commercial aspect of the Association. Submit articles of a commercial nature to be printed in the quarterly newsletter. |
| Convention | Manage the PaSRBA annual convention whose appointed term shall run to convention completion. |
| Election | Three adult members to handle election process as set forth in by-laws. Chairperson shall receive ballots from membership. |
| Farm Show: | To be the liaison between PaSRBA and the Pennsylvania State Farm Show |
| Membership | Receive all membership requests and maintain records and a current mailing list showing members of individuals and affiliated clubs. |
| Newsletter | Publish the PaSRBA newsletter, which is the official publication of the Association. |
| Sweepstakes | Manage the PaSRBA sweepstakes. |
| Youth | Promote youth involvement in the Association. |
| Web Page | Manage the PaSRBA web page. |

Section 7. The President shall appoint other committees and chairpersons as necessary.

ARTICLE XII
NEWSLETTER

Section 1. The newsletter is published quarterly by PaSRBA, deadline for articles are February 15, May 15, August 15, and November 15th.

Section 2. The newsletter will be printed and mailed between the 1st and 10th of the month following the article deadline, these months are March, June, September and December.

Section 3. The newsletter will be mailed or delivered to all principal members and directors of affiliated clubs.

Section 4. The newsletter shall be published with all minutes of prior Board of Directors and membership meetings.

ARTICLE XIII
SCHOLARSHIPS

Section 1. PaSRBA scholarships will be conducted with guidelines drafted by the Scholarship committee and approved by the Board of Directors.

Section 2. Scholarships are for any youth members of the PaSRBA.

Section 3. Scholarships can be used to promote PaSRBA royalty on a regional or national level.

ARTICLE XIV
AMENDMENTS

Section 1. At least 10 members may petition the Board of Directors in writing to amend the By-laws.

Section 2. The Board of Directors will render an opinion of the change requested and publish it in the newsletter along with the change request.

Section 3. The membership will vote on the changes at the next general membership meeting.

Section 4. The By-laws may be amended by a simple majority of the members present at a general membership meeting.