

**AMERICAN SATIN RABBIT BREEDERS  
ASSOCIATION CONSTITUTION, BY-LAWS AND  
SHOW RULES  
(Revised April, 2017)**

**CONSTITUTION**

**Article I – Name**

Section 1. The name of this organization shall be the American Satin Rabbit Breeders Association, Inc. (A non-profit corporation.) Hereafter may be noted as A.S.R.B.A.

**Article II - Objects**

Section 1. This Association's objective shall be to maintain and improve the breeding of the various Satin and Mini Satin rabbit varieties sponsored by the A.S.R.B.A. Both breeds are to be viewed equally in all contests and activities.

Section 2. To maintain a sweepstakes system for the promotion of exhibition of Satin and Mini Satin Rabbits.

Section 3. To develop and create greater interest in, and demand for, Satin and Mini Satin rabbits and products.

Section 4. To distribute general information to the public and rabbit breeders regarding Satin and Mini Satin rabbits.

Section 5. To affiliate with other organizations for the advancement of rabbit breeding in general.

Section 6. To hold semi-annual conventions for its members, and meetings for its members and Executive Board.

**Article III – Membership**

Section 1. Any person may become a member of the American Satin Rabbit Breeders Association, Inc. by making application and forwarding a minimum of one year's membership to this Association's Secretary.

Section 2. The Executive Board reserves the right to accept or reject, for just cause, any application for membership.

Section 3. All adult members shall have the right to vote in person at the meetings of the Association.

Section 4. All adult members shall also have the right to vote for election of officers or upon any other matters submitted by the Executive Board.

Section 5. Members may not vote by proxy.

Section 6. The Executive Board may elect as an Honorary Member any person distinguished for his/her political, scientific, industrial or administrative capacity. Honorary Members shall be exempt from all dues, fees, or

subscriptions but shall have no right to vote unless also a regular paid member of the Association in good standing.

#### **Article IV – Authority**

- Section 1. This Association shall have the authority to make such laws, establish such rules and adopt such regulations as may be necessary for the government of its members.
- Section 2. Robert’s Rules of Order shall be considered as the final authority for this Association on all questions not specifically covered by the Constitution, By-Laws and Show Rules.

#### **Article V – Meetings**

- Section 1. The semi-annual meetings of the Association shall be held in conjunction with the annual American Rabbit Breeders Association Convention and the National All-Satin Show, such place to be designated by the Executive Board. Notice of such meeting shall be set forth in writing by the Association at least thirty (30) days prior to the date of such meeting.

#### **Article VI – Officers**

- Section 1. The officers of this association shall consist of a President, Vice President, Secretary-Treasurer and nine Directors. The President, Vice President, Secretary-Treasurer and the Directors shall constitute the Executive Board of this Association.
- Section 2. The Secretary-Treasurer shall be appointed by the President with approval by the Executive Board for a four year term beginning on January 1<sup>st</sup> of an odd year OR in the event of a vacancy of the office to begin as soon as appointed to fill the remainder of the current term. For the following transactions the President will appoint another member to record minutes and the Secretary-Treasurer will be excused for the duration of the discussion.
- A. The performance is to be evaluated annually by the ASRBA executive board. Unsatisfactory performance may result in removal from office if approved by a 2/3 majority of the Executive Board. A summary of the performance evaluation to be given to the Secretary-Treasurer by the President.
- B. Any qualified ASRBA member may submit resume and letter of intent to the President by May 1 of the year prior to the term for which the Secretary-Treasurer would be appointed. The current Secretary-Treasurer may reapply to serve another term. All applications will be evaluated by a minimum of a 6 person subcommittee of the Executive Board chaired by the President.

- Section 3. The President and five Directors to be elected in odd years. Vice President and four Directors to be elected in even years. Only one (1) Director from the same state shall be allowed to serve on the Executive Board at the same time.
- Section 4. Any adult member may be a candidate for the office of his/her choice. Candidates for any and all offices must be members of the ASRBA and ARBA.
- Section 5. Member shall obtain nomination petition from the Secretary for any elected position no later than May 1.
- Section 6. Member shall fill out nomination petition and said petition shall be returned to the Secretary on or before June 1. Postmark of June 1<sup>st</sup> or prior date or clearly scanned image e-mailed by June 1<sup>st</sup> shall constitute fulfillment of this requirement.
- Section 7. Nomination petition must bear candidate's signature, the office he/she wishes to be a candidate for and attest to the fact that said candidate is a bonafide Satin or Mini Satin rabbit breeder. Nomination petition must also include candidate's resume.
- Section 8. When Secretary receives nomination petition, properly prepared, the member's name shall be placed on the election ballot.
- Section 9. The official ballot shall be issued by the Secretary on or before September 1 and shall contain the names of those qualifying for the respective office for which they are nominated. All adult members in good standing will be allowed to vote. Polls will remain open until October 1.
- Section 10. The officers shall be elected by ballot. In the event that a candidate is running unopposed then the candidate will be elected by acclamation and no ballot will be sent.
- Section 11. All valid votes shall counted by the Election Committee who shall certify the results to the offices of the Secretary and the President.
- Section 12. The highest number of votes received for any office shall constitute election to that office. In the event of a tie, the President shall dissolve the tie.
- Section 13. The Secretary shall notify all candidates of the results at once and the newly elected officers shall take office January 1<sup>st</sup>. following the election.
- Section 14. No member of the Election Committee can be nominated for office.
- Section 15. When a vacancy in any elected office occurs, the vacancy shall be filled by appointment by the President and approval by the Executive Board.
- Section 16. No person may hold or run for election of more than one office of the Executive Board at a time. A person holding an office may seek election or appointment to another office.
- Section 17. Any candidate defeated for any office of the Association, requesting a recount of ballots, shall make application for such recount to the Secretary within sixty (60) days following the election.
- Section 18. The Secretary shall require a deposit of sufficient funds to defray the cost of a recount. The amount of such deposit to be fixed and approved by the Executive Board. A recount shall then be made by a committee of three (3); the contester shall pick one (1) member, the Executive Board shall pick one (1) member, and a third member shall be chosen by the other two members of the committee. All three members of the committee shall be members of this

Association in good standing. The committee shall assemble and personally count all ballots cast for the office or question in dispute, and the report of the recount, certified to the Executive Board, shall be final. In the event that the contester is declared right by the committee, his/her deposit of funds shall be returned.

### **Article VII – Duties of Officers.**

**Section 1.** The President shall:

- A. Preside at all meetings of the Association
- B. Act as Chairman of the Executive Board.
- C. Appoint all committees not otherwise provided for.
- D. Fill all vacancies.
- E. Perform such other duties as pertain to his/her office, or as directed by the Executive Board.

**Section 2.** The Vice President shall perform the duties of the President in his/her absence or in the event of his/her inability to act.

**Section 3.** The Secretary-Treasurer shall:

- A. Conduct all general correspondence of the Association.
- B. Keep on file all letters received, together with a copy of all letters sent out by him/her.
- C. Send out all notices of meetings of the Association or Executive Board.
- D. Act as Secretary of the Executive Board.
- E. Keep the minutes of all meetings. Such minutes shall be printed in the next issue of the Satin News and be available in a members only section of the website.
- F. Maintain a list of standard operating procedures as designated by the Executive Board on issues not covered by the Constitution, By-Laws and Show Rules.
- G. Collect all monies due the Association.
- H. Pay from the funds of the Association such claims as are properly authorized and approved.
- I. Furnish to the Association a bond in sufficient amount to cover all assets of the Association in his/her possession or under his/her control. The President shall approve said bond. The Association shall pay the cost of any such bond.

**Section 4.** An auditing Committee shall be appointed by the President each year to examine and certify the accounts and records of the Association at the end of the fiscal year and before a new Secretary-Treasurer takes office within a fiscal year.

**Section 5.** The general supervision and conduct of the affairs of the Association shall be vested in the Executive Board.

**Section 6.** The Executive Board shall:

- A. Carry out the objectives of the Association.
- B. Authorize expenditures, not exceeding the assets of the Association.
- C. Devise ways and means to carry out the objects of the Association.
- D. Make rules as may be deemed necessary for the Association and the conduct of its business and other affairs.

Section 7. The Executive Board may honor any member who has distinguished himself/herself for exceptional merit in any manner pertaining to A.S.R.B.A., Satins and/or Mini Satins.

Section 8. All transactions by the Executive Board must have majority approval, except where noted differently.

### **Article VIII – Compensation**

Section 1. The Secretary-Treasurer shall be paid twenty-five (25%) percent of all income received for memberships and one dollar and twenty-five cents (\$1.25) for each open and youth sanction issued (A sanction is counted as one Satin and one Mini Satin sanction number issued per an ARBA sanction number). Compensation is to be paid quarterly during the term for which he/she is appointed or until replaced.

Section 2. The President and Secretary-Treasurer shall be allowed one hundred dollars (\$100.00) each for A.R.B.A. convention expenses.

### **Article IX – Youth**

Section 1. Any youth through eighteen (18) years of age may become a member of the American Satin Rabbit Breeders Association, Inc. by making application and forwarding a minimum of one year's membership to the association's Secretary.

Section 2. Youth membership shall have all the rights and privileges of an adult member, except the right to vote on Association affairs.

### **Article X – Alterations and Amendments**

Section 1. Any alteration of, or amendment to, the Constitution shall be made by a resolution via one of the following methods:

- a. Resolution in writing signed by ten (10) or more members in good standing of this Association and delivered to the Secretary.
- b. Resolution by the Constitution and By-laws Committee with approval by the Executive Board.

Section 2. All resolutions are to be confined to one (1) subject.

Section 3. The Constitution, By-Laws and Show Rules Committee will prepare and codify the resolution for publication in the Satin News and on the website. All resolutions shall be printed in the Satin News at least one issue prior to being voted upon.

Section 4. Ballots will then be mailed, preferably in the next Satin News and the Constitution may be amended by an affirmative two-thirds (2/3) vote of all adult members casting ballots.

Section 5. Ballots will be returned to and counted by the Election Committee.

Section 6. Any member in good standing of this Association requesting a recount of ballots on a change in the Constitution, shall make application for such recount to

the Secretary of this Association within sixty (60) days following the close of the balloting as per Article VI, Section 17 of the Constitution.

Section 7. A resolution adopted shall take effect sixty (60) days after certification by the election Committee unless otherwise specified in the resolution.

## **BY-LAWS**

### **Article I – Meetings**

Section 1. Robert’s Rules of Order shall govern the parliamentary procedure of the Association, subject to any special rules that may be adopted.

Section 2. The order of business at meetings shall be:

- A. Roll call.
- B. Reading of the minutes of the previous meeting
- C. Report of the Executive Board
- D. Report of the Secretary-Treasurer
- E. Report of Committees
- F. Reading of Communications
- G. Unfinished Business
- H. New Business
- I. Discussion
- J. Adjournment

Section 3. At any meeting of the Association, twenty-five (25) members of the Association in good standing and seven (7) officers constitute a quorum. If no quorum is present, the presiding officer may adjourn the meeting to a day and hour of his/her designation. No decisions may be made at any such meeting lacking a quorum; however, reports, communications and discussion may be heard.

### **Article II – Membership**

Section 1. The membership fee and dues shall be:

Single Adult -----	1 year	\$ 12.00	3 years --	\$ 30.00
Husband/Wife ---	1 year	\$ 14.00	3 years ---	\$ 35.00
Youth -----	1 year	\$ 9.00	3 years ---	\$ 23.00
Family -----	1 year	\$ 17.00	3 years ---	\$ 41.00

New Member Fee. \$ 5.00 Service Charge for each new member. (fee shall be waived if a new membership is purchased at the ARBA Convention or NASS)

Electronic membership: Subtract \$3.00 per year of membership chosen from the above schedule of membership rates. With this option a household would receive their Satin News by e-mail.

Foreign Members. \$ 10.00 Service Charge per year.

Section 2. A club membership card shall acknowledge membership, dating from the time of acknowledgement and terminating upon the expiration of membership on that date.

Section 3. The Secretary shall promptly notify all members within thirty (30) days prior to the expiration of their membership. Dues that are not paid within sixty (60) days of the expiration of membership will result in loss of all membership privileges. If dues are not paid within 120 days of expiration of membership, the membership information will be dropped from all association files. If a renewal is received after that date, membership start date will be date of membership payment.

Section 4. The expiration date of each member's dues shall appear on their address label of every issue of the Satin News.

Section 5. Every member entrusted with accepting or spending funds belonging to the ASRBA shall be responsible and accountable for such funds. An annual financial statement of such funds shall be required from each such member entrusted.

### **Article III – Affiliated Organizations**

Section 1. Any local, state or district organization chartered by the ARBA may affiliate with this Association, upon making application to the Secretary of this Association and providing the Secretary a copy of their Constitution, By-Laws, and Show Rules. The organization's Constitution, By-Laws, Show Rules or Regulations shall not conflict with the Constitution, By-Laws or Show Rules of the American Satin Rabbit Breeders Association, Inc.

Section 2. Each such organization becoming so affiliated shall pay five dollars (\$5.00) per year for the first twenty-five (25) members, or fraction thereof, and five dollars (\$5.00) for each additional twenty-five (25) members, or fraction thereof, belonging to the organization.

Section 3. Each such organization shall be allowed one delegate at any meeting of the American Satin Rabbit Breeders Association, Inc.

Section 4. Each such organization shall be allowed one vote on any referendum for the first five dollars (\$5.00) and also one vote for each additional five dollars (\$5.00) paid in dues to the ASRBA.

Section 5. Any delegate may cast the votes of the organization as authorized, in writing and signed by the President and Secretary, by the organization, which he/she represents.

Section 6. Affiliated Satin and Mini Satin Clubs should be listed in each issue of the Satin News and shall be entitled to a free 1/8-page advertisement in the Satin News for any of their shows.

### **Article IV – Departments and Committees**

Section 1. The President, with the approval of the Executive Board, shall appoint by January 31<sup>st</sup> the standing Department or Committee Chairmen and Committee members, as authorized herein. The term of each standing Committee, Department Chairman and Committee member shall be through the later date of either December 31<sup>st</sup> or date of appointment of replacement. The term for any special committee shall be completion of their assigned task. The President shall

have authority to make such replacements as are considered to be in the best interest of the Association.

Section 2. Each Department and Committee shall be authorized to make such expenditures from Association funds for its operation as are authorized in its annual budget and as approved by the Executive Board and subject to By-Laws Article II, Section 5.

Section 3. General Responsibilities of Committee Members: The following shall be, but not limited to, the general responsibilities of all persons appointed to serve on any committee of the Association.

- A. Each person appointed to serve on any Committee shall be responsible for carrying out the activities as specified within that Committee description or he/she should request to be removed from said Committee.
- B. Should a member fail to carry out the responsibilities as prescribed, he/she may be removed by the President from said Committee.
- C. Each member of any Committee shall be responsible for answering all correspondence directed to him/her in a timely manner.
- D. Each Department and Committee Chairman shall submit data and information on his/her group's work at regular intervals, not less frequently than each semi-annual meeting, to the Executive Board, and to the membership of the Association at each semi-annual meeting as needed.
- E. Each member of any Committee shall be responsible for making decisions which will be in the best interest of the Satin and Mini Satin rabbit breeds and the majority of the Association members.
- F. All decisions of any Committee must have been approved by a majority of the entire Committee before being presented to the Executive Board.

Section 4. ARBA Convention Committee:

- A. An Open Committee consisting of an Open Breeds Chairman, a Satin Breed Superintendent, a Mini Satin Breed Superintendent, a Satin Secretary, a Mini Satin Secretary, a Booth-Raffle Chairman and Housing-Banquet Chairman shall be appointed by the President for the purpose of planning and managing ASRBA activities at the ARBA National Convention.
- B. A Youth Committee consisting of a Breeds Chairman and a Breeds Secretary shall be appointed by the President for the purpose of managing ASRBA Youth activities at the ARBA National Convention.
- C. Open Breeds Chairman shall:
  1. Act as a liaison with the sponsoring club concerning Satin and Mini Satin entries, Satin and Mini Satin Cooping, convention procedures and convention equipment needs..
  2. Serve as overall chairman of the ARBA Convention Committee.
  3. Send a copy of these convention responsibilities (Section 4, A-G) to each Breed Superintendent, each Breed Secretary, the Booth-Raffle Chairman, and the Convention Housing-Banquet Chairman as soon as possible after this committee has been approved by the Executive Board. It also might be helpful to share these responsibilities with members who are being considered for these positions before they agree to accept the appointment.
- D. Breed Superintendents shall:
  1. Provide for remark takers, table stewards, and carriers to transport animals to and from the judging tables.
  2. Handle issues, problems, and questions that arise with their respective breed during the convention, consulting with the Breeds Chairman when

necessary.

E. The Breed Secretaries shall:

1. Provide for the checking in and out of all Satin and Mini Satin entries.
2. Divide Satin entries into approximately equal groups, by variety, to match the number of Satin Judges. Judging assignments by varieties will be made by drawing judges' names from a hat immediately prior to the start of judging.
3. Divide Mini Satin entries into approximately equal groups, by variety, to match the number of Mini Satin Judges. Judging assignments by varieties will be made by drawing judge' names from a hat immediately prior to the start of judging.
4. Prepare for Satins and Mini Satins, Best of Breed and Best Opposite Sex of Breed charts and complete them as judges cast their votes for these awards.
5. Record the names of the exhibitor(s) who won BOV, BOSV, best colored fur, best white fur, best overall fur, BOB and BOS on a list. Provide this list to the ASRBA President prior to the start of the ASRBA convention banquet.
6. Assist the Breed Chairman in completing any necessary convention reports required by the host club.

F. Booth and Raffle Chairman shall:

1. Provide for the decorating, security and manning of the Satin and Mini Satin Booth during the convention within a one hundred fifty dollar (\$150.00) budget. The Booth should be open six hours per day, starting with the day of opening ceremonies and ending the afternoon of the day before Rabbit check-out. The Booth may be closed during ASRBA scheduled activities (Satin/Mini Satin judging, membership meeting, and Satin/Mini Satin Auction). Volunteers may be used to staff the Booth.
2. Provide for the dismantling of the booth at the close of the convention, consistent with the rules established at the convention site.
3. Be responsible for Booth activities and the posting of the ASRBA activities during the convention.
4. Collect donated items for the Satin and Mini Satin Booth and Banquet raffles.
5. Collect and account for all Satin and Mini Satin Booth raffle funds. These funds should be transferred to the ASRBA Secretary-Treasurer, or the ASRBA approved replacement in the event the Secretary-Treasurer is absent, on a daily basis.
6. The Executive Board will determine the size of the Satin and Mini Satin Booth at any ARBA Convention.
7. Prepare the Satin/Mini Satin Judges' tie-breaker ballot for ASRBA exhibitors to complete at the booth prior to the start of judging. These ballots should be turned over to the Breeds Chairman for tabulation and possible use in the event of a tie in the selection of our breeds BOB and BOS. See Article IV of the ASRBA Show Rules for more information.

G. Convention Housing and Banquet Chairman shall:

1. Arrange for a suitable Satin and Mini Satin Headquarters motel, banquet facilities and Executive Board Meeting Room.

2. Make advertisement, ordering, distribution and collection  
Arrangements for the banquet tickets
3. Assume responsibility for banquet decorations.

Section 5. Auction Committee:

- A. A committee consisting of not less than three (3) members shall be appointed by the President for the purpose of conducting two (2) Satin and Mini Satin rabbit auctions each year.
- B. The Committee will select and auction quality Satin and Mini Satin rabbits at The ARBA National Convention, and assist the National All-Satin host club with conducting a similar auction at each National All-Satin Show.
- C. Fifty percent (50%) of the sale price of Satins and Mini Satins sold in the A.R.B.A. Convention auction will go towards Satin and Mini Satin specials and Convention related expenses at the next A.R.B.A. convention and the remaining fifty percent (50%) will go to the owner
- D. Fifty percent (50%) of the sale price of Satins and Mini Satins sold in the National All-Satin auction will go to the club hosting the next National All Satin Show for show specials and National expenses and the remaining fifty percent (50%) will go to the owner.

Section 6. Auditing Committee:

- A. A Committee consisting of not less than two (2) persons shall be appointed by the President for the purpose of conducting an audit of the Association's records and books annually at the close of each fiscal year (December 31<sup>st</sup>.) and at the end of any Secretary-Treasurer's retiring term
- B. The committee shall be responsible for the provision of an audit, which fairly represents the financial standing of the Association to its Executive Board and the general membership.
- C. It shall further be the Committee Chairman's responsibility to assure that the audit report is published in the Satin News at the conclusion of said audit.

Section 7. Budget Committee:

- A. The President for the purpose of preparing an annual budget for the ASRBA shall appoint a committee consisting of not less than three (3) persons.
- B. The Committee shall prepare an annual budget showing projected revenues, expenditures and account balances for all funds. This budget shall be prepared for the fiscal year January 1<sup>st</sup>. through December 31<sup>st</sup>.
- C. No budget may be presented to the Executive Board, which calls for expenditures in excess of available funds.
- D. The next fiscal year budget shall be submitted to the Executive Board for approval at the ARBA Convention Executive Board meeting for the following year.

Section 8. Constitution, By-Laws and Show Rules Committee:

- A. A Committee consisting of not less than three (3) persons shall be appointed by the President for the purpose of reviewing, receiving and/or proposing changes, amendments or resolutions to the Constitution, By-Laws and Show Rules.
- B. The Chairman shall be responsible for preparing and submitting any proposed changes, amendments or resolutions to the Executive Board prior to presentation for the general membership's consideration.
- C. It shall further be the responsibility of the Chairman to assure publication of any and all proposed Constitution changes for the consideration of the general adult membership by ballot as provided for in Article X of the Constitution,

through the use of the Satin News or a mailing to the full adult membership of the Association.

- D. The Chairman is responsible for keeping a working copy in a word program of the Constitution and By-Laws. When changes have been approved by the membership a copy of the corrected Constitution and By-Laws must be sent to the Secretary/Treasurer and the Webmaster for web update.

Section 9. Election Committee:

- A. A committee consisting of not less than three (3) persons, all living within commuting distance of each other, shall be appointed by the President for the purpose of receiving, opening and tabulating the results of any and all elections or balloting of the general membership.
- B. The Chairman shall receive the election ballots and as soon after October 1<sup>st</sup> as he/she deems practical shall call the Committee together. Election ballot envelopes shall not be opened until the entire Committee is assembled, at which time the Committee shall open the ballots and tally the votes for all the issues voted upon.
- C. The Chairman shall be responsible for maintaining on file all ballots for a period of not less than one hundred twenty (120) days after the close of any election or balloting.
- D. It shall be the responsibility of the Chairman to submit all election or balloting results to both the President and the Secretary of this Association.

Section 10. Guidebook Committee:

- A. The President for the purpose of updating the Association's Guidebook shall appoint a Committee consisting of not less than five (5) persons.
- B. The Committee shall be responsible for content, artwork, layout, advertisements, and reprinting of the Satin and Mini Satin Guidebook when directed by the Association's Executive Board.
- C. Six hundred dollars (\$600.00) per year plus two dollars (\$2.00) from each open and youth sanction issued shall be set aside to cover the cost of printing the Guidebook.

Section 11. Historical Committee:

- A. A Committee consisting of not less than three (3) persons shall be appointed by the President for the purpose of collecting and preserving historical information about the Satin and Mini Satin rabbit, the ASRBA and the ASRBA membership.
- B. The Committee shall be responsible for bringing historical information to the attention of the membership by the means of news articles, pictures, handouts, presentations, etc.

Section 12. Judge Nomination Committee (ARBA Convention):

- A. A Committee consisting of not less than seven (7) persons shall be appointed by the President for the purpose of nominating Satin and Mini Satin judges for the ARBA Convention. Effort should be made to see that the Committee membership is geographically representative of the ASRBA membership.
- B. The Committee Chairman will send a judge nomination form to the Secretary of each Satin and Mini Satin Specialty Club and to each Executive Board member by March 1 of each year. Nomination forms must be returned to the Committee Chairman by April 15.
- C. The Committee members will screen the nominees and vote yes or no on each nominee. A judge nominee needs a majority affirmative vote of the Committee members voting to be placed on the voting list.
- D. The Committee chairman will send this voting list to the ASRBA Secretary.

The Secretary will send the voting list to the Executive Board by July 15 to have the list as a whole approved by a majority vote of the Executive Board.

- E. The Secretary will contact the judges on the approved list by August 1 to determine their availability to judge Satins and/or Mini Satins at future ARBA conventions.
- F. Two lists (Satins and Mini Satins) of judges who are available to judge shall be placed on a ballot to be voted upon at the ARBA Convention General Membership Meeting of the ASRBA.
- G. The top three (3) vote getters for each breed will be hired by the Secretary for the first year they are available to judge within the next (10) years as long as the total number of judges hired does not exceed three (3) judges for each breed.
- H. The Committee Chairperson shall be responsible for making all additions or changes to the original list of three judges that were secured by the Secretary. The Chairman may choose from the remaining names on the judges list (highest on list given first consideration) or select from other available promising judges who are not yet on the list, most likely due to more limited judging experience.
- I. The list of retained judges for future conventions will be published once a year in the Satin News.
- J. The ASRBA will pay open and youth Satin and Mini Satin judges who judge at ARBA conventions a minimum stipend of fifty dollars (\$50) in addition to the pay that they receive from the convention host club. The ASRBA will also provide these judges an ASRBA banquet ticket for that convention.

#### Section 13. Membership Committee

- A. A committee consisting of not less than five (5) members shall be appointed by the President for the purpose of promotion of the ASRBA, recruitment of members and review of membership benefits.
- B. The Committee will review or develop methods of membership recruitment and a welcome package for new members.
- C. The Committee will work with the Sweepstakes Points Keeper to generate a list of non members showing Satins and Mini Satins.
- D. The Committee will work with the Webmaster to create a page on benefits for prospective members.
- E. The Committee will plan and coordinate the yearly membership contest.

#### Section 14. ASRBA Distinguished Member Award Committee

- A. The President for the purpose of nominating members for the “ASRBA Distinguished member” award shall appoint a committee consisting of not less than five (5) persons. They should be past honorees of the Mr. Satin or ASRBA Distinguished Member award.
- B. The Committee will consider all members who meet the requirements for the awards. Any ASRBA member is encouraged to recommend another member to this Committee for special consideration as a worthy honoree.
- C. Any ASRBA member is encouraged to recommend another member to this Committee for special consideration as a worthy honoree.

#### Section 15. Specials Committee:

- A. The President for the purpose of soliciting shall appoint a Committee

consisting of not less than two (2) persons and accepting donations of items or funds for the establishment of awards for the Association members at all ARBA National Conventions.

- B. The Committee shall submit a report to the ASRBA Secretary accounting for all donations by their respective donors.
- C. The Committee shall be responsible for submitting the premium list, identified by donors, to the Convention's sponsoring club in ample time to be printed in the show catalog.

Section 16. Standards Committee:

- A. Each breed, Mini Satin and Satin, shall have a separate Standards Committee facilitated by a single Chairman.
- B. Not less than five (5) persons shall be appointed to each committee by the President for the purpose of receiving, reviewing and developing any proposed changes to the Standards of the Satin and Mini Satin breeds.
- C. The Committee will have the responsibility of preparing any proposed revisions in the Satin and Mini Satin breed standards according to the ARBA timelines.
- D. During the time period of committee activity the Chairperson shall periodically keep the membership aware of all changes being considered and invite discussion and/or ideas from the membership. The Satin News, the ASRBA Web Site and the National Convention membership meetings are all avenues to be used for this communication. As soon as final language for changes being considered has been developed the Chairman shall post it on the ASRBA Web Site and submit it to the Satin News (publication time lines permitting). The changes along with any rationale should be submitted to the ASRBA adult membership for their vote per ARBA requirements.
- E. Changes approved by the Committee shall be submitted to the Executive Board prior to the membership's vote.
- F. A simple majority vote of the membership, per ARBA rules governing changes in breed standards, is required to approve any changes.

Section 17. Sweepstakes Chairman

- A. The President for the purpose of managing two (2) ASRBA Sweepstakes shall appoint a Committee consisting of not less than three (3) persons systems. One (1) sweepstakes system for Satin Open and Youth members and one (1) for Mini Satin Open and Youth members, in accordance with the Show Rules.
- B. The Committee shall be responsible for recommending the scope and content of Satin News sweepstakes reports for Satin and Mini Satins to the Executive Board for their approval.
- C. The committee shall be responsible for recommending any changes in sweepstakes contests, procedures and publication of material to the Executive Board for their approval.
- D. The Points keeper shall serve as Chairman of this Committee.

Section 18. Youth Committee:

- A. A Committee consisting of not less than five (5) persons shall be appointed by the President for the purpose of promoting and developing youth programs consistent with the rules of the Association.
- B. The Committee shall be responsible for reviewing and proposing any program, project or contest which encourages the involvement of youth exhibitors.

- C. It shall be the responsibility of the Chairman to submit any proposed program, project or contest to the Executive Board for final approval.

Section 19. Ad Hoc Committees:

At the discretion of the President a specific purpose Committee may be appointed to carry out the objective of the Committee. At the completion of that objective the committee shall be discharged.

Section 20. Sweepstakes Points keeper:

- A. A Sweepstakes Points keeper shall be appointed by the President for the purpose of maintaining and publishing a comprehensive sweepstakes system report in Open and Youth divisions of Satins and Mini Satins as directed by the Executive Board.
- B. It shall be the responsibility of the Points keeper to tabulate and maintain a record of each member's point accumulation and to submit a copy ready report every three (3) months to the Satin News editor of the members' standing in such a timely manner that insures inclusion in the regularly published newsletter.
- C. The Points keeper is to type up a report from the ASRBA show reports (sanctions) for Satins and Mini Satin. The report for each breed to include Best of Breed, Best Opposite Sex of Breed, Best White Fur and Best Colored Fur winners. Reports are to be submitted to the Satin News Editor every three (3) months in a timely manner that insures inclusion in the regularly published newsletter, and to the Webmaster every month.
- D. The Points keeper shall correspond on a monthly basis with the ASRBA Secretary concerning membership issues show reports received and any other necessary sweepstakes information.
- E. The Sweepstakes Chairman shall receive thirteen hundred dollars (\$1300.00) maximum per year, paid quartley.

