

CONSTITUTION AND BY-LAWS OF THE MICHIGAN STATE RABBIT BREEDERS ASSOCIATION, INC.

CONSTITUTION

ARTICLE I – NAME

SECTION 1:

This Association shall be known as the Michigan State Rabbit Breeders Association, Inc.

SECTION 2:

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

SECTION 3:

This Association shall be incorporated with the State of Michigan Corporation and Securities Commission as a non-profit corporation.

SECTION 4:

This Association shall keep books on a fiscal year basis. The fiscal year to start January 1st and end on December 31st each year.

SECTION 5:

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 – OBJECT

SECTION 1:

To elevate, stimulate, encourage and develop the rabbit industry and establish a well-organized State Body, charged with the duties of carrying out this objective.

- A. To organize, foster and supervise a JUNIOR ASSOCIATION to be known as MICHIGAN STATE RABBIT BREEDERS YOUTH ASSOCIATION.
- B. To help further the rabbit industry by increasing interest and encouraging such individuals as 4-H members and others to join with the M.S.R.B.Y.A.
- C. By encouraging membership in the aforementioned M.S.R.B.Y.A. to continue into the parent organization.
- D. To sponsor participation in producing the displaying and showmanship of rabbits in the Junior Department of the Michigan State Rabbit Breeders Association Annual Show.

SECTION 2:

To provide reliable information and advice on all matters pertaining to the rabbit industry, and to provide information for the marketing of its furs, wool, and meat, and to encourage the breeding of standard breed stock, to the utmost of its ability.

SECTION 3:

To make investigations within the rabbit industry which can be to the benefit of its members, and to the industry as a whole, and to keep in touch with the institutions of learning, and to encourage both practical and scientific research work.

SECTION 4:

To cooperate in securing State and National legislation and rules governing and regulating the industry, and to aid in the enforcement of the rules and regulations.

SECTION 5:

To assist and advise the state affiliated associations.

SECTION 6:

To conduct an annual state exhibition and meeting in the spring of each year, date and location to be chosen by the Association.

ARTICLE III – MEMBERSHIP

SECTION 1:

Any person, A.R.B.A. Chartered Association, Fair or Borderline Club approved by the A.R.B.A. may become a member of this organization by payment of annual dues as provided in the By-Laws, (Ref. Article II Membership, Section 1-2).

ARTICLE IV – AUTHORITY

SECTION 1:

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.

SECTION 2:

Robert’s 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 – MEETING

SECTION 1:

The annual meeting will be held in conjunction with the Annual State Exhibition.

SECTION 2:

Quarterly meetings to be held in June, September and December.

ARTICLE VI – OFFICERS

SECTION 1:

All officers, state directors, chairpersons, and committee members must be members of the Michigan State Rabbit Breeders Association.

SECTION 2:

The elective officers of the Association shall be: President, Vice-President, Secretary, and Treasurer. These officers shall be elected for a two (2) year term by and from the membership. These officers shall constitute the Executive Committee.

SECTION 3:

The elective officers shall enter upon the discharge of their duties on January 1 of the year following their election. They shall serve for the period for which they were elected, or until their successors are elected and qualified.

SECTION 4:

The Board of Directors shall consist of the elective officers plus one (1) State Director from each club affiliated with the Association.

SECTION 5:

Each officer/Director serves on a volunteer basis and is not personally liable to the corporation or it's shareholders or members for monetary damages for a breach of the officer/director fiduciary duty; and that the corporation assumes all liability to any person other than the corporation, it's shareholders, or it's members for all acts or omissions of a volunteer officer/director.

