

THE LONE STAR CAVY CLUB
CONSTITUTION AND BY-LAWS

- ARTICLE 1. NAME AND AFFILIATION**
- Section 1. The Name of this organization shall be The Lone Star Cavy Club.
- Section 2. It shall be affiliated with the American Rabbit Breeders Association as a State Specialty Club and shall keep that affiliation by maintaining its charter.
- Section 3. It shall be affiliated with the Texas Rabbit Breeders Association and will maintain membership by paying yearly dues.
- Section 4. It shall be affiliated with the American Cavy Breeders Association.
- ARTICLE 2. PURPOSE**
- Section 1. The purpose of The Lone Star Cavy Club shall be to promote the breeding and improvement of the cavy.
- Section 2. To promote interest in the cavy as an exhibition, pet, and fun animal.
- Section 3. To maintain information for the betterment of cavy enjoyment and to furnish, at minimum cost, this information to its members.
- Section 4. To promote and conduct exhibitions of cavies and to hold at least one (1) cavy exhibition each year.
- Section 5. To conduct ourselves and the affairs of this club in such a manner so as to set an example in fun and good sportsmanship and cooperation. To encourage other individuals to become members of this club and experience the charm of the cavy.
- ARTICLE 3. HEADQUARTERS**
- Section 1. The office and headquarters for The Lone Star Cavy Club shall be within the state of Texas.
- Section 2. The office and headquarters shall be located within the office of the Secretary.
- ARTICLE 4. MEMBERSHIP**
- Section 1. Membership in The Lone Star Cavy Club shall be available to all individuals subscribing to the purposes stated in Article 2.
- Section 2. Application for membership can be made by submitting an application form or other paper, indicating desire to become a member, type of membership sought, name and address, age(for youth membership only), signature and payment of at least one (1) years dues to the Secretary.
- Section 3. There shall be at least three (3) classes of memberships in this club:
- (1) Adult membership-available to Texas residents and surrounding states, allowed one vote per member.
 - (2) Out-of-state membership-this type of membership allowed and are non-voting members.

(cont)

ARTICLE 4.

- (3) Youth membership-seventeen (17) years of age or younger, not eligible to vote. A Youth, after becoming a member, attaining eighteen (18) years of age shall be allowed to hold Youth membership until the end of their current membership year. The Board of Directors, may at its option, establish additional types of memberships along with fees for said membership.
- Section 4. Out of state memberships shall be ineligible to hold by election or appointment, any position on the Board of Directors.
- Section 5. Youth members fifteen (15) or older shall be eligible to hold by election or appointment a position on the Board of Directors to represent youth members. Unless See Article 5 Section 6.
- Section 6. Youth, fifteen (15) years of age or older, upon payment of dues for, and acceptance of Adult membership, shall be eligible for appointment or election to a position on the Board of Directors.
- Section 7. The cost of various classes of memberships shall be set by the Board of Directors, reviewed and revised on a periodic basis to assure financial soundness of this club.
- Section 8. All membership fees shall be paid in US funds.
- Section 9. A membership year shall be defined as twelve (12) months beginning the first of the month following receipt and acceptance of one (1) years dues and membership application by the secretary.
- Section 10. Any expired membership, renewing within two (2) months of their previous membership expiration date shall not have a new membership year as described in section 9. They shall be reinstated in membership with their membership year to begin the first of the month following their previous expired membership.

ARTICLE 5.

OFFICERS AND ELECTIONS

- Section 1. The elective Officer of the club shall be a President, Vice-President, Secretary/Treasurer, and four (4) or more Directors. These persons shall make up the Board of Directors.
- Section 2. Officers and Board of Directors shall be elected by and from the membership yearly. The Office of Secretary and Treasurer may be combined. Any member in good standing may run for office.
- Section 3. The Nominating Committee shall in the month of October present to the Board of Directors, a list of nominated members who wish to be elected to office and declare office sought. The Board of Directors shall prepare a ballot to be sent to each member eligible to vote. Members shall vote and send the ballots to the Secretary or other party appointed by the President.
- Section 4. All new elected officers shall take office January 1st of each year. They shall enter upon the discharge of their duties at the first board meeting following their election.
- Section 5. Only one (1) Youth, as described in Article 4., Section 5., may serve on the Board of Directors at a time.
- Section 6. Each elected or appointed Officer shall keep their membership in good standing for the duration of their term in Office or shall automatically be disqualified from Office and that office shall automatically be declared a vacancy by the Board of Directors.

