

# American Cavy Breeders Association By-Laws

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**These By-Laws provide further information on the structural elements described in the Constitution.**

## **ARTICLE I (OBJECTIVES)**

**Section 1.** The Purpose of the AMERICAN CAVY BREEDERS ASSOCIATION shall be to promote the breeding and improvement of the cavy, and to secure publicity for and interest in the cavy as an exhibition and pet animal.

**Section 2.** The ACBA shall assist its members by providing information concerning the care and showing of cavies. It shall aid in securing public interest for the betterment of the cavy fancy. It shall provide a forum for the members to exchange information about cavies.

**Section 3.** The Association shall sanction cavy shows and provide sweepstakes reporting requirements to sponsoring clubs paying the sanctions.

**Section 4.** The Association shall assist in the organization of local, regional and state cavy breeders associations and encourage shows at these levels. Local, regional and state clubs must be chartered with the AMERICAN RABBIT BREEDERS ASSOCIATION in order to be affiliated with the AMERICAN CAVY BREEDERS ASSOCIATION.

## **ARTICLE II (OFFICERS)**

**Section 1.** The elective officers of this Association shall be a President, Vice President, and nine (9) District Directors – which shall consist of one member from each of the nine (9) districts. The President and Vice President shall be elected by the general membership on opposite years for a two (2) year term.

The President shall be elected on even numbered years and the Vice President on odd numbered years. The District Directors shall be elected for a two (2) year term by and from the membership in their respective Districts. The four (4) even numbered District Directors shall be elected on the even numbered years and the five (5) odd numbered District Directors shall be elected on the odd numbered years. Each year the same number shall be elected as those whose terms shall expire. The President and Vice President shall be eligible to serve for only three (3) consecutive terms in the same office.

**Section 2.** The elective officers of the Association shall assume their duties during the General Membership Meeting held in conjunction with the AMERICAN RABBIT BREEDERS ASSOCIATION NATIONAL CONVENTION, at which time their installation will take place.

**Section 3.** There shall be no more than two (2) officers from any state or Canadian Province. There shall be no more than one (1) officer from any single household, with the exception of Secretary and Treasurer being from a single household.

**Section 4.** The Division of the Districts shall be the same as the AMERICAN RABBIT BREEDERS ASSOCIATION. If the ARBA realigns the districts, the ACBA will follow. To see the specific district delineations, refer to the Rules and Regulations, Article V, Section 3.

## **ARTICLE III (DUTIES OF OFFICERS)**

**Section 1.** They shall at all times consider the advice of the membership in reaching their decisions.

**Section 2.** The Board of Directors shall determine the number, extent, type and expense of awards to be given at shows sanctioned by the ACBA.

**Section 3.** Should the office of the Vice President become vacant for any reason, the President shall appoint, and the Board of Directors shall approve a new Vice President. The new Vice President shall be selected from the present members of the Board of Directors.

**Section 4.** If for any reason the number of District Directors should become less than nine (9), the President shall appoint another member in good standing who is from the District that has lost its Board Member. This appointee will be approved by the remaining Board Members.

**Section 5.** Members appointed to offices that they were not elected to may complete the term of that assumed office. During that term, they may run for another office if they desire but may hold only one office at a time.

**Section 6.** When elected or re-elected to the Board, members not holding life memberships shall submit to the Secretary two (2) years membership dues to cover the term of office and ensure that they remain a member of the Association during their term of office.

**Section 7.** The Secretary shall be appointed by the President and confirmed by the Board of Directors. The Secretary shall be a member of the ACBA. He shall be considered an officer of the association and an ex-officio member of the board of directors. The Secretary shall devote sufficient time and attention to the duties of his office as to carry out requirements and duties directed by the President and Board of Directors. The Secretary shall maintain a complete and up to date membership list. The secretary shall distribute complete and up to date membership lists to the President, Vice President, Treasurer and Sweepstakes Committee Chairman. He shall distribute district membership lists to all District Directors on the 1st day of each calendar quarter. The secretary shall make quarterly reports of the activities of his office to the members of the board of directors and shall provide the officers and directors with such other official information as may be requested in a timely manner and an acceptable format. The secretary shall be responsible for answering all correspondence directed to the association or routing correspondence to the appropriate officer or committee chairman for response. Original and electronic copies of all correspondence answered or routed to an appropriate party shall be properly annotated and maintained by the Secretary, and available to the Board of Directors upon request. An accounting of such correspondence shall be forwarded to the President on the 1st of each month for information. The Secretary shall keep a record of all proceedings of the Association. He shall keep all club records and documents for a minimum of seven (7) years. Documents may be held longer if the nature is such that it covers an extended period of time: Life memberships, official caviary registrations, etc.