ARTICLE VII – DUTIES OF THE OFFICERS

SECTION 1: PRESIDENT

- A. The President shall preside at all meetings of this Association, the Executive Committee, and Board of Directors with full power and prerogatives. Appoint all committees, call special meetings of the Association of Board of Directors, call emergency meetings of the Board of Directors in accordance with the Constitution and By-Laws, and perform such other duties as usually pertain to the office. The President shall have such other powers as may be conferred by the Executive Committee, Board of Directors, or general membership of the Association. The President shall be ex-officio member of all committees. The President is to develop a budget, with the aid of the Executive Committee, to be presented to the membership at the Fourth Quarter meeting. The new budget to be effective January 1st of the following year. Budget expenses shall not exceed the total of budgeted income plus 50% cash assets, excluding the CD's.
- B. Upon completion of the term in office, the President shall continue to be an advisory member of the Executive Committee for one (1) year.

SECTION 2: VICE-PRESIDENT

- A. The duties of the Vice-President shall be the same as those of the President in case of their absence or disability.

SECTION 3: SECRETARY

- A. The Secretary shall conduct the general correspondence, keep records of the minutes for all meetings of the Association, Executive Committee, or of the Board of Directions, receive and act upon all application for affiliations and insurance riders. The Secretary shall collect membership dues and make report of all transactions to the Treasurer monthly. The Secretary shall keep account of expenses and collect same from the Treasurer. The Secretary shall receive \$25.00 per month compensation for their time.
- B. It shall be the duty of the Secretary to file an annual report with the Michigan Corporation and Securities Commission as a non-profit organization as provided in their rules.
- C. The Secretary shall send copy of the minutes of all meetings of the Association and Board of Directors, a monthly report of new and renewal memberships, all other pertinent information to the Editor of the Association's Publication. A copy of new and renewal memberships shall also be sent to the Show Circuit Chairperson.
- D. Secretary shall send a copy of all committee reports and copies of the minutes of the meetings of the Association and Board of Directors to the President.
- E. The Secretary shall be responsible to see that members are notified of regular meetings by having the date, time, and place printed in the Association's Publication at least 30 days prior to the meeting.
- F. The Secretary is to notify the membership by mail, thirty (30) days in advance of all special meetings of the Association, giving date, time, place and purpose thereof.
- G. The Secretary is to notify all meetings of the Board of Directors, by mail, at least fifteen (15) days in advance of all special meetings of the Board of Directors giving date, time, and place.

- H. The Secretary is to notify all members of the Board of Directors, by mail, at least fifteen (15) days in advance of all special meetings of the Board of Directors giving date, time, and place and purpose thereof.

SECTION 4: TREASURER

- A. The duty of the Treasurer shall be to accept and keep correct records of all monies transferred to the Treasurer. The Treasurer is to make such payments as authorized by the Association, Executive Committee or Board of Directors. The Treasurer shall furnish an office bond in an amount as determined by the Executive Committee. Expense of same shall be born by the Association. A card from whatever banks the Association's funds are deposited in shall be provided for the President's and Vice President's signatures as protection of the Association's funds in case of the Treasurer's inability to act.
- B. 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 issue of the State Publication.
- C. Fiscal Year Report shall also be printed in the State Publication, with the fiscal year beginning January 1st and ending December 31st.
- D. The Treasurer shall prepare all financial papers requested by any state or federal government agency.
- E. The Treasurer shall receive \$25.00 per month for their time.

SECTION 5: EXECUTIVE COMMITTEE

- A. It shall be the duty of the Executive Committee to conduct all business transactions of this Association between general membership meetings.
- B. The Executive Committee shall review all committee reports to the membership for their approval or disapproval.

SECTION 6: BOARD OF DIRECTORS

- A. They shall provide that the books of the Secretary, Treasurer, Editor of the State Publication, and Show Circuit Chairperson shall be audited prior to the Annual Meeting and upon retirement from office or Committee Chairmanship.
- B. The Board of Directors shall have the power to make contracts in the name of the Association as is necessary for the promotion of the works of any department or committee.
- C. The Board of Directors shall have the authority to adjust the yearly and monthly advertising rates for the State Publication.
- D. The Board of Directors shall have the authority to authorize payment of any itemized committee bill in excess of the budgeted amount.
- E. Final jurisdiction of the Show Circuit Rules, Master Breeder Rules and Editorial Policy of this Association's Publication shall come under the authority of the Board of Directors.

