

# American Polish Rabbit Club

## Constitution and By-Laws

Adopted November 25, 1943

Revised October 1970, August 1988, January 2001, April 2005, Oct. 2007  
April 2008, December 2008, November 2013, November 2014, November 2015

### CONSTITUTION

#### Article I – Name

**Section 1.** This organization shall be known as the American Polish Rabbit Club (APRC).

#### Article II – Objectives

**Section 1.** The object of this organization shall be to promote, encourage, and improve the breeding and advancement of the Polish rabbit and provide services to its members.

**Section 2.** The American Polish Rabbit Club shall maintain a sweepstakes contest to promote the exhibition of the Polish rabbits.

#### Article III – Affiliation

**Section 1.** This club shall be affiliated with the American Rabbit Breeders Association, Inc.

**Section 2.** The APRC is a chartered club of the American Rabbit Breeders Association, Inc. (ARBA) and must operate within the basic framework of all rules and regulations of the ARBA. The APRC is autonomous to the ARBA by virtue of being governed by their own constitution and by-laws.

#### Article IV – Membership

**Section 1.** Any person who agrees with the objectives of this organization and by agreeing to comply with all rules, regulations, and mandates of the Association may become a member by submitting an application to the Secretary/Treasurer along with payment of at least one year's dues.

**Section 2.** Membership in this organization shall be acknowledged by a membership card issued by the Secretary/Treasurer, dated from the date of acknowledgement and payment of at least one year's dues. Membership expiration shall terminate on the last day of month of enrollment.

**Section 3.** The Board of Directors reserves the right to accept or reject, for just cause, any application for membership or renewal.

**Section 4.** Life membership granted to any members who has maintained his or her membership in the APRC for a continuous period of twenty (20) years.

#### Article V – Discipline

**Section 1.** A complaint against any member regarding matters affecting the APRC must be made in writing to the Secretary/Treasurer.

- a. The Board of Directors shall have the sole and absolute discretion whether to consider the complaint and whether to implement subsection (c) set forth below.
- b. The complaint must be filed with the Secretary within one hundred and eighty (180) calendar days of the event or occurrence.
- c. If the Board of Directors determines there is reasonable basis for such a complaint that the APRC would be adversely affected, the President shall appoint a special committee consisting of two persons of the general membership and one member of the Board of Directors to investigate the complaint.
- d. The complainant and the accused shall present to the special committee evidence regarding the charges.

- e. The Chairman of the special committee shall make a written report of their findings to the Board of Directors within seven days of the special meeting.
- f. The Board of Directors shall decide whether or not it is necessary to issue a written letter of reprimand, to suspend, or to expel the member. This shall be a majority vote of the Board of Directors. If a member of the Board of Directors has filed the complaint, or is the accused, he or she shall be excused from the vote.
- g. The determination of Board of Directors shall be the final resolution, subject to the appeal process set forth in subsection (h) and (i).
- h. An appeal for re-instatement as a member may be made in writing to the Board of Directors two years after suspension or expulsion. The appeal must be accompanied with the signature of ten (10) members in good standing.
- i. The Board of Directors may reinstate the former member by a majority vote.

**Section 2.** In the event an Officer and/or Director has been removed from office for cause, such as failing to perform duties, misuse of office, causing negative publicity or impacts upon the APRC, etc., said person shall be ineligible to offer a petition, be appointed, and/or run for any office for a period of three years from date of removal from office.

**Section 3.** The Board of Directors may impose penalties upon any member of the Association for conduct which, in its judgment, warrants such action. Such penalties include but are not limited to expulsions, suspensions, and fines.

**Section 4.** Any member having been suspended or expelled from the APRC shall be deemed a member not in good standing with the APRC. A member not in good standing shall forfeit all club privileges and be ineligible for club participation during the same designated dates as the APRC suspension/expulsion.

#### **Article VI - Meetings**

**Section 1.** This organization shall hold annual meetings or special meetings at such time and place as may be designated by the By-Laws

**Section 2.** Roberts Rules of Order shall be considered as final authority for this organization on all questions not specifically covered by the Constitution and By-laws.

#### **Article VII - Officers**

**Section 1.** The officers of this organization shall consist of the president, vice president, secretary/treasurer, and six directors. They shall be known as the Board of Directors.