**Section 8.** The Treasurer shall be appointed by the President and confirmed by the Board of Directors. The Treasurer shall be a member of the ACBA. He shall be considered an officer of the association and an ex-officio member of the board of directors. He shall collect and keep account of all moneys due the Association. The treasurer shall devote sufficient time to the discharge of his duties in this office so as to efficiently manage the financial affairs of the association which shall include but not be limited to the maintenance of all accounts, the assessment and collection of all fees specified by the board of directors, the preparation of quarterly financial reports to the board of directors and the general membership for publication in each issue of the Journal of the American Cavy Breeders Association (JACBA); and in his capacity as Chairman of the Budget and Finance committee, the preparation of an annual budget showing both forecast income and projected expenditures. The treasurer shall draw checks against the association's funds, or make electronic arrangements, as needed to pay the association's obligations. The treasurer shall pay bills authorized by the board of directors. The treasurer shall establish and maintain any electronic forms of payment.

**Section 9.** The Secretary and Treasurer shall be bondable and required to be bonded at the Association's expense for the length of their tenure.

**Section 10.** As compensation for their work, the secretary and the treasurer shall both receive an honorarium, as determined by the Board of Directors, the calculation of which shall be based upon a percentage of the membership dues collected on an annual basis for the year paid.

**Section 11.** Within thirty (30) days of leaving office, both the Secretary and Treasurer shall turn over all funds, records and properties of the Association to his successor. Failure to do so will require disciplinary action by the Board of Directors. Included in this action but not limited to, is revoking of his ACBA membership.

**Section 12.** The same person may hold the offices of Secretary and Treasurer. As currently written, the Constitution, By Laws or Rules and Regulations do not preclude the same member from occupying both the secretary and treasurer offices and receiving the benefits inuring to them.

## **ARTICLE IV (MEETINGS)**

**Section 1.** In the event that the ACBA Specialty or the ARBA National Convention should fail to occur, or a quorum is not convened, The Board should strive to meet at least once a year, at a mutually agreeable time and place.

**Section 2.** If a Board meeting is not held due to lack of a quorum, the membership meeting may still take place, provided there is a quorum of the membership present and at least one Board member present to preside.

**Section 3.** Interim meetings of the Board of Directors may be held at the request of a majority of the Board or at the request of the President when believed to be for the good of the Association.

**Section 4.** A Board member may be considered to be present at a meeting if there in person, or able to participate in the meeting electronically (i.e., via telephone, or internet communication). Entire meetings by the Board of Directors may be conducted electronically, if necessary.

**Section 5.** All meetings of the association and its board of directors shall remain open to all members in good standing with the exception of periods during which sensitive matters (i.e., grievances, disciplinary actions, etc.) are taken up by the board and the presiding officer deems it appropriate to declare a closed session. Upon completion of the discussion of sensitive material, the presiding officer shall declare the meeting open to the general membership and it shall be so noted in the minutes of the meeting by the secretary. Members who choose to observe the proceedings of a board of directors meeting shall not interfere with the proceedings or they will be removed from the meeting.

**Section 6.** The purpose of the membership meeting shall be to permit the Board members to present situations, ideas and possibilities for the membership's recommendations. Committees shall present their reports to the membership and the membership may wish to bring forth new business. The membership may request issues be brought to the attention of the entire membership for consideration and vote.

**Section 7.** Special membership meetings may be called by a petition to the Board stating the purpose of the meeting, by at least twenty-five (25) voting members who are in good standing. The Board shall set a time and place expediently, with the convenience of the concerned members in mind, while also allowing for notification of the entire membership.