ARTICLE VIII – ALTERATIONS-RESOLUTIONS AMENDMENTS

SECTION 1:

- A. The Constitution shall not be amended or changed except at the Annual Meeting, or at any special meeting called for that purpose by the President, Executive Committee or Board of Directors.
- B. Any recommended changes must be made by Resolution in writing and signed by ten (10) or more members of the Association in good standing and be received by the Resolutions Committee no later than 1 October of the year prior to the annual meeting. All resolutions to be confined to one subject.

- C. Any recommended changes must be printed in the State Publication at least 60 days prior to be acted upon.

SECTION 2:

- A. Any changes or alterations shall require a 2/3 vote of members present to pass.

BY-LAWS

ARTICLE 1 – MEETINGS

SECTION 1:

- A. The regular meetings of this Association shall be the Annual Meeting held in-conjunction with the Association's Annual Convention, plus three (3) quarterly meetings in June, September and December unless otherwise ordered by the President, Executive Committee or Board of Directors.
- B. Regular meetings of the Board of Directors shall be held on the same date as and prior to the quarterly general membership meetings. The Annual meeting of the Board of Directors shall be held at least one (1) week prior to the start of the Annual Convention.

SECTION 2:

- A. Ten (10) members present, two (2) of which must be officers, shall constitute a quorum at the regular meeting.
- B. Ten (10) Directors and two (2) Officers shall constitute a quorum for a Board of Directors meeting.

SECTION 3:

- A. The secretary shall be responsible to see that members are notified of regular meetings by having the date, time, and place printed in the newsletter at least 30 days prior to the meeting.

SECTION 4:

Order of Business at any regular meeting:

- A. Roll Call
- B. Introduction of guests and members
- C. Reading of minutes of previous meeting and communications.
- D. Treasurer's report and bills presented.
- E. Report of committees
- F. Unfinished Business
- G. New Business
- H. Adjournment

SECTION 4A:

Order of business at any regular meeting of the Board of Directors

- A. Roll Call
- B. Reading of Minutes of previous meeting
- C. Financial report

- D. Officer Reports
- E. Unfinished Business
- F. New Business
- G. Adjournment

SECTION 5:

- A. Special meetings of the Association or Board of Directors may be called by the President, Executive Committee, Board of Directors or upon written request to the secretary by not less than twenty (20) active members in good standing.
- B. The Secretary is to notify the membership by mail thirty (30) days in advance of all special meetings of the Association, giving date, time, place, and purpose thereof.
- C. The Secretary is to notify the members of the Board of Directors by mail at least thirty (30) days in advance of all regular meetings of the Board of Directors, giving date, time, place and purpose thereof.
- D. The Secretary is to notify the members of the Board of Directors by mail at least fifteen (15) days in advance of all special meetings of the Board of Directors, giving date, time, place and purpose thereof.
- E. Emergency meetings of the Board of Directors may be called by the President or Executive Committee provided that all members of the Board of Directors are notified at least twenty-four (24) hours prior to the meeting, by any means possible giving date, time, place and purpose thereof.

SECTION 6: Order of Business of Special Meetings

- A. Roll Call
- B. Discussion of, and action on business for which Special meeting was called.
- C. Adjournment

SECTION 7:

- A. Whenever a ballot is used to decide an issue, majority of ballots cast shall be necessary.
- B. Proxies shall not be recognized, except in election of officers where absentee ballots may be presented to the election committee.

