

**THE CREME D'ARGENT RABBIT FEDERATION
CONSTITUTION AND BY-LAWS**

Constitution

Article I

This federation shall hereafter be known as “The Creme D’Argent Rabbit Federation”.

Article II- Objectives

- Sec. 1 To encourage and promote the breeding of the Creme D’Argent rabbit.
- Sec. 2 To assist collectively in the improvement of the Creme D’Argent breed of rabbit.
- Sec. 3 To encourage and educate prospective breeders.
- Sec. 4 To advance and protect the interest of the members of this Federation.
- Sec. 5 To assist in disposing of stock whenever possible.
- Sec. 6 To provide a center of reliable information and to collect and disseminate data to members.
- Sec. 7 To encourage exhibition of the Creme D’Argent and insist on uniform application of the Standards.
- Sec. 8 To advertise the advantage of the Creme D’Argent for food, fur and fancy.
- Sec. 9 To put the Creme D’Argent before the public for their admiration and approval.
- Sec. 10 To recommend and insist on fair dealings.

Article III- Officers

- Sec. 1 The officers of the Federation shall consist of a President, Vice President, Secretary-Treasurer, six Open Directors and two Youth Directors. These eleven shall constitute the Executive Committee.
- Sec. 2 The following officers shall be elected from and by the membership by ballot. The President, three Open Directors and one Youth Director biannually for a two-year term (odd years) and the Vice President, three Open Directors and one Youth Director biannually for a two-year term (even years).

- Sec. 3 The Secretary-Treasurer shall be appointed by a two-thirds majority vote of the Executive Committee to serve a term of three years.
- Sec. 4 Officers shall enter upon the discharge of their duties January 1st following election/appointment.
- Sec. 5 Vacancies in the offices during the term shall be filled with appointment by the President and approved by the Executive Committee.

DUTIES OF OFFICERS

President:

The President shall preside at all meetings of the association, act as chairperson of the Executive Committee and perform such other duties as necessary in connection with the office of President. He/She shall have such other powers as conferred upon the office by the Executive Committee.

Vice President:

The duties of the Vice President shall be the same as those of the President in case of the absence or disability of the President.

Secretary-Treasurer:

The Secretary-Treasurer shall devote necessary time and attention to the correspondence of the association and any other duties as directed by the President or Executive Committee and shall perform all duties of the office for the interests of the association.

The Secretary-Treasurer shall issue financial reports yearly to the Executive Committee and shall furnish statements to any members at any time when called upon.

The Secretary-Treasurer may issue data and information of interest to members and assist members generally toward their success and expansion of the industry.

The Secretary-Treasurer shall when directed by the President or Executive Committee furnish bond in amount and is called for, expenses of it to be borne by the association.

Board of Directors

The Board of Directors and officers shall constitute the Executive Committee, who will have charge of the business transactions of the association, authorize all special expenditure of money, pass on special legislative matters found desirable and not in conflict with this instrument, have exclusive power to make contracts in the name of the association, including the services of the officers.

Compensation of Officers

All expenses of the association shall be paid from money first coming in, and in case will expenses or allowances be permitted any member without approval of the Executive Committee. The Secretary-Treasurer shall receive 25% commission on membership dues. No commission will be allowed on any other funds without the approval of the Executive Committee.

Article IV- Membership

- Sec. 1 Any person of good character and reputation may become a member upon payment of one year's dues. The Executive Committee reserves the right to accept or reject any application or renewal.
- Sec. 2 Membership in the association shall be acknowledged by the association membership card issued by the association and signed by the Secretary-Treasurer and shall date from time of such acknowledgement, termination one or three years later depending on the length of the membership.
- Sec. 3 Application for membership shall be made in writing to the Secretary-Treasurer and must be accompanied by the membership fee/dues.
- Sec. 4 Charges of misconduct of a member shall be made in writing to the Secretary-Treasurer, the Executive Committee shall consider such charges with the defense of the member. A two-thirds vote of the executive committee is required to suspend or expel the member from the association.

