

CONSTITUTION AND BY-LAWS
AMERICAN TAN RABBIT SPECIALTY CLUB

With revisions through December, 2004
CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the American Tan Rabbit Specialty Club.

ARTICLE II - OBJECTIVES

Section 1: To promote, encourage, and improve the breeding of the four varieties of the Tan Rabbit.

Section 2: To maintain an active publicity program.

Section 3: To disseminate authentic information to the members and any interested persons regarding the four varieties of the Tan Rabbit.

Section 4: To encourage the exhibition of the Tan Rabbit.

ARTICLE III - AFFILIATION

This organization shall be affiliated with the American Rabbit Breeders Association, Incorporated.

ARTICLE IV - MEMBERSHIP

Section 1: Any person of good moral character and reputation and in accord with the objectives may become a member of this organization upon presentation of a signed application together with membership fee for at least one (1) year to the Secretary-Treasurer.

Section 2: Term of membership to be one (1) year from the date of the application submitted, provided same is received by the Secretary/Treasurer within thirty (30) days of said date, otherwise, membership will start upon dues being received by the Secretary/Treasurer.

Section 3: The Board of Directors reserves the right to reject any application for membership or renewal.

ARTICLE V - OFFICERS

Section 1: The officers of this organization shall consist of a President, Vice-President, Secretary-Treasurer, and nine (9) Directors. There will be one Director from each of the ARBA Districts. These twelve (12) shall consist of the Board of Directors.

Section 2: The officers shall be elected biannually from and by the membership by mail ballot. The President, Secretary-Treasurer, and five (5) Directors shall be elected on even numbered years. The Vice-President and four (4) Directors shall be elected on odd numbered years. In regard to district directors, a member may vote only for those candidates running to represent the district in which the member resides.

Section 3: To be eligible for election to office, a member must own and be actively engaged in breeding and/or showing Tan Rabbits. In addition, any person wishing to run for

office must have been a member of the American Tan Rabbit Specialty Club for at least two (2) years.

Section 4: All officers terms shall commence at the beginning of new business at the Annual Meeting.

Section 5: Any vacancies in office shall be filled by appointment by the President, subject to the approval of the Board of Directors.

ARTICLE VI - MEETINGS

Section 1: The Annual Membership Meeting shall be held during the Annual Convention of the American Rabbit Breeders Association, Inc.

Section 2: The President may call as many additional membership or Board of Directors meetings as he/she deems necessary to transact the annual business.

Section 3: Five (5) members present at the annual meeting shall constitute a quorum.

Section 4: At the annual meeting, the members present will be asked to select the judge of their choice three years in advance. Following the close of nominations, the names presented will be voted on by those members in good standing in attendance at the annual meeting. The judge receiving the highest number of votes will be selected to judge the Tans at the convention three years following his/her selection at the annual meeting. This name will be sent by the Secretary-Treasurer to the ARBA before the end of the year.

ARTICLE VII - DISCIPLINE

Section 1: Charges of misconduct may be filed by a member against any other member. Charges must be filed with the Secretary/Treasurer in writing. This document must provide full details in support of the grievance filed.

Section 2: In the event of preferment of charges, the member against whom the charges have been filed shall be furnished a complete statement of the charges by the Secretary/Treasurer and shall be allowed thirty (30) days to file a reply.

Section 3: The charges, together with the reply (if received), shall be furnished to each member of the Board of Directors for their consideration.

Section 4: The Board of Directors may, by a two-thirds (2/3) vote suspend or expel the member. Less than two-thirds (2/3) vote shall constitute acquittal of the charges.

Section 5: Any member or persons suspended, expelled, or otherwise rejected shall not be eligible for reinstatement for a period of at least one (1) year from the time of suspension or expulsion. The Board of Directors must authorize reinstatement.

Section 6: Any Officer who shows a lack of interest in his official duties or who fails to answer correspondence on club matters from his fellow officers shall be asked by the President and/or Board of Directors to resign said office.

