

AMERICAN CAVY BREEDERS ASSOCIATION
BY-LAWS

ARTICLE I Organization of Appointments

Section 1.

These By-Laws shall describe the duties and responsibilities of various appointed committee positions within the American Cavy Breeders Association that are not incorporated into the Constitution or the Rules and Regulations of the Association.

ARTICLE II Standards Committee

Section 1.

This article shall describe the duties and responsibilities of the Standards Committee.

Section 2.

The Standards Committee shall be composed of a Standards Chairperson, a Genetics Consultant, and seven (7) representatives; all of whom shall function as overseers to the continuous growth of the American Rabbit Breeders Association Cavy Standard of Perfection. (Rev. 2007)

Section 3.

The Standards Committee shall be comprised of members that are submitted for approval by the Standards Chairman. These members shall consist of ACBA members in good standing that provide expertise and knowledge with regards to the Cavy Standard of Perfection and showing of cavies. No more than three (3) members of the Committee may reside in any single ACBA district. The proposed Committee shall receive Board of Directors approval. If a new Standards Chairman must be appointed in the middle of a Standard of Perfection five (5) year period, he/she may not replace more than three (3) current Committee members and the current Standards Chair should be asked to finish out the remainder of the 5 year period as a Committee member. (Rev. 2007)

Section 4.

The Standards Chairperson shall be appointed from the general membership at large by the President and be approved by the Board of Directors to serve as head of this Committee. The term of office should run at least from the official publication of the Standard of Perfection until the subsequent publication of another Standard of Perfection, so that any and all revisions discussed during this period may be seen by one Chairperson.

Section 5.

The Standards chairperson shall appoint a Committee of six (6), and up to eight (8), (as defined in Article II, Section3), with the approval of the Board of Directors, to work in conjunction with him/her for a term of office concurrent with the production of the current Standard of Perfection. (Rev. 2007)

Section 6.

The Genetics Consultant shall be responsible for the genetic clarification, if necessary, of any new or proposed revisions in breed or variety standard descriptions.

Section 7.

The five District Representatives shall bring to the attention of the Standards Chairperson the concerns and recommendations of those members within his/her district. They shall also assist the Standards Chairperson with the official ACBA Standard Presentations at all ARBA Conventions.

Section 8.

- The Standards Chairperson shall perform the following duties:
- a) receive and coordinate district and/or membership reports as concerns dealing with the Standard.
 - b) submit periodic reports for publication in editions of the JACBA. (Rev. 2007)
 - c) submit quarterly reports to the ACBA Board of Directors to keep them informed of Standard concerns.
 - d) be responsible for the official ACBA presentation made at an ARBA National Convention as well as any presentation made at an ACBA Specialty Show during his/her term of office.
 - e) be responsible for conducting membership polls regarding the Cavy Standard via the JACBA, and for reporting the results of these polls to his/her Committee, the ACBA Board of Directors and the membership at large. A majority vote of the General Membership votes cast is required to initially approve any proposed changes to the Standard of Perfection. Upon this approval the proposal is sent on the ARBA Standards Committee for final approval. (Rev. 2007)
 - f) maintain a correspondence with the ARBA Standard Chairperson to facilitate an effective cavy presentation at the ARBA National Conventions.
 - g) work with and assist members in the presentation of any new varieties and/or breeds.
 - h) at all times, protect and maintain the impartiality of the Standard from individual bias and interference.

Section 9.

The ACBA Standards Committee is to receive and review all proposed changes to the Standard of Perfection presented to the General Membership. The purpose of the Committee is to be entrusted to ensure that all changes proposed to the General Membership for a vote are of proper content, wording, grammar and merit. If after a careful review by the Standards Committee a particular proposed change is not of sufficient merit then the change will not be presented to the General Membership for a vote. The ACBA Standard Committee Chairman will notify the presenter of the decision and the reasons for the action. (Rev. 2007)

ARTICLE III Specialty Show Coordinator

Section 1.

This article shall describe the duties and responsibilities of the Specialty Show Coordinator. (Rev 2007)

Section 2.

The Specialty Show Coordinator shall be appointed from the membership at large by the President and be approved by the Board of Directors.

Section 3.

The main duty of the Specialty Show Coordinator shall be to act as liaison between prospective and actual Host Club(s) of the ACBA Specialty Show and the Board of Directors.

