

# **THE MICHIGAN STATE RABBIT BREEDERS YOUTH ASSOCIATION CONSTITUTION AND BY-LAWS**

NEW, September, 2017

The Michigan State Rabbit Breeders Youth Association, under the leadership of the Michigan State Rabbit Breeders Association, has compiled this revision of the Youth Constitution and By-Laws. It is the responsibility of the officers, duly elected, of The Michigan State Rabbit Breeders Youth Association to carry out the duties, responsibilities, and to enforce this document.

## **Article I – Name**

Sec. 1 – The name of the Association shall be The Michigan State Rabbit Breeders Youth Association.

Sec. 2 – This Association shall be chartered with the American Rabbit Breeders Association, Inc.

Sec. 3 – This Association shall keep books on a fiscal year basis. The fiscal year to start January 1<sup>st</sup> and end on December 31<sup>st</sup> each year.

Sec. 4 – One half of all funds remaining upon dissolution shall be donated to the American Rabbit Breeders Youth Association to be used for scholarships. The remaining funds shall be donated to the American Rabbit Breeders Association to be used for research. All assets remaining shall be donated to the American Rabbit Breeders Association.

## **Article II – Objects**

Sec. 1 – The objects of the association shall be: to maintain an organization chartered by the American Rabbit Breeders Association, under the leadership of the parent organization, namely The Michigan State Rabbit Breeders Association Inc. To fill the needs of the youth breeders by dividing them from the adults to provide greater opportunities in education, leadership, advancement and recognition through competition in specified age groups. (Ref. Sec. I – Art. III)

Sec. 2 – To participate in the organization of local and/or county youth projects by assisting in distribution of various information and materials which will help further the rabbit industry by encouraging others to join The MSRBYA.

Sec. 3 – To encourage all members and others to have a continuance of membership in the adult MSRBA and when displaying rabbits show better showmanship in the youth division for The MSRBYA.

Sec. 4 – To provide reliable information on all matters pertaining to the above industry and to provide information for the marketing of its fur, wool, and to encourage the breeding of Standard Breed Stock to the utmost of its ability.

### **Article III – Membership**

Sec. 1 – Membership shall comprise of all youth up to their nineteenth (19) birthday.

Sec. 2 – Application for membership should be made in writing to the secretary of The MSRBYA and must be accompanied by the regular membership fee.

Sec. 3 – Annual dues are payable by January 1 of each year. The membership year shall be from Jan. 1 to Dec. 31. Regardless of the month a member joins, that membership expires on Dec. 31 of that same year. All memberships expire on Dec. 31.

Sec. 4 – Membership shall be \$6.00 per year if ARBA number is included. If the expiring member is not a current member of the ARBA, an additional \$1.00 will be assessed. Membership is payable at the time of application. A membership fee of \$3.00 will be charged for any new membership received on or after July 1 until December 31, instead of \$6.00 for an entire year.

Sec. 5 – Three (3) year memberships shall be \$18.00. If not current ARBA member, an additional \$3.00 will be assessed. Membership fee is payable at time of application.  
Three (3) year memberships shall expire on December 31<sup>st</sup> of the third calendar year after joining.

Sec. 6 – A thirty (30) day grace period to the exact date of expiration will be allowed for renewal. After thirty (30) days all membership privileges will be suspended.

### **Article IV Authority**

Sec. 1 – This association has the authority to make and establish such rules and regulations as may be necessary for the government of its members. Such regulations to be passed or approved by The MSRBYA elected officers and The MSRBYA Board of Directors before becoming effective.

Sec. 2 – To make such rules and regulations as are necessary for the government of its members, and such rules to be compatible to the Constitution and By-Laws of the AMERICAN RABBIT BREEDERS ASSOCIATION, INC.

Sec. 3 – *Roberts Rules of Order* shall be considered as the final authority for this Association in all questions not specifically covered by this Constitution and By-Laws.

### **Article V – Meetings**

Sec. 1 – This Association shall hold an annual meeting at the State Convention. Quarterly meetings will be the same as the Open meetings in June, September, and December.

Sec. 2 – A special membership meeting may be held if the membership is notified 30 days in advance of the membership special meeting.

Sec. 3 – In the event of an emergency situation a special executive committee meeting can be held provided all adult advisors, youth officers, and directors are notified 24 hours prior to the meeting. This notification is to include date, time, place and purpose.

Sec. 4 – Proxies shall not be recognized, except in election of officers where absentee ballots may be presented to the election committee (See Article IV of By-Laws)

## **Article VI – Officers**

Sec. 1 – The officers of this Association shall consist of a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and a Board of Directors consisting of three individuals. All officers must be members of the ARBA, and The MSRBYA, and must not turn 19 before their term ends.

