

# MICHIGAN DUTCH RABBIT CLUB

## CONSTITUTION

### ARTICLE I

#### NAME

##### SECTION 1.

This association shall be known under the name and style of the MICHIGAN DUTCH RABBIT CLUB.

##### SECTION 2.

The above named Association shall be chartered with the American Rabbit Breeders Association, Inc. and shall not proceed in any manner or have any rule that is in conflict with said Association.

##### SECTION 3.

This Association shall host at least one (1) annual ALL DUTCH SHOW.

##### SECTION 4.

Upon dissolution any remaining funds shall be split with one half going to the ARBA Youth Scholarship Fund and one half going to the American Dutch Rabbit Club.

### ARTICLE II

#### MEMBERSHIP

##### SECTION 1.

Any person of good character and reputation may make application for membership in the association.

##### SECTION 2.

Application for membership shall be in written form through any current member with the organization. The signed application with membership fee for one (1) year from date of acknowledgement and receipt of membership dues as fixed in the By-Laws.

##### SECTION 3.

Any member having paid 30 years of adult membership regardless of age, or that has 20 years of paid membership upon reaching the age of 65 will receive a life membership.

SECTION 4. The Executive Committee reserves the right to approve or reject, for any cause, any application for membership or renewal in this association.

##### SECTION 5.

All members, including out of state members, will be considered voting members in this association. Those not residing in the State of Michigan will not be allowed to hold office.

## ARTICLE III

### OFFICERS

#### SECTION 1.

The Elective Officers of the association shall consist of:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Directors (3) Open (1) Youth
- f. The Secretary and Treasurer can be two elected positions or one individual combined elected position.

#### SECTION 2.

All elected officers shall meet the following criteria:

- a. Be a resident of the State of Michigan
- b. Be a current member of the American Rabbit Breeders Association
- c. Be a current member of the American Dutch Rabbit Club.

#### SECTION 3.

Term of Office:

- a. The Office of President, Secretary and one (1) Director shall be for a term of two (2) years, to be elected on the odd numbered years.
- b. The Office of Treasurer, Vice President and two (2) Directors shall be for a term of two (2) years to be elected on the even numbered years.
- c. Youth Directors to be elected for a term of one (1) year

#### SECTION 4.

The term of office for these officers shall be assumed on January 1st of the fiscal year and continue until December 31st of the second year following, or until one tenders their resignation in written form to the Executive Committee.

#### SECTION 5.

Vacancies of office during a regular term shall be appointed by the President, with the approval of the Executive Committee present, with no proxy votes.

#### SECTION 6.

The Executive Committee shall consist of the President, Vice-President, Secretary and/or Treasurer and three (3) Open Directors.

## ARTICLE IV

### DUTIES OF THE OFFICERS

#### SECTION 1.

The President shall have the following duties:

- a. Preside at all meetings of the above named association.
- b. Act as chairperson of the Executive Committee.
- c. Appoint all committees as necessary.
- d. Plan all meetings of the Association and the Executive Committee.
- e. Fill all vacancies and assume such duties as pertain to the office of President.
- f. Follow Roberts Rules of Order in conduction all business meetings.

## SECTION 2.

The Vice-Presidents duties shall consist of:

- a. The same as the Presidents in his/her absence or disability.
- b. He/she shall assist the President with duties as requested.

## SECTION 3.

The Secretary shall have the following duties:

- a. Perform all correspondence for the above named Association.
- b. To send out all notices for meetings of the Association and the Executive Committee.
- c. To keep minutes from all Association and Executive Committee meetings and to keep all pertinent records on file for one (1) year including all letters received and a copy of all letters sent out.
- d. Perform all duties as directed by the President and Executive Committee.
- e. Assume no obligation and take no actions of major importance without specific authority from President or Executive Committee.
- f. Forward all collected money for memberships to the Treasurer.
- g. Assist members and breeders when possible.

## SECTION 4

The Treasurer shall have the following duties:

- a. Perform all duties as directed by the President and Executive Committee.
- b. Assume no obligation and take no actions of major importance without specific authority from President or Executive Committee.
- c. Assist members and breeders when possible.
- d. Secretary/Treasurer shall collect all monies due and make payable from funds of the club, all claims as properly authorized and approved.
- e. Have all books audited within thirty (30) days after December 31<sup>st</sup> by an auditing committee appointed by the President.

## SECTION 5

If the Secretary and Treasurer is elected as a combined position, the duties will be combined.

## SECTION 6.

The Executive Committee consisting of the Officers and the Board of Directors shall have the following responsibilities:

- a. Have charge of all business transactions of the association.
- b. Authorize all special expenditures of money from the treasury.
- c. Act upon special expenditures of money from the treasury in conflict with the instrument of the Constitution and By-Laws.
- d. Have exclusive power to make contracts in the name of the Association.

- e. Supervise all business of the Association.
- f. Supervise all duties of the Officers.
- g. Make rules as deemed necessary during the year for the club and the meetings.
- h. Select judges and prizes to be awarded at the ALL DUTCH SHOW.
- i. Assist any breeder or member when possible.