**Section 2.** All elected members of the APRC Board of Directors shall serve a two year term of office. The President and three directors representing districts 1, 3, and 5 shall be elected in odd number years. The Vice President and three directors representing districts 2, 4, and 6 shall be elected in even number years. The Secretary/Treasurer shall be appointed by majority vote of the Board of Directors, to serve a minimum term of three years. The Secretary/Treasurer may be reappointed at the end of the three-year term by a majority vote. The Board of Directors may also remove the Secretary/Treasurer by a majority vote for cause during any term of office. Vacancies in the office of the Vice President or any director shall be filled by appointment of the President with a majority approval of the Board of Directors.

**Section 3.** All officers' terms shall begin at the ARBA Convention following their election, except that if the annual meeting is not held prior to January 1<sup>st</sup>, the official term shall begin at the commencement of the new business at the meeting.

**Section 4.** The Directors shall be elected by and from the membership of his/her geographical district. The geographical districts shall correspond to the 2008 membership demographics of the APRC and will be as follows:

- District 1:** Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia
- District 2:** Indiana, Kentucky, Ohio
- District 3:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas
- District 4:** Illinois, Iowa, Kansas, Michigan, Missouri, Nebraska, Wisconsin

**District 5:** Alaska, Idaho, Minnesota, Montana, North Dakota, Oregon, South Dakota, Washington, Wyoming, Canada

**District 6:** Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Utah, Japan, and all other foreign countries not otherwise specified

**Section 5.** The President, Vice President and Secretary/Treasurer must reside in at least two (2) different geographical districts.

**Section 6.** The Secretary/Treasurer shall be allowed to retain twenty-five percent (25%) of the membership fees, at the renewing rate, and twenty five percent (25%) of sanction fees, up to \$10.00 per sanction, by the organization during the term of office. The Board of Directors shall have the authority to separate the duties of the Secretary/Treasurer office if deemed necessary and determine the appropriate compensation for the jobs of Sweepstakes Chair and Newsletter Editor.

**Section 7.** Any Officer or Director who does not fulfill his/her duties or shows a lack of interest in Club matters, may be asked to resign by a majority vote of the other members of the Board of Directors thus declaring the office vacant. The president shall have the duty to appoint an officer to perform the duties of said office. The Board of Directors will approve these appointments by a majority vote. By majority vote of the Board of Directors, the president can be removed from office.

### Article VIII - Amendments

**Section 1.** This Constitution may be replaced or amended by a two-thirds (2/3) majority of voting members. Each member in good standing is to be notified of the proposed amendment in the APRC Newsletter. The amendment or amendments shall accompany the ballot. The amendment should be presented in writing, signed by eight members in good standing. The amendment is to be mailed to the President and Secretary/Treasurer. The Board of Directors will review the amendment and make recommended changes to the author if deemed necessary for the good of the APRC. The Board of Directors shall make a recommendation to the membership whether to accept or reject the amendment as written. Members will vote by mail.

**Section 2.** All proposed amendments to the Constitution must be presented as described in the articles of amendments with the exception that any proposed amendment received from the Constitution and By Laws Committee need not meet the requirements of membership signatures. Proposed amendments received from the Constitution and By Laws Committee must meet the approval of the Board of Directors by majority vote.

## BY-LAWS

### Article I - Membership

**Section 1.** Membership fees shall be determined by the APRC Board of Directors by a majority vote.

Membership Classifications:

Individual Adult	1 year \$12.00	3 years--\$30.00
Two Adults (same household)	1 year \$15.00	3 years--\$35.00
Youth (thru the Age of 18)	1 year \$10.00	3 years--\$25.00
Family	1 year \$18.00	3 years--\$40.00

Foreign Membership- add \$10.00 USD processing fee to above amounts.

**Section 2.** Any APRC member who through active military duty, serves their country in an armed conflict or war outside the border of their country shall have their dues and immediate family's annual APRC dues waived until such time that they are no longer required to serve their country outside of the parameters of their country's borders. During the temporary waiver of the APRC, active military members are not eligible for voting privileges.