ARTICLE II – MEMBERSHIP

SECTION 1:

- A. Any individual who has interest in any phase of the rabbit industry may become a member of this Association by paying dues as herein set forth.
- B. Application for membership must be made in writing to the secretary or on a form supplied by the MSRBA and accompanied by the following:
 - 1. Individual memberships shall pay a fee of fourteen dollars (\$14.00) per annum, or three (3) years for forty dollars (\$40.00), such fee to accompany application for membership.
 - 2. Multiple Open Membership – The first two adult members shall pay a fee of seventeen dollars (\$17.00) per annum or three (3) years for forty-nine dollars (\$49.00). Each additional ADULT member will pay a fee of seven dollars (\$7.00) for each year paid. There will be a maximum per annum charge of thirty-one dollars (31.00) or sixty dollars (\$60.00) for a three-year membership. This Multiple Open membership is limited to members of one household/ mailing address. Such fee is to accompany application for membership.
 - 3. A service charge for Canada and Mexico memberships of five dollars (\$5.00) per annum or fifteen dollars (\$15.00) per three years (in United States Funds) shall be paid at the time of application or renewal.

4. Membership in the Association shall be acknowledged by a membership card issued by the Secretary and signed by the same.
- C. All membership shall expire one (1) year from the date of joining. Privileges of membership shall cease within thirty (30) days of expiration. Memberships more than 30 days past due shall forfeit all points accumulated previously for that year.

SECTION 2:

- A. Any local all breed club holding a charter with the A.R.B.A. may become affiliated with this Association upon payment of five dollars (\$5.00) yearly dues. All officers of all affiliated all breed clubs and at least five of their members must be members in good standing of this Association. A delinquent membership of any person listed on the MSRBA Affiliation Form may result in forfeiture of affiliation. All affiliated clubs shall furnish a copy of their Constitution and By-Laws to the secretary of the MSRBA.
- B. Affiliation entitles the club to participate in the club liability insurance and have a representative on the Board of Directors.
- C. Dues to be filed by December 1st of preceding year of membership.
- D. Failure to file dues by December 1st of preceding year of membership will cause the club to be declared delinquent. Delinquent clubs shall pay an additional \$5.00 fee.
- E. Any fair association holding a charter with the A.R.B.A. may become affiliated with the MSRBA Show circuit upon payment of the five dollar affiliation fee. This entitles the association to have representative on the MSRBA Board of Directors.
- F. All secretaries and superintendents for any all breed show shall be members of the MSRBA or MSRBYA.
- G. Any State or Regional Specialty Club holding a charter with the A.R.B.A. may become affiliated within this association upon payment of ten dollars (\$10.00) affiliation dues. All officers of affiliated specialty clubs and at least three of their members must be members in good standing of this association. A delinquent membership of any person listed on the MSRBA Affiliation Form may result in forfeiture of affiliation. All affiliated clubs shall furnish a copy of their Constitution and By-Laws to the secretary of MSRBA. This entitles the club to participate in the MSRBA group liability insurance, list their sponsored shows on the Michigan Rabbit News Club Affiliation page, and have a representative on the MSRBA Board of Directors who is a current MSRBA member and lives within the State of Michigan.
- H. All Local all breed clubs, state or regional specialty clubs and fair associations must have a copy of their A.R.B.A. Charter Certificate on file with the Secretary. Copy of Charter Certificate shall be included with payment of yearly dues for any new affiliation.
- I. Upon renewal, A.R.B.A. Charter and receipt of Certificate indicating current A.R.B.A. Charter, a copy shall be sent to the Secretary.
- J. Clubs that renewed an affiliation must file a copy of their Charter Certificate no later than March 15.
- K. Failure to file a copy of updated Charter Certificate indicating the club has a current A.R.B.A. Charter shall result in club being declared to be "Not in good standing". Clubs under this designation shall forfeit affiliation and benefits including having a representative on the MSRBA Board of Directors.
- L. MSRBA Secretary shall send written notification to the secretary and president of any club being declared "Not in good standing".
- M. Any Local All Breed club and State or Regional Specialty club whose affiliation has been forfeited, must reapply for affiliation and provide a copy of current A.R.B.A. Charter Certificate with application. Reapplication shall require payment of ten dollars (\$10.00). Fee must be included with application.
- N. All affiliation applications shall be sent to the Secretary.
- O. Any Local All Breed club and State or Regional Specialty club whose affiliation has been forfeit, must reapply for affiliation and provide a copy of current A.R.B.A. Charter Certificate with application. Reapplication shall require payment of ten dollars (\$10.00) for yearly dues. Fee must be included with application.