He/She shall be readily accessible to any Host Club and/or prospective Host Club to advise them in the preparation of their show bids to the completion of the Specialty Show when the receipt of the ACBA fee is turned over to the ACBA Secretary-Treasurer. (Rev. 2007)

Section 4.

The Specialty Show Coordinator shall attempt to insure that at least one viable bid is submitted for the Specialty Show each year. In the event that

no bids are submitted by the deadline, the Specialty Show Coordinator shall notify the President immediately and the ACBA Board of Directors shall be responsible for securing a sponsor for the Specialty Show. If a bid is obtained in this manner then its approval will only reside with the Board of Directors via a special vote. (Rev. 2007)

Section 5.

The Specialty Show Coordinator shall review all bids of prospective Host Clubs, before they are finalized, and make suggestions for improvement if necessary. Final bids should be presented to the Coordinator at least forty five (45) days prior to the preceding Specialty Show. He/She shall in turn present the bids to the Board of Directors no later than thirty (30) days before the preceding Specialty Show. Bids shall be for the Specialty Show two (2) years in the future. (Rev. 2007)

Section 6.

The Specialty Show Coordinator shall present the final bids to the membership present at the preceding Specialty Show in the event that a representative of the prospective Host Club(s) is not available to do so.

Section 7.

The Specialty Show Coordinator shall upon acceptance of a bid, present to the Specialty Show Host Club a document stating their review and compliance with the Specialty Show Guidelines with special attention directed at Article III, Sections 17 and 18 of the ACBA Rules and Regulations. The Host Club's Specialty Show Chairperson, Superintendent and Show Secretary shall be requested to sign the document and return it to the Coordinator within thirty (30) days of receipt.

Section 8.

The Specialty Show Coordinator shall attempt to be present at the Specialty Show to assist the Host Club sponsoring the Show and to be available for information needed on Show details. If he/she is unable to attend the Show, it is advisable that he/she appoint an envoy to represent him/herself at the Show. The chosen envoy shall be approved by the Board of Directors.

Section 9.

The Host Club shall submit a check in the amount of \$0.75/cavy entered in the Specialty Show (herein after known as ACBA Specialty Show Fee) to the ACBA Secretary-Treasurer within thirty (30) days after the close of the Specialty Show. (Rev. 2007)

Section 10.

The Specialty Show Coordinator shall have the authority to allow the Host Club more than thirty (30) days to submit the ACBA fee if deemed necessary; however, no longer than sixty (60) days shall be allowed. The Coordinator shall inform the Board of Directors of any reason for extensions and provide projected completion dates. (Rev. 2007)

Section 11.

The Specialty Show Coordinator shall insure that the Host Club is in compliance with the Specialty Show Guidelines covered in Article III of the ACBA Rules and Regulations.

Article IV - Interpretation & Discipline (entire section replaced 2007)

Section 1.

The interpretation by the Board of Directors of this association of the Constitution, By-Laws, 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 shall be sent by regular mail, prepaid to the member's address as it appears on the books of the Association, and such mailing should be presumptive evidence of the service thereof. Any change of address must be sent promptly to the Secretary.

Section 3.

The Board of Directors may impose penalties upon any member for conduct, which, in its judgment, warrants such action. Such penalties include but are not limited to expulsions, suspensions and fines.

Section 4.

If a complaint of misconduct is brought against any member, elected officer or director, the Board of Directors shall be polled thereafter as soon as possible, and (a) If the Board of Directors determines that there is a reasonable basis for such complaint and that the Association could be adversely affected by the retention of membership of said member or the retention in office of said officer or director, the board may in its own discretion suspend such person pending a final determination as set forth herein. (b)The President, or if the President be charged, the Vice President, shall appoint a Grievance Committee. The Grievance Committee shall investigate the complaint and within a reasonable time limit report its findings. (c) The Board of Directors shall receive the findings of the Grievance Committee and shall determine whether a special meeting of the Board of Directors shall be convened for a hearing on the complaint and consideration of the grievance committee report or to defer action on the complaint until the next regularly scheduled Board of Directors meeting. (d) The complainant and the accused shall be notified of the date of any Board of Directors meeting and shall be afforded the opportunity to present evidence relating to the charge. (e) The determination of the Board of Directors shall be a final resolution of the manner, subject to the appeal process set forth in Section 5 hereof. (f) All complaints to be considered pursuant to this section shall be in writing and shall be accompanied by a non-refundable fee of two hundred (\$200) dollars to defray the costs attendant on the implementation of the procedures. In the event the Board elects not to consider the complaint, it shall return one hundred (\$100) dollars of the fee.