**Section 3.** Any member having been delinquent thirty (30) days shall forfeit all privileges and sweepstakes points.

### Article II - Order of Business

**Section 1.** The order of business shall be:

1. Roll Call
2. Reading and approval of minutes of previous meetings
3. Report of the Board of Directors
4. Report of Secretary/Treasurer
5. Report of Committees
6. Reading of Communications
7. Unfinished Business
8. New Business
9. Discussion, good of industry
10. Adjournment

### **Article III - Annual Meetings**

**Section 1.** A general membership meeting shall be held during the annual convention of the American Rabbit Breeders Association.

**Section 2.** A general membership meeting may be held during the National Polish Show.

**Section 3.** A Board of Directors meeting shall be held prior to the general membership meeting held during the annual convention of the American Rabbit Breeders Association and prior to the general membership meeting if held during the National Polish Show.

**Section 4.** At any meeting of the APRC a quorum shall consist of at least ten (10) members in good standing and a minimum of two members of the Board of Directors. If a meeting quorum is not present, the presiding officer shall adjourn the meeting.

**Section 5.** In the event of the absence of the Secretary, the President or presiding officer shall appoint a person to act as secretary and record the minutes of the meeting.

**Section 6.** The President and Secretary/Treasurer may each be granted compensation for travel expenses to the ARBA National Convention and National Polish Show, in the amount of \$200 per fiscal year upon request to the Board of Directors

**Section 7.** Should the need arise, the President may call a meeting of the APRC Board of Directors at any time by means of mail correspondence, telephone conference or electronic communication, i.e. email or fax.

### **Article IV - Elections**

**Section 1.** Any member in good standing of the APRC, for a minimum of two years, is eligible to seek any office in the APRC. The member must request a nomination petition from the Secretary.

**Section 2.** The nomination petition shall bear the member's name, the office he or she seeks, and signatures, or authorizations of eight APRC members in good standing. The nomination petition must be returned to the Secretary postmarked on or before May 1st. The Secretary shall verify the applicant's eligibility and submit that nominee for inclusion on the election ballot. If the member is found to be ineligible for candidacy, the Secretary shall notify him/her stating the reason for exclusion from the ballot.

**Section 3.** In the event that any office does not have a nominee from these petitions, the President shall form a Nomination Committee, which shall consist of two appointed directors, to obtain the number of nominees necessary to complete the ballot. The Nomination Committee shall obtain the approval of the nominee they submit to appear on the ballot and notify the secretary of their results.

**Section 4.** On July 15<sup>th</sup>, the official ballot shall be issued by the Secretary and shall contain the names of the members submitting petitions for each office. More than one member from the same district may appear on the ballot, but only one may be elected as a director. District directors shall be elected by the members from their geographic district. The poll shall remain open until August 15<sup>th</sup>. All ballots must be postmarked on or before August 15<sup>th</sup>.

**Section 5.** Ballots shall be returned in a double envelope to the Election Committee. No name or identifying mark shall appear on the ballot or inner envelope. No member of the Election Committee shall be a candidate for office.

The APRC shall obtain an "Embossed Seal" and all ballots mailed to members will be so stamped. Any ballot returned without the seal will not be counted.

**Section 6.** The candidate receiving the majority of votes shall be declared elected to that office. In the event of a tie, the President shall dissolve the tie. The Secretary shall notify the candidate of their election.

#### **Article V - Duties of Officers**

**Section 1.** The President shall preside at all meetings of the APRC, act as chairman of the Board of Directors, call special meetings of the APRC, fill all vacancies in office, and perform such duties as pertain to the office, including but not limited to, responding to correspondence and concerns received from the Board of Directors, Committee Chairpersons, and members, as required in a timely manner. The President will appoint all committee chairpersons deemed necessary by the Board of Directors. The Board of Directors will approve these appointments by a majority vote. The Board of Directors will review these appointments annually. Any Committee Chairperson, who does not fulfill his /her duties or shows lack of interest in Club matters, may be asked to resign by a majority vote of Board of Directors. The Board of Directors will determine an appropriate compensation for the positions of Sweepstakes Chairperson and Newsletter Editor.

a. The Sweepstakes Chairperson will keep and record all open and youth sweepstakes points and provide a report to the membership in each newsletter.

b. The Newsletter Editor shall be responsible for editing and publishing the APRC quarterly newsletter. The Newsletter Editor shall also be responsible for editing and publishing a guidebook when the Board of Directors deems it necessary.