SECTION 3:

- A. Any member in good standing of this Association may pay a one-time fee of one hundred dollars (\$100.00) in lieu of all annual dues and become a life member of this Association. A husband and wife may pay a one-time fee of one hundred twenty-five dollars (\$125.00) and become life members.
- B. All adult members who have paid dues for twenty consecutive, adult uninterrupted years of membership, shall be granted a life membership in this Association.
- C. Life members shall have all rights and privileges of this Association.
- D. Life members shall be awarded a permanent (plastic or metal) membership card.
- E. Any member receiving the Master Breeder Award shall automatically become a Life Member and receive a permanent (plastic or metal) membership card.

SECTION 4:

- A. Persons living outside of Michigan desirous of receiving the Michigan State Publication may become associate members upon payment of annual dues. Associate Members shall receive the Michigan Rabbit News and will be eligible to compete for the "Out of State" points award.
- B. Associate Members shall have no voting privileges on Association issues.

SECTION 5:

- A. The Board of Directors may recommend as Honorary member, any person distinguished for his political, scientific, industrial, or administrative contributions to the rabbit industry. Such awards to be made on a yearly basis. Honorary members shall be exempt from all dues, fees, and assessments and shall have no vote, but shall receive the Association's Publication.

ARTICLE III – COMMITTEES

SECTION 1:

- A. The president shall appoint all Standing Committee and Department Chairpersons and Committee or Department members. These appointments are subject to a majority approval of the Board of Directors. The term for each Chairperson and Department or Committee member shall be one year beginning on January 1 and ending on December 31. The President shall have the authority to make changes in committee memberships that are considered to be in the best interest of the Association.
- B. Each Department and committee shall have the authority to make such expenditures from the funds allocated in the Annual budget as may be required in the performance of their duties. Any expenditure in excess of the budget amount shall require a majority approval from the Board of Directors.
- C. All Department Chairpersons or Committee Chairpersons having financial transactions shall furnish a detailed financial report to the Treasurer and Secretary. Reports shall be submitted at least quarterly unless otherwise specifies. A copy of the report shall be submitted to the Editor for printing in the Association's Publication.

SECTION 2:

The Standing Committees and Departments of this Association shall be as follows:

- A. Membership: This committee shall consist of a chairperson and two committee members, one of which shall be the Secretary. They shall design and implement plans for recruitment of new members. It shall also be the responsibility of this committee to solicit and receive suggestions from the members for additional member services or programs, or suggested changes to the current programs or services. After reviewing the suggestion, a copy, including the committee recommendation, shall be sent to the President

for presentation to the membership or distribution to the proper Committee or Department. The chairperson of this committee shall work closely with the Chairperson of the Promotions and Advertising Committee to coordinate shared activities.

