

AMERICAN POLISH RABBIT CLUB

Committee Guidelines



1. The President, with the approval of the Board of Directors, shall appoint the standing Committee Chairperson and Committee members, as authorized herein. The President, with approval from the Board of Directors, shall have authority to make such replacements as are considered to be in the best interest of the American Polish Rabbit Club.
2. Each Department and Committee shall be authorized to make such expenditures from Club funds for its operation as are authorized in its annual budget and as approved by the Board of Directors.
3. General Responsibilities of Committee Members: The following shall be, but not limited to, the general responsibilities of all persons appointed to serve on any committee of the American Polish Rabbit Club.
 - A. Each person appointed to serve on any Committee shall be responsible for carrying out the activities as specified within that Committee description or he/she should request to be removed from said Committee.
 - B. Should a member fail to carry out the responsibilities as prescribed, he/she may be removed by the President from said Committee with the approval of the Board of Directors.
 - C. Each member of any Committee shall be responsible for answering all correspondence directed to him/her in a timely manner.
 - D. Each Committee Chairperson shall submit data and information on his/her committee's work at regular intervals, not less frequently than each semi-annual meeting, to the Board of Directors, and shall report to the membership of the Club at each semi-annual meeting, unless otherwise provided.
 - E. Each member of any Committee shall be responsible for making decisions which will be in the best interest of the APRC members.
 - F. All decisions of any Committee must have been approved by a majority of the entire Committee before being presented to the Board of Directors.
4. **Constitution, By-Laws and Show Rules Committee**
 - A. A Committee consisting of not less than three (3) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of reviewing, receiving and/or proposing changes, amendments or resolutions to the Constitution, By-Laws and Show Rules.
 - B. The Chairperson shall be responsible for preparing and submitting any proposed changes, amendments or resolutions to the Board of Directors prior to presentation for the general membership's consideration.
 - C. It shall further be the responsibility of the Chairperson to assure publication of any and all proposed Constitution and By-Laws changes for the consideration of the general adult membership by ballot.
 - D. The Chairperson is responsible for keeping a working copy in a word program of the Constitution and By-Laws. When changes have been approved by the membership a copy of the corrected Constitution and By-Laws must be sent to the Secretary/Treasurer and the Webmaster for web update.

5. Election Committee

- A. A committee consisting of not less than three (3) persons, all living within commuting distance of each other shall be appointed by the President, with approval from the Board of Directors, for the purpose of receiving, opening and tabulating the results of any and all elections or balloting of the general membership.
- B. The Chairperson shall receive the election ballots and as soon after the election mailing deadline as he/she deems practical shall call the Committee together. Election ballot envelopes shall not be opened until the entire Committee is assembled, at which time the Committee shall open the ballots and tally the votes for all the issues voted upon.
- C. It shall be the responsibility of the Chairperson to submit all election or balloting documentation to the Secretary of this Club within ten (10) days of tabulation for validation.
- D. The Secretary shall notify all candidates, the Board of Directors and the webmaster of results following validation. The results will then be posted on the website.

6. Awards Committee

- A. A committee consisting of not less than three (3) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of acquiring awards for the APRC sweepstakes contest and the ARBA Convention.
- B. The Awards Chairperson is responsible for obtaining the final sweepstakes results from the Secretary/Treasurer and/or Sweepstakes Chairperson.
- C. It is the duty of the Awards Committee to be aware of the current sweepstakes rules and budget in order to provide the correct number of sweepstakes awards to the membership.
- D. The committee shall be responsible for the delivery of the sweepstakes awards to the location of National Polish Show.
- E. The Chairperson is to submit the list of awards and financial summary to the Board of Directors for consideration two (2) weeks prior to ordering the Sweepstakes and ARBA Convention awards.

7. Historical Committee

- A. A Committee consisting two (2) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of collecting and preserving historical information about the APRC.

8. Judges Committee (ARBA Convention)

- A. A Committee consisting of not less than four (4) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of obtaining judges for the ARBA Convention.

9. Standards Committee

- A. A Committee consisting of not less than four (4) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of receiving, reviewing and developing any proposed changes to the Standards of the Polish.
- B. The Committee will have the responsibility of preparing any proposed revisions in the Polish breed standards according to the ARBA timelines.
- C. The Chairperson shall publish in the Polish Newsletter revisions under consideration approximately six (6) months prior to the time of the proposed membership vote with the intent of informing the membership.
- D. Changes approved by the Committee shall be submitted to the Board of Directors prior to publication in the newsletter for the membership's vote.

- E. A simple majority vote of the membership, per ARBA rules governing changes in breed standards, is required to approve any changes.

10. Promotional Committee

- A. A committee consisting of not less than three (3) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of purchasing and selling items promoting the APRC.
- B. Design and choice of items shall be at the discretion of the Promotional Committee, with approval from the Board of Directors.
- C. The Promotional Chairperson shall work in close cooperation with the Secretary/Treasurer to establish resale prices on all merchandise.
- D. It is the responsibility of the Promotional Chairperson to work within the current budget set forth by the Board of Directors.
- E. The Chairperson shall submit in writing an itemized inventory to the Secretary/Treasurer after the ARBA Convention and the National Polish Show or as deemed necessary by the Board of Directors.

11. Scholarship Committee

- A. A committee consisting of not less than three (3) persons shall be appointed by the President, with approval from the Board of Directors, for the purpose of accepting applications , determining eligibility and choosing recipients to receive a scholarship sponsored by the APRC.
- B. The Chairperson shall be responsible for the distribution and availability of the APRC scholarship application.
- C. The Chairperson shall be responsible for notifying the Board of Directors the name of the scholarship recipient.

12. Website Committee

- A. The President, with approval from the Board of Directors, shall appoint a Committee consisting of no less than three (3) persons for the purpose of maintaining the APRC Website.
- B. The Committee shall be responsible for recommending the scope and content of the APRC Website to the Board of Directors for approval.
- C. The Committee shall be responsible for submitting updates to the webmaster in a timely manner, making sure all information is the most current available.
- D. The Committee shall be responsible for recommending any changes in the nature or content of the website to the Board of Directors for their approval.

13. Ad Hoc Committees

- A. At the discretion of the President, with approval from the Board of Directors, a specific purpose Committee may be appointed to carry out the objective of the Committee. At the completion of that objective the committee shall be discharged.