ARTICLE VIII - AMENDMENTS

Section 1: An amendment to be presented for consideration must be signed by a (1) member in good standing.

Section 2: Any amendment to be considered by the members at the Annual Meeting must first be submitted to the Constitution and By-Laws Committee Chairperson postmarked no later than July 15th of any year. The committee chairperson will then send copies of the proposed changes to committee members no later than August 15th. Committee members are to read and study the proposed changes carefully and report back to the chairperson no later than September 15th. The committee chairperson will send a copy of the proposed changes to the Secretary-Treasurer. The proposed changes must reach the Secretary/Treasurer prior to the Annual Meeting.

Section 3: Any amendment to the Constitution and By-Laws will be read and discussed at the Annual Meeting. The relative worth of the proposed amendments will subsequently be published in the Tan Tribune. All amendments will then be acted upon by a vote of the entire membership by mailed ballot. This ballot may be included in the Tan Tribune.

Section 4: A two-thirds (2/3) majority of the votes cast is required for the adoption of any amendment.

Section 5: All ballots shall be counted by the Election Committee.

BY-LAWS AMERICAN TAN RABBIT SPECIALTY CLUB

With revisions through December 2004

ARTICLE I - DUES

Section 1: Membership dues shall be \$13.00 a year for a new single membership, and \$8.00 yearly to renew after that; \$17.00 for a new husband/wife membership, \$12.00 a year to renew; \$10.00 for a new youth membership (through age 18), \$5.00 a year to renew; \$20.00 for a new family membership (family being parent/parents and all youth through age 18), \$15.00 yearly to renew; and \$80.00 for a new lifetime membership, or \$75.00 for current yearly members wishing to become life members. All dues must accompany membership applications.

Section 2: Upon expiration of dues, providing renewal has not been received, the Secretary-Treasurer shall at once notify the member, and those not paying within thirty (30) days after their expiration date shall be dropped from the rolls. Renewals received within sixty (60) days after their expiration date shall be dated back to the expiration date of the previous membership.

ARTICLE II - DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of this organization, act as Chairman

of the Board of Directors, appoint all committees and call any special meetings he/she deems necessary. He shall fill any vacancies in office, subject to the Board of Directors approval. He/she shall be an ex-officio member of all committees.

Section 2: The Vice-President shall perform all duties of the President in the event of his/her absence or disability. In the event of resignation or otherwise, vacated of the office of President, the Vice-President shall automatically succeed him/her in office.

Section 3: The Secretary/Treasurer shall receive and act upon all applications for membership; shall act upon all applications for sanction of shows; shall notify all members of meetings either by publication or individual notice; shall notify all members of expirations of dues; shall keep an accurate record of all meetings; shall act promptly on all correspondence directed to his/her office and shall consult and advise the Board of Directors on all matters of policy as he/she deems unusual or advisable.

Section 4: The Secretary/Treasurer shall also be custodian of all property and funds of this organization; shall make all purchases; pay all debts and transact all business authorized by the Board of Directors; shall maintain a bank account in the name of the organization; shall maintain a set of books and records suitable to the Board of Directors and make an annual report to the membership showing the current financial standing. The Secretary-Treasurer shall send a copy of the monthly bank statement to the President for his records and he/she shall obtain bond for the protection of the Secretary/Treasurer and the club. The Secretary-Treasurer shall prepare and send, bi-monthly, a financial status report to the Editor of the Tan Tribune for publication purposes.

Section 5: The Board of Directors shall carry out the decisions of this organization and transact all necessary business for the welfare of this organization.

ARTICVLE III - COMMITTEES

Section 1: The Ballot Committee shall consist of a Chairperson and one (1) aide, both residing within commuting distance of each other. The Ballot Committee Chairperson must be a member of the ARBA and shall not be eligible for election to office during his/her term. Chairperson of the committee shall receive all ballots. The committee will count ballots at the proper time, tabulate the results, and certify the results to the President and Secretary-Tresurer within ten (10) days after the counting date.