Section 21. Satin News Editor

- A. The newsletter Editor shall be appointed by the President for the purpose of publishing the newsletter every three (3) months.
- B. The Editor is responsible for establishing production time frames, typing and editing and lay out of all materials and articles to assure the timely publication of the newsletter.
- C. The Editor shall also be responsible for establishing a fee schedule for all advertising after consultation with the Association's Executive Board. Advertisers shall be notified when their advertisements expire.
- D. The Editor may request a decision by the President prior to publishing materials or articles viewed as controversial in nature.
- E. The Editor shall print the sweepstakes contests per By-Laws Article VI, Section 1 in every issue of the Satin News. Number of placement to be printed will be determined by the Executive Board. Membership contest shall be printed a minimum of once a year.
- F. The Editor shall print the rules of the membership contest in their entirety twice a year in the Satin News.
- G. The expiration date of each member's dues shall appear on their address label of every issue of the Satin News.
- H. The Editor shall serve as the contact person for the newsletter printer on all production issues.
- I. Assistant Editors may be appointed at the discretion of the President for the purpose of conducting research, gathering pertinent information and submitting articles suitable for publication in the newsletter.

J. The Satin News Editor shall receive eleven hundred dollars (\$1100.00) maximum per year, paid quarterly.

L. At the discretion of the Executive Board, he/she shall furnish to the Association a bond in sufficient amount to cover all assets of the Association in his/her possession or under his her control. The cost of any bond shall be approved by the Executive Board and such bond shall be paid by the Association.

Section 22. Website Committee

A. The President for the purpose of maintaining the ASRBA Website shall appoint a Committee consisting of no less than three (3) persons.

B. The Webmaster shall serve as Chairman of this Committee.

C. The Committee shall be responsible for recommending the scope and content of the ASRBA Website to the Executive Board for approval.

D. The Committee shall be responsible for updating the website in a timely manner, making sure all information is the most current available.

E. The Committee shall be responsible for recommending any changes in the nature or content of the website to the Executive Board for their approval.

Section 23. Webmaster:

A. The President for the purpose of managing the ASRBA Official Website shall appoint a Webmaster.

B. The Webmaster shall serve as Chairman of the Website Committee.

C. The Webmaster shall be responsible for maintaining and updating the ASRBA Website at least once per month.

D. The Webmaster shall be responsible for maintaining and updating the ASRBA yahoo group as new members join and remove non members at least quarterly.

E. The Webmaster may request a decision by the President prior to publishing any information on the Website, which may be viewed as controversial in nature.

F. The Website shall include the following minimum information: Directory information of current Executive Board members, Committee Chairpersons, the Satin News Editor, the Sweepstakes Points keeper and the Webmaster; Affiliated Satin Clubs; Sanction and membership application information; current sweepstakes standing for open and youth (overall, varieties and fur). Additional information recommended by the Website Committee may be added if approved by the Executive Board.

G. The Webmaster shall receive four hundred dollars (\$400) maximum per year, paid quarterly.

Section 24. Scholarship Committee

A. The Bonnie Keele Memorial Youth Scholarship Committee consisting of not less than five (5) persons shall be appointed by the President for the purpose of raising scholarship funds and selecting scholarship recipients.

- B. All funding to support this scholarship program will come from the Bonnie Keele Memorial Youth Scholarship Fund. This fund will be supported through donations, raffle proceeds and other fund raising activities.
- C. The forms and procedures for scholarship application will be developed by the Scholarship Committee.
- D. The number and amount of annual awards shall be determined by the Scholarship Committee, but in no case shall any awarded scholarships exceed the money available in the Scholarship Fund.
- E. The award of scholarships shall be announced at the National All Satin Show.

### **Article V – “ASRBA Distinguished Member”**

- Section 1. Nominee must have been a paid up member of the ASRBA for a minimum of ten (10) consecutive years.
- Section 2. Nominee must have been outstanding in the overall promotion of Satins and/or Mini Satins (Particularly on the National level), active in the ASRBA and active in raising and exhibiting Satin and/or Mini Satin rabbits.
- Section 3. The ASRBA Distinguished Member Award Committee will submit a maximum of three names to the ASRBA Secretary by August 15 of each year.
- Section 4. The Secretary will mail copies of the nominee’s resume and a ballot to the members of the Executive Board and Distinguished Member Award Committee for their consideration and vote (one ballot per person). An option of “no Honoree this year” to be included on the ballot.
- Section 5. The Nominee receiving the highest number of votes will be declared that year’s Honoree. In case of a tie, the President will break the tie.
- Section 6. The Honoree will receive a suitable plaque and Life Membership in the ASRBA.

### **Article VI – Contests**

- Section 1. All contests shall run from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.
- Section 2. Sweepstakes Contest: The ASRBA shall sponsor separate sweepstakes contest for both Satins and Mini Satins. Contest categories for both breeds to include Overall Open, Open Variety, Open Fur, Overall Youth, Youth Variety and Youth Fur. The awards for the above contests are as follows:
  - A. Open - Suitable trophy or plaque for top 25 winners their sweepstakes points must total 100 points or more
  - B. Open Variety - Suitable trophy or plaque 5 winners for each variety. Plaque will not be issued for anyone in the top five winners if their sweepstakes points do not total 100 points.
  - C. Open Fur - Suitable trophy or plaque for top 5 winners in White Fur and Colored Fur
  - D. Youth - Suitable trophy or plaque for top 25 winners their sweepstakes points must total 100 points or more

- E. Youth Variety - Suitable trophy or plaque 5 winners for each variety. Plaque will not be issued for anyone in the top five winners if their sweepstakes points do not total 100 points
- F. Youth Fur - Suitable trophy or plaque for top 5 winners in Total Fur.

Section 3. Membership Contest:

- A. Members will be credited for each membership they sponsor; adult, youth and family membership have equal value. Double points will be awarded for sponsoring three (3) year memberships.
- B. Renewals do not count. Past members must have lapsed for more than one year to count as a new member.
- C. This contest is open to Adult and Youth members equally.
- D. The number, and amount, of awards shall be determined by the Executive Board and shall be printed in the Satin News.

**Article VII – Interpretation – Discipline**

Section 1. The interpretation by the Executive Board of this Association of the Constitution, By-Laws, Show Rules, Regulations, Notices, Resolutions, properties and of Association documents and Orders shall be binding upon all members of this Association.

Section 2. All notices required to be sent to any member of this Association may be sent by mail or included in the Satin News, prepaid to member's address as it appears on the books of the Association. Such mailing shall be presumptive evidence of the service thereof. Any change of address must be sent promptly to the office of the Secretary of the Association.

Section 3. The Executive Board may suspend or expel any member of this Association for conduct, which, in its judgment, warrants such action. This action requires a two-thirds (2/3) majority of the entire Executive Board.

Section 4. The Executive Board may, on all matters regarding interpretation, conduct routine or special business, hold hearings, and reach decision by a recorded means of communication. This can include but is not limited to electronic correspondence, teleconference and video conference. Votes to be reported in the Secretary's minutes.

Section 5. An appeal may be taken from any ruling of the Executive Board to the next semi-annual meeting of the members of the Association.

**Article VIII – Alterations and Amendments**

Section 1. Any alteration to or amendment of the By-Laws shall occur at one of the ASRBA semi-annual meetings.

Section 2. Alterations and amendments may originate from the general membership or the Executive Board.

- A. Any adult member may submit a proposed written alteration or amendment by mailing a copy to Secretary no later than sixty (60) days prior to the semi-annual meeting. The Constitution and By-Laws Committee will review,

prepare and codify the proposal for review by the Executive Board and consideration of the general membership.

B. The Executive Board may recommend a written alteration or amendment to the general membership.

Section 3. Any alterations or amendments to these By-Laws must be approved by a majority of the adult members in attendance at the semi-annual meeting. Proposed alterations or amendments will be posted on the website a minimum of 20 days prior to the semi-annual meeting.

Section 4. A resolution adopted shall take effect sixty (60) days after approval at a semi-annual meeting unless otherwise specified in the resolution.

## SHOW RULES

### Article I – Sweepstakes Requirements

Section 1. Any club wishing to hold a Satin and Mini Satin Sweepstakes Show must write to the Secretary of the American Satin Rabbit Breeders Association, Inc. for permission to hold a Satin Sweepstakes Show. Request must be accompanied by twenty dollars (\$20.00) to cover both open breeds and ten dollars (\$10.00) to cover both youth breeds.

Section 2. Designation of Sanction Funds.

A. The Secretary/Treasurer is to receive sanction compensation as specified in Article VIII of the Constitution, paid quarterly.

B. Three dollars and fifty cents (\$3.50) from each sanction issued to be designated for sweepstakes trophies.

C. An allotment up to one dollar (\$1.00) from each youth sanction issued to go to the youth fund to maintain a starting youth fund balance of two thousand dollars (\$2,000.00).

D. Two dollars (\$2.00) from each sanction issued to be designated for the guidebook fund.

E. An allotment to the membership fund to maintain an annual starting fund balance of five hundred dollars (\$500.00).

F. All other funds from issuing sanctions to go into the general fund.

Section 3. No club can sponsor a Satin and Mini Satin Sweepstakes unless the American Rabbit Breeders Association, Inc. sanctions their show and their code number is sent to the ASRBA Secretary along with their sweepstakes fee.

Section 4. Announcement of Sweepstakes Show must be placed on the page in the show catalog listing the Satin specials. The following is preferred:

### AMERICAN SATIN RABBIT BREEDERS ASSOCIATION INC. OFFICIAL SWEEPSTAKES

Secretary's	Name	Address
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Single Adult -----1 year \$ 12.00	3 years \$ 30.00
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Husband/Wife -----1 year \$ 14.00	3 years \$ 35.00
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Youth -----1 year \$ 9.00	3 years \$ 23.00
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Family ----- 1 year \$ 17.00	3 years \$ 41.00
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New Member Fee - \$ 5.00 Service Charge for each new member. (waived if purchased at ARBA Convention or NASS)

Electronic membership: - Subtract \$3.00 for each year of membership chosen from the above schedule of membership rates. Satin News will be received by e-mail.

Foreign Members - \$10.00 Service Charge per year.

Sanction Fees - Satins & Mini Satins. Open \$20.00; Youth \$10.00

Section 5. The American Satin Rabbit Breeders Association offers a pin listing Best in Show, Best of Breed, Best Opposite Sex of Breed, Colored Fur and White Fur for both Mini Satins and Satins for each sweepstakes year. These pins will be available each year at the ARBA Convention or mailed after completion of the sweepstakes year. Winner must be a member of this Association. Pins must be ordered from the secretary/treasurer sixty (60) days before ARBA Convention.

Section 6. Set of rules and forms for listing the winners and exhibitors to be furnished to the show secretary by the Secretary of the ASRBA, same forms or an electronic version with same information to be filled out and returned to the Sweepstakes Points keeper of the ASRBA, within thirty (30) days after close of show.

Section 7. Show reports for Sweepstakes series ending on June 30<sup>th</sup> and not received by August 15<sup>th</sup> will be declared void.

Section 8. Interpretation of the sweepstakes rules by the Secretary of the American Satin Rabbit Breeders Association, Inc. will be binding on all shows.

Section 9. Only varieties recognized by the American Rabbit Breeders Association, Inc. are eligible for sweepstakes points.

Section 10. Any Club hosting a Satin and Mini Satin Specialty Show must have the judge/judges choose a Best In Show between the Best of Breed Satin and the Best of Breed Mini Satin.

## **Article II – Sweepstakes Rules**

Section 1. All exhibitors shall abide by the show rules of the American Rabbit Breeders Association, Inc. (ARBA) with these additional rules of the American Satin Rabbit Breeders Association, Inc. (ASRBA).

Section 2. To qualify for sweepstakes points, exhibitor must be a member of the ASRBA at the time of the show, or must join during the show before judging.

Section 3. All open class exhibitor's personal name(s) must be listed on the entry form for all ARBA shows.

Section 4. All youth exhibitor's name(s) must be listed on the entry form for all ARBA Youth shows. Entries will not be accepted in family names. If owned in conjunction with another youth, the names of all owners must be used.

Section 5. Youth may show in either Youth or Open, but sweepstakes points earned will be recorded in the division they are won in. They will not be combined.

Section 6. Open and Youth Sweepstakes points to be determined as follows: six (6) points for first, four (4) points for second, three (3) points for third, two (2) points for fourth and one (1) point for fifth. The above points for each placement to be multiplied by the number of rabbits judged in each class. Two (2) points for Best of Variety, one (1) point for Best Opposite Sex of Variety; these points to be multiplied by the total number judged in that variety. Two (2) points for Best of

Breed, one (1) point for Best Opposite Sex of Breed; these points to be multiplied by the total number of Satins or Mini Satins judged.

Section 7. Open and Youth Variety Sweepstakes points to be determined by adding the class points, Best of Variety points, Best Opposite Sex of Variety points Best of Breed, and Best Opposite Sex of Breed as described in Section 6 (above) to the total variety points for each variety shown.

Section 8. Fur class points – Open and Youth. There will be a separate Fur Sweepstakes. Points to be determined as follows: six (6) points for first, four (4) points for second, three (3) points for third, two (2) points for fourth and one (1) point for fifth. The above points for each placement to be multiplied by the number of rabbits judged in the proper White or Colored Fur Class the rabbit is shown in. These points will not count in the regular class sweepstakes.

Section 9. Standings in the sweepstakes will be published in the Satin News.

Section 10. One hundred (100) bonus points to be awarded in Open and Youth regular class sweepstakes for showing at the National All-Satin Show or the ARBA Convention Show.

Section 11. Sweepstakes points will be awarded in the regular variety and fur classes at the National All-Satin Show and the ARBA Convention show in both Open and Youth as follows:

- 1<sup>st</sup>. place -- 12 points times the number in the class
- 2<sup>nd</sup>. Place -- 10 points times the number in the class
- 3<sup>rd</sup>. place --- 8 points times the number in the class
- 4<sup>th</sup> place ---- 7 points times the number in the class
- 5<sup>th</sup> place ---- 6 points times the number in the class
- 6<sup>th</sup> place ---- 5 points times the number in the class
- 7<sup>th</sup> place ---- 4 points times the number in the class
- 8<sup>th</sup> place ---- 3 points times the number in the class
- 9<sup>th</sup> place ---- 2 points times the number in the class
- 10<sup>th</sup>. Place -- 1 point times the number in the class

Bonus points awarded for BOV, BOSV, BOB, BOS are the same as other sanctioned shows.

Section 12. Exhibitors must be a member of the ASRBA before judging at the ARBA National Convention to be eligible to win those sweepstakes points or to receive prizes offered for the National Convention by the ASRBA.

### **Article III – National All-Satin Show Rules**

Section 1. All rules in Articles I and II of the ASRBA Show Rules will be applicable with these additional rules of the ASRBA.

Section 2. There will be only one National All-Satin Show in any one year. It must be two or more days. By approval of the Executive Board, the National All-Satin Show may be held with one or more other national breed specialty club show(s), or it may be held in conjunction with an all breed show.

Section 3. The American Satin Rabbit Breeders Association, Inc. will grant a free sweepstakes, Open and Youth, to the group or club awarded the National All-Satin Show.

- Section 4. The Executive Board of the American Satin Rabbit Breeders Association, Inc will award the National All-Satin Show.
- Section 5. Bids for the National all Satin Show must be sent to every member of the Executive Board by certified mail return receipt request or e-mail with receipt conformation at least thirty (30) days prior to the opening day of the American Rabbit Breeders Association National Convention two calendar years prior to the All Satin show being bid for.
- Section 6. Clubs who have submitted a bid to host a National All Satin Show will be given an opportunity to meet with the Executive Board to discuss their bid prior to the vote to select the show site.
- Section 7. Selection of the All Satin Show site to be made during the ARBA Convention with the ASRBA Executive Board members not present at the ARBA Convention to have submitted mail ballots to the Secretary prior to the ARBA Convention.
- Section 8. Once the Executive Board has awarded the National All Satin Show bid, the host club may not deviate from the information presented in their bid without the approval of the Executive Board.
- Section 9. The National All Satin Show will be given free publicity in the Satin News. The ASRBA will make every effort to have members exhibit at the National All Satin Show.
- Section 10. The ASRBA prefers that National All Satin judges be selected from the most recent judges list prepared by the Judge Nomination Committee (see By-Laws Article IV, Section 12,). Further, the National All Satin judges should not be judging the Satins and/or Mini Satins at the ARBA Convention in the same year.
- Section 11. Ninety (90) days after the All Satin Show the sponsoring group or club holding the show must make a complete financial report to the ASRBA Secretary.
- Section 12. The ASRBA Executive Board will chair the National All Satin Banquet.

**Article IV – Selection of A.R.B.A. Convention and National All Satin Show BOB/BOS and National All Satin Show BIS**

- Section 1. A written balloting of all the judges who judged a respective variety in a breed shall make Best of Breed and Best Opposite Sex of Breed selections in Open at the National All Satin Show and the ARBA Convention within the breed they judged. In a case where more than one judge is needed to judge a youth breed the same guidelines will apply
- Section 2. After examining Best of Variety Satins or Mini Satins, judges shall cast their ballot for first choice (6 points), second choice (3 points) and third choice (1 point) for the Best of Breed. The voting will be displayed to the members present and the variety receiving the most points shall be the Best of Breed. In the event of a tie, the judge selected by the exhibitors at that show will break the tie.
- A. Upon entry and before judging commences each Open exhibitor will cast a vote for the tie breaker judge for the breed(s) they are exhibiting.
- B. The Satin judge receiving the most votes will break any Satin tie for BOB/BOS. The Mini Satin judge receiving the most votes will break any Mini Satin tie for BOB/BOS. In the event there is a tie in the balloting for the tie breaker judge the senior judge (by ARBA license number) of the tied judges will be the tie breaker judge.

Section 3. Best Opposite Sex of Breed shall be picked following the same procedure from the eligible sex Best of Varieties and Best Opposite Sex of Varieties.

Section 4. The Open BIS at the National All Satin Show will be picked by a panel of three (3) judges: the two (2) judges selected as Satin and Mini Satin tie breaker judges as identified in Sections 2.A. and 2.B. above, plus the Satin or Mini Satin judge receiving the next highest number of votes in the balloting done under 2.A. above.

### **Article V – Alterations – Amendments**

Section 1. Any alteration to or amendment to the Show Rules shall occur at one of the ASRBA semi-annual meetings.

Section 2. Alterations and amendments may originate from the general membership or the Executive Board.

A. Any adult member may submit a proposed written alteration or amendment by mailing a copy to the Secretary no later than (60) days prior to the semi-annual meeting. The Constitution and By-Laws Committee will review, prepare and codify the proposal for review by the Executive Board and consideration by the general membership.

B. The Executive Board may recommend a written alteration or amendment to the general membership.

Section 3. Any alterations or amendments to these Show Rules must be approved by a majority of the adult members in attendance at the semi-annual meeting. Proposed alterations or amendments will be posted on the website a minimum of 20 days prior to the semi-annual meeting

Section 4. A resolution adopted shall take effect sixty (60) days after approval at a semi-annual meeting.

