

ACBA Rules and Regulations

These Rules and Regulations shall describe the duties and responsibilities of appointed committee positions and describe other guidelines, processes and procedures within the American Cavy Breeders Association that are not expressed or defined in the Constitution or the By-Laws of the Association.

ARTICLE I: ARCHIVES COMMITTEE (added 11/27/20)

Section 1.

The Archives Committee Chairperson and Committee shall be selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Archives Committee shall develop a library and records that reflect the history of the American Cavy Breeders Association.

Section 3.

The Archives library and records shall be maintained in such a way, that the members (especially the Editor of the JACBA) can have access.

ARTICLE II: AUDIT COMMITTEE

Section 1.

An audit of the association's accounts and financial records shall be conducted annually after July 1st and prior to the annual membership meeting held in conjunction with the American Rabbit Breeders Association convention and show or November 15th, whichever occurs first.

Section 2.

This audit shall be conducted by the Audit Committee, consisting of three (3) members that have been selected appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. There shall be a chairperson and two (2) additional members on the committee.

ARTICLE III: BALLOT COMMITTEE

Section 1.

The Ballot Committee, shall consist of three (3) members that have been selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. The committee shall tally all votes at the direction of the Ballot Chairperson.

Section 2.

The Ballot Chairperson shall be responsible for receiving from the membership, all completed ballots mailed out from the office of the Secretary of this Association. This shall include votes on the officer elections, amendments to the Constitution or By-Laws, proposed changes to the Standard of Perfection, Judges polls and any other item that the Board of Directors has submitted to the membership for vote.

Section 3.

The chairperson shall direct the committee in tallying all ballots received and prepare a report reflecting the totals.

Section 4.

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

Section 5.

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

Section 6.

The Secretary shall submit all voting results for publication in the next JACBA to be published.

Section 7.

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

ARTICLE IV: BUDGET AND FINANCE COMMITTEE

Section 1.

The Treasurer of the ACBA shall be the Chairman of the Budget and Finance Committee, and shall construct a committee, as needed, to fulfill financial functions, such as annual budgets. If the committee is formed, it shall be done as per Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Treasurer must get Board of Directors approval before paying proposed expenditures of over \$500.00

ARTICLE V: BY-LAWS COMMITTEE

Section 1.

The By-Laws Chairman shall be responsible for the oversight, review and improvement of the governing documents of the ACBA. To assist in fulfilling those responsibilities, the chairperson may construct a committee that is selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The By-Laws Chairperson shall periodically review the Constitution and By-Laws of this Association, 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 3.

At the direction of the Board of Directors, the chairperson shall implement the process for amendment, as defined in Article IX of the Constitution or Article VIII of the By-Laws.

Section 4.

The By-Laws Chairperson shall receive inquiries from the membership, and advise members on the process of amending the Constitution and By-Laws.

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 VI: DOMESTIC RABBIT REPORTER COMMITTEE (added 11/27/20)

Section 1.

The Domestic Rabbit Reporter Chairperson and Committee shall be selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Chairperson (also referred to as the DR Reporter) shall write and submit an appropriate article for each issue of the Domestic Rabbit ARBA magazine, in a timely manner that meets deadline requirements of the ARBA.

Section 3.

The article published in each issue of the Domestic Rabbit shall endeavor to promote the cavy, cavy exhibitors and the American Cavy Breeders Association.

ARTICLE VII: ELECTION OF OFFICERS

Section 1.

Any adult who has been a member in good standing for at least two (2) consecutive years, and seeks to run for any elective office open that year, shall send a nomination bid to the Secretary of the Association to be received no later than July 1st of that year.

Section 2.

Candidates for Board of Directors shall be grouped by Districts. Association members will be permitted to vote only for the candidates within their districts. Within 10 days after the filing date, the Secretary shall advise the ACBA Journal Editor of the candidates and their bids, which will be published in the August ACBA Journal.

Section 3.

The nine (9) districts of the ACBA shall be:

District 1: Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Northern Asia (Japan) and Western Canada (Saskatchewan, Alberta, British Columbia, Yukon Territory).

District 2: Arizona, California, Hawaii, Nevada, Utah, Mexico, Southern Asia, Australia.

District 3: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin.

District 4: Arkansas, Colorado, New Mexico, Oklahoma, Texas, Mexico, Central America.

District 5: Illinois, Kansas, Missouri.

District 6: Alabama, Florida, Georgia, Louisiana, Mississippi, Tennessee, Puerto Rico, South America.

District 7: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, Europe, Eastern Canada (Quebec, Newfoundland, Nova Scotia, Prince Edward, New Brunswick).

District 8: Indiana, Kentucky, Michigan, Ohio, Central Canada (Manitoba, Ontario).

District 9: Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, South Carolina, Virginia, West Virginia, District of Columbia, Africa.

Section 4.

The Secretary shall cause a ballot to be sent to each member who is eligible to vote. The list of eligible voters shall consist of all active adult members, as of August 1st, just prior to the ballot and vote. The ballots will be sent out via first class mail, no later than September 1st. Each ballot shall have complete instructions for the guidance of the voter. No ballot shall be counted that has been changed, tampered with or improperly voted. The ballots shall show the date on which the polls will close and shall contain a return envelope addressed to the Chairman of the Election Committee.

Section 5.

Each member voting shall mark his ballot and mail it in the preaddressed return envelope to the Chairman of the Election Committee. The Election Committee shall count all ballots that have been received prior to the closing of the polls.

Section 6.

Write-in votes will be accepted if the write-in candidate is clearly identified by name and position and is eligible. To be eligible, the candidate must be a member in good standing of the AMERICAN CAVY BREEDERS ASSOCIATION for two (2) consecutive years, and reside within the District in which they are running for office.

Section 7.

The election results will be turned over to the Executive Board at the AMERICAN RABBIT BREEDERS ASSOCIATION NATIONAL CONVENTION. The election results will be announced during the ACBA General Meeting, being held in conjunction with the ARBA National Convention. The individuals receiving the highest number of votes will be declared elected and their names will be announced to the membership. All candidates will be notified of the election results either electronically or by first class mail within 7 days of the receipt of the results by the secretary.

Section 8.

All election results, candidates and ballot counts will be published in the next scheduled Journal of the ACBA (JACBA) and will be made available to the general membership at the general meeting.

Section 9.

In the event of a tie, an election to break the tie will be held within the district, within 60 days. The candidate then receiving the largest number of votes will be declared elected.

Section 10.

After the ballots are counted, they will be placed in a sealed envelope and forwarded to the Association Secretary, to be retained for one year. They will be opened only in the event that a demand for a recount is made.

Section 11.

Any candidate defeated for any office of the Association requesting a recount of ballots shall make application to the Secretary. The recount application must be made within thirty (30) days following notification of the election results. The application shall be accompanied by a fee of \$20. A recount shall then be made by a committee of three (3). The person contesting shall pick one, the Board of Directors will select the other two (2) members for the committee. All three members of the committee shall be members in good standing of the ACBA. The Committee shall assemble and personally count all ballots cast for the office in dispute, and the report of the Committee's recount shall be certified to the Board of Directors and shall be final.

Section 12.

No member of the Election Committee can be nominated for office, or be holding a current office.

ARTICLE VIII: FUND DEVELOPMENT COMMITTEE

Section 1.

The Fund Development Chairperson and Committee shall be selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

This Committee shall be responsible for obtaining donations for fund raising efforts at the Specialty Show and at the ARBA Convention. Raising funds and donations will not be limited to these two events.

Section 3.

This Committee shall obtain donations and ensure they are available at the ACBA Specialty Show and at the ARBA Convention.

Section 4.

Funds raised at the ACBA Specialty Show will go to the Youth Fund. Funds raised at the ARBA Convention will go to the ACBA General Fund.

Section 5.

The Chairman is to prepare an annual report for the ACBA Board of Directors to review. This annual report shall list all expenditures and all funds raised.

ARTICLE IX: GUIDEBOOK COMMITTEE

Section 1.

The Guidebook Chairperson is responsible for soliciting and editing articles on all aspects of care and exhibition of cavies for the annually published ACBA Guidebook. The chairperson may solicit new articles by use of notice in the JACBA. In the performance of those duties, the chairperson may construct a committee that is selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Guidebook Chairperson shall keep on file all articles received and shall present the final selection of any new edited articles to the Board of Directors for approval.

Section 3.

The Guidebook Chairperson shall prepare and present a report on the status of the guidebook, to be presented at each ACBA general membership meeting.

Section 4.

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

Section 5.

The Guidebook Chairperson shall be reimbursed for all expenses necessary to the production of the ACBA Guidebook. These costs shall be submitted to the Treasurer with proper documentation necessary for payment. The Guidebook Chairperson shall receive no other compensation.

Section 6.

The ACBA Guidebook shall be printed "in-house" or at the lowest of three quotes obtained by the secretary.

Section 7.

The Secretary shall send out the ACBA Guidebook to all new members. The Guidebook will be available for purchase through Merchandise Services for a price set by the Board of Directors.

ARTICLE X: HALL OF FAME COMMITTEE

Section 1.

The Hall of Fame Committee, also called the Selection Committee, shall consist of all present members of the Hall of Fame. The Chairman of the Hall of Fame Committee, also called the Chairman of the Selection Committee, shall be appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

Selection Criteria

- a. The individual selected should have been an ACBA member either now or in the past for a period of not less than 5 consecutive years.
- b. The individual selected should have served the cavy fancy or industry as an officer or appointed committee member in the local clubs, regional or state cavy associations, the ACBA and/or as an ARBA licensed Judge or Registrar for no less than 7 years. Any individual who has no less than 7 years of service to our youth programs but may not qualify under the aforementioned criteria shall be given the same consideration for this honor as the other nominees.
- c. The individual selected should have an outstanding record of serving and promoting the cavy fancy, be it either past or present service, candidate being living or deceased, no exceptions.
- d. First year of selection, no currently sitting elected officer of the ACBA shall be eligible for nomination.

Section 3.

Nomination

- a. Any member in good standing may nominate a person who meets the minimum criteria for consideration for election to the ACBA Hall of Fame.
- b. The letter of nomination shall include a brief biography sketch of the candidate and the nominator's reasons for believing that the candidate is worthy of election to the Hall of Fame.
- c. Nomination shall be received by the chair of the selection committee no later than July 1 of each year. Nominees will remain confidential.
- d. The head of the selection committee will be appointed by the ACBA President for the first year. That individual will remain in the position until such time that there is a need for a new chairman. At that point in time, the position will be taken over by the most senior member of the selection committee who wishes to serve as the new committee chairman.

Section 4.

Selection

- a. The members of the Hall of Fame shall serve as the selection committee. Only two individuals may be selected annually from those nominated by the ACBA members. The Hall of Fame members, if having no nominations submitted or having no nominations submitted that fit the criteria as listed in Section 1, may choose not to select a new member in any given year.
- b. The chair of the selection committee will circulate all nominations to Hall of Fame members. After a period of no less than 6 weeks to allow members to discuss candidates, the chair will call for a vote on the candidates. Hall of Fame members will rank all candidates who they feel are qualified in order of preference. Points will be awarded as follows; 1st on a ballot 6 points, 2nd on a ballot 4 points, 3rd on a ballot 3 points, 4th on a ballot 2 points, 5th on a ballot 1 point. 6th or lower on a ballot will not receive any points. The candidate who receives the most points will be elected provided that he/she receives "Qualified" votes on at least 3/4 of all returned ballots. In the event that the candidate receiving the highest points fails this criteria, no candidate will be selected that year. If in the event of a tie for first place, all candidates involved in the tie for first place will receive the honor.
- c. The selection ballots must be returned to the chair of the committee no later than two weeks prior to the ARBA convention.
- d. The chair of the selection committee will destroy all nominations, discussion and voting material after the Hall of Fame and ACBA board of directors have been notified of the selection candidate.
- e. New Hall of Fame members will be inducted at the ACBA banquet or meeting at the ARBA

convention.

Section 5.

Recognition

a. All Hall of Fame recipients shall receive an ACBA Plaque with their name and date of receipt on it. Also their names and date of induction into the Hall of Fame is to be listed in each and every issue of the ACBA Journal. Newest members on the top of the list and move the rest down.

ARTICLE XI: HEALTH AND HUSBANDRY COMMITTEE (added 11/27/20)

Section 1.

The Health and Husbandry Chairperson and Committee shall be selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Health and Husbandry Chairperson and Committee shall be available to the membership of the American Cavy Breeders to answer inquiries about health and care for cavy.

Section 3.

The Health and Husbandry Chairperson and Committee shall endeavor to provide current and relevant articles for publication in the JACBA.

ARTICLE XII: INTERPRETATION AND DISCIPLINE

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 prepaid regular mail 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.

(a). 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, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. 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 matter, 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 XIII: MASTER BREEDER AWARDS PROGRAM COMMITTEE

Section 1.

The ACBA shall provide a program for it's membership as a means of recognizing those members of the association who best exemplify those qualities of being outstanding members, promoters, and breeders of cavies.

Section 2.

The President shall appoint a Master Breeder Committee Chairman who shall be responsible for the maintenance of individual member records and, in general, the operation of the Master Breeder Awards Program as specified in these Rules and Regulations. Should the Chairman desire to construct a committee to help in the operation of the Master Breeder Awards Program, that may be done as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. The Master Breeder Awards Program Chairperson shall be responsible to the President and the Board of Directors on all matters pertaining to this program. The Chairperson shall be appointed for a two-year term concurrent with all other committee appointments and shall be eligible for as many successive appointments as is mutually agreeable between the President and the appointee.

Section 3.

The Master Breeder Awards Program shall be based upon the accumulation of a minimum of 1000 points in area of achievement/participation elaborated upon elsewhere in this Article. It is noted that a minimum of five (5) years of continuous membership in the ACBA and its' parent organization, the ARBA, is necessary to complete the requirements for this award.

Section 4.

All members in good standing are eligible for participation in this program. However, the individual member must notify the Chairperson of his/her desire to participate and must periodically advise the Chairperson of points earned. Points earned may be claimed retroactively as long as they are earned during a continuous period of active membership in the ACBA and the ARBA.

Section 5.

Two or more members shall be able to participate concurrently by showing under an ACBA registered caviary name, provided all members concerned are the ACBA registered owners of the caviary, for purposes of earning points related to the exhibition and/or registration of cavies (including grand champion registration certificates) and individual participation to earn points scored on personal accomplishments (such as articles published in the JACBA and other hobby/specialty related publications; holding office in the ACBA; membership on ACBA committees; etc.)

Section 6.

The following point schedule shall be adhered to for the purposes of this program:

CATEGORY (A)

10 points awarded for each Best of Breed
5 points awarded for each Best Opposite Sex of Breed
20 points awarded for each Best In Show
10 points awarded for each Reserve of Show

---Minimum total points for above categories - 500

All points awarded in above categories must be earned at ARBA and ACBA sanctioned shows

CATEGORY (B)

10 points awarded for each cavy registered in member's name
25 points awarded for each grand champion registered in member's name

---Minimum total points for above categories - 100

CATEGORY (C)

20 points awarded for each continuous year of concurrent membership in the ACBA and ARBA

---Minimum total points for above category - 100

CATEGORY (D)

10 points awarded for each year of service as a committee member or elected/appointed officer of the ACBA.

100 points awarded for a primary COD holder who successfully completes an ARBA Certificate of Development for a new Breed or Variety of Cavy.

---Minimum total points for above category - 20

CATEGORY (E)

5 points awarded for each year licensed as an ARBA Cavy Registrar

10 points awarded for each year licensed as an ARBA Cavy Judge

50 points awarded for each article published in the JACBA or other hobby/specialty related publication

---No minimum number of points required in above category

Section 7.

A total of 1000 points are required over a minimum period of 5 years membership in the ACBA and ARBA to be eligible for Master Breeder status in the ACBA. Once designated a Master Breeder, the member shall be permitted to display and advertise this designation as long as he/she remains a member in good standing of both the ACBA and the ARBA.

Section 8.

A maximum of 400 points may be claimed from events which occurred prior to the effective date of this program.

Section 9.

An engraved plaque and show coat patch shall be awarded to the member qualifying for this designation at the general membership meeting or banquet following the completion of qualification.

Section 10.

This program shall be funded entirely from the general funds of the ACBA.

Section 11.

This award may be presented to members whose membership predates the effective date of this program by full concurrence of the Officers and Board of Directors provided that it is the consensus of opinion that the member concerned would most probably have qualified and is most definitely worthy of recognition. The members of the board and officers so doing are cautioned to be extremely conservative in the exercising of this prerogative.

Section 12.

The Master Breeder Awards Program Chairperson shall cause the names of all members who have received this award to be published annually in the ACBA Membership Directory. The Chairman shall announce the name(s) of all new recipients in the JACBA immediately following the member's eligibility.

Section 13.

The Master Breeder Awards Program Chairperson shall respond to all correspondence and inquiries received regarding individual member records and inquiries regarding this program. The Chairperson shall serve the participating membership and oversee this program on an impartial basis striving to maintain good public relations at all times.

Section 14.

In the event of a change in the rules of this program all points awarded to a member under the previous requirements shall be honored and accepted for purposes of completing the requirements for designation.

ARTICLE XIV: MEMBERSHIPS

Section 1.

Adult Memberships. An individual who is nineteen years of age or older is defined as an adult. Adult Memberships shall cost \$25.00 for one (1) year, and \$60.00 for three (3) years. Renewal shall cost \$20.00 for one (1) year, and \$55.00 for three (3) years.

Section 2.

Youth Memberships. A youth is defined as a minor prior to their 19th birthday. Youth memberships shall cost \$20.00 for one (1) year, and \$45.00 for three (3) years. Renewal shall cost \$15.00 for one (1) year, and \$40.00 for three (3) years.

Section 3.

Family Memberships. A family membership shall cover up to two (2) adults and any and all minors residing at the same address. Minors are all who have not reached their 19th birthday. Family memberships shall cost \$30.00 for one (1) year, and \$75.00 for three (3) years. Renewal shall cost \$25.00 for one (1) year, and \$70.00 for three (3) years.

Section 4.

Life Memberships. The Board of Directors may select individual members in good standing and bestow upon them a life membership, based upon their contributions to the ACBA and the cavy fancy. A life member will be considered a member in good standing for life, and will not pay any dues.

ARTICLE XV: MERCHANDISE COMMITTEE

Section 1.

This article shall describe the duties and responsibilities of the Merchandise Committee. The function of the Merchandise Committee may be known as “Merchandise Services.”

Section 2.

The Merchandise Chairperson and any other committee members shall be selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 3.

The main responsibility of the Merchandise Chairperson shall be to handle all aspects of merchandising of selected cavy related products and information through and for the good of the Association. If desired to help in the handling of merchandising, the chairperson may construct a committee, selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 4.

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

Section 5.

The Merchandise 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 Merchandise Chairperson shall submit quarterly accounting reports detailing the transactions handled through his/her position for that quarter, to the ACBA Secretary, so that the reported information can be incorporated into the general accounting reports of the Association.

Section 7.

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

Section 8.

The Merchandise Chairperson shall make merchandise available at the ARBA National Convention and the ACBA Specialty Show to be sold through the ACBA booth. The chairperson shall also prepare and include an inventory and accounting record to accompany these merchandising items.

Section 9.

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

ARTICLE XVI: NEWSLETTER COMMITTEE

Section 1.

The Newsletter Committee shall consist of an Editor, Assistant Editor, and other committee members, that are selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. The Newsletter Editor shall serve as the Newsletter Committee Chairperson.

Section 2. Instructions to the Newsletter Editor

a. The Newsletter Editor shall be responsible for:

1. Collection and organization of submissions and format composition of each issue.
2. Submissions of final copy to the Newsletter Publisher, ready for printing.
3. Accounting maintenance of advertisement run lengths.
4. 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.

b. 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.

c. 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 appraised. In no case, shall a Committee Chairperson submit less than one report in a publication year.

d. 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.

e. Each issue shall display the name of the Newsletter and the current Association logo on the front cover. It shall 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. It shall 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 Committee Chairperson as to when to publish the entire Committee and contact information.

f. 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.

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

h. The Newsletter Editor shall keep in mind that the Newsletter is the only form of communication that reaches the whole Association membership. He/She 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.

Section 3. Instructions to the Newsletter Publisher

a. As needed, a Newsletter Publisher may be appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. If appropriate, the duties of the Newsletter Publisher can be performed by the Newsletter Editor.

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

- c. The Newsletter Publisher shall perform the following duties in the publication of each edition of the Newsletter:
- 1) receive a reduced, camera ready, copy of the Newsletter from the Newsletter Editor.
 - 2) determine the number of copies to be printed by referring to the current membership roster.
 - 3) deliver the Newsletter to and pick up the finished issues from the printer.
 - 4) disburse printing and postage expenditures.
 - 5) stuff relevant polls into completed Newsletter issues when appropriate.
 - 6) mail Newsletter to current ACBA membership.
- d. The Newsletter Publisher shall keep records of expenditures and the number of Newsletter printed and mailed for each edition.
- e. The Newsletter Publisher shall be allotted a cash advance to cover the cost of printing and postage for each edition of the Newsletter, from the general account. This amount shall be based on the cost of the previous edition.
- f. After the publication and mailing of each edition, the Newsletter Publisher shall prepare and submit an accounting report to the ACBA Secretary to be incorporated into the general accounting reports for the Association.
- g. The Newsletter Publisher shall notify the Board of Directors of any increase in printing rates or other expenditures.
- h. The Newsletter Publisher shall mail the newsletter by the most cost-effective method available.
- i. The Publisher of the Newsletter 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).

ARTICE XVII: SALARIES, COMPENSATION AND REIMBURSEMENTS

Section 1.

No elected official of this Association shall receive any salary or compensation for the normal conduct of their duties, unless otherwise determined and specified by the Board of Directors.

Section 2.

No member of these appointed committee positions covered under the Rules and Regulations of this Association shall receive any salary or compensation for the normal conduct of his/her duties, unless otherwise determined and specified by the Board of Directors.

Section 3.

Expenses by and for this Association, incurred by the members in these positions, may be reimbursed by the Association, when appropriate documentation of the expenses are provided to the Treasurer. Reimbursements totaling over \$100.00 must first be approved by the Board of Directors.

Section 4.

Honorariums or stipends shall be computed on a quarterly basis by the treasurer and submitted to the Board of Directors for approval prior to disbursement.

Section 5.

The Secretary of the Association shall receive an honorarium, calculated at 10% of the total amount of membership dues collected. The Treasurer of the Association shall receive an honorarium, calculated at 10% of the total amount of membership dues collected. In the event that the same person serves in the capacity of Secretary and Treasurer, that person shall receive both honorariums.

Section 6.

The Newsletter Editor shall receive a stipend from the ACBA in the sum of \$150.00 per issue (regardless of the number of pages). The Assistant Newsletter Editor shall receive a stipend from the ACBA in the sum of \$75.00 per issue (regardless of the number of pages). In addition, the editor and assistant editor shall be reimbursed for all costs of supplies necessary to draft, edit and prepare the newsletter for publishing. These costs shall be submitted to the Treasurer with proper documentation necessary for payment.

Section 7.

Any person receiving a stipend or honorarium payment shall be required to provide their Social Security Number to the Secretary, prior to receiving any payment.

ARTICLE XVIII: SHOW RULES

Section 1.

An ARBA chartered club wishing to hold a Sweepstakes cavy show shall request a sanction from the ACBA secretary, via postal mail or on-line application, at least one (1) day prior to show date. Late sanctions may be applied for within 14 days after the show date for double the current sanction fee. The request shall include the ARBA sanction number, appropriate sanction fees and other needed information.

Section 2.

The sponsoring club is encouraged to advertise in a national publication (JACBA, Domestic Rabbits, etc.) If feasible, advertise in plenty of time for members to request show catalogs and premium list. Provide date(s) of show and name and address of show secretary. In the case of a Fair Show, please specify the exact date of judging.

Section 3.

The sponsoring club is required to offer the following awards in cash or equivalent prize: Best In Show - \$5.00, Best of Breed - \$2.00, Best Opposite Sex of Breed - \$1.00. These awards are required only if twenty-five (25) or more cavies are exhibited in the show; in the case of Breed awards, only if ten (10) or more cavies are exhibited in that breed.

Section 4.

The completed sweepstakes report shall be returned to the Sweepstakes Committee Chairperson within thirty (30) days following the show. This shall be done even if no cavies are shown.

Section 5.

To qualify for Sweepstakes points, an exhibitor must be a member in good standing of the ACBA and have paid their dues at the time of the show.

Section 6.

a. The ACBA shall give Sweepstakes awards on points acquired as follows: Best In Show 50 points, Reserve 25 points, Best of Breed 25 points, Best Opposite Sex of Breed 25 points, Best Senior of Breed 25 points, Best Intermediate of Breed 25 points, Best Junior of Breed 25 points, Best of Variety 25 points, Best Opposite Sex of Variety 15 points, Best Senior of Variety 10 points, Best Intermediate of Variety 10 points, Best Junior of Variety 10 points.

b. Points earned at ACBA National Specialty Shows and ARBA Convention shows are to be doubled. Any show held by the hosting club of an ACBA National Specialty Show in conjunction with the National Specialty shall also receive doubled points. No other awards shall be recognized by the ACBA Sweepstakes Program.

Section 7.

Youth Showing in Youth Shows receive Youth Sweepstakes points. Youth showing in open shows may have open points transferred to the youth sweepstakes, if a youth sanctioned show was not held in conjunction with an open sanctioned show. Youth can participate in the open sweepstakes, if they choose to, providing the Sweepstakes Committee Chairperson has been notified. Youth cannot participate in both open and youth.

Section 8.

Youth (as defined in the ARBA Show Rules) may show in Youth Shows. Youth must be able to handle their own cavies.

Section 9.

The ACBA Sweepstakes year runs from July 1st through June 30th.

Section 10.

No cavy shall be permitted to compete in two (2) classes or more, nor be shown in both Youth and Open in the same show.

Section 11.

All cavies competing shall be entered in the name(s) of the owner(s). No cavy owned or co-owned by an adult may be entered or shown in a Youth show.

Section 12.

Each variety (color/group) of a cavy recognized by the American Rabbit Breeders Association is to compete for Sweepstakes within its own breed.

Section 13.

Judging shall be done and awards placed by a judge duly licensed and sanctioned by the ARBA.

Section 14.

All cavies are to be exhibited in their natural state (without faking designed to alter the natural condition or appearance of the animal). Any violation of this rule shall exclude cavies from competition. Grooming that does not alter the natural state is permitted.

Section 15.

Optional awards for Best Display shall be awarded for points accumulated in "class competition". This is the exhibitor with the most points received in a particular class as determined in the show catalog. In the event of a tie for Best Display, the exhibitor with the largest entry shall win. If the entries are the same, the judge shall decide.

Section 16.

All ribbons and trophies offered as prizes shall be won but once, then to become the property of the exhibitor.

Section 17.

No appeal from the decision of the judge shall be entertained except in the case of fraud or a disqualified cavy being placed in the awards. (ARBA Show Rule: Section 52, 54, and 55)

Section 18.

Senior and intermediate long-haired breeds may be shown on a regulation show board measuring 16" x 16" x 4", covered with plain, natural color burlap, with four approximately 1" high and 4" wide hand holds (one centered on each side). Any other type of stand shall be not be allowed, and removed.

Section 19.

Interpretation of the Sweepstakes Rules by the ACBA Board of Directors shall be binding on all shows. Any case in which provision has not been made, shall be referred to the ACBA Board of Directors.

Section 20.

The following information shall be included in all show catalogs: Official American Cavy Breeders Associations Sweepstakes Show, Reed Tibbetts, ACBA Secretary, 470 San Remo Dr., Princeton, TX 75407. Dues: Adult \$25.00 1st year, \$20.00 Renewal; Family-\$30 1st year, \$25.00 Renewal; Youth-\$20 1st year, \$15.00 Renewal. Open Sanction - \$10.00, Youth Sanction - \$8.00.

Section 21

If no cavies are shown, the sponsoring club may apply the sanction in possession to a future show providing the following procedure is followed:

- a. Return the front page of the sanction packet (page with show information on a label) within 30 days to the Sweepstakes Committee Chairperson, along with reason (s) noted, such as, no cavies entered, bad weather, judge canceled, etc. Do not return breed forms.

- b. When it is determined that the sanction will be applied to a future show, the ACBA secretary will send credit memo to the listed show secretary. When sending for the next sanction, the show secretary shall send the credit memo in lieu of sanction fee.
- c. Applied sanctions are not transferable to another club.
- d. No breed forms will be sent with an applied sanction. Please keep the breed forms from the previous sanction packet.
- e. Applied sanctions must be used within eighteen (18) months of date of origin.

ARTICLE XIX: SOCIAL MEDIA COMMITTEE (added 11/27/20)

Section 1.

The Social Media Chairperson and Committee shall be selected, appointed and approved as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Social Media Committee shall be responsible to provide for the American Cavy Breeders Association to be represented and involved in current social medias, such as Facebook, Instagram, Twitter, etc.

Section 3.

The Social Media Committee shall be responsible for making sure that ACBA membership access to and use of these different mediums maximizes exposure, promotion and publicity of the American Cavy Breeders Association.

ARTICLE XX: SPECIAL RECOGNITION AWARDS

Special Recognition Awards may be suggested by the ACBA membership, and put in place by the Board of Directors. They will be defined and recorded as part of the Rules and Regulations under **Article XX, SPECIAL RECOGNITION AWARDS.**

Teri Leach Memorial Literary Award

Section 1. Eligible Articles.

- A. Articles printed from January 1st through December 31st each year.
- B. Any original article that has not been previously published anywhere, that is published in the JACBA during the eligibility period will be considered. "Required reports" such as officer's messages, district reports, committee reports, etc. will not be considered.
- C. Fiction and non-fiction articles will be considered.
- D. Non-fiction articles must have accurate information, be clear and mechanically sound.

Section 2. Eligible authors.

The Author must be a member in good standing of the ACBA at the time the article is submitted, published, and at the time the award is given.

Section 3. Selection Committee

- A. The President shall appoint, as specified in Article V, Sections 2 and 3 of the By-Laws of the Association, a committee of four (4) ACBA members in good standing.
- B. The JACBA Editor shall be a member of this committee.
- C. The committee members are not eligible to compete for the award.
- D. All members of the committee will have voting privileges.

Section 4 - Award

- A. One 1st place award will be given each year.
- B. A plaque is given for the winning article.
- C. Honorable mention certificates may be awarded at the discretion of the committee.
- D. An award need not be given each year at the discretion of the committee.
- E. The award shall be presented at the ACBA Specialty Show banquet.

ARTICLE XXI: SPECIALS COMMITTEE

Section 1.

The Specials Committee Chairperson shall be appointed by the President as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. In the course of fulfilling the duties and responsibilities of this committee, the chairperson may construct a committee, as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Specials Committee shall be responsible for obtaining funds for the purchase of awards for the ACBA Specialty Show and the cavy show at the ARBA National Convention.

Section 3.

The Specials Committee shall obtain awards and ensure they are available at the ACBA Specialty Show and the ARBA Convention.

Section 4.

The Specials budget shall consist entirely of donations, and is funded from year-to-year. Any surplus funds may be carried forward for future use.

Section 5.

The Specials Fund shall be self-funded. There will be no contributions from the ACBA general fund, nor are any specials funds to become part of the ACBA general fund.

Section 6.

The Specials Chairperson is to prepare an annual report for the ACBA Board of Directors' review. The annual report shall list all expenditures and all donations.

ARTICLE XXII: SPECIALTY SHOW COMMITTEE

Section 1.

The annual national cavy show shall be known as the ACBA Specialty Show. ARBA chartered clubs shall submit bids, in order to become the Host Club of an ACBA Specialty Show. This show shall be sanctioned by both the ARBA and the ACBA with the Host Club paying the appropriate sanction fees. This show shall be governed by the current ARBA and ACBA Show Rules.

Section 2.

The ACBA Specialty Show shall ideally be located geographically distant from the ARBA National Convention held in the fall of the previous year of the bid for the Specialty Show.

Section 3.

The ACBA Specialty Show shall be held approximately six (6) months prior to the ARBA National Convention. Show dates extending too late into summer are to be discouraged, and with all other qualities being equal, the bid with the most attractive date shall be given preference.

Section 4.

The Specials Committee Chairperson shall be appointed by the President as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. In the course of fulfilling the duties and responsibilities of this committee, the chairperson may construct a committee, as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 5.

The main duty of the Specialty Show Chairperson shall be to act as liaison between prospective and actual Host Club(s) of the ACBA Specialty Show and the Board of Directors. The chairperson shall be readily accessible to any Host Club and/or prospective Host Club to advise them, from the preparation of their show bids to the completion of the Specialty Show.

Section 6.

The Specialty Show Chairperson shall attempt to ensure 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 Chairperson 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 consideration and approval will reside solely with the Board of Directors via a special vote.

Section 7.

The prospective Host Club shall call on the Specialty Show Chairman to help secure all pertinent facts necessary to prepare a bid to be presented for consideration relative to holding the Specialty Show.

Section 8.

Bids prepared and presented by the prospective Host Clubs shall contain:

- a) show dates and tentative schedule
- b) show location
- c) lodging and camping facilities in the area (estimated prices)
- d) accessibility of show location (car, airlines, shipping of animals, etc.)
- e) Show Committee; Chairperson, Superintendent, Show Secretary, Breed Chairperson, Youth Chairperson and Judges Conference Chairperson (names to be included if possible).
- f) Show facilities (cooping, feeding, etc.)
- g) Photocopy of Host Club's current ARBA Charter
- h) Projected budget for show (catalog, special coverage, etc.)
- i) Summary of tourist attractions available in show area
- j) Any other facts felt necessary for presenting a complete overview of the projected Specialty Show.

Section 9.

By the act of submitting a bid to the Specialty Show Chairperson, the Host Club is understood as having read and accepted all of the information and requirements specified in Article XVIII of these Rules and Regulations.

Section 10.

Bids shall be for a Specialty Show two (2) years in the future. Bids shall be reviewed by the Specialty Show Chairperson and suggestions shall be made for improvement if necessary. Bids in final form shall be presented to the Chairperson at least forty-five (45) days prior to the current Specialty Show. The Chairperson shall in turn present the bids to the Board of Directors no later than thirty (30) days before the current Specialty Show. The Board may discuss the bids and request further information as they deem necessary.

Section 11.

Finalized show bids shall be presented for consideration to the general membership at the current Specialty Show. The presentation may be made by either a representative of the prospective Host Club(s) or by the Specialty Show Chairperson, if a Host Club representative is not present. The general membership present may review the bids and make a recommendation for the acceptance of a bid. The Board of Directors will consider the recommendation of the general membership, and then take a final vote on the bids, reserving the right to accept or refuse a bid, while at all times considering the best interests of the Association. A vote shall be taken among the Board of Directors, and the Host Club of the accepted bid shall be notified before the end of the Specialty Show. If a quorum of the Board

of Directors is not present, all Board members shall be polled promptly and the Host Club of the accepted bid shall be notified within thirty (30) days of the close of the Specialty Show.

Section 12.

In the event that a member of the Board of Directors is listed in a bid as the Show Chairperson, Show Secretary or Superintendent for a prospective Host Club bid, that member of the Board shall forfeit his right to vote on all bids presented for that Specialty Show year.

Section 13.

When the winning bid is chosen, the Chairman shall present the ACBA Specialty Show Host Club Agreement to the Host Club. This document will emphasize their review and compliance with all guidelines in Article XVIII of these 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 ACBA Secretary within thirty (30) days of receipt.

Section 14.

Within 30 days of receipt of the Specialty Show Host Club Agreement, the host club shall pay a deposit of \$150.00 to the ACBA Secretary, plus another \$150.00 sixty (60) prior to the date of their show. After the Specialty Show has occurred, these deposit payments will be subtracted from the required fee of \$.75 per cavy entered in their actual Specialty Show, provided that the Host Club has completed all required ARBA and ACBA paperwork, and returned all awards not given out.

Section 15.

The Host Club shall be given a free one (1) page ad in the JACBA to advertise for the coming Specialty Show. The preference will be to give the Host Club the outside back cover of the JACBA as long as that advertisement space has not been sold to someone else.

Section 16.

The Host Club shall choose the cavy judges for the Specialty show, however, a poll of the ACBA membership should be taken into consideration. The host club must request the poll be done by ACBA at the time of the election ballot unless they wish to conduct the poll themselves. The Host Club is encouraged to obtain cavy judges that are ACBA members. Compensation for judges' services at the Specialty Show shall be at the discretion of the Host Club.

Section 17.

The Host Club is encouraged to hold various money-making programs, such as raffles, under its own club name, to create income and defray their show expenses.

Section 18.

The Host Club shall schedule an ACBA Board meeting, ACBA General membership meeting, a Judges Conference, ACBA Youth Royalty Contests and any other meetings deemed necessary. These meetings shall have priority and time shall be carefully and amply allotted in the show schedule for their undertaking.

Section 19.

It is recommended that the ACBA Specialty Show Chairperson be present at the Specialty Show to assist the Host Club sponsoring the Show and to be available to provide needed Specialty Show detail information. It is also recommended that if the Chairperson is unable to attend the Show, he/she select an envoy to represent him/her at the Show. The chosen envoy shall be selected, appointed and approved as per Article V, Sections 2 and 3 of the By-Laws of the Association., and serve in that capacity for the duration of the current Specialty Show.

Section 20.

The Specialty Show Chairperson shall insure that the Host Club is in compliance with all show guidelines covered in this Article XVIII of the ACBA Rules and Regulations.

Section 21.

Within thirty (30) days of the close of the Specialty Show, the Host Club shall make a final payment to the ACBA Treasurer in the amount of \$0.75 per cavy entered in the Specialty Show, less the money previously deposited. Once the ACBA Treasurer receives final payment from the Host Club they are to notify the Specialty Show Chairperson of receipt.

Section 22.

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

Section 23.

Failure to comply with Section 21 may result in the revocation of membership in good standing of the responsible person(s), and/or withholding of future ACBA show sanctions for the Host Club and/or ARBA involvement, all of which shall be subject to action by the Board of Directors.

Section 24.

No ACBA sanctions will be granted during the week-end (Friday, Saturday, Sunday) of the ACBA Specialty Show within a 1,000 mile radius.

Section 25.

The ACBA shall in no way assume responsibility for any debts or legal action in connection with the Specialty Show proceedings.

Section 26.

Any areas not outlined in these Guidelines pertaining to the Specialty Show shall be dealt with at the discretion of the Host Club, the Specialty Show Chairperson and/or the Board of Directors.

ARTICLE XXIII: STANDARDS COMMITTEE

Section 1.

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. These persons are to be selected according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Standards Committee members should 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. 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.

Section 3.

The Standards Chairperson's term of office should run at least from the official publication of the ARBA Standard of Perfection until the subsequent publication of another Standard of Perfection (a period of 5 years), so that any and all revisions discussed during this period may be seen by one Chairperson. The committee members should also serve at least from the official publication of the ARBA Standard of Perfection until the subsequent publication of another Standard of Perfection (a period of 5 years).

Section 4.

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 5.

The ACBA District Representatives shall bring to the attention of the Standards Committee Chairperson the concerns and recommendations of those members within their respective districts. They shall also assist the Chairperson with the official ACBA Standard Presentations at all ARBA Conventions.

Section 6.

The Standards Committee 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.
- 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 the ACBA Standards Committee, the ACBA Board of Directors and the membership at large. A majority vote of the General Membership is required to initially approve any proposed changes to the Standard of Perfection. Upon this approval the proposal is sent on to the ARBA Cavy Standards Committee for approval.
- f) maintain a correspondence with the ARBA Cavy 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 7.

The ACBA Standards Committee is to receive and review all proposed changes to the Standard of Perfection presented by the General Membership. The purpose of the Committee is 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 Standards Committee Chairman will notify the presenter of the decision and the reasons for the action.

ARTICLE XXIV: SWEEPSTAKES COMMITTEE

Section 1.

The Sweepstakes Committee Chairperson shall be appointed according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association. Should the Chairperson desire to construct a committee to help with his duties and responsibilities, they shall be selected according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The sweepstakes year shall run from July 1st through June 30th of each calendar year.

Section 3.

August 31st of each year shall be the cut-off date for all completed sanction forms and/or corrections from the Show Secretaries to be received by the Sweepstakes Chairperson for inclusion in the previous sweepstakes year.

Section 4.

The ACBA Sweepstakes program is open to all ACBA members in good standing. A member has a thirty (30) day grace period after his membership has expired, in which to renew his membership and not interrupt his membership in good standing. After the grace period, a member will be considered a new member upon renewal, and his sweepstakes points accumulated prior to renewal will not count. Enrollment in the program will last for the valid dates of membership. In order to ensure participation in the full season, a participant's membership must be active July 1st and remain active throughout the season. No points will be accrued during a lapse of membership.

Section 5.

ACBA Sweepstakes points will be acquired as follows: Best In Show 50 points, Reserve 25 points, Best of Breed 25 points, Best Opposite Sex of Breed 25 points, Best Senior of Breed 25 points, Best Intermediate of Breed 25 points, Best Junior of Breed 25 points, Best of Variety 25 points, Best Opposite Sex of Variety 15 points, Best Senior of Variety 10 points, Best Intermediate of Variety 10 points, Best Junior of Variety 10 points. Points earned at ACBA National Specialty Shows and ARBA Convention shows are to be doubled.

Section 6.

The ACBA sanction forms shall be completed by the Show Secretaries and shall be forwarded to the Sweepstakes Committee Chairperson within thirty (30) days of the close of the show.

Section 7.

The Sweepstakes Committee Chairperson shall be responsible for processing the completed ACBA sanction forms by:

- a) Checking forms for errors and/or omissions.
- b) Flagging forms with errors and/or omissions and contacting the Show secretaries for corrections.
- c) Figuring points on the form individually by breed for each exhibitor participating in the Sweepstakes Program for that particular breed.
- d) Maintaining a computer database of points by breed for each exhibitor in both open and youth participating in the Sweepstakes Program for that particular breed and sweepstakes season, as well as preserving paper records as back-up.
- e) Contacting Show Secretaries concerning sanction forms not received by thirty (30) days after the close of the show.
- f) Overseeing the Sweepstakes Program on an impartial basis.
- g) Corresponding to inquiries received regarding both the ACBA Sweepstakes program in general and inquiries from participating members, with an emphasis on maintaining good public relations.
- h) Reporting sweepstakes results to the Newsletter (JACBA) Committee Chairperson by the deadline of each JACBA, with a listing of the top fifteen (15) exhibitors in each breed for Breed Sweepstakes for both Open and Youth Shows. However, the fall issue of JACBA will post the previous year's final results, but will not include the current year's first quarter results, to prevent confusion
- i) Preparing such awards as are determined by the Board for that sweepstakes year for the top ten (10) placements in each breed in each series (Open and Youth).

ARTICLE XXV: WEBSITE COMMITTEE

Section 1.

The Website Committee Chairperson shall be appointed according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association. Should the Chairperson desire to construct a committee to help with the duties and responsibilities, they shall be selected according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

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

Section 3.

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

Section 4.

Duties of the Website Committee Chairperson are as follows:

- a. Maintain communication with the ACBA President, keeping this officer informed of 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 5.

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.

ARTICLE XXVI: YOUTH COMMITTEE

Section 1.

The Youth Chairperson shall be appointed according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association. Should the Chairperson desire to construct a committee to help with the duties and responsibilities, they shall be selected according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

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

Section 3.

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.

Section 4.

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 5.

The Youth Chairperson shall be responsible for conducting the Cavy Youth Royalty Contests at 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 6.

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

Section 7.

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

Section 8.

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 XXVII: YOUTH SCHOLARSHIP

Section 1.

The ACBA shall provide a scholarship for its youth membership as a means of recognizing those members of the association who best exemplify those qualities of being outstanding members, promoters, and breeders of cavies.

Section 2.

The President shall appoint a Youth Scholarship Committee, according to the guidelines specified in Article V, Sections 2 and 3 of the By-Laws of the Association, that will consist of six ACBA members to include the Youth Committee Chairperson, a Financial Expert, and four members at large with at least one being from the East and one from the West (using the Mississippi River as a dividing line). The committee will be responsible for:

- 1) updating application forms and communicating due dates to the youth on an annual basis,

- 2) ensuring there are sufficient funds in the scholarship account to meet the scholarships being awarded in the current year,
- 3) for reviewing all applications, verifying the validity of the application and selecting the winner(s) based on fund availability, and
- 4) for raising funds to replenish the scholarship award fund.

The Financial Expert on the committee is responsible for setting the scholarship award fund up as a US tax-exempt non-profit organization (i.e. 501 c3) and ensuring all legal and tax documents are filed as needed.

The Youth Scholarship Committee shall be responsible to the President and the Board of Directors on all matters pertaining to this program, and shall report quarterly to the Board of Directors on all things, including a financial report. The committee shall be appointed for a two-year term concurrent with all other committee appointments and shall be eligible for as many successive appointments as is mutually agreeable between the President and the appointee. (Revised 06/11/2021)

Section 3.

The Youth Scholarship shall be based upon the following requirements and a minimum of 250 points as outlined in the scoring rubric as elaborated upon elsewhere in this Article:

1. Applicant must apply for the scholarship by July 31st before a) entering their senior year of high school or b) the last year they are eligible to enter ARBA Convention as a youth.
2. Applicant's ACBA Membership must be active at both the application date and the award date.
3. Applicant must have a minimum of three consecutive years of membership at the time of application.
4. Applicant must participate in ACBA Youth Achievement or ACBA Youth Management contests at two different ACBA Specialty Shows.
5. Applicant must show at ten (10) ACBA sanctioned shows per year for the current three consecutive years. Exceptions will be considered for those that are geographically remote (defined as a drive of 6 or more hours to the nearest shows). (Leg or exhibitor report required as support for each show)
6. Applicant must submit the essay as outlined in the application form.
7. Applicant must submit three references from active ACBA members. No references can come from a relative of the candidate. (Revised 02/09/2021)
8. Each applicant will be responsible for filling out the application, providing the documentation supporting the requirements needed to apply, and assuring the application is received by the committee chairperson on time.

Section 4.

The scholarship(s) are to be given out during the ACBA Banquet held each fall at the ARBA National Convention.

Section 5.

A maximum of two scholarships will be given out each year, \$500.00 and \$250.00, based on fund availability. If fund availability falls to less than \$750.00, then 2/3 of the available funds will go to the top candidate, and 1/3 of the available funds will go to the 2nd place candidate. (revised 02/08/2021)

Section 6.

The Scholarships are not based on school grades but rather on meeting the requirements and the content of their application.

Section 7.

Scholarships are to be granted for any continuing education that the recipients choose upon proof of enrollment in the continuing education.

Section 8.

Applications will be scored based on the following scoring rubric:

CATEGORY (A) - Essay

25-50 points awarded for Content, 25 minimum points required

15-25 points awarded for Clarity and Thoroughness of Answers, 15 minimum points required

10-25 points awarded for Neatness and Appearance of Application, 10 minimum points required

---Minimum total points for above category – 50

---Maximum total points for above category – 100

CATEGORY (B) - Membership

10 points awarded for each continuous year of concurrent membership in the ACBA, a minimum of three consecutive years of membership at the time of application is required

---Minimum total points for above category – 30

--- Maximum total points for above category – 50

CATEGORY (C) - ACBA Youth Contests

10 points awarded for each year of participation in Youth Achievement or Management Contests, 20 minimum points required, 50 maximum points available

10 points awarded for each year of participation in the Youth Royalty Contest, 0 minimum points required, 30 maximum points available

10 points awarded for attainment of a Youth Royalty Contest, 0 minimum points required

---Minimum total points for above category – 20

---Maximum total points for above category – 90

CATEGORY (D) - ACBA Sanctioned Shows (Leg or exhibitor report required as support for each show)

5 points awarded for each ACBA sanctioned show attended, minimum of 150 points in the current 3 years required, 250 maximum points available (additional points can be earned in any year the applicant was an ACBA member)

10 points awarded for each ACBA Specialty Show attended, 0 minimum points required, 30 maximum points available

10 points awarded for each ARBA Convention attended, 0 minimum points required, 30 maximum points available

---Minimum total points for above category – 150

---Maximum total points for above category – 310

CATEGORY (E) – Bonus Points

30 points awarded for being an ARBA Licensed Cavy Registrar

10 points awarded per show for being a Show Secretary or Show Superintendent (Show catalog must be provided listing applicant as a Show Secretary or Show Superintendent at an ARBA & ACBA sanctioned show), 20 maximum points available

---No minimum number of points required in above category

---Maximum total points for above category – 50

Section 9.

A total of 250 points are required over a minimum period of 3 years' membership in the ACBA to be eligible for the ACBA Youth Scholarship, as outlined in Section 3 above.

Section 10.

This program shall be funded entirely from the fund-raising activities of the committee and through designated donations to the fund.

ARTICLE XXVIII: Amendments and Alterations

Section 1.

The Board of Directors may amend or repeal these Rules and Regulations.

Section 2.

Any alteration or amendment to these Rules and Regulations shall be offered by motion at a Board of Directors meeting. The motion shall state the Article and Section to be amended, added, or deleted; and the text to be replaced or to be added to the Rules and Regulations.

Section 3.

Following discussion, the President shall call for a vote from the Board of Directors.

Section 4.

A two-Thirds majority of the Board of Directors voting shall be required to alter the Rules and Regulations.

Section 5.

The proposal and the results of the vote shall be printed in the first issue of the Journal of the American Cavy Breeders Association (JACBA) published after the Board of Directors meeting.

Section 6.

Any amendment shall become effective upon passage or at such time as specified in the proposal.

ARTICLE XXIX: Passage of this Document

Section 1.

Upon approval of these Rules and Regulation by the membership, these new Rules and Regulations shall be effective November 1st, