

Standard Operating Procedure of the North Carolina Rabbit Breeders Association

Purpose: to give the NCRBA a guideline in which to conduct business. This document can be added to or changed at the discretion of a majority vote of the entire board of directors, to be ratified by the general membership.

III Duties of Officers

Secretary:

(*1) The minutes must be published in the "News" issue immediately following the meeting. The Secretary shall send a copy of the NCRBA Constitution and By Laws and the most current edition of the "News" along with their Membership card for New Members and a membership card to Members that renew.

The Secretary shall provide an updated Membership List and Constitution and Bylaws to the "News" Editor and Webmaster by the newsletter report deadline. The Secretary shall also be responsible in providing information for all approved NCRBA sanctioned shows to the "News" Editor by the newsletter report deadline. The Secretary shall answer all inquiries for stock by sending the interested party a copy of the latest North Carolina "News", threefold, to facilitate direct contact with the breeders, to discourage favoritism, and to promote and encourage members to advertise in and support their "News".

Treasurer:

(*2) The Treasurer shall use the awards fund to pay for end of year Sweepstakes trophies and any other awards given through the years which have been approved upon by the General Membership during either the Spring or Fall General Membership Meeting.

Officers:

(*3) 3.7 All officers, directors and club representatives of this association shall give a written report in the NCRBA "News" concerning their office and/or anything they think informative at each Newsletter report due date.

(*4) 3.8 Letterhead stationery and envelopes shall be provided for the President, Secretary and Treasurer.

(*5) 3.10 All incoming officers and directors will be required to take an oath of office at the time of election. All appointed officers and directors shall take an oath of office at the next general membership meeting immediately preceding his or her appointment.

IV Committees

(*6) 4.1 The Committee Chairman shall provide a copy of all meeting minutes to the President and Vice President within 30 days of the board meeting and at least 45 days before the next general membership meeting. The Committee Chairman shall also provide a report at each General Membership meeting

4.2 Youth Scholarship Committee

A. The Youth Scholarship Committee shall consist of the Vice President, who shall serve as chairman, and three (3) additional members, one from each NCRBA district which shall be nominated by their District Director.

4.3 Convention Committee

A. The President will have the option to take on the responsibility of Convention Committee Chairperson or appoint a Chairperson.

B. Any NCRBA member in good standing may submit to the Convention Committee a proposed show location, based on the guidelines as prescribed and supplied by the NCRBA. Requests for Convention Guideline forms shall be made to the NCRBA Secretary.

4.4 Audit Committee (*6.5)

A. The audit committee shall be responsible for auditing the income and expenses of both the General Membership Treasury and the Youth Division Treasury in January of each year. The audit committee shall also review the monthly bank statements to verify consistency with the ledgers.

B. The audit committee shall provide a report of this annual audit during the March Board and General membership meeting.

V Meetings

(*7) 5.6 At all meetings of the Association, the following order of business shall be followed:

- A. Reading and correction of the minutes of the last meeting.
- B. Reading and correction of the Treasurers report.
- C. Report of Officers and Directors.
- D. Report of Affiliated club representatives.
Report of Youth Division President

- Report of Youth Division Treasurers report
- G. Report of Committees as required by the President.
- H. Unfinished Business
- I. New Business

(*8) 5.7 The Spring Membership Meeting shall be held during the NCRBA State Convention. The Fall Membership meeting will be held the second Saturday of August. Any local club or individual member who desires to host the fall membership meeting shall present a bid including a meeting place to the membership during the preceding spring membership meeting. In case of more than one (1) bid, the membership will give consideration based on the location of the previous meeting. *Ref. 5.7 C&BL*

(*9) 5.8 If there is no bid presented for the Fall meeting, the Vice-President shall locate a meeting place at least sixty (60) days before the meeting is to be held in order to have time to notify all members through the July 10th "News" publication.

VII Membership

(*10) 7.1 Any North Carolina resident (or any non-North Carolina resident who first is a member of a NCRBA affiliated local club) unless previously expelled from the Association may become a member of this Association among payment of eight dollars (\$8.00) yearly membership fee. Husband and wife membership dues shall be ten dollars (\$10.00) per year. Family combination (husband, wife and youths) is fifteen dollars (\$15.00) per year (Family does not include anyone other than husband, wife and youths). Any youth may become a member of this association (NCRBA) by agreeing to comply with the Constitution and By-Laws and by paying five dollars (\$5.00) for a youth. *Ref. 7.1 C&BL*

(*11) 7.2 All members will receive four (4) issues of THE NEWS, sent electronically via PDF format. A hard copy of THE NEWS will be sent upon request.

7.3 The membership year shall run for twelve (12) months starting from the third Saturday of March. Members will be dropped from the membership roster if their dues are not paid within sixty (60) days after the renewal deadline. If they choose to send in their dues after the 60 days; then the membership will be counted as a NEW MEMBERSHIP with a NEW FIRST JOINED DATE.

7.4 Any member in good standing who has reached the age of thirty-five (35) may pay a onetime fee of One hundred twenty five dollars (\$125.00) in lieu of all annual dues and assessments and become a life member of this association. Any husband and wife members in good standing who have both reached the age of thirty-five (35) may become life members for a onetime fee of one hundred seventy five dollars (\$175).

7.5 Local North Carolina clubs or associations may become affiliated with this Association upon receiving their charter from ARBA and by having at least three (3) officers and/or directors who are members in good standing of the NCRBA. Specialty clubs may become affiliated with this Association upon receiving their charter from ARBA and by having at least one (1) officer and/or director who is a member in good standing with the NCRBA. The club or association shall submit a

request in writing for affiliation to the NCRBA Secretary, along with five dollars (\$5) check or money order. Each club or association must comply with the Constitution and By-Laws of the Association.

VIII Guidelines for *Honorary Life Membership Award*

- 8.1 Be a member in good standing of the ARBA, NCRBA and local club.
- 8.2 To have a well rounded knowledge of raising rabbits with ten (10) years experience.
- 8.5 Should be dedicated to the cause of promoting rabbits either commercially or showing.
- 8.6 Take interest in the new breeder by being ever willing to assist him/her in the many pitfalls of raising rabbits.
- 8.7 The person must be an active member of the NCRBA for ten (10) consecutive years prior to being recommended.
- 8.8 The candidate must be recommended and voted on by the NCRBA Board.
- 8.9 Honorary members shall have all the rights and privileges of paying members as long as they are a resident of North Carolina.

IX Discipline

9.1 The Board of Directors may suspend or expel any member of this association for conduct, in its judgment, warrants such action. Temporary suspension will not warrant refund of any dues for membership. Complaints and grievances may be filed by any member with the Secretary where upon the President shall instruct the Board of Directors to consider and pass on such Complaints, and grievances may be filed by any member with the Secretary where upon the President shall instruct the Board of Directors to consider and pass on such complaints and grievances. The decision of the board shall be binding, except and until appeal has been made to have the matter voted on by the members at the next scheduled meeting. In such cases, the suspension shall remain in effect until the membership has the opportunity to make a decision.

X Notices

10.1 All notices sent to any member shall be sent to his/her US Mail or Email address or place of business as it appears on the books. All notices shall include a return address or return to sender by E-mail to verify the notice was received by all members. It is the responsibility of the members to inform the Secretary of any changes in address. All meetings and activities shall be reported in the "NEWS".

XII Shows

(*12) 12.2 Once a NCRBA affiliated club has received approval of it's show dates from the NCRBA_Secretary, it may apply to the ARBA for an ARBA show sanction(s) from the ARBA, it

shall request from the NCRBA secretary a NCRBA show sanction for each ARBA show sanction that has been received. A check for the appropriate sanction fee(s) shall be sent with the sanction request. Requests are to be sent to the NCRBA Secretary at least 45 days prior to the show.

NCRBA show sanction fees:

Open \$7.50 per show (all breed, specialty or single breed)

Youth \$5.00 per show (all breed, specialty or single breed)

All sanction fees for the year will be set aside as an awards fund.

12.3 Providing all requirements have been met and all previous show reports, if any, have been received by the NCRBA Secretary, the NCRBA Secretary will issue the requested NCRBA show sanction(s). The club receiving the NCRBA show sanction(s) shall be required to print in their show catalog, "OFFICIAL NCRBA SANCTIONED SHOW" along with the name and address of the NCRBA Secretary.

12.4 A free notice of not more than 1 page for each sanctioned show event will be published in the NCRBA "NEWS" in the issue preceding the date of the show provided this information is made available by the host club.

12.5 Any club hosting a NCRBA Sanctioned Show shall not be responsible for injury of any persons or animals, for losses of any nature due to accident, fire, theft, or providential destruction, however, every precaution will be taken to safeguard everyone and their stock and minimize hazards and mistakes.

12.6 This association shall give as awards three (3) trophies to those open members and (3) trophies to those youth members who win the most points of credit during the year on awards placed on a members entry at any official ARBA and NCRBA sanctioned show. The combination cost not to exceed the monies available in the awards fund. The winners must be members of this association and shall have been members in good standing from January 1st to December 31st for the year in which he/she received points.

12.7 Show point of credit during the year shall be from January 1st thru December 30.

The counting of points shall be as follows:

Best in Show: 1/2 point times the number of rabbits in the show

1st place : 6 points times the number of rabbits in the class

2nd place : 4 points times the number of rabbits in the class

3rd place : 3 points times the number of rabbits in the class

4th place : 2 points times the number of rabbits in the class

5th place: 1 point times the number of rabbits in the class

- Double points will be counted for 1st -5th place and Best in show at the State Convention. -

No points to be counted on pre-juniors, fur, meat pens, or doe and litter

12.8 The show secretary shall within a period of thirty (30) days after the closing of the show, forward to the State Association Secretary a complete show report. This report shall give the actual number of credits won by each exhibitor at that show. The Secretary shall keep a record and compile all credits received during the year by all members in good standing

XIII Convention

(*13) 13.2 It will be the responsibility of the Convention Committee to review all proposals from individuals and either accept as written, or revise with collaboration with the individual or group that submitted the proposal and present these proposals at the fall general membership meeting. The Convention Committee also has the option to independently create a proposal as well. The proposal shall be for the Convention to follow nineteen (19) months later.

