

AMERICAN HIMALAYAN RABBIT ASSOCIATION  
CONSTITUTION

Article I Name

Section 1. The name of this organization shall be known as The American Himalayan Rabbit Association.

Section 2. The Official Motto of the American Himalayan Rabbit Association shall be as follows; Majestic Beauty of the Ages.

Article II Object

Section 1. The object of this organization shall be: to perpetuate and improve the breeding of Himalayans, to advance and protect the interest of the public in their breeding by dissemination of correct information concerning their value for fancy, food, fur, and fun; encourage the exhibition of Himalayan Rabbits and to affiliate with other organizations for the advancement of the breed in general.

Article III Membership

Section 1. Any person of good character and reputation may become a member. Application shall be made in writing to the Secretary-Treasurer and must be accompanied by the membership fee for at least one year.

Section 2. Membership shall be acknowledged by the Club membership card and shall date from the 1st of the month nearest the date of receipt of application for membership.

Section 3. Charges of misconduct of a member or officer shall be made in writing to the Secretary/Treasurer. If the Secretary/Treasurer is accused, the charges of misconduct shall be made to the Vice President who will follow protocol. The Secretary/Treasurer will notify the Executive Committee and the accused of the charges within 7 days. The accused will respond in writing within 14 days of his/her being notified. The executive committee will consider the evidence within 30 days and may, by a 2/3 vote, suspend or expel the member or officer. If such action is not taken, the accused will be found not guilty. The accused will be immediately notified of the executive decision. This decision will be final.

Section 4. Life Membership shall be granted to all persons elected by the Executive Committee to membership in the "Himalayan Breeders Hall of Fame." Life members shall be exempt from all dues, but shall enjoy complete and full privileges of membership, including the right to vote.

Article IV Officers and Duties

Section 1: The officers of this club shall consist of a President, Vice-President, Secretary-Treasurer, Publicity Director and nine Directors. Minimum age to be an officer is 16 years.

Section 2: The officers shall be elected by mail ballot.

Section 3: The terms of all officers shall be for two years. All officer's terms shall begin on January 1<sup>st</sup> of the year immediately following their election.

Section 4: The Executive Committee shall consist of the President, Vice-President, Secretary-Treasurer, Publicity Director and nine District Directors (covering the same area as ARBA districts) to be elected every other year.

Section 5: The Executive Committee shall be responsible for the general supervision and

conduct of the AHRA between meetings. It shall carry out the directions of the membership and act in its interest and on its behalf; shall authorize expenditures; shall devise ways and means to promote the object of the club; shall make rules and policies as it may deem necessary during the year for the good of the Association, providing such rules and policies are subject to review by the membership at its next meeting; shall see to the awarding of Sweepstakes, Convention, and other prizes; and shall perform such other duties as pertain to the office.

Section 6: Votes on all matters brought before the Executive Committee between meetings shall be done by written ballot, FAX or Internet, which shall be received, tabulated, and maintained on file for a time period of one year by the Secretary/Treasurer. The outcome of all executive Committee votes to be decided by a simple majority of the voting members. Copies of all internet communications to be made by the president and secretary.

Section 7: The President shall preside at all meeting of the Association; act as chairman of the executive Committee; appoint all committees and fill any vacancies, with the approval of the Executive Committee; bring to the Executive Committee any matters needing it attention; prepare an agenda for all meetings with input from the Executive Committee; call special meetings of the Association or of its Executive Committee, with notice at least 30 days prior to the holding of any such special meeting; and perform such other duties as pertain to the office.

Section 8: The Vice-President shall perform the duties of the President in his/her absence or in case of his/his inability to act. He or she shall also perform any duties assigned by the President.

Section 9: The Secretary/Treasurer shall, as Secretary, conduct the general correspondence of the Association; maintain records of the Association, including correspondence and membership rolls; shall issue show sanctions in accordance with the rules of the ARBA and the AHRA and maintain Sweepstakes records; send out notices of special meetings of the Association and/or its Executive Committee; and shall record and maintain minutes of all meetings. As Treasurer, he/she shall receive and maintain all funds; shall pay from the funds of the club such claims as are properly authorized and approved; shall maintain complete records of all income and expenses in an approved format; and be responsible for developing, securing and selling of supplies. The Secretary/Treasurer shall also notify a member of arrears in dues and if these are not paid in sixty days, the member shall be dropped and lose sweepstake standings. The Secretary/Treasurer may, with Executive Committee approval, delegate such duties as sweepstakes and supplies.

Section 10: The duties of the Publicity Director shall be to publish "The Himmie News" for members and friends and to promote the Himalayan Rabbit and AHRA by writing and submitting articles for publication; shall prepare and submit the AHRA report for "Domestic Rabbits" magazine. The Publicity Director, with Executive Committee approval, may delegate duties.

#### Article V-Amendments

Section 1: Proposed amendments to the Constitution shall be presented in writing to the Constitution and By-Laws committee and the resulting report sent to the Executive Committee for a vote with pros and cons noted. If approved by the Executive

Committee, the Constitution and By-Laws Committee for discussion with pros and cons noted shall bring to the floor at the general membership meeting. If endorsed by the members present it shall be sent to the Secretary/Treasurer to be presented to the general membership with listing of pros and cons noted, for a mail ballot vote. A two-thirds majority vote in favor shall be necessary for adoption. The Resolution Committee shall tabulate and publish the results of the general membership voting in the Himmie News.

## BY-LAWS

### Article I. Rules of Order

Section 1. Robert's Rules of Order shall govern the parliamentary procedure of the Association, subject to any special rules that may be adopted.