- B. Promotions and Advertising: This committee shall consist of a chairperson and two committee members. It shall be the work of this committee to research promotional options and avenues for advertising the association. The Chairperson of this committee shall work closely with the Chairperson of the Membership Committee for coordination of shared projects or activities.
- C. Show Circuit Department: This department shall consist of only one member who is the Show Circuit Chairperson and shall receive and act upon all applications for sanctions; shall collect head tax payments and forward, on a monthly basis to the Treasurer, all monies received accompanied by a detailed report. It shall be the work of this Department to process all show reports and tabulate sweepstakes points. A report of the current point's tabulation shall be sent to the Chairperson of the Publications Department for printing in the Association's Publication.
- D. Youth Department: This Department shall consist of two members who shall also be the Advisors for the Michigan State Rabbit Breeders Youth Association. It shall be their responsibility to guide and advise the members of the MSRBYA and to assist with their programs or activities. The Youth Advisors shall be responsible for coordinating the Youth Royalty Contest.
- E. 4-H Department: This Department shall consist of only one member who shall be responsible for coordination of shared activities and the transfer of information between the MSRBA and 4-H Extension Agents responsible for program development.
- F. Publication Department: This Department shall consist of one member who shall be the Editor of the Association's Publication. The Editor shall be responsible for the distribution of information to the members through the publishing of the Michigan Rabbit News. It shall be the responsibility of this department to follow the publication guidelines as dictated in the Michigan State Rabbit Publication Rules, collect data, solicit advertisers and prepare all information received into the proper format for printing. The Editor shall keep accurate records of all monies received and forward same to the Treasurer.
- G. Master Breeder and Awards Department: This Department shall consist of a Chairperson and four members. All members of this committee shall have received the Master Breeder Award. It shall be the responsibility of this committee to solicit nominations for the Master Breeders Award and make determination in accordance with the Master Breeder Rules. The Chairperson of this Department shall keep an accurate record of all recipients of this award and forward a list to the Editor for printing in the Association's Publication.
- H. Constitution: The Constitution Committee shall consist of a chairperson and two members. 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.
- I. Resolutions: This committee shall consist of a Chairperson and two members. It shall be the responsibility of this committee to receive all resolutions offered by any member until October 1 of the year prior to the annual meeting if the resolution is to be presented at that meeting. Resolutions received after that date will be considered at the next annual meeting or at any special meeting with the approval of the Board of Directors. After reviewing all Resolutions presented, this committee shall have the authority to combine all resolutions pertaining to the same subject or intend. This committee shall offer an opinion on the effect of the Resolution and their recommendation as to adoption or rejection. This opinion and recommendation shall be stated to the members present at the meeting in which the resolution is being presented. The committee's recommendation is not binding on the members but should be considered.
- J. Auditing: This committee shall consist of a Chairperson and one member and shall have the responsibility to conduct an internal audit of the records of the Treasurer, Secretary, Show Circuit

Chairperson and Editor of the Association's Publication in the first quarter of each year and will furnish a written report to the President and Secretary prior to the Annual Meeting. It shall also be the responsibility of this committee to collect all appropriate information, records and transcripts necessary for an external audit and deliver same to the Association's accountant. The external audit shall be conducted every third year or as directed by the Board of Directors.

- K. Elections: This committee shall consist of a chairperson and two members and two alternatives. The committee shall receive and verify all applications and qualification statements for any elective office. They shall, if necessary prepare a ballot and send to the Editor for printing in the Association's publication. A copy of any qualification statements shall also be forwarded to the Editor for inclusion with the ballot. At the December, or fourth quarter meeting the elections committee shall open all absentee ballot envelopes, count all ballots and tabulate the results and give a verbal report to the membership present at the meeting.
- L. Convention Committee: This committee shall include, but not be limited to, the show superintendent, who shall be considered the Chairperson, the show secretary, banquet coordinator, specialty shows superintendent, catalog coordinator, and Rabbit School coordinator.
- M. Fall Show Committee: This committee shall consist of, but not be limited to, the Superintendent who shall be considered the chairperson and the show secretary.
- N. Commercial Committee:

SECTION 3:

The President or Board of Directors may recommend the formation of a special committee deemed 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.

ARTICLE IV – ELECTION OF OFFICERS – PROCEDURE

SECTION 1:

- A. Election of officers shall be held each year at the Fall Show. The President and Treasurer to be elected on the odd number years, and the Vice President and Secretary to be elected on the even numbered years.
- B. The definition of Majority: More than half the votes cast: plurality term used in an election when one candidate had the largest number of votes.
- C. To fill a post vacated by the executive positions, the remaining executive committee shall make recommendations of candidates to the Board of Directors at a meeting. This, then is to be voted on by the Board of Directors.

