

# **Pioneer Cavy Fanciers Constitution and By-Laws**

## **ARTICLE I. NAME AND AFFILIATION**

- Section 1. The Name of this organization shall be the Pioneer Cavy Fanciers.
- Section 2. This organization shall be affiliated with the American Rabbit Breeders Association (ARBA) as a Local Specialty Club and shall maintain that affiliation by paying its yearly dues.
- Section 3. This organization shall be affiliated with the American Cavy Breeders Association (ACBA).
- Section 4. This organization shall be incorporated in the State of Idaho as Pioneer Cavy Fanciers, Inc., but will be known as Pioneer Cavy Fanciers. It will be the treasurer's responsibility of keeping the State of Idaho up dated on club business and reporting of tax information.

## **ARTICLE II PURPOSE**

- Section 1. To promote interest in cavies as a pet, breeding, showing and marketing animals, in Idaho, Utah, Montana, Nevada, Wyoming, Eastern Oregon, and Eastern Washington.
- Section 2. To encourage, educate and promote the breeding, showing and improvement of the cavy.
- Section 3. To provide a center of reliable information and to collect and disseminate data to members.
- Section 4. To promote and conduct exhibitions of cavies and to hold at least one (1) ARBA Sanctioned cavy show each year.
- Section 5. To conduct ourselves and the affairs of this organization in such a manner so as to set an example in good sportsmanship and cooperation to encourage other individuals to become members of this organization.

## **ARTICLE III MEMBERSHIP**

- Section 1. Any person of good character, interested in breeding or promoting the best interest of the Cavy and Pioneer Cavy Fanciers may become a member of this organization by payment of dues and by agreeing to comply with and abide by all rules and regulation of this organization as set forth by the Constitution and By-Laws of this organization, ARBA and ACBA. Members must reside in Idaho, Utah, Montana, Nevada, Wyoming, Eastern Oregon, or Eastern Washington.
- Section 2. Membership application along with at least one year's set dues, in American currency or personal check are to be mailed or delivered to the Secretary and/or Treasurer of this organization.
- Section 3. There shall be at least three (3) classes of membership in this organization:  
(1) Adult membership - this membership is eligible to vote.  
(2) Family or partner membership (all living at the same residence)-all adult and youth members thirteen (13) years of age or older are eligible to vote.  
(3) Youth membership-seventeen (17) years of age or younger. A Youth, after becoming a member, attaining eighteen (18) year of age shall be allowed to hold

youth membership until the end of their current membership year. Youth 12 and under are not eligible to vote or hold office. Youth 13 and older may vote and hold the office of Youth Director.

The Board of Directors may, at its option, establish additional types of memberships along with fees of said memberships.

- Section 4. The cost of various classes of membership shall be set by the Board of Directors, reviewed and revised on a periodic basis to assure financial soundness of this organization.
- Section 5. A membership year shall be defined as twelve (12) months of beginning the first of the month following the receipt and acceptance of at least one (1) year's dues and membership application to the Secretary.
- Section 6. Members in good standing shall be eligible to renew their membership by payment of a membership fee. Any expired membership, renewed within two (2) months of the previous membership expiration date shall not have a new membership year as described in Section 5. They shall be reinstated in membership with their membership year to begin with the first of the month following the previous expired membership.
- Section 7. The board of directors reserves the right to accept or reject, for cause, any application for membership or renewal.

#### ARTICLE IV OFFICERS AND ELECTIONS

- Section 1. The elective Officers of this organization shall be a President, Vice President, Secretary, Treasurer, three Directors, one director may be a youth member. The office of Secretary and Treasurer may be combined. The Board of Directors will decide before the annual nominations for office if the position will be combined. Only the office of Director may be a member outside the State of Idaho, with not more than one Director from the same state except Idaho. The Board of Directors shall be made up of the following officers: President, Vice President, Secretary, Treasurer, three Directors.
- Section 2. All officers shall be elected for one year, and shall serve until their successors are duly elected and qualified. In the event of an office or position being vacated for any reason, the President shall appoint a member in good standing to fill the vacancy until the next regular election. The appointment must be approved by a majority vote of the Board of Directors remaining.
- Section 3. Nominations will be taken at a general meeting in the third quarter. Nominations for office shall be from and by the membership in good standing of the club.
- Section 5. The President will appoint an Election Committee of three members (not running for an office) who will make up the ballots to be sent to each member eligible to vote, as provided by the Secretary or Treasurer. All ballots shall include a line for write-in votes, and all write-in candidates must meet all requirements to hold office in this club. Ballots will be sent out not less than fifteen calendar days prior to the date the ballots will be counted. Members shall vote and return ballots to the Chairperson of the Election Committee in the accompanying self-addressed envelope. The Election Committee will count the ballots before October 31, report the results to the Editor for publication, webstie, and/or to the club's facebook page, and notify all parties concerned including the current Board of Directors. The Election Committee

Chairperson will place all ballots in a sealed envelope and will keep said ballots for 30 days after they have been announced at a meeting or published, whichever occurs first. After that time the Election Committee Chairperson will destroy the ballots without breaking the seal.