Article V- Amendments to the Constitution

- Sec. 1 Amendments to this Constitution may be made by submitting proposed resolutions in writing accompanied by signatures of 10 or more members in good standing to the Secretary-Treasurer. The Secretary-Treasurer shall submit the proposed resolution to the Constitution and By-Laws Committee for their written opinion of the legality and general effect of the resolution on the association which, if there is no unanimous decision in committee it shall be published in the newsletter one time. After publication, the Secretary-Treasurer shall then mail a copy, together with a proper ballot and return envelope, to each member in good standing within 30 days after receipt of opinion from the Constitution and By-Laws Committee. No less than 15 days or more than 30 days shall be allowed for the return of the ballots to the Election Committee. An affirmative simple majority of the ballots cast shall be required for the passage of any proposed change.

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By-Laws

Article I- Order of Business

- Sec. 1
- (1) Roll Call
 - (2) Reading of the minutes
 - (3) Reports of Secretary-Treasurer
 - (4) Reports of the Executive Committee
 - (5) Reports of other committees
 - (6) Reading of Communications
 - (7) Unfinished Business
 - (8) New Business
 - (9) Discussion, Good of the Club
 - (10) Adjournment
- Sec. 2 Sec. 1 of Article I of these By-Laws may be amended or suspended at the biannual meeting of the membership.

Article II- Meeting

- Sec. 1 The biannual meeting of the association shall be held in the city and at the time designated by the Executive Committee, preferably to be at the time and place of the annual ARBA National Convention and the National Creme D'Argent Show.
- Sec. 2 At all meetings of the association, seven (7) members shall constitute a quorum. No person shall act as proxy for any member.
- Sec. 3 If no quorum is present, the presiding officer shall adjourn the meeting to a day and hour fixed by him/her.
- Sec. 4 Virtual meetings may be held in place of an in-person meeting when an in-person meeting is not possible to establish a quorum,
- Sec. 5 Virtual options may be provided to allow more members to attend in-person biannual meetings,
- Sec. 6 Voting may occur during electronic meetings (method to be determined by the virtual platform being used).
- Sec. 7 At all meetings of the association, the President shall preside, and the Secretary-Treasurer of the association shall set as Secretary. In the absence of

the President, the Vice President shall preside. In the event of absence of all officers, a majority vote of those members present is needed to elect a presiding officer, in the absence of the Secretary-Treasurer, the presiding officer shall appoint a secretary for the meeting.

- Sec. 8 The rules contained in “Robert’s Rules of Order Revised” shall govern this association in all cases where they are applicable, and in which they are consistent with the By-Laws or special rules of the association.

Article III– Executive Committee

- Sec 1 Executive Committee meetings may be held in between biannual meetings to address timely and urgent business of the association that needs addressed before the next biannual meeting,
- Sec. 2 Meetings may be conducted by any electronic media deemed necessary to complete any urgent or progressive business, including motions and voting.

Article IV- Election

- Sec. 1 On or before the 15th of May each year, the President with the approval of the Board of Directors shall appoint an Election Committee of three members.
- Sec. 2 Any member in good standing shall be entitled to vote, and to witness the opening and counting of ballots in any election. Youth members shall vote only for youth directors and adult members shall vote for all offices, excluding the youth directors.
- Sec. 2a No name shall be placed on the ballot unless the member is a Creme D’Argent Rabbit Federation member and current American Rabbit Breeders Association member. Member must have 2 years of membership in the Creme D’Argent Rabbit Federation before having their name placed on the ballot.
- Sec. 3 In each election, each ballot shall bear the names of the members of the Election Committee, the date the polls close, and the time and place for counting votes. With each ballot, the Secretary-Treasurer shall furnish 2 envelopes. The outside envelope addressed to the Election Committee, shall and must bear the name of the voter. The voter must seal the inside envelope, containing the ballot, and no identifying mark shall appear on the ballot or inside envelope. The Secretary-Treasurer shall furnish the Election Committee a complete list of members in good standing on the date of the ballot, in the presence of any and all members who wish to act as witnesses, shall first list the names of all voters appearing on the outside of the envelopes. Any ballot from anyone whose name does not appear on the membership list shall be destroyed. The outside envelopes shall be removed and destroyed before the ballot envelopes are opened. Immediately after the outside envelopes are destroyed, the Election

Committee shall open and count the ballots and report to the Secretary-Treasurer the results of the balloting. Electronic platforms may also be used for elections, with paper ballots available upon request for those members preferring a paper ballot for voting.