SECTION 2:

- A. Any member in good standing of this Association desiring to be a candidate for any office of this Association must file a petition, signed by ten (10) members in good standing, with the Election Committee Chairperson by August 1st.
- B. The candidate must include a brief statement of their experiences and abilities in the rabbit industry. This statement will be printed in the State Publication, September/October issue.

SECTION 3:

- A. Members may vote either by absentee ballot or during open polls at the MSRBA Fall Show.
- B. The polls shall open at 10:00 a.m. and close at 2:00 p.m. At the close of the polls, the ballot box shall be sealed with masking tape and the tape signed by at least 3 members of the Elections committee. The

Ballot box shall remain sealed until the December quarterly meeting at which time the box will be opened and the ballots counted with the absentee ballots.

- C. Absentee ballots will be printed in the September/October issues of the Michigan Rabbit News.
- D. All absentee ballots are to be placed in a sealed envelope that shall be clearly marked "ballot".
- E. All absentee ballots are to be placed in a mailing envelope and mailed to the chairperson of the Elections Committee. Absentee ballots must be postmarked by November 15th. The mailing envelope must show the name as well as the return address of the member so membership status can be verified by the committee. These sealed envelopes will not be opened until the December quarterly meeting. If the ballot is from a member not in good standing, the ballot will be returned and the sender notified.
- F. The Secretary shall furnish the elections committee with a complete listing of all members, by November 1st, showing the expiration dates for verification of members in good standing.
- G. The elections committee will keep a record of all members voting by absentee ballot to prevent duplicate voting by members during open polls.
- H. Should any candidate for an elected office be unopposed, there shall be no election ballot issued for that office and the unopposed candidate be declared elected to said office by acclamation.

SECTION 4:

If no candidate has received a majority vote after all ballots are counted, then the members present at the December quarterly meeting will vote by written ballot for the two (2) candidates receiving the highest number of votes.

ARTICLE V – INTERPRETATION AND DISCIPLINE

SECTION 1:

The interpretation of the Board of Directors of this Association of the Constitution, By-Laws, Regulations, Notices, Resolutions, Properties, Documents and Orders shall be binding upon all members of this Association.

SECTION 2:

The Board of Directors may by a 2/3 vote, impose upon any member a penalty for conduct which in its judgement warrants such action. Penalty may include, but is not limited to, expulsion, suspension, and/or fine.

SECTION 3:

If the complaint is against any officer, the following procedure shall be followed:

- A. The Board of Directors will be polled immediately to determine if there is a reasonable basis for the complaint.
- B. If the business of the Association could be adversely affected by retaining this officer, the Board may at its discretion suspend the member until a hearing can be held.
- C. A special investigative committee shall be appointed by the President, or the Board of Directors should the complaint be against the President and report their findings within a reasonable time.
- D. After receiving the report of the special investigative committee, the Board of Directors shall determine if a special meeting of the Board should be convened for a hearing on the complaint or defer action until the next scheduled meeting of the Board of Directors.
- E. If a Special Meeting is to be convened, the complainant and the accused shall be notified of the meeting date and time and will be given the opportunity to present evidence.
- F. The ruling by the Board of Directors shall be binding upon the accused subject to the appeal process as outlined in Section 4.

SECTION 4:

An appeal of any ruling of the Board of Directors may be taken to the membership at the next regularly scheduled general membership meeting.

ARTICLE VI – RESOLUTIONS – AMENDMENTS

SECTION 1:

- A. The By-laws may be amended only by a two-thirds (2/3) vote of the membership present at the annual meeting or any special meeting call for that purpose. If the amendment is presented at the annual meeting or special meeting, it shall take effect immediately upon the adjournment of the meeting.
- B. Any recommended changes must be made by Resolution in writing and signed by ten (10) or more members of the Association in good standing and be received by the Resolutions Committee no later than 1 October of the year prior to the annual meeting. All resolutions to be confined to one subject.
- C. Any recommended changes must be printed in the state Publication at least 60 days prior to being acted upon.

Revised: March, 2018