Section 2: Any special committees deems advisable by the President or authorized by the Board of Directors or the membership may be appointed by the President and given specific assignment. At the completion of their assignment, they shall be discharged.

Section 3: The Constitution and By-Laws Committee shall consist of a committee of three (3) with one being appointed the Chairperson. This committee will study the proposed Constitution and By-Laws amendments, additions and deletions and give their evaluation of each proposal. Each proposal and evaluation will be published in the Tan Tribune, then the general membership will vote.

Section 4: The sweepstakes person shall:

- 1) Keep accurate account of points for each member, adult and youth.
- 2) Keep accurate points by each district for each member, adult and youth.
- 3) Keep accurate points by each variety for each member, adult and youth.
- 4) Keep accurate record of how many Best In Shows, Reserve In Shows, Best 4 Class, Best of Breeds, and Best Opposite Sex of Breeds wins for each member, adult and youth.
- 5) A report of all the above is to be sent to the Tan Tribune editor by the deadline of each issue, along with the following: List of top 20 point winners in open and top 10 point winners in youth.
- 6) A final sweepstakes report at the end of the sweepstakes year with total points of each member, regardless of the number of points, adult and youth, are to be sent to the Tribune editor for publication.

ARTICLE IV - VOTING PROCEDURE

Section 1: Any member of this Association in good standing, wishing to become a candidate for any elective office of the Association, shall write to the Secretary/Treasurer for a nominating petition, which the Secretary/Treasurer shall supply. The nominating petition shall be completed by the member and shall show the member's name and the office for which he/she desires to be a candidate, and shall, in addition, be signed by one (1) member of this association in good standing. The petition shall be mailed to the Secretary/Treasurer of the association with a postmark of not later than midnight of May 31st. The Secretary-Treasurer shall place the name of the member appearing on the petition and the office for which he/she is a candidate on the election ballot. Election ballots shall be numbered consecutively and mailed on July 15th of each year to each member of the association in good standing on that date. The ballots shall have a postmark mailing deadline. An envelope addressed to the chairperson of the ballot committee, by name and address, shall accompany each ballot with the word "ballot" written in the lower left-hand corner. Each voting member shall mark his/her ballot, place it in the envelope mailed with the ballot, seal same and mail directly to the chairperson of the ballot committee. The ballot committee shall count all ballots received, counting to be done on the 10th day following the postmark deadline. A certified copy of the results is to be sent to the President and Secretary-Treasurer within ten (10) days of the counting date. Any ballot having a late postmark is not to be opened, but placed in a sealed envelope along with the ballots and forwarded to the Secretary-Treasurer. Ballots are to be kept by the Secretary-Treasurer for one (1) year, to be opened only in the event that there is a demand for a recount.

Section 2: The Secretary-Treasurer shall inform the nominees and the Board of Directors of the results and shall declare the nominees having the highest number of votes elected.

Section 3: The officers-elect shall assume office at the beginning of the new business at the annual meeting.

Section 4: In the case of only one candidate running per office, the Secretary-Treasurer will cast one vote to elect these candidates and save the association money and postage.

Section 5: The judge who judges Tans at convention will be ineligible for nomination at that year's annual meeting.

ARTICLE V - COMPENSATION

Section 1: The Secretary-Treasurer shall receive 10% of Membership dues, sanctions and 10% of the profit of publicity items sold during the business year as full compensation for his/her

services, as well as \$100.00 for attending Tan Nationals, and \$150.00 for attending the National ARBA Convention.

Section 2: The Editor of the Tan Tribune will receive 10% of all ads. The Editor will also receive a yearly stipend of \$150.00.

Section 3: The chairman of the sweepstakes committee will receive a yearly stipend of \$150.00.

Section 4: The webmaster will receive a yearly stipend of \$150.00.