### Article II Procedure of Business

1. Roll Call
2. Reading or approval of minutes of previous meeting.
3. Report of the Executive Committee
4. Report of Secretary-Treasurer
5. Report of Committees
6. Reading of Communications
7. Unfinished Business
8. New Business
9. Discussions
10. Adjournment

### Article III ELECTION PROCEDURES

Section 1. An Election Committee of 3 members in good standing shall be appointed by the President. No member of this committee shall be a candidate for any other office in the AHRA. The Committee shall:

- A. Receive letters of intent to run for office;
- B. Make up numbered ballots listing all names of members intending to run for each office and mail said ballots to all members in good standing no later than September 15;
- C. Receive and count ballots (to be postmarked no later than October 10th); the results shall be published in the November/December issue of "The Himmie News"; and
- D. In case of tie, the Election Committee shall send a special ballot to all Executive Committee members for the purpose of breaking the tie; the Executive Committee must return these ballots within 3 days.

Section 2. Newly elected officers shall take office on January 1, following election.

Section 3. One member per family, adult or youth (minimum age 16 years), in good standing with the AHRA and the ARBA, may submit in writing to the Election Committee their intention to run for office in the AHRA. Letters of intent shall be postmarked by August 15th. Said letters of intent shall include:

- A. Candidate's name, address
- B. Office he or she is seeking (one office only); and
- C. Short paragraph about himself or herself.

Section 4. If no letters of intent are received for an office, the Election Committee only

needs to find one person as a candidate. A line for a write in candidate will appear on the ballot.

#### Article IV Standing Committees

Section 1. Committee members shall be appointed and advised of their duties by the President, with the approval of the Executive Committee, within 30 days after the President takes office.

#### Section 2.

A. Audit Committee consisting of 3 members shall examine and certify to the President all accounts and records of the club's Secretary-Treasurer at the end of each year to which he/she is elected.

B. Resolutions Committee shall consist of 3 members. Its chairman may serve one or more years at the pleasure of the incumbent President & shall give reports at semi-annual meetings. The minutes of these meetings will be published in the Himmie News. Shall tabulate and publish the results of general membership voting or proposals and amendments.

C. Standards Committee consisting of 5 members shall study the official Standard of Perfection concerning Himalayan rabbits & handle all inquiries and complaints about them & their application. Shall report any proposed revisions to the Executive Committee through the hands of the Club President.

D. The Awards Committee of three shall be responsible for securing of Sweepstakes and Convention Awards for the AHRA, operating within a budget set by the Executive Committee.

E. Constitution and By-Laws committee shall consist of five members. The purpose of this committee is to insure the rules and regulations of the AHRA shall continuously be studied and updated as necessary. The chair of this committee shall organize all proposed changes and work with committee members to draft a proposal to the Executive Committee for approval.

F. Scholarship Committee, consisting of four members, shall maintain the scholarship application and see that it is printed in the May/June and the July/August issues of the Himmie News. Applicants must meet the designated criteria and fill out the application, with no omissions, to be considered for approval. Repeat applicants are to fill out a new application. No exact copies shall be considered. The Scholarship Committee will then evaluate each application and recommend up to two recipients for the award. The amount of the AHRA Scholarship award will be based on the amount of money in the fund and will be decided upon, each year prior to publication, by the AHRS Executive Committee. The AHRA Executive Committee will award monies based on the following scale:

Total AHRA Scholarship Fund money

\$1000 - \$2500 up to two scholarships, each in the amount of \$250

\$2501 - \$6500 up to two scholarships, each in the amount of \$500

\$6501 plus up to two scholarships, each in the amount of \$750

The amount of money to be awarded will be published in the Himmie News along with the application and rules for consideration. The monies awarded to the winner(s) of the AHRA Scholarship will be delivered in the form of a check written in the recipient's name upon proof of enrollment.

#### Article V Rules of Procedure

Section 1. The Secretary-Treasurer shall be paid a salary of Twenty-five (25) percent of all membership dues received during the term of office to which he/she is elected. All other income is exempt from this assessment. For assisting the Secretary-Treasurer with the sweepstakes, the sweepstakes recorder will receive .50 cents per sanction requested.

Section 2. The President and the Secretary-Treasurer shall be allowed \$100.00 dollars each toward their expenses for attending the annual National AHRA show and the ARBA Convention and Show.

Section 3. A quorum for an official AHRA meeting shall consist of three executive members and five members in good standing. By vote, one will preside, one will act as secretary and three others will open and count votes or other duties as assigned. As the order of business proceeds, the Chairman will vote only to settle a tie vote requiring a majority of the members present to pass or reject.

Section 4. The Minutes of all meetings shall be published in the Himmie News.

Section 5. This Club shall select and recommend to the host club a judge of Himalayan rabbits at annual ARBA Convention Shows. If necessary and when financial condition of the club permits, the club shall pay for the judge of its choice.

Section 6. Any local or specialty club sponsoring a National All Himalayan Show, as designated by the Executive Committee, will be granted free Open and Youth Sanctions by the AHRA. The sponsoring organization shall also receive from the AHRA funds a payment toward the show's expenses equal to \$100.

#### Article VI Amendments

Proposed amendments to the By-laws shall be presented in writing to the Constitution and By-laws Committee. Such proposals shall be discussed in the committee and resulting report sent to the Executive Committee for a vote with pros and cons noted. If approved by the Executive Committee pros and cons noted shall bring to the floor at the general membership meeting. If the membership present endorses the proposal, it shall be presented to the general membership with listing of the pros and cons noted, for a vote. A two-thirds majority vote shall be necessary for adoption. The Resolution Committee shall tabulate and publish the results of the general membership voting in the "Himmie News"

Updated 12/31/2013 by Errean Kratochvil, Secretary/Treasurer