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ARTICLE 5.

Section 7.

In the event the Office of the President shall become vacant for any reason, the Vice-President shall assume that Office. The Board of Directors shall appoint one of their members to the Office of Vice-President when it becomes vacant for any reason.

Section 8.

When a vacancy in any other elected Office occurs for any reason, the vacancy shall be filled by appointment from the membership by the President, approved by the Board of Directors.

Section 9.

If the event of vacancies in the elected offices cause an inability of the Board of Directors to constitute a quorum, the remaining members of the Board of Directors shall appoint individuals from the membership to fill said vacancies.

Section 10.

If any member of the Board of Directors assuming an Office they were not originally elected to, will complete the term of the assigned Office. (No individual may hold more than one (1) elected Office at any given time.)

Section 11.

Any elected Office shall automatically be considered a vacancy if the member holding said Office has failed to attend two (2) or more consecutive meetings, unless cause for the absence is approved by a majority of the members attending said meetings. At the third consecutive meeting said vacancy will be filled in accordance with the constitution and by-laws

Section 12.

All Officers of this club shall be current members of the other associations to which this club is affiliated. They shall at all times, while holding an office in this club keep such memberships in good standing.

ARTICLE 6.

DUTIES OF THE OFFICERS

Section 1.

The President shall be the Chief Executive of this club and shall preside at all meetings. He/she shall have the authority to call any meeting deemed necessary in addition to the meetings set forth by the constitution and by-laws. He/she shall appoint all committees. He/she shall have the authority to appoint, dismiss, and replace members of all committees.

Section 2.

The Vice-President shall assume the duties of the President, in the event of the absence or disability of the President.

Section 3.

The Secretary shall be the recording officer of this club and the custodian of all its records. He/she shall maintain complete files of all documents and records of the affairs of this club.

Section 4.

The Treasurer shall collect all money, pay such bills as authorized by the Board of Directors and keep a record of all income and expenditures of this club. He/she shall make at least one (1) quarterly financial report to the Board of Directors and an annual report to the membership, along with a copy of said report to the Secretary for the files. The Treasurer shall be bonded at the club's expense. The Treasurer shall keep current the club's liability insurance.

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ARTICLE 6.

Section 5.

The Board of Directors shall have charge of the various business transactions, and authorize the expenditure of moneys by and for this club. They shall act on matters as directed by the membership at the membership meetings. They shall appoint an auditing committee to audit the Treasurer's books in the month of November, the results there of to be reported to the membership at the annual December membership meeting.

ARTICLE 7.

SALARIES

Section 1.

No member or Officer of this club shall receive any salary or compensation for the normal conduct of his or her duties.

Section 2.

Expenses incurred by a member or Officer and by the club may be reimbursed by this club. Such reimbursements are not to be paid until approved by the Board of Directors. Expenditures of over \$200 must be approved by The Board of Directors prior to purchase.

ARTICLE 8.

MEETINGS

Section 1.

This club will hold at least one (1) meeting in each quarter of the year, of the Board of Directors, to be called Board of Director meetings.

Section 2.

This club shall hold at least one (1) meeting per year of membership to be called an Annual Membership Meeting. Said meeting to be held in the month of December. Other meetings may be held as desired at shows or other locations requested by the members. The date, time, and place are to be voted upon by the membership at the preceding meeting.

Section 3

All members of the Board of Directors shall be notified of all meetings. All membership within the state of Texas shall be notified of all membership meetings. Notification shall be at least seven (7) days prior to the holding of said meeting. Notification can be by letter, phone, or email.

Section 4.