Sec. 2 – Term office for all officers and Board of Directors shall be for one year.

Sec. 3 – The above mentioned officers and directors shall constitute the executive committee.

Sec. 4 – The President shall preside at all meetings, will serve as chairman of the Board of Directors, will appoint and oversee all committee actions, fill vacancies on any committee and perform such duties as pertaining to the office. The President has the right to replace officers as needed with the approval of the youth advisors.

Sec. 5 – The Vice President shall perform all duties of the President's office during any absence or disability of the President.

Sec. 6 – The Corresponding Secretary shall take all membership dues, issue membership cards, keep a permanent record of dues, send monthly list of new and renewal members to: Editor of Michigan State Rabbit News and Youth Sweepstakes Chairperson, and send an annual membership update to the Youth Advisors. The Corresponding Secretary will be in charge of the ARBA renewal.

Sec. 6 – The Recording Secretary shall take minutes at the meetings, read minutes at the open meetings, send a copy of the minutes to the Youth Advisors and the Editor of the Michigan Rabbit News, and handle all correspondence. The recording secretary shall notify the membership by mail, thirty (30) days in advance of all special membership meetings of the Association, giving date, time, place and purpose thereof.

Sec. 7 – The Treasurer shall deposit money, write checks, send quarterly report to the editor of Michigan Rabbit News, pay editor, pay youth sweepstakes chairperson, take sanctions, collect head surcharge, and pay all bills. The treasurer shall develop a balanced budget to be approved no later than the June meeting. The treasurer shall furnish quarterly written financial report at each quarterly business meeting as well as a bimonthly financial report to be printed in each issues of the State Publication. The treasurer shall publish the fiscal year report in the State Publication with the fiscal year beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.

Sec. 9 – The Board of Directors consists of all Directors, who shall provide ways and means to promote the success for the objectives of the Association, shall make rules deemed necessary for the conduct of the meetings and increase membership, shall assist in awarding all prizes.

Sec. 10 – All supervision and conduct of affairs of the association shall be vested in The MSRBYA elected officials, directors, and standing committees. All rules, business matters and regulations must be approved by the body of The MSRBYA members before becoming effective.

Sec. 11 – All books of The MSRBYA shall be audited annually by the youth advisors. Sec. 11 – No officer shall be paid a salary, allowed a commission for their work. Necessary materials will be supplied by The MSRBYA for proper function of the office. Retiring officials shall turn over all records, files, books, and any other property of The MSRBYA to the newly elected officers at the March meeting.

Sec. 13 -- -Members running for President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer must attend two (2) meetings during the last 12 months prior to the meeting when nominations are taken and have been a member in good standing for 6 months prior to this meeting. Members running for Director must attend one (1) meeting during the last 12 months prior to the meeting when nominations are to be taken and have been a member in good standing for 6 months prior to this meeting.

Sec. 14 – No profanity or vulgar language will be allowed at any meeting of The MSRBYA. If an officer commits this offense they will be asked to vacate the office that they currently hold.

## **Article VII – Youth Royalty**

Sec. 1 – The MSRBYA Royalty Contest shall be broken down into the following categories ...  
(Age on the due date of the Application)

LORD and LADY – Under nine years of age. PRINCE and PRINCESS – From nine to eleven years of age. DUKE and DUCHESS – From twelve to fourteen years of age.  
KING and QUEEN – From fifteen to eighteen years of age.

Sec. 2 – All youth competing in The MSRBYA Royalty Contest must be members in good standing of The MSRBYA six months prior to competing in the Royalty Contest. Names, birth dates, phone number, and months/years a member has belonged to The MSRBYA must be checked by a youth advisor with the Corresponding Secretary PRIOR to the contest.

Sec. 4 – A youth may run as many times as he/she is eligible in an age group, regardless of whether or not he/she has won the category in previous years.

Sec. 5 – Youth Royalty contest will be scored in the following manner:

Application – possible points 100, scored by 2 persons, scores averaged  
Test – possible points 100  
Interview – possible points 100  
Breed ID – possible points 100  
Meeting Attendance – possible points 20

**TOTAL – 420**

### **Article VIII – Trophy Committee**

Sec. 1 – The Trophy Committee shall consist of the Vice President, one elected member, and one volunteer member at the December meeting.

Sec. 2 – The length of term for the Trophy Committee shall run concurrently with the office of the President

Sec. 3 – The trophy committee shall choose awards for the current sweepstakes year and send the selection to the youth advisors.