13.3 If the proposal is not acceptable to the voting membership, the proposal will be discussed and revised to reflect the wishes of the majority of the voting membership and be resubmitted for final approval at the spring meeting in March. A majority approval must be achieved prior to adjournment of the Spring Meeting.

13.4 If a proposal is not submitted, or if any submitted proposals are not approved at the General Membership Meeting twelve (12) months before the Convention date, it is the responsibility of the Convention Committee to establish location of the upcoming Convention Show.

13.5 The Convention shall transfer 15 dollars (\$15.00) to the awards funds for each all breed show held during the convention.

XV Newsletter Publication

15.2 The "News" shall include the Officers and Directors reports, notice of any committee meetings and a report of those meetings, upcoming local show dates, articles pertaining to the raising and showing of rabbits, local breeder advertisements, along with other information related to rabbits, rabbit breeders, or Association business.

15.3 The "NEWS" shall include a 1 page article during the February 1 publication providing information about the upcoming March Convention and shall also include at least a 1/2 page article during the April 10th publication providing show results and other news pertaining to that year's Convention.

15.4 The "NEWS" shall include any proposed amendment changes in the February 1st and July 10th publication. A copy of the Constitution and By-Laws will be sent to any member upon request.

15.5 The Editor shall publish and mail the "News" once every quarter (4 issues) to all Association Members. . The deadline for reports and publication of the "News" shall be per the following dates;

A. Deadline for all Board and director reports/articles.

January 15, April 10, June 25, November 1

B. Deadline for the "News" to be mailed to the General

Membership. February 1, April 25, July 10, November 15

Standing Orders

St R 1. The advertising rate shall be for (4) issues of the "NEWS". Ad rates will be as follows; for all interested advertisers: Quarter page \$7.50, half page \$15, full page \$24. The cost for a nonmember subscription to the North Carolina "NEWS" for four (4) issues is \$8.

ST R 2. The editor of the "NEWS" shall receive as his/her personal compensation one dollar (\$1.00) per single membership and per Husband/Wife membership, one dollar and fifty cents (\$1.50) per family membership.

ST R 3. The NCRBA will furnish rosettes to all affiliated clubs for each sanctioned show as follows:

- a. Open Shows- one rosette for Best in Show, six (6) rosettes for Best of Breed in the top six (6) breeds. In case of a tie for sixth (6th) place, the award shall go to the breed with the most exhibitors.
- b. Youth Shows- one rosette for Best in Youth Show, six (6) flat ribbons for Best of Breed for the top six (6) breeds. In case of a tie for sixth (6th) place, the award shall go to the breed with the most exhibitors.
- c. Specialty Club Show -one rosette for Best in Show, also six (6) flat ribbons for Best of Variety for the top six (6) largest varieties shown if there were fifty (50) or more shown; less than fifty (50), three (3) flat ribbons will be awarded.. In case of a tie for sixth (6th) place, the award shall go to the variety with the most exhibitors.

ST R 4. The NCRBA Scholarship Fund is to be awarded to an individual(s) that apply that meet the requirements set forth by the youth scholarship committee. A special account will be held by the NCRBA Treasurer for this scholarship fund. The scholarship will be limited to a one time maximum payment of \$500 to be written to the College of that student (s) choice. If there are more than one (1) to apply, the number of scholarships awarded will be limited to the funds that are available. The recipients of this award will be decided upon by the scholarship committee. The Youth Division will determine how to raise the funds necessary in the Scholarship Fund to get to the \$500 mark for each applicant. The NCRBA state Association and local clubs shall also raise funds to support this fund. If there is money left over in the account after awards for the fiscal year have been given, remaining funds in the account shall be carried over to the next year.

ST R 5 NCRBA Website

- The website shall include a webpage which includes the objectives of the Association, a current news item, officer's and directors, and affiliated club listing.
- Page(s) shall be included on this website for the NCRBA State Convention information. These page(s) shall include Best in Show and Best Reserve in Show winnings as well as photos after the State Convention. A Show flyer shall be posted by Nov 1st of the year prior to the upcoming convention and a detailed show catalog by Feb 1st for the upcoming convention in March of that year.
- A page shall also be provided for information on the Youth Scholarship Program which will include a list of requirements for the scholarship as well as application forms.
- A page shall be provided for the NCRBA Constitution and By-Laws.

REVISION HISTORY

June 22, 2009 This edition of SOP the of the NCRBA has been created by Brenda Smith