- Sec. 4 Any member of the Association, in good standing, may be a candidate for the office of their choice in the following manner:
- a) Member shall obtain nominating petition from the secretary no later than August 1;
 - b) Member shall fill out nominating petition and said petition shall be returned to the Secretary on or before September 1;
 - c) No member of the election committee shall be a candidate for office.
 - d) When nominating petition, properly prepared, is received by the Secretary, the member's name shall be placed on the election ballot.
 - e) E-mail signatures are acceptable in place of physical signatures on nomination petitions.
- Sec. 5 The Election Committee shall send the election ballots on or before September 1st of each year to each member of the association in good standing on that date. The polls for the election of officers for the next fiscal year shall close September 30th, and all ballots not postmarked, or time stamped on or before that date shall not be counted.
- Sec. 6 A plurality of votes cast for any office shall constitute election to the office. In case of a tie, a majority vote of the Election Committee shall dissolve the tie.
- Sec. 7 The Secretary-Treasurer shall notify the newly elected officers immediately and report to the members the results of the election by direct mail or by publication in the Federation newsletter.
- Sec. 8 The Election Committee shall hold the election ballots, their findings and the voting list until the election is completed, and then send the complete records of the election to the Secretary-Treasurer, who shall hold them for one year for inspection of any member in good standing.

Article V- Discipline

- Sec. 1 The interpretation of the Executive Committee of the Constitution, By-Laws, rules, regulation, notice, resolutions, and of documents and order shall be binding upon all members and those enjoying any of the privileges of the association.
- Sec. 2 The Executive Committee may suspend or expel any member of the association for conduct, which in its judgment warrants such action. Suspension of any member; however, will not warrant refund of dues for membership.

- Sec. 3 Complaints and grievances may be filed in writing by any member with the Secretary-Treasurer whereupon the President shall instruct the Executive Committee to consider such complaint or grievance, whereupon the decision of the Executive Committee will be binding, except and until appeal has been to the entire membership. The decision of the Executive Committee can only be reversed upon two thirds vote of all members.

Article VI

- Sec. 1 All notices to be sent to any member may be sent by mail to his or her residence or place of business or emailed as it appears on the association books, and such mailing or emailing shall be presumptive evidence of the service thereof. Any change of address (physical or email) must be sent promptly to the Secretary-Treasurer.

Article VII- Dues and Renewals

- Sec. 1 Individual members shall pay fees according to the following dues schedule:
- 1 year renewal: Adult- \$10, Youth- \$7
 - 1 year new: Adult- \$13, Youth- \$10
 - 3 year renewal: Adult- \$27, Youth- \$18
 - 3 year new: Adult- \$30, Youth- \$21
 - 1 year renewal: Family \$15 + \$4/ additional youth
 - 1 year new: Family \$18 + \$4/ additional youth
 - 3 year renewal: \$40 + \$9/ additional youth
 - 3 year new: \$43 + \$9/ additional youth
- Sec. 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 90 days shall be dropped from the roll. Renewals must be received within 90 days after expiration of previous membership.

Article VIII- Amendments

- Sec. 1 The By-Laws may be amended by a simple majority of the association present at the regular biannual meeting of the association. Proposed amendments shall be made in writing and in the hands of the Secretary-Treasurer sixty (60) days prior to the meeting.

Article IX - Dissolution

- Sec. 1 The Federation shall use its funds only to accomplish the objects and purposes specified in these by-laws, and no part of said funds shall inure, or be distributed to members of the Federation. On dissolution of the Federation, after paying all known Federation debts, any funds remaining shall be

distributed to one or more regularly organized and qualified rabbit promoting organizations to be selected by the Board of Directors.

Article X - Creme D'Argent Sweepstakes Award Rules

- Sec. 1 The sponsoring club agrees to pay minimum of (or awards equal to) \$5.00 for B.O.B and \$3.00 for B.O.S. Best Senior, Best Intermediate, Best Junior and Best Fur placings are not required at all-breed or specialty shows but will be awarded at the Creme D'Argent Spring National and ARBA National Conventions. These do not earn sweepstakes points but should receive appropriate awards and recognition in the Federation newsletter.
- Sec. 2 Youth shall have the same award rules as the open class show.
- Sec. 3 The youth sweepstakes is a great opportunity for breeders under 19 years old. It gives the youth members a chance to learn by competing against other breeders close to their own age. If no youth show is available, they can show in open class and their points still count in youth. If there is a youth show available, then they must show in youth for their points to count in youth, otherwise their points count towards open points. The points are the same as open, but they are totaled separately to allow competition for the youth against only other youth. Youth that will turn 19 during the show year (Jan.-Dec.) should know that all the points received before their birthday shall count as youth points and all points received after their birthday will count as open points. Youth turning 19 during a show year must notify the Secretary-Treasurer/Sweepstakes person in writing (e-mail is acceptable) if they are going to start showing open at the beginning of the show year so that their points can be figured in open and compounded throughout the year. If the Secretary-Treasurer/Sweepstakes person is not contacted, the points will not be compounded. There will be awards given for the top five in total points, also for the top five in fur points to be awarded at the National Creme D'Argent Show. Youth breeders keep in mind success does not come in an instant. Keep trying and someday you will have a winner.
- Sec. 4 Points will be figured in the following manner: 6 points for first, 4 points for second, 3 points for third, 2 points for fourth, and 1 point for fifth. The points for placement are multiplied by the number of rabbits in each respective class. One point for Best of Breed and ½ point for Best Opposite Sex multiplied by the number of rabbits shown in the breed.
- Sec. 5 Both open and youth Best Display is figured by following ARBA rules. Fur points do not count.
- Sec. 6 If a Creme D'Argent is picked Best 6 Class or Reserve in Show the owner will receive an additional 50 points. If a Creme D'Argent is picked Best in Show, the owner will receive an additional 100 points. The points not to compound.

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- Sec. 7 The day of a National Creme D'Argent Specialty Show, no other sanctions will be issued on that weekend (includes Friday, Saturday and Sunday) within a 750-mile radius of the location of the National Show. Sanctions will only be issued to club(s) hosting the National Show with all breed show(s) held the same weekend, at the same location as the National Show.
- Sec. 8 There will be unlimited sanctions issued if the sponsoring club complies with the following: (1) The appropriate sanctions fee payable with the application and accompanied with the ARBA sanction number. (2) Must agree to award the specials required by the Federation. The open and youth sanction fee is ten dollars (\$10.00) each. The combination of an open and youth sanction can be obtained for a fee of fifteen dollars (\$15.00).
- Sec. 9 All sweepstakes points are to be doubled for the National Creme D'Argent Show and the ARBA National Convention.

Article XI - Requirements to hold a Creme D'Argent National Show

- Sec. 1 Show Committee is to be formed (Show Supt., Show Sec., etc.). The reason for this committee is so that all the responsibility does not fall on one person. It also ensures that if there is an illness, difference of opinion or any one of many other reasons that the show does not fall through at the last minute.
- Sec. 1a All bids for hosting a National show should be submitted in writing to the Secretary/Treasurer 2 years prior to the Spring National show (e.g. 2008 National bid must be submitted before the 2006 Creme Spring National Show).
- Sec. 2 Location
 (A) At least 100 holes for cooping (should be prepared to supply from 100 to 150 holes).
 (B) Cooping for night before and night of show (Friday, Saturday and possibly Sunday).
- Sec. 3 The National Club will donate \$350.00 to the Show Committee putting on the National Show.
- Sec. 4 All financial responsibilities are that of the Show Committee. (Building, cooping, judges, trophies, advertising, etc.)
- Sec. 5 Fliers and information are to be sent to Secretary/ Treasurer at least 3 months before the show. These should include show specials, judges, show rules, location, times, cost, etc.
 (A) Show specials will include the required specials by the National Creme D'Argent Federation and any designated specials given by donation.

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- Sec. 6 Appropriate lodging must be available.
(A) Information on location and rates are to be made available at least 3 months in advance of the show.
- Sec. 7 Banquet and/or meeting accommodations should be provided. (Remember, we have youth and adult members)
- Sec. 8 Security must be supplied to ensure safety of the animals, before and after show hours.
- Sec. 9 Show Committee is responsible for setting up and tearing down equipment for the show.
- Sec. 10 Pre-entry of at least 2 weeks before the show is suggested. (This is a generic head count for cooping purposes. This will also give you an idea of where you stand financially. Sometimes these entries are done by phone and paid for the day of the show. Other options are to give a discount if paid for in advance. You must remember that if your show is in conjunction with all breed show(s) that extra cooping may be needed for our breeders that have more than one breed.)
- Sec. 11 Entry fees are up to the Show Committee.
- Sec. 12 Show Rules should be similar to the rules governing any ARBA sanctioned show.