### **Article IX – Standing Committees**

1. Convention – The committee shall include, but not be limited to the youth show superintendent, the youth show secretary and their assistants.
2. Fall Show – The committee shall include, but not be limited to the youth show superintendent, the youth show secretary and their assistants.
3. Constitution – It shall be the work of this committee to maintain a study of the Constitution and By-Laws for interpretations when requested by an officer or member of the Association. It shall be their prerogative to offer resolutions for improvements or clarification if deemed necessary. The Chairperson shall keep the official copy of the documents and shall within thirty (30) days after adoption of any amendment or alteration, furnish the President and Secretary with a complete current copy of the documents. A copy of all adopted amendments or alterations shall be sent to the Editor for printing in the Association's publication.
4. Royalty – This committee shall be under the direction of the youth advisors or their chosen representatives.

5. Show Circuit – Shall consist of the sweepstakes points keeper. It shall be the work of this Department to process all show reports and tabulate sweepstakes points. A report of the current points tabulation shall be sent for printing in the Association's Publication.
6. Youth to Youth Award, Youth to Adult Award, Local Club Award
7. Fund Raising – This committee shall be in charge of all raffles, bake sales or other fundraising activities.
8. Elections – This committee shall consist of two members and one adult, all who are not related to any candidate. The committee shall verify all qualifications for candidates. They shall prepare a ballot to be used. At the December, or fourth quarter meeting the elections committee shall open all absentee ballot envelopes, count all ballots and tabulate the results. They will then give a verbal report to the membership present at the meeting.
9. Any other deemed needed by the President – The President or Executive Board may recommend the formation of a special committee deem necessary or desirable for a specific task or purpose. The President shall appoint the Chairperson and committee members for all special committees. The committee will be discharged following completion of their specific task or purpose.

## **BY-LAWS**

### **Article I – Rules**

Sec. 1 – Roberts Rules of Order shall govern the parliamentary of the Association, subject to any special rules it may adopt.

Sec. 2 – A meeting shall consist of at least 6 members of which 2 must be officers to constitute a quorum. At least one Youth Advisor must be present. There will be no adults present unless invited by the advisors and the officers.

### **Article II – Order of Business**

1. Introduction of guests and new members
2. Reading of Minutes from previous meeting by the Recording Secretary
3. Treasurer's report
4. Report of committees
5. Reading of communications and bills
6. Old business
7. New business

## 8. Adjournment

### **Article III – Amending**

Sec. 1 – The constitution and bylaws can be amended at the quarterly meeting by a two-thirds vote of the membership in attendance, provided that all proposed amendments shall have been submitted in writing to the constitution committee of The MSRBYA no less than 30 days before the quarterly meeting. The constitution committee must be comprised of not less than three or more than five members. This committee must operate with the approval of the Youth Advisors.

### **Article IV-Election**

Sec. 1- The annual election will take place in December. The member receiving the largest number of votes for President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Board of Directors will be elected.

Sec.2- The name of the new officers will be placed on the charter to the ARBA in January, but they will not take office until the annual meeting in March.

Sec.3-

- A. Any member in good standing six months prior to the meeting where nominations are taken and have met the meeting requirements as stated in the constitution (Article VI- Sec. 12) may run.
- B. Nominations for officers should be sent to the youth advisors, postmarked by August 10.
- C. If a position of the executive board has no nominee by the requirements in A and B above; nominations will be accepted at the September meeting. All nominees must follow the meeting requirements (Article VI – Sec. 12)
- D. If eligible nominee can be found due to attendance requirement (Article VI – Sec. 12), the current executive committee will fill the position in March.

Sec. 4-

- A. Absentee ballots may be obtained from a youth advisor during the MSRBA fall show.
- B. At the close of the polls, the ballot box shall be sealed with masking tape and the tape signed by a member of the Elections Committee and Youth Advisor. The ballot box shall remain sealed until the December quarterly meeting at which time the box will be opened and the ballots counted.

- C. All absentee ballots are to be received by a youth advisor by the closing of the MSRBA fall show. These sealed envelopes will not be opened until the meeting and will be opened and counted by the election committee with all ballots cast at the meeting.
- D. The mailing envelope must show the name and return address of the member so membership status can be verified by the Election committee and clearly marked BALLOT. If the ballot is from a member not in good standing, the ballot will be returned and the sender will be notified.
- E. The Secretary shall furnish the elections committee with a complete listing of all members in good standing.
- F. The elections committee will keep record of all members voting by absentee ballot to prevent duplicate voting by members at the meeting.

Sec.5- If no candidate has received a majority vote (more than half the votes cast) after all ballots are counted, the members present at the meeting will vote by written ballot for the two candidates receiving the highest number of votes.