ARTICLE VI - TAN TRIANGLE AWARD

Section 1: The Tan Triangle Award may be awarded annually to the Tan Fancier who has done the most most to promote Tans and the Tan Club that calender year providing the Tanner nominated fulfills the requirements outlined by the Board of Directors.

Section 2: Each member shall be given the opportunity to nominate a contestant for the Tan Triangle Award
for the past calender year. The nomination shall include a brief statement setting forth the qualifications of the contestant. Members submitting the nomination shall forward such to the Secretary-Treasurer no later than January 31th of the new calender year.

Section 3: The top five (5) names in number of nominating votes received shall be given to the Board for their decision. The Board will make their decision by the end of February.

Section 4: If only one (1) name is presented, the Board of Directors will give proper consideration to this person's qualifications for said award.

Section 5: The President shall issue a ballot by the end of March to all Officers and Directors indicating the five (5) nominees with the most nominating votes from the membership, accompanied by the statement of qualifications.

Section 6: Ballots from the Officers and Directors shall be returned to the President by the last day of April.
Ballots must be signed. No Officer or Director may vote for him/herself, if he/she is a nominee.

Section 7: The nominee receiving the most votes from the officers and directors, shall be the recipient of the
Tan Triangle award for the past calender year. The President shall direct the Secretary-Treasurer
to order an engraved plaque for the recipient of the Tan Triangle Award. The Secretary-Treasurer
shall also notify the recipient by letter. Results shall be published in the Tan Tribune
newsletter
as soon as possible. If the recipient is present at the convention, the award will be made there, otherwise the award will be mailed.

ARTICLE VII - TAN TANKARD AWARD

Section 1: The judge judging the ARBA national show will receive an engraved tankard for honoring us with his/her services. This tankard is to be awarded at the ARBA Convention.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The Rules of Parliamentary procedure comprised in Robert's Rules of Order shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws.

ARTICLE IX - ORDER OF BUSINESS

- 1) Call to Order
- 2) Roll Call
- 3) Reading of Minutes
- 4) Report of Executive Committee
- 5) Report of Secretary-Treasurer
- 6) Report of Committees
- 7) Communications
- 8) Unfinished Business
- 9) New Business
- 10) Adjournment

ARTICLE X - AMENDMENTS AND RESOLUTIONS

Refer to Constitution, Article VIII

TAN TRIBUNE EDITORIAL POLICIES

- Rule 1: The Tan Tribune is to be the official publication of the ATRSC. It shall inform members of all news pertaining to the club, shall inform members of their dues expiration date, shall list new members, shall give show reports, list upcoming shows, give sweepstakes reports, give all news pertaining to the raising, exhibiting and betterment of the Tan Rabbit.
- Rule 2: The Tan Tribune Editor shall be appointed and approved by a majority vote of the officers and directors of the club. Subsequently, the Editor may be removed at any time by a majority vote of the officers and directors of the club.
- Rule 3: The Editor has the right to refuse to print any article that is not in the best interest of the club or the Tan Rabbit with the approval of the Board of Directors.
- Rule 4: All letters to the Editor must be signed in order to be printed. You may request that your name not be used in the Tribune if you do not want your name printed.
- Rule 5: The Tan Tribune is to be published bi-monthly.
- Rule 6: The Editor, upon completion of printing and mailing of the Tan Tribune, shall send copies of all bills to the Secretary-Treasurer, who, upon receipt of said bills will make such payment. The Editor is not to obligate the club to any expenditures except those directly related to publishing and mailing of the Tribune.

Rule 7: The Secretary-Treasurer shall furnish the Tan Tribune editor an up-to-date financial report for each issue of the Tan Tribune published.

FORMING OF A TAN CLUB

Contact ARBA Secretary for information.