**Section 8.** A Cavy Judges Conference may be held in conjunction with either or both of the regular membership meetings each year. The Judges Conference shall meet all the requirements and be recognized by the AMERICAN RABBIT BREEDERS ASSOCIATION as an official Conference; however, they need not be limited to the minimal requirements set forth by the ARBA.

**Section 9.** All Board and Membership meetings shall be conducted by the President of the Association. In the President's absence, the Vice President shall conduct. If both of these officers are absent, the Board Member with the longest tenure shall preside, provided a quorum is met as stated in Article VII, Section 2 of the Constitution.

**Section 10.** Where the Constitution, Bylaws and Rules and Regulations are silent, Roberts rules of order (Revised Edition) shall govern the conduct of business of this association in all matters of order and precedence.

## **ARTICLE V (APPOINTMENTS)**

**Section 1.** Should an elected position become vacant, a replacement shall be appointed by the president, and approved by the Board of Directors.

**Section 2.** All chairpersons shall be appointed by the President, and approved by the Board of Directors. All chairpersons shall be members in good standing of the ACBA.

**Section 3.** All committee members shall be selected by the committee chairperson, appointed by the president, and approved by the Board of Directors. All committee members shall be members in good standing of the ACBA.

**Section 4.** Appointing a temporary alternate for Board of Directors meetings: 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 their 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 and the 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 or emailed to the presiding officer and ACBA secretary a minimum of 10 days prior to the proposed meeting date.

**Section 5.** If so desired, the President may appoint co-chairpersons for any chairperson position.

**Section 6.** All appointments made by the President shall be for a two (2) year period, with the exception of the Standards Committee Chairperson, who shall be appointed for a five (5) year period. Every two years (to correlate with the President's election or re-election) he shall appoint or re-appoint all appointed positions. If a President's appointment is made to complete a specific two (2) year cycle, then he shall appoint or re-appoint that position at the beginning of the next two (2) year cycle.

## **ARTICLE VI (PUBLICATION)**

**Section 1.** The ACBA shall publish a newsletter four (4) times annually and more if requested by the Board of Directors.

**Section 2.** The name of the quarterly publication of the ACBA shall be THE JOURNAL OF THE AMERICAN CAVY BREEDERS ASSOCIATION (JACBA).

**Section 3.** To promote its objective, the Association shall encourage submission of cavy related articles to other publications including but not limited to the official publication of the AMERICAN RABBIT BREEDERS ASSOCIATION.

## **ARTICLE VII (NATIONAL EMERGENCIES)**

During times of national emergencies, such as war, epidemics, pandemics, outbreak of disease, etc., the Board of Directors shall have the authority to temporarily suspend or modify any section of the Constitution, By-laws or Rules and Regulations as they see fit in order to carry out the business of the association. Any vote to do so shall require a two-thirds (2/3) majority. Any temporary suspension or modification of the Constitution, By-laws or Rules and Regulation shall not last more than one year. Each section that is temporarily suspended or modified must be approved by a two-thirds (2/3) majority. The definition of a national emergency shall be the exclusive determination of the Board of Directors.

## **ARTICLE VIII (AMENDMENTS AND ALTERATIONS)**

**Section 1.** The membership may amend or repeal these By-Laws or portions thereof.

**Section 2.** A petition to amend must be signed by at least ten (10) members in good standing. It must state the article and paragraph to be amended, and include full replacement language. It must then be sent to the By-Laws Chairperson.

**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.** Upon receipt of the petition by the Board of Directors, the Secretary shall submit the amendment to the membership in the next scheduled ACBA Journal. The Secretary shall cause a ballot for the proposed amendment to be sent out with the next election ballot.

**Section 5.** A two-thirds majority of the members voting shall be required to alter or change the By-Laws.

**Section 6.** Any amendment shall become effective upon passage, or at such time as specified within the amendment.

**Section 7.** These By-Laws in their entirety, may be replaced by this same process, with a complete replacement By-Laws included in the aforementioned petition.

## **ARTICLE VIII (PASSAGE OF THIS DOCUMENT)**

**Section 1.** Upon approval of these By-laws by the membership, these new By-laws shall be effective November 1st, 2020, and bear this date on all printing of this document.

**Section 2.** These By-laws shall invalidate and supersede all previously honored By-laws of the AMERICAN CAVY BREEDERS ASSOCIATION.