Sec. 6 – All candidates will be voted on by the floor and write-in candidates are not allowed at the time of election.

#### **Article V – Rabbit News**

Sec. 1- All The MSRBYA members are to receive the Michigan State Rabbit News, as long as membership is kept current.

Sec. 2- The Michigan State Rabbit News Editor will be paid \$25.00 on the 30<sup>th</sup> of every month that the News is issued

Sec. 3- The MSRBYA will pay the news account no more than \$60.00 every month for some expenses of the News.

Sec.4 – The News editor will have a system to notify The MSRBYA members that their membership is about to expire, at least 30 days in advance of expiration.

The MSRBYA SHOW CIRCUIT



## **ARTICLE 1 – OBJECT**

Sec 1-To conduct official shows of the American Rabbit Breeders Association, Inc.

Sec 2- To conduct and maintain a Sweepstakes Point recording system for all Standard Breeds, recognized by the American Rabbit Breeders Association, Inc.

Sec 3- To post points standings in the Michigan Rabbit Breeders Association Official Publication to let exhibitors know their standings on points scored as the sweepstakes series progresses.

## **ARTICLE II – RULES**

Sec 1-

- A. Any club or association that is affiliated with the MSRBA and The MSRBYA may hold one (1) Michigan sanctioned all breed show upon payment of a \$3.00 sanction fee to the MSRBA show circuit chairperson. Additional all breed shows may be held upon payment of a \$3.00 sanction fee for each additional show.
- B. All show dates must be filed at least 90 days in advance and the dates must be printed in the State Rabbit Publication. All shows must have an A.R.B.A. sanction number prior to applying for The MSRBYA sanction.
- C. An additional assessment of eight cents per head entry (i.e. class, fur, meat pen) entered in each club's show shall be levied (to help pay for sweepstakes annual trophies) and shall be payable when show report is submitted to Show Circuit Chairperson. Fairs not sponsored by local clubs are exempt. Youth assessments to be sent to Youth points keeper.
- D. All sanctioned show secretaries and superintendents must be members in good standing of either the MSRBA or The MSRBYA.

Sec 2-

- A. All exhibitors must be members in good standing of The MSRBYA to compete for sweepstakes points
- B. All members must be a resident of the State of Michigan to compete for sweepstakes points. Out of State exhibitors who are members of The MSRBYA are eligible to compete for the "Out of State Member" sweepstakes award.

Sec 3-

- A. Sanctioned sweepstakes show secretaries are required to furnish the Show Circuit Chairperson a list of all breed winnings, and all meat class winnings and all fur/wool class winnings, also a list of exhibitors' names and addresses. This report to be filed

within thirty (30) days following date of show. All show reports must be filed no later than December 30<sup>th</sup> for any show held in December.

- B. Any club or association, whose show report is filed thirty-one (31) or more days following date of show, will be notified. If the report is not received within 2 weeks from that notification the club or association will be assessed a \$.10 surcharge on the head tax.
- C. This report to be mailed Certified Mail or “Handed in Person” to the Show Circuit Chairperson.
- D. Any club or association that fails to pay its head tax and surcharge if applicable by Jan. 31 of the following year will not be granted a sanction for the coming year.

Sec 4- Only rabbits that are exhibited and judged in each class constitute the number in the class. Rabbits entered, but not appearing in the show will not count in their respective classes.

Sec 5-All breeds of rabbits officially recognized by the A.R.B.A., Inc., will be counted for sweepstakes points, regardless if sanctioned by the local club or not.

Sec 6- Under no condition will exhibitors be allowed to consolidate their winnings after sweepstakes series starts.

## **Sec 7**

- A. Sweepstakes points will be governed by official A.R.B.A., Inc., point system. First award, six (6) points; second award, four (4) points; third award, three (3) points; fourth award, two (2) points; fifth award, one (1) point. All points multiplied by number in class (actually judged).
- B. Quality points to be in addition to our already established sweepstakes points.
  - 1. Points to be set up as: Best in Show – 10 points, Best 4 or 6 Class – 8 points; Best of Breed – 4 points; Best Opposite of Breed – 2 points. When the four (4) group system is used for selecting Best in Show, each group winner will be awarded 8 (eight) quality points.
  - 2. Animals will only receive points for the highest award won in any (1) show. Points cannot be compiled on an animal. There must be three (3) breeders and five (5) rabbits in the breed for Best of Breed. There must also be three (3) breeders and five (5) rabbits in Best Opposite of Breed to receive quality points for Best Opposite of Breed.