## ARTICLE V

### DISCIPLINE

#### Section 1.

The Board of Directors may, by a 2/3 majority, suspend or expel any member, providing charges have been made by another member. If the charges are upheld, the Secretary will inform the member against whom the charges were made. The member will be given thirty (30) days to reply to the charges before action is taken by the Board. If reply is made, it shall be considered by the Board along with the charges

#### Section 2.

Any person expelled or rejected shall not be eligible for reinstatement for one (1) year, and only upon approval of the Board.

Section 3. An officer whose membership has expired shall be notified by mail. If the renewal has not been made within thirty (30) days from the date of expiration, the office shall be declared vacant and the President shall fill by appointment the unexpired term of office.

#### Section 4.

An officer who shows lack of interest in his/her official duties, or fails to answer correspondence of Club matters, shall be asked by the President to resign. If there is failure to do so, the Board by a 2/3 majority shall declare the office vacant and the President shall appoint an officer to fill the remaining term of office.

#### Section 5.

An officer who gives up the breeding of Dutch rabbits during his/her term of office shall resign his/her office and the President shall appoint a replacement to fill the remaining term of office.

# BY-LAWS

## ARTICLE I

### DUES

#### SECTION 1.

- a. The membership fees and dues shall be: \$6.00 for the first family member and \$5.00 for the next family member. \$15.00 for a family of three (3) or more members. Youth must be 18 yrs. or under at the time of application. Any member may purchase a Lifetime Membership for twenty (20) times the current membership fee.
- b. \$2.00 from each Individual Membership and \$5.00 from each Family Membership will be set aside for yearend sweepstakes awards.

#### SECTION 2.

Renewal of membership shall be due and payable at the set rate as indicated in Article I, Section I of these By-Laws one year from date of application.

#### SECTION 3.

Termination of membership shall be made if dues are not paid within sixty (60) days of expiration date of membership. Members will be notified by the Secretary in a written notice within thirty (30) days of expiration. At the end of sixty (60) days membership will be terminated.

## ARTICLE II

### MEETINGS

#### SECTION 1.

The President shall call at least two (2) meetings a year, with the Executive Committee meeting as well.

#### SECTION 2.

A quorum at all Executive Committee Meetings must be four (4) executive members present, with at least two (2) being club officers. A quorum is necessary at all meetings, regular or called to conduct business of said organization. If no quorum is present, the meeting shall be adjourned to another day.

#### SECTION 3.

Order of meetings: At all meetings Robert's Rules of Order shall govern the procedure of this organization, subject to any special rule that may be adopted.

- a. roll call
- b. reading of minutes of last meeting
- c. treasurer's report
- d. presentation of invoices for payment and approval
- e. communications
- f. report of executive committee
- g. report of special committees

- h. unfinished or old business
- i. new business
- j. adjournment

## ARTICLE III

### ELECTIONS

#### SECTION 1.

At the last yearly meeting the membership shall nominate from the floor. At this time a ballot vote will be taken. Ballots and the accounting of such will be kept for one (1) year following said election.

## ARTICLE IV

### COMMITTEES

#### SECTION 1.

The President shall appoint all committees necessary to conduct the business of the association.

#### SECTION 2.

The work of all committees involving expenses to be met from the treasury shall be subject to approval by the Executive Committee.

## ARTICLE V

### NOTICES AND COMMUNICATIONS

#### SECTION 1.

All notices to be sent to a member will be sent via email, if no email, will be sent prepaid by mail to the address on the membership list. Any change of address, email or phone should be sent promptly to the secretary.

## ARTICLE VI

### AMENDMENTS

#### SECTION 1.

This Constitution and By-Laws may be amended only by a two-thirds vote of the membership present at the yearly meeting.

#### SECTION 2.

Any changes or additions to the Constitution and By-Laws shall be made in writing and submitted to the Secretary at least thirty (30) days prior to the next meeting. The Secretary shall send copies of the proposed changes to all officers and directors for review. The proposed changes will then be sent to the membership for review. Discussion and voting of said changes will then be held at the next business meeting. Changes must be passed by a 2/3 majority and shall take effect thirty (30) days after approval of the membership.

### SECTION 3.

The President shall appoint a Resolutions Committee that will consist of three (3) members to get all proposed amendments ready and send a copy to all members at least one (1) month before the last yearly meeting.

### SECTION 4.

The proposed amendments shall then be brought before the membership at the last yearly meeting for discussion and then voted upon. The proposed amendments voted on shall take effect after the business meeting at the first yearly meeting.

## ARTICLE V ETHICS

A MDRC member is a reflection of the Club and is an extension of its values as observed by other members and the public. The Club's activities are family oriented, and a high standard of ethics and conducts are expected from MDRC members. Unethical conduct may involve violations of Club rules, customs or standards, misrepresentation, dishonesty, or inappropriate behavior, as well as actions that violate the law. The Club places a high value on the integrity conveyed by its members; thus, a failure to conform to such ethical standards shall be subject to disciplinary action by the MDRC Board up to, and including, revocation of membership. The action taken depends upon the particular circumstances involved and how the conduct in question reflects upon the dignity, integrity, and standards of MDRC.