The President shall preside at all meetings and the Secretary shall act as Recording Officer. In the absence of the President, the Vice-President shall preside. In the absence of both the President and the Vice-President, the attending members shall appoint one of their members to act as Chairman for that meeting. In the absence of the Secretary, the President shall appoint one of the Board members to act as Recording Officer for that meeting. The Recording Officer shall forward to the club Secretary a copy of the minutes of the meeting for the club's records.

Section 5.

At membership meetings a quorum shall consist of a majority of members present. At Board of Directors meetings no less than five (5) of the Board of Directors shall constitute a quorum.

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ARTICLE 8.

Section 6.

The following is a guide for the order of business and should be adhered to whenever possible:

1. Call to order
2. Roll call of officers
3. Reading of the minutes of previous meetings
4. Treasurer's report
5. Correspondence and communication
6. Reports of committees
7. Unfinished business
8. New business
9. Good of the order
10. Set time and place for next meeting
11. Adjournment

Robert's Rules of Order shall guide the conduct at the meetings of this club. Any problems not covered by this club's constitution and by-laws shall be resolved by using the ARBA constitution and by-laws and Robert's Rules of Order.

ARTICLE 9.

Section 1.

COMMITTEES

The following committees shall be appointed by the President:

1. Club show committee
2. Membership committee
3. Nomination committee
4. By-laws committee

Section 2.

A document for each committee and describing the duties and responsibilities of said committee shall be maintained in the Secretary's files of this club. The Board of Directors shall periodically review and revise if necessary these documents. Each document shall contain the signature and date of approval of at least five (5) members of the Board of Directors.

Section 3.

Once appointed, Committees shall remain until replaced or dismissed as authorized by the Constitution and By-Laws.

Section 4.

The following Committees are suggested but not mandatory. They are listed as a guide to an efficient operation of this club.

1. Publicity Committee
2. Ways and Means Committee
3. Specials Committee
4. Catalog Committee
5. Newsletter Committee
6. Librarian

ARTICLE 10.

Section 1.

AMENDMENT AND ALTERATIONS

The membership may amend or repeal this Constitution and By-Laws.

Section 2.

Any alteration of or amendment to the Constitution and By-Laws shall be offered by petition, the petition shall be in writing and signed by at least ten (10) members in good standing and sent to the By-Laws Committee. The petition must state the Article and section to be amended, added, or deleted, and the text to be replaced or to be added to the Constitution and By-Laws.

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ARTICLE 10.

Section 3.

The By-Laws Committee shall cause this amendment, at least thirty (30) days prior to the voting deadline there of, to be sent in writing to all voting members along with a ballot. After voting, the member shall seal the ballot and return it to the Secretary of this club or to a specially appointed Ballot Chairperson on or before the closing date of the voting.

Section 4.

Any amendment shall become effective upon passage or at such time as specified in the petition.

Section 5.

A two-thirds majority of the members voting shall be required to alter the Constitution and By-Laws.

Section 6.

The By-Laws Committee shall maintain for the Secretary's files a complete up to date copy of this Constitution and By-Laws along with all amendments and alterations and their revision date and shall send all approved changes to the ARBA Secretary within sixty (60) days. They shall also maintain for the Secretary's files a current copy of the Rules and Regulations of this club.

ARTICLE 11.

PASSAGE OF THIS DOCUMENT

Section 1.

Upon approval of this Constitution and By-Laws by the membership in accordance with Article 10., Section 3., it shall go into effect immediately and bear the date of it's passage on all subsequent publications.

Section 2.

Upon passage of this Constitution and By-Laws, the offices of the President, Vice-President, Secretary, and Treasurer shall assume the duties herein described.

ARTICLE 12.

REMOVAL OF MEMBER(S) FOR JUST CAUSE

Section 1.

A Grievance Committee shall investigate any written and signed complaints regarding a member.

Section 2.

Their finding shall be presented to the Board of Directors. A date, time, and place for the meeting for resolution of the grievance shall be made to all members and the accused. This requires a ten (10) day notice.

Section 3.

Just cause includes violation of this Constitution and By-Laws, violation of ARBA Constitution and By-Laws, and behavior harmful to this club. This latter shall be decided by the Board of Directors and requires two-thirds vote of the Board of Directors.