Sec 8 - Pre-juniors are not to be counted for sweepstakes points. Sweepstakes points will not be awarded when breeds, varieties, or classes are combined, animals must be exhibited in conformance with ARBA show rule Section 6A. Quality points will be allowed for Best of Breed and Best Opposite Sex, if the requirements are met for the awarding of grand championship legs.

SECTION 9- In case of a tie, the exhibitor showing at the most shows will win. In case there still is a tie, the exhibitor winning the most points on any one breed will win.

Sec 10 - Sweepstakes show year will be on an annual basis starting on January 1 and ending on December 31.

Sec 11-The following trophies will be awarded at the Annual Convention, to the Sweepstake Winners for the previous year for the following:

- A. Total Points – An award for the top five (5) largest number of total points, all breeds combined.
- B. Top Breed Points – An award for the highest point winner in each of the top ten (10) breeds.
- C. An award for the highest point winner in each of the remaining breeds exhibited provided the point winner has exhibited at a minimum of ten (10) shows sanctioned by The Michigan State Rabbit Breeders Youth Association.
- D. Meat Pens – An award for the largest number of points on meat pens.
- E. Fur/Wool Class – Award for the top five (5) largest number of points, any one breed fur/wool.
- F. Quality Points – Awards to be given to the top three (3) largest number of points.
- G. Cavy Sweepstakes Awards: Total Points - Award for the top three (3) points earners all breeds competing. Award for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> place points earners all breeds competing.
- H. Top Breed Points - Award for the highest point winner in each of the top three (3) breeds. Award for all remaining breeds provided the winner has exhibited in 10 or more shows sanctioned by The MSRBYA.
- I. Out of State Award: One award for out of State Members acquiring most sweepstakes points, all breeds combined in both the Rabbit and Cavy categories.
- J. Cavy Quality Points: One award for the top point winner in cavy quality points.

Sec 12 -All local associations must print in their catalog a statement that the show is an Officially Sanctioned Show of The Michigan State Rabbit Breeders Youth Association, Show Circuit.

Sec 13 -

- A. All meat pen points will not be counted in Breed Exhibitor's points, only towards a Meat Pen Award.
- B. All fur/wool class points will not be counted in breed exhibitor's points, only in fur/wool trophies.

Sec 14-Above show circuit rules subject to interpretation by the Board of Directors, and the Youth Advisors.

Sec 15-The Points keeper shall receive \$35.00 per month as compensation for their time.

Sec. 16 – Sweepstakes Awards will be funded solely by head-tax collected. No additional funds will be used to purchase awards.

## **YOUTH BREEDERS AWARD RULES**

### **Article I – Youth to Youth Award**

Sec.1 – Award to the Youth or Youths in The MSRBYA who have aided to the betterment of the industry on behalf of the youth.

- a. Youth members are to nominate a “Youth to Youth”. They must write a paragraph or more explaining their reasons why they chose to nominate this youth and send it to one of the Youth Advisors, by the first of January or date printed in the NEWS.
- b. Considerations for the Youth to Youth Award:
  - 1. Leadership
  - 2. Sportsmanship
  - 3. Interest in rabbit organizations Including 4-H rabbit projects, the ARBA, the MSRBA)
  - 4. Support of the rabbit project
  - 5. Cooperation with fellow rabbit breeders

6. Any other consideration they might have

Sec. 2 – Only one person can win the Youth to Youth Award a year.

Sec. 3 – Selection committee members should refrain from identifying the nominees during the selection process.

## **Article II – Youth to Adult**

Sec. 1 – The adult in the MSRBA who has aided the youth in the rabbit industry.

- a. Considerations for Youth to Adult Award.
  1. Help
  2. Interest in shows and programs
  3. 4-H rabbit programs and projects
  4. Youth programs
  5. Any other considerations they might choose to consider.
- b. It cannot be award to a Youth Adult Advisor or assistant
- c. Youth members are to nominate a “Youth to Adult”. They must write a paragraph or more explaining their reason this adult and send it to one on the Youth Advisors by January 1<sup>st</sup>, or date printed in the Michigan Rabbit News.

Sec.2 – For the Youth to Adult Award, if the committee sees fit that all the nominees are not fit for the award, and they know of someone who is and has not received the award in past years, they can nominate them at their meeting, and they can be eligible for the award. Only one person can win the Youth to Adult Award a year.

## **Article III – Local Club Award**

Sec. 1 – Reasons: to create more interest in the show, both youth and host.

Sec.2. – To let the secretary Know what the youth would like.

Sec3. – The six considerations:

- a. Judging
- b. Conditions
- c. Cooperation
- d. Specials

- e. Show – in – general
- f. Time in getting paperwork returned

Sec.4 – To be awarded at the Annual State Convention