- Section 6. A re-count can be demanded by a petition signed by ten (10) percent of the voting membership within thirty (30) days of the publication or announcement at a meeting of the election results.
- Section 7. All newly elected officers shall take office and assume all duties on January 1 of each year.
- Section 8. Each elected or appointed officer shall keep their membership in good standing with this club and ARBA for the duration of their term in office or shall automatically be disqualified from office and that office shall automatically be declared vacant by the Board of Directors after dues are 30 days delinquent.
- Section 9. Any elected office shall automatically be considered vacant if the member holding said office has failed to attend two (2) or more consecutive meetings, unless cause for the absence is approved by the majority of the members attending said meeting. At the third consecutive meeting said vacancy shall be filled in accordance with the constitution and by-laws.
- Section 10. Any elected officer of this club may be recalled by 2/3 majority vote of the membership voting.

#### ARTICLE V DUTIES OF OFFICERS

- Section 1. The **President** shall be Chief Executive of this club, preside at all meetings of this club, have the authority to call any meeting deemed necessary in addition to the meetings set forth by the constitution and by-laws, appoint all committees, have the authority to appoint, dismiss and replace members of all committees, and perform all other duties usually pertaining to the office of president. The President shall be an ex-officio member of all committees. The President shall be a member of the Board of Directors and shall vote only to break a tie.
- Section 2. The **Vice President** shall have all the rights, powers and privileges of the President in the absence or disability of the President. In the event the President cannot perform his/her duties, the Vice President shall succeed the President in office. He/she will become President for the remainder of the ex-President's term. Vice President shall be a member of the Board of Directors with voting privileges.
- Section 3. The **Secretary** shall devote sufficient time and attention to the duties of the office in order to keep all records of the club; keep the minutes of the club and the Board of Directors; send copies of minutes to the Board of Directors within 30 days meetings; obtain all necessary show sanctions; act promptly on all correspondence directed to the office; and consult with the Board of Directors on matters of policy as deemed advisable. The Secretary shall receive and process all applications for membership and deliver funds to the Treasurer with proper accounting. The Secretary shall notify members of meetings either by publication or individual notices. Members shall be notified the month before expiration of membership, the month their membership expires, and again 45-60 days after expiration if dues have not yet been paid. The Secretary shall keep a complete and up-to-date membership list, including current addresses. The Secretary shall order all necessary forms and printed matter

for the conduct of the office, with the approval of the Board of Directors. The Secretary shall, within sixty (60) days following each meeting of the club, inform the editor of the Newsletter of all changes in the regulations of the club which shall be printed in the next Newsletter. The Secretary shall be reimbursed actual costs for supplies used and telephone charges incurred for official club business as set forth in the annual budget. Secretary shall be a member of the Board of Directors with voting privileges.

Section 4. The **Treasurer** shall collect and keep account of all monies due the club with proper supporting documentation and will be subject to annual review; the monies shall be in United States funds; pay accounts within a month of being submitted and authorized by the Board of Directors; and make quarterly reports to the Board of Directors with the first quarter ending on March 31 with Board of Directors receiving the quarterly reports in less than 30 days after the ending of the quarter, and annual report to the membership, along with a copy of said reports to the secretary for the files. All bills must be submitted to the Treasurer within two (2) months of the date occurred. The club's checking account will require two separate and individual signatures that may be any two members of the Board of Directors but not of the same family. The Treasurer shall set up a budget for the review and approval of the Board of Directors by the first meeting after January 31. Any bill in excess of its authorized budget must be approved by the Board of Directors. The Treasurer shall be a member of the Board of Directors with voting privileges.

Section 5. The **Directors** shall be members of the Board of Directors with voting privileges. The Directors will audit the Treasurer's book in February or March of each year.

Section 6. The Board of Directors shall have charge of the business affairs and transactions of the club; have power to make contracts in the name of the club; interpret the rules, regulations and the Constitution and By-Laws of the club; pass on legislative matters found to be desirable and not in conflict with this instrument; supervise all business of the club, including the services of the Officers; authorize all expenditures of monies; shall have full authority to revise or adjust membership dues or any other fees; and appoint an auditing committee to audit the Treasurers books in the month of February or March and when ever deemed necessary, the results thereof to be reported to the membership at the next membership meeting. Special board meetings may be called by the majority of the Directors, when they deem it necessary.

#### ARTICLE VI APPOINTED POSITIONS

Section 1. The President will appoint the positions of Show Superintendent, Show Secretary, Newsletter Editor, and Awards Chairperson.

Section 2. The **Show Superintendent** shall appoint scribes; arrange the show order and call up entries; and help run the show efficiently.