Section 5.

An appeal may be taken from any ruling of the Board of Directors to the next general membership meeting.

Section 6.

Any complaint submitted pursuant to this Article may not be for instances or events occurring more than three hundred sixty five (365) days prior to the date of receipt by the President and/or Secretary (or by the Board of Directors should both be involved) of the complaint.

ARTICLE V Membership Services Chairperson

Section 1.

This article shall describe the duties and responsibilities of the Membership Services Chairperson.

Section 2.

The Membership Services Chairperson shall be appointed from the membership at large by the President and be approved by the Board of Directors.

Section 3.

The main responsibility of the Membership Services Chairperson shall be to handle all aspects of merchandising selected cavy related products

and information through and for the good of the Association.

Section 4.

The Membership Services Chairperson shall at all times keep a record of the inventory of products the Association has on hand to retail.

Section 5.

The Membership Services Chairperson shall keep accounting records of payouts and expenses along with income and profits resulting from the merchandise handled through his/her position.

Section 6.

The Membership Services Chairperson shall submit quarterly accounting reports detailing the transactions handled through his/her position for that quarter, to the ACBA Secretary-Treasurer to be incorporated into the general accounting reports of the Association.

Section 7.

The Membership Services Chairperson shall report to the Board of Directors needs for new products to merchandise.

Section 8.

The Membership Services Chairperson shall make merchandise available to the Host Club(s) of the ARBA National Convention and the ACBA Specialty Show to be sold through the ACBA booth. He/She shall also prepare and include an inventory and accounting record to accompany these merchandising items.

Section 9.

The Membership Services Chairperson shall receive and process all orders from the membership wishing to purchase merchandise.

Section 10.

The Membership Services Chairperson shall serve as a "clearinghouse" for requests from members by assisting them in acquiring cavy information and directing other requests to the proper areas.

ARTICLE VI Newsletter Editor

Section 1.

This article shall describe the duties and responsibilities of the Newsletter Editor.

Section 2.

The Newsletter Editor shall be appointed from the membership at large by the President and be approved by the Board of Directors.

Section 3.

The JACBA shall be responsible for: (rev. 2007)

a. Collection and organization of submissions and format composition of each issue

b. Submissions of final copy to the Newsletter Publisher, ready for printing.

c. Accounting maintenance of advertisement run lengths.

d. Submission of payments received for advertising, with an accounting summary, to the Association Treasurer no more than 14 days after the first day of each publication quarter.

Section 4.

The Newsletter shall be of a length recommended by the Association Treasurer, with regard given to publication and mailing costs, and approved by the Board of Directors. (rev. 10/02)

Section 5.

District Directors and Officers shall submit reports each publication quarter. Committee Chairpersons shall be expected to submit reports as relevant information warrants to keep the Membership fully apprised. In no case, shall a Committee Chairperson submit less than one report in a publication year. (rev. 10/02)

Section 6.

The names of District Directors, Officers, and Committee Chairpersons shall be kept current and published in each issue with available means of individual contact provided. These listings shall be in masthead format for prominence. (rev. 10/02)

Section 7.

a. Deleted (10/02)

b. Each issue shall: (rev. 10/02)

1. display the name of the Newsletter and the current Association logo on the front cover.

2. contain within, a prominent masthead with the name of the Newsletter, the current volume and issue number (to run consecutively), names and contact information of the Editor and Publisher, submission deadlines and information, publication dates and appropriate disclaimer to be determined by the Board of Directors.

3. contain a complete listing of the ACBA Standards Committee membership with contact information, ACBA Hall of Fame inductees and ACBA Master Breeder inductees. When the Standards Committee is relatively inactive it shall not be necessary to publish the entire Committee list. It is left to the discretion of the Standards Chair when to publish the entire Committee and contact information. (Rev. 2007)

Section 8.

The target publication date for each edition shall be the first of every third month beginning with February each year for a total of four (4) issues per year. In order to accomplish this, the Newsletter Editor shall have the final copy of each issue in the hands of the Newsletter Publisher by the 1st day of each publication quarter. All Committee and Director reports are to be in the hands of the Editor one (1) month prior to the date the final copy is to be in the hands of the Publisher. (Rev. 2007)

Section 9.

The Newsletter Editor's column shall be limited to a maximum of one (1) page in length. (rev. 10/02).

Section 10.

The Newsletter Editor shall keep in mind that the JACBA (newsletter) is the only form of communication that reaches the whole Association membership. He/She (and) shall at all times consider costs and the good of the Association while striving to remain impartial and fair in producing a high quality, informative publication. (rev. 2007)

Section 11.

The editor of the JACBA shall receive monetary compensation from the ACBA in the sum of \$150.00 per issue (regardless of the number of pages). In addition, the Editor shall be reimbursed for all costs of supplies necessary to draft, edit and prepare the JACBA for publishing. These costs shall be submitted to the Secretary-Treasurer with proper documentation necessary for payment. (Rev. 2007)

ARTICLE VII Newsletter Publisher

Section 1.

This article shall describe the duties and responsibilities of the Newsletter Publisher.

Section 2.

The Newsletter Publisher shall be appointed from the membership at large by the President and be approved by the Board of Directors.

Section 3.

The main responsibility of the Newsletter Publisher shall be to oversee the printing of the JACBA at the most reasonable cost. He/She shall have no authority over the composition of the JACBA. (Rev. 2007)

Section 4.

The Newsletter Publisher shall perform the following duties in the publication of each edition of the JACBA:(Rev. 2007)

- a) receive a reduced, camera ready, copy of the JACBA from the Newsletter Editor. (Rev. 2007)
- b) determine the number of copies to be printed by referring to the current membership roster.
- c) deliver the JACBA to and pick up the finished issues from the printer. (Rev. 2007)
- d) disburse printing and postage expenditures.
- e) stuff relevant polls into completed JACBA issues when appropriate. (Rev. 2007)
- f) mail JACBA to current ACBA membership.(Rev. 2007)

Section 5.

The Newsletter Publisher shall keep records of expenditures and the number of JACBA printed and mailed for each edition.(Rev. 2007)

Section 6.

The Newsletter Publisher shall be allotted a cash advance to cover the cost of printing and postage for each edition of the JACBA, from the general account. This amount shall be based on the cost of the previous edition. (Rev. 2007)

Section 7.

After the publication and mailing of each edition, the Newsletter Publisher shall prepare and submit an accounting report to the ACBA Secretary-Treasurer to be incorporated into the general accounting reports for the Association.

Section 8.

The Newsletter Publisher shall notify the Board of Directors of any increase in printing rates or other expenditures.

Section 9.

The Newsletter Publisher shall be responsible for obtaining and holding a bulk-rate permit and at the time of mailing each edition, he/she shall also mail all Board Members' copies "first class" along with any others determined to be "first class" by the Board of Directors.

Section 10

The Publisher of the JACBA shall receive monetary compensation, in addition to the reimbursement for actual publishing costs, from the ACBA in the sum of fifty dollars \$50.00 per issue (regardless of the number of pages). (Rev. 2007).

ARTICLE VIII Publicity and Advertising Chairperson

Section 1.

This article shall describe the duties and responsibilities of the Publicity and Advertising Chairperson.

Section 2.

The Publicity and Advertising Chairperson shall be appointed from the general membership at large by the President and be approved by the Board of Directors.

Section 3.

Following appointment, the Publicity and Advertising Chairperson shall prepare and present to the Board of Directors for approval, a budget to cover all publicity and advertising expenditures of the Association for the period of one (1) year.

Section 4.

The main responsibility of the Publicity and Advertising Chairperson shall be to disseminate information about the Association. This information shall be directed toward gaining more memberships and creating favorable public interest in the cavy.

Section 5.

The Publicity and Advertising Chairperson shall be responsible for evaluating the effectiveness of disseminating advertising information by the use of print advertising in American Rabbit Breeders Association sponsored publications (e.g. Domestic Rabbits) and other similar publications due to their specialized readership. Other publications, national and regional, may also be considered but should be carefully evaluated on the basis of cost versus the amount of favorable response.

Section 6.

The Publicity and Advertising Chairperson shall also be responsible for distributing information to the media through press releases. Press releases are written in newspaper article format, typed double-spaced, and usually include a black and white photograph. They are mainly used to publicize an event, breakthrough, new product etc. Releases should be sent to the attention of the editor of a publication which deals in an area related to animals, animal products or human interest. Editors may elect not to use the given release, but having one printed can result in far reaching free publicity.

Section 7.

The Publicity and Advertising Chairperson shall attempt to publicize the American Rabbit Breeders Association's National Convention and the American Cavy Breeders Association Specialty Show on a national basis using advertising, press releases and any other available resources.

Section 8.

The Publicity and Advertising Chairperson shall make the Show Committees of the ARBA National Convention and the ACBA Specialty Show aware of all his/her advertising activities in relation to these national shows.

Section 9.

The Publicity and Advertising Chairperson shall also assist the National Show Committees with organizing regional publicity by:

- a) offering assistance and advice.
- b) supplying any available promotional materials he/she may be using.
- c) checking regularly with the Committee on their publicity efforts.

Section 10.

The Publicity and Advertising Chairperson shall at all times perform his/her duties with the good of the Association and its best interests in mind, and strive to maintain a good public relations image.

ARTICLE IX By-Laws Chairperson

Section 1.

This article shall describe the duties and responsibilities of the By-Laws Chairperson in addition to those duties and responsibilities covered under Article XIV, Sections 2 and 3 of these ACBA By-Laws; and Article VI, Sections 2 and 3 of the ACBA Rules and Regulations.

Section 2.

The By-Laws Chairperson shall be appointed from the general membership at large by the President and be approved by the Board of Directors.

Section 3.

The By-Laws Chairperson shall periodically review the Constitution, By-Laws and Rules and Regulations of this Association, accepting the advice of the membership, to determine if there is a need for change to make them more compatible with the current needs of this Association. Such findings shall be reported to the Board of Directors at a meeting along with a copy of said report for the minutes of the meeting.

Section 4.

Upon the advice of the Board of Directors, the By-Laws Chairperson shall make a petition for amendment and secure the necessary signatures for submission as described in Article XIV, Section 2.

Section 5.

The By-Laws Chairperson shall maintain for the Secretary's file, a complete up-to-date copy of the Constitution and By-Laws along with all amendments and alterations and their revision dates. He/She shall also maintain for the Secretary's files a current copy of all rules and regulations for this Association.

ARTICLE X Youth Chairperson

Section 1.

This article shall describe the duties and responsibilities of the Youth Chairperson.

Section 2.

The Youth Chairperson shall be a committee of one (1) or two (2) co-chairpersons. For the purpose of representation, if more than one, they should ideally reside geographically distant from each other.

Section 3.

The Youth Chairperson shall be appointed from the membership at large by the President and be approved by the Board of Directors.

Section 4.

The main responsibility of the Youth Chairperson shall be to work as a committee to promote cavy related activities among the youth membership.

Section 5.

The Youth Chairperson shall prepare and submit a column for publication in each edition of the JACBA to keep the youth members informed of youth activities. (Rev. 2007)

Section 6.

The Youth Chairperson shall prepare and submit to the Board of Directors, following the ACBA Specialty Show, a yearly report on the status of the youth membership and activities.

Section 7. The Youth Chairperson shall be responsible for conducting the Cavy Youth Royalty Contest at the ARBA National Convention and the ACBA Specialty Show. These contests consist of written tests, oral interviews, showmanship and judging contests. The Youth Chairperson is responsible for all aspects of overseeing these contests, which includes correcting tests, determining the winners and distributing awards.

Section 8.

The Youth Chairperson shall make him/herself readily accessible to any and all youth members to advise them on problems arising by or concerning them.

Section 9.

The Youth Chairperson shall respond to all correspondence from youth or correspondence concerning youth members and/or activities.

Section 10.

The Youth Chairperson shall at all times encourage the youth membership to conduct themselves and the affairs of their Association in such a manner so as to set an example in good sportsmanship and cooperation to encourage other young people to become members of the Association.

ARTICLE XI Guidebook Editor

Section 1.

This article shall describe the duties and responsibilities of the Guidebook Editor.

Section 2.

The Guidebook Editor shall be appointed from the general membership at large by the President and be approved by the Board of Directors.

Section 3.

The Guidebook Editor shall perform the following duties in the preparation and publication of each edition of the ACBA Guidebook. (Rev. 2007)

1. The Guidebook Editor shall solicit and edit in preparation for publication in the ACBA Guidebook, articles on all aspects of care and exhibition of cavies. (Rev. 2007)

2. The ACBA Guidebook shall be published annually. (Rev. 2007)

3. The Guidebook Editor shall submit to the Board of Directors a budget for the publishing of the ACBA Guidebook including three (3) quotations for printing of the Guidebook. The ACBA Secretary-Treasurer shall also obtain at least one (1) quotation for the printing of the Guidebook. The budget must be approved by the Board of Directors prior to publishing. (Rev. 2007)

4. The Guidebook Editor shall publish and distribute the initial printing of the ACBA Guidebook to all members identified by the Secretary-Treasurer as deemed eligible. The Secretary-Treasurer shall send out the ACBA Guidebook to all new members obtained after the initial printing. (Rev. 2007)

5. The Guidebook Editor is reimbursed for all expenses necessary for the publishing and mailing of the ACBA Guidebook. These costs shall be submitted to the Secretary-Treasurer with proper documentation necessary for payment. The Guidebook Editor shall receive no other compensation. (Rev. 2007)

Section 4.

The Guidebook Editor shall keep on file all articles received by him/her and shall present the final selection of edited articles to the Board of Directors for approval.

Section 5.

The Guidebook Editor shall solicit new articles, when needed, by preparing a report for publication in the JACBA.(Rev. 2007)

Section 6.

The Guidebook Editor shall prepare and present a report on the status of the guidebook for each ACBA general membership meeting.

Section 7.

The Guidebook Editor shall at all times strive to remain impartial in selecting unbiased articles with lasting quality for publication in the ACBA Guidebook.

ARTICLE XII Ballot Chairperson

Section 1.

This article shall describe the duties and responsibilities of the Ballot Chairperson.

Section 2.

The Ballot Chairperson shall be an impartial party appointed from the membership at large by the President and be approved by the Board of Directors.

Section 3.

The Ballot Chairperson shall be responsible for receiving from the membership, all completed ballots mailed out from the office of the Secretary-Treasurer of this Association.

Section 4.

The Ballot Chairperson shall tally all ballots received and prepare a report reflecting the totals.

Section 5.

In the case of Elections for Officers, the Ballot Chairperson shall receive the voted ballots, and acting as the chairperson of the committee of three (3), shall be governed by and shall abide by Article VII, Paragraph 7 through Paragraph 11 of the ACBA Constitution.

Section 6.

After tallying the ballots, the Ballot Chairperson shall seal them all in an envelope and sign his/her name across the seal.

Section 7.

The report and sealed envelope containing the counted ballots shall be forwarded to the office of the Secretary-Treasurer within fourteen (14) days after the close of the election or voting deadline.

Section 8.

The tallied report and the sealed envelope shall be kept by the Secretary-Treasurer for ninety (90) days following the close of the election or voting deadline.

Section 9.

In the case of Standard ballots, they shall be mailed out from the office of the Secretary-Treasurer of this Association. All completed Standard ballots shall be returned to the Standard Chairperson. After tallying the ballots, the Standard Chairperson shall seal them in an envelope and sign his/her name across the seal. He/She shall then send the results and the envelope to the Secretary-Treasurer and submit the results to the membership via the subsequent JACBA. (Rev. 2007)

ARTICLE XIII Salaries

Section 1.

No member of these appointed committee positions covered under these By-Laws of this Association shall receive any salary or compensation for the normal conduct of his/her duties of this Association.

Section 2.

Expenses incurred by the members in these positions, by and for this Association, may be reimbursed by the Association. Such reimbursements, totaling over \$100.00, are not to be paid until approved by the Board of Directors.

ARTICLE XIV Amendments and Alterations

Section 1.

The membership may amend or repeal these By-Laws.

Section 2.

Any alteration or amendment to these By-Laws shall be offered by petition. The petition shall be in writing and be signed by at least ten (10) members in good standing and sent to the By-Laws Chairperson. The petition shall state the Article and Section to be amended, added or deleted. It shall provide the text to be replaced or to be added to the By-Laws.

Section 3.

The By-Laws Chairperson shall present the petition to the Board of Directors within thirty (30) days of receiving said petition.

Section 4.

The Board of Directors shall submit to the ACBA Secretary-Treasurer authority to prepare the amendment, at least thirty (30) days prior to the voting deadline thereof, to be sent to all voting members along with a ballot.

Section 5.

After voting, the members shall seal the ballot and return it on or before the closing date of voting to the Ballot Chairperson.

Section 6.

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

Section 7.

Any amendment shall become effective upon the passage or at such time as specified in the petition. Rev. 10/98

Section 8.

To keep the membership informed, results of all voting on amendments and alterations to the By-Laws shall appear in the first issue of the ACBA News to be published following the voting.

ARTICLE XV Passage of this Document

Section 1.

Upon approval of these By-Laws by the Board of Directors, it shall go into effect immediately and shall bear the date of its passage on all subsequent publications.

ARTICLE XVI Appointment of Board of Director Alternates

Section 1.

Elected members of the Board of Directors who are unable to attend an ACBA Board of Directors Meeting called in accordance with the ACBA Constitution and these Bylaws shall, at his option, appoint an alternate from the same district who is able to attend at no expense to the ACBA and represent the district so effected voting its conscience as appropriate. The alternate shall exercise the duties of the District Director from the opening gavel of the meeting until the closing gavel and shall report on the meeting in detail to the elected district director immediately upon return from the meeting. The elected director shall provide his appointed alternate with a letter of introduction to the presiding officer ACBA secretary and shall specify that his alternate shall represent the members of the district and shall vote the conscience of the district as he, the elected district director, would normally do. A copy of this letter of introduction shall be mailed to the presiding officer and ACBA secretary a minimum of 10 days prior to the proposed meeting date. (Rev. 10/02)

ARTICLE XVII Website Committee

(Added 10/02)

Section 1.

As the ACBA Board of Directors has prescribed an Association-controlled website to disseminate information and provide interaction with the ACBA Membership and other in the cavy fancy, this article shall describe the duties and responsibilities of the website committee.

Section 2.

The Website Committee Chairperson shall be appointed from the membership at large by the President and be approved by the ACBA Board of Directors.

Section 3.

The main responsibility of the Website Chairperson shall be to coordinate efforts of committee members and others to affect an on going and evolving presence on the internet, herein referred to as ACBAonline, for the AMERICAN CAVY BREEDERS Association.

Section 4.

The Chairperson shall organize the Website Committee membership to include a Webmaster and other positions with duties and responsibilities as content providers.

Section 5.

Duties of the Chairperson are as follows:

- a. Maintain communication with the ACBA President, keeping this officer informed needs, status and direction of ACBAonline.
- b. See that necessary guidelines, procedures and policies are developed and maintained, including plan and direction of ACBAonline, publishing standards, and copyright and disclaimer notices.
- c. Coordinate closely with the Webmaster on securing a server (ISP), provide centralized oversight on the design and development of ACBAonline and supervise major additions and/or changes to the site.
- d. Work with committee members to ensure content is coordinated with the webmaster.
- e. Report to the ACBA Board of Directors on current status and future direction of ACBAonline.
- f. Provide a quarterly report for the Journal of the American Cavy Breeders Association communicating policies and updates such as notice of online publications and photos of contributors, new information boards, surveys, online chat schedules, etc.

Section 6.

Duties and Responsibilities of the ACBAonline Webmaster are as follows:

- a. Report directly to the Website Committee Chairperson.
- b. Coordinate closely with the Website Chairperson providing advice on software, securing a server (ISP), the design and development of ACBAonline, facilitation of major additions and/or changes to the site and report any areas requiring troubleshooting.
- c. Develop and expand ACBAonline to provide and maintain a cohesive look and feel, along with ease of accessibility and navigation.
- d. Work with committee members and others to facilitate timely and technically accurate content uploading.
- e. Maintain the image and integrity of ACBAonline making sure links are current and functional, old documents are up to date, new documents are posted and ensuring the technical quality and content.
- f. Keep ACBAonline content backed up against server failure.