SWEEPSTAKES SHOW RULES - OPEN AMERICAN TAN RABBIT SPECIALTY CLUB

In order to stimulate the exhibition of Tan Rabbits in all shows, the American Tan Rabbit Specialty Club has approved the following rules to govern these shows:

- Rule 1: No club or association shall hold a Tan sweepstakes show unless their show is sanctioned by the American Rabbit Breeders Association, Inc.
- Rule 2: No club or association shall hold a Tan sweepstakes show without written permission from the Secretary of the American Tan Rabbit Specialty Club.
- Rule 3: A Tan sweepstakes sanction can only be issued to ARBA chartered clubs or associations.
- Rule 4: All requests to hold a Tan sweepstakes show shall be placed in the Secretary's hands at least thirty (30) days prior to the show date, accompanied by a fee of \$10.00 and the sponsoring club's ARBA code number.
- Rule 5: Announcement of a Tan sweepstakes show must appear on the cover or on the page containing the Tan specials of the show catalog.
- Rule 6: To qualify for the Tan sweepstakes points the exhibitor must be a member of the American Tan Rabbit Specialty Club or join before the close of the show.
- Rule 7: The club or association holding the Tan sweepstakes show must offer \$5.00 for Best of Breed and \$3.00 for Best Opposite Sex of Breed or a prize of comparable value when there are at least ten (10) paid entries.
- Rule 8: The sweepstakes form of winners is to be returned to the sweepstakes chairman of the American Tan Rabbit Specialty Club within thirty (30) days.
- Rule 9: Sweepstakes points shall be accumulated by members in good standing as follows:
6 times the number in the class for 1st
4 times the number in the class for 2nd
3 times the number in the class for 3rd

2 times the number in the class for 4th
1 times the number in the class for 5th
1 times the number of Tans in the show for B.O.B.
1/2 times the number of Tans in the show for B.O.S.

Rule 10: Sweepstakes series to run from July 1st of one year to June 30th of the next year. Any sweepstakes reports not returned before September 16th will be void. Ten (10) awards will be given to the ten (10) point leaders in the overall sweepstakes, five (5) awards will be given to the five (5) point leaders in each variety (i.e. the top five point leaders in the Black variety sweepstakes will receive awards, as will the top five leaders in each of the other variety sweepstakes).

Rule 11: Points to be computed on actual number of Tans judged, and not on the number of Tans entered (class money, payback, and required special based on paid entries).

Rule 12: The American Tan Rabbit Specialty Club offers pins to record the total number of BOB, BOS, Best Four Class, Reserve in Show, and Best in Show wins recorded in the sweepstakes year by each member. These pins are furnished to members in good standing yearly by the ATRSC.

Rule 13: The American Tan Rabbit Specialty Club offers a rosette for winning all Best of Varieties awards at a given show when:
1) Show sanctioned by ARBA and ATRSC.
2) Winners are members in good standing with ATRSC at the time of judging.
3) Five or more rabbits are shown in each variety with at least three exhibitors in each variety.
4) Individual has won all four BOV awards.
Awards to be presented at ATRSC awards ceremony at the annual ARBA convention.

Awards will be mailed to those unable to attend.

Rule 14: The following may be printed in the show catalog or premium list:
Official Tan Sweepstakes Show: Secretary (current name and address)
Sanction fee \$10.00
Dues:
Single - new \$13.00; renewal \$8.00
Husband/Wife - new \$17.00; renewal \$12.00
Youth - new \$10.00; renewal \$5.00
Family - new \$20.00; renewal \$15.00
Lifetime - new \$80.00; renewal \$75.00

SWEEPSTAKES SHOW RULES - YOUTH AMERICAN TAN RABBIT SPECIALTY CLUB

In order to stimulate the exhibition of Tan Rabbits among the youth, the American Tan Rabbit Specialty Club has approved the following rules to govern a separate youth sweepstakes:

Rules 1, 2, 3: Same as open

- Rule 4: All requests to hold a Tan sweepstakes show shall be placed in the Secretary-Treasurer's hands at least thirty (30) days prior to the show date, accompanied by a fee of \$4.00 and the sponsoring club's ARBA Youth code number.
- Rule 5, 6, 7, 8, 9: Same as open
- Rule 10: Sweepstakes series to run from July 1st of one year to June 30th of the next year. Any sweepstakes reports not returned before September 16th will be void. Five (5) awards will be given to the five (5) point leaders in the overall sweepstakes. Three (3) awards will be given to the three (3) point leaders in each variety (i.e. the top three point leaders in the black variety sweepstakes will receive awards, as will the top three leaders in each of the other variety sweepstakes).
- Rule 11, 12: Same as open rules
- Rule 13: \$5.00 for BOB, \$3.00 for BOS or an award of equal value will be awarded.
- Rule 14: A: When both open and youth shows are offered at the same show, points earned in open by a youth member will have their points counted towards open sweepstakes. Points earned in youth remain as youth points.
 B: Points earned in open shows, when there is no youth show offered, will be counted towards youth sweepstakes.
 C: Youth members will have the choice of having points earned in open shows, when there is no youth show offered, to remain as open points with the following requirements:
 C(a): The youth will make their intentions known to the sweepstakes chairman in writing by August 1st of the current sweepstakes year. (New youth members will have 30 days from date offering to make their intentions known to the chairman).
 C(b): This intention will remain in effect for the full sweepstakes year.
 C(c): With no written notice the sweepstakes chairman will count points according to the guidelines in item A and B as written above.

NATIONAL ALL-TAN SHOW RULES

- Rule 1: There will only be one (1) National All Tan show a year. It must be held between March 1st and May 31st, of any year. It may be scheduled for one or more days.
- Rule 2: The American Tan Rabbit Specialty Club will grant a free sweepstake to the club Or association holding the National All-Tan show. The ATRSC offers these Specials awards to the members of the All Tan show: a tankard for each Best of Variety, provided there are at least 10 of that color competing.
- Rule 3: There will be no tan sweepstakes show sanctions on the date(s) of the National All tan show within a radius of 500 miles.

- Rule 4: The National all tan show shall be given free national publicity in the Tan Newsletter and any other publications which will willingly cooperate. The ATRSC shall make every effort to have members exhibit and assist at this Show.
- Rule 5: The National all tan show shall be awarded at the annual meeting of the ATRSC held at the ARBA Convention each year. This show shall be Awarded two (2) years in advance. (Example: the 2007 show will be awarded At the 2005 national convention.) All bids must be presented by formal Letter and be in the hands of the secretary prior to the meeting. If for any Reason the show cannot be awarded at this time, the president shall ask for Bids and the board of directors shall pick the host club.
- Rule 6: The sponsoring club, through its show officials, should solicit specials, and Handle the financial matters pertaining to that show.
- Rule 7: The show officials setting up the program for the national all tan show are Asked to submit the name of the judge, the judging schedule, and club Meeting time to the ATRSC board of directors for approval before their Catalog is printed.
- Rule 8: The sponsoring club shall submit the names of three (3) judges to the Secretary/treasurer so s/he can ask for a board of directors vote of the Judges. This to assure exhibitors of receiving a qualified tan judge.
- Rule 9: The sponsoring club or association may make arrangements to use ATRSC Signs and displays such as those used in the ARBA Convention booths By guaranteeing their safe return.
- Rule 10: A bonus award of 400 sweepstakes points will be awarded to any member Who makes a grand slam. This means winning a complete set of four (4) Tankards to be awarded at the all tan show.
- Rule 11: Any ARBA chartered club may host the national all tan show. This show May be held in conjunction with a local club show. However, the national All tan show must be judged first. Local club cannot require those Exhibiting in the national show to show in their local club show.

AWARDS

- Rule 1: The member who recruits the most new members each year will receive one Year's free membership.
- Rule 2: The youth member who travels the farthest distance to the ARBA Convention each year will receive one year's free membership. .