Section 3. The **Show Secretary** shall keep the records at the show, examine the judge's license and record the number, send in show reports within the time allotted, send show results to ARBA District 1 Director, and ACBA District 1 Director, and give out leg slips and comment cards, and other duties as directed by the Board of Directors. The Show Secretary shall select an assistant to aid him/her when necessary. The Show Secretary shall be at the shows at least 1 hour prior to the first judging event.

Section 4. The **Newsletter Editor** shall be responsible for organizing and publishing the newsletter. The Newsletter Editor shall, with approval of the Board of Directors, schedule appropriate dates for the Newsletter to be published throughout the year, anticipating enough time prior to a scheduled show date to include a Show Catalog with the newsletter, as needed. The Newsletter Editor shall obtain Board of Directors approval on any cost increases and obtain printing at the most reasonable cost possible without sacrificing the quality of the publication. The Newsletter Editor will strive to maintain a quality publication that will be a positive asset for the club.

Section 5. The **Awards Chairperson** shall be responsible for obtaining Show Awards, with approval as to budget and specific awards, from the Board of Directors.

#### ARTICLE VII MEETINGS

Section 1. This club will hold at least one (1) general meeting in each quarter of the year. The quorum for conducting business shall be five (5) members, at least two (2) being members of the Board of Directors.

Section 2. The Board of Directors shall meet as deemed necessary by the President or a majority of the Board of Directors. Fifty percent (50%) of the members of the Board of Directors shall constitute a quorum.

Section 3. Notice of all meetings, except emergency meetings, shall be made at least fifteen (15) calendar days prior to the meeting, and shall include the time and location. Emergency meetings of the Board of Directors may be requested at the President's or the majority of the Board of Directors' discretion and may be held via telephone through the Secretary's office. Results of such emergency meeting shall be reported to the Board of Directors in writing by the Secretary.

Section 4. In the absence of both the President and the Vice President, the attending members shall appoint one of the members to act as Chairman for that meeting. In the absence of the Secretary, the attending members shall appoint one of the 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 records.

Section 5. Robert's Rules of Order shall guide the conduct at the meetings of this club.

#### ARTICLE VIII DISCIPLINE

Section 1. The Board of Directors may reprimand, suspend, expel, or pass such judgment as it deems warranted upon any member or officer of the club for conduct, which in its judgment, warrants such action.

Section 2. To be considered by the Board of Directors any allegation of misconduct brought upon one member by another member, all allegations must be in writing and be mailed or delivered to the Secretary. The Secretary will notify the President upon receipt of allegation. The President shall then assign a hearing of the Board of Directors or special committee to include the Board of Directors, to consider charges. Both parties in question are to be represented either in person or by affidavit, whether in person or by affidavit to be determined by the Committee. A reasonable length of time shall be determined and allotted by the Committee for allowing the charges to be investigated and responded to. Upon considering both

sides of the allegation or misconduct, the Committee shall make its recommendations.

- Section 3. A review of decisions may be requested in writing by any member in jeopardy, review to be held at the next regular meeting of the Board of Directors, said review not holding any sentence in abeyance.
- Section 4. All actions of the Board of Directors in connection with charges of misconduct, after considering recommendation made by the Committee, are to be ruled by a 2/3 vote of the Board of Directors.
- Section 5. In the event of an Officer being charged by this club, he/she shall be suspended from office until judgment is made. If acquitted of charges, the Officer is to be reinstated in office until the next regular election. If found guilty of the charge, his/her office will be declared vacant and ARTICLE IV Section 2 of the Constitution and By-Laws shall apply.

#### ARTICLE XI AMENDMENTS

- Section 1. Any amendment to the Constitution and By-Laws shall be presented in writing, to the Board of Directors or to the club during a meeting, by any member in good standing. The specifics shall be entered in the minutes of the meeting, and sent to all members in good standing, thirty (30) calendar days in advance of the meeting or ballot at which they shall be voted on, in order to allow for review and informed decision making, and absentee ballot voting, under procedures provided for the election of officers.
- Section 2. This Constitution and By-Laws may then be amended by an affirmative two-thirds vote of members in good standing voting.
- Section 3. An Amendment approved at a meeting shall normally take effect January 1 of the following year, unless specified on the ballot to be sooner.

#### Article XII DISSOLUTION

- Section 1. For the dissolution the Pioneer Cavy Fanciers, Inc., the specifics shall be sent to all members in good standing, thirty (30) calendar days in advance of the meeting or ballot at which they shall be voted on, in order to allow for review and informed decision making, and absentee ballot voting, under procedures provided for the election of officers.
- Section 2. The dissolution of Pioneer Cavy Fanciers, Inc. will be by an affirmative two-thirds vote of members in good standing voting.
- Section 3. Upon the approval of dissolution, the assets of the Pioneer Cavy Fanciers, Inc. will be distributed as follows: one half the value of the assets will be given to the Utah Cavy Breeders Association, if still in existence, with the remaining assets given to the American Cavy Breeders Association, Inc., of which both are non-profit organizations.

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Revised 3-15-08

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(windword/cavy club/const. and by-laws/2015.doc)