The President shall call for an annual audit of the financial records of the association by a reputable accountant, an accounting firm, or a committee of three members, at the close of the calendar year (Dec 31), the end of any Secretary/Treasurer's term, or as requested by the Board of Directors. Any fees incurred will be paid from club funds.

**Section 2.** The vice-president shall perform the duties of the president in his absence or in case of his or her inability to act. In the event of resignation or otherwise vacating the office of president, the vice-president shall automatically succeed him in office.

**Section 3.** The Secretary/Treasurer shall conduct the general correspondence of the APRC, including all required notices, keep a file of all correspondence received and sent, and keep the minutes of all meetings of the APRC. The Secretary/Treasurer shall maintain a complete set of books and records; shall respond in a timely manner to all membership applications; shall issue all show sanctions; shall be responsible for issuing all ballots; shall furnish a bond in the amount necessary to cover the assets of the APRC, when requested to do so by the Board of Directors (fees of said bond to be paid from APRC funds); shall furnish a quarterly report to the membership on the APRC financial condition; shall pay all claims as approved by the APRC or Board of Directors; shall maintain current membership files; shall notify members not less than thirty (30) days prior to membership expiration. The Secretary/Treasurer shall perform such duties as pertain to the office and/or requested by the APRC Board of Directors.

**Section 4.** The Board of Directors shall have the power to transact all business of the club between meetings, shall authorize expenditures, formulate rules, award the location of the National Polish show, decide on all questions of policy brought before them, and shall act on all matters in the best interest of the APRC.

**Section 5.** All Officers and Committee Chairpersons shall provide a quarterly report of their activities to be published in the Club newsletter.

#### **Article VI - Amendments**

**Section 1.** These By Laws may be replaced or amended by a majority of voting members. Each member in good standing is to be notified of the proposed amendment in the APRC Newsletter. The amendment or amendments shall accompany the ballot. The amendment should be presented in writing, signed by eight members in good standing. The amendment is to be mailed to the President and Secretary/Treasurer. The Board of Directors will review the amendment and make recommended changes to the author if deemed necessary for the good of the APRC. The Board of Directors shall make a recommendation to the membership whether to accept or reject the amendment as written. Members will vote by mail.

**Section 2.** All proposed amendments to the By Laws must be presented as described in the articles of amendments with the exception that any proposed amendment received from the Constitution and By Laws Committee need not meet the requirements of membership signatures. Proposed amendments received from the Constitution and By Laws Committee must meet the approval of the Board of Directors by majority vote.

## **American Polish Rabbit Club Sweepstake Show Rules (Effective 1/1/16)**

1. Any club wishing to hold an APRC sweepstakes show may do so provided the following provisions are met:
  - a. The show must have an American Rabbit Breeders Association sanction.
  - b. The show must have an American Polish Rabbit Club sanction.
2. Any club who wishes to host an APRC sweepstakes show shall apply to the secretary of the APRC for a sanction and provide the ARBA sanction number. The request for a sanction must be received by the secretary at least thirty (30) days prior to the date of the show and be accompanied by appropriate fees.  
Sanction fee: \$15.00 dollars for Open Class and \$10.00 for Youth Class.
3. The sponsoring club must print the APRC sweepstakes information in the show catalog, listing the name and address of the APRC secretary, annual dues, and sanction fees.
4. A club sponsoring an APRC sanctioned show must offer at least \$5.00 for Best Polish and \$3.00 for Best Opposite of Sex (or equivalent of same) if 10 or more rabbits are shown.
5. A copy of the Sweepstakes requirements shall be furnished to the Show Secretary. Show results must be returned to the APRC Sweepstakes Chairperson within thirty (30) days of the conclusion of the show.
6. The APRC Sweepstakes contest shall run from January 1st through Dec 31st of each year. Exhibitors must be members in good standing of the APRC at the time the animal is shown in order to receive sweepstakes points. Awards shall be presented at the annual meeting to the winners. Awards will be presented to open and youth for the following:
  - 1<sup>st</sup> place thru 10<sup>th</sup> place overall sweepstakes
  - 1<sup>st</sup> place thru 5<sup>th</sup> place in each individual variety
  - 1<sup>st</sup> place thru 3<sup>rd</sup> place in quality points.
7. Any APRC member in good standing who exhibits at the ARBA convention or APRC National show shall receive double sweepstakes points. Awards will be presented to open and youth for the following:  
BOB and BOS  
BOV and BOSV in each variety  
Best Display award
8. An awards committee shall be appointed by the President and have an annual budget, approved by the Board of Directors, to purchase sweepstake awards.
9. Sweepstakes points will only be recorded and reported in the name the member used when joining the APRC. Members choosing to show in a partnership must notify the Sweepstakes Chairperson prior to exhibiting under a partnership name. Partnerships must be from the same family and/or reside in the same state. If a person in a partnership shows under a single name, their points will be accumulated under that single name. No points will be combined or separated during a sweepstakes year. The Sweepstakes Chairperson shall record sweepstakes points only in the names as they appear on show reports.
10. Sweepstake points will be awarded at all American Polish Rabbit Club sanctioned shows. If a youth sanction is not offered in conjunction with an open show, youth points may be earned by exhibiting at the respective open show. If a youth sanctioned show is held in conjunction with an open show, youth points will only be awarded for exhibiting in the youth show.
11. Sweepstakes points to be valued as follows: six (6) times number in class for first; Four (4) times number in class for second; Three (3) times number in class for third; Two (2) times number in class for fourth; One (1) times number in class for fifth. One (1) times number of Polish in the show for Best of Breed. One-half (1/2) times the number of Polish in show for Best Opposite of Sex. Quality points will be valued as follows: Best of breed earns two quality points; best opposite of breed earns one quality point. Quality points are earned only if a minimum of five animals are shown by a minimum of three exhibitors.
12. Class Sweepstakes points for the ARBA Convention shows and Polish National Shows will be earned thru 10 places to be valued as follows: twelve (12) times number in class for first; Ten (10) times number in class for second; Nine (9) times number in class for third; Eight (8) times number in class for fourth; Seven (7) times number in class for fifth; Six (6) times number in class for sixth; Four (4) times number in class for seventh; Three (3) times number in class for eighth; Two (2) times number in class for ninth; One (1) times number in class for tenth.
13. To qualify for Sweepstakes Points, all Polish rabbits shall be entered and judged in their showroom classes as described in the Polish rabbit section of the American Rabbit Breeders Association's Standard of Perfection. Grouping of varieties and/or age classes will not be allowed for sweepstakes points purposes.

## **American Polish Rabbit Club National Show Rules**

1. A National Polish Rabbit Show which shall be sponsored by a State or Regional Polish Rabbit Specialty Club or a Regional All-Breed Club, shall be held once a year, Open and Youth sanctions to be donated by the APRC.
2. This show shall be a sweepstake show, and sponsors shall comply with sweepstake rules except as noted herein, as well as these rules.
3. The National Polish Rabbit Show is awarded for the next one or two consecutive years. All bids should be submitted to the secretary at least thirty (30) days prior to the currently scheduled National Polish Show. A copy of said bid will be provided by the secretary to the Board of Directors, who shall then award the show location.
4. The National Polish Show shall not be awarded more than two (2) show locations in advance.
5. All bids shall be in writing and contain the following information:
  - Tentative dates for the show
  - Exact location of the show
  - Names of persons who will be responsible for supervision of the show
  - Banquet and meeting facilities
  - Motels available
  - Indicate the number of coops available
6. Judges for the National Polish Show shall be obtained by the hosting organization. No judge shall be allowed to judge two (2) consecutive National Polish Rabbit shows; and it shall be the duty of the secretary of the American Polish Club to inform the hosting organization which judges are not eligible.
7. A general membership meeting of the APRC shall be held during the National show.
8. The American Polish Rabbit Club will donate \$150.00 to the club sponsoring the National Polish Show; \$75.00 to be used for Best of Breed and Best Opposite of Breed awards at the National Polish Open Show; and \$75.00 to be used for the Best of Breed and Best Opposite of Breed awards at the National Polish Youth Show.
9. The APRC will not sanction any other show on the same day as the National Polish Show. If a rabbit show(s) is being held in conjunction with the National Polish Show, this show(s) will be granted special permission to hold a sanctioned Polish rabbit sweepstakes show.
10. The National Show Secretary must submit a show report to the APRC Secretary within thirty (30) days of the conclusion of the show.
11. The National Show host club will provide a useable space for an APRC member services booth to collect membership dues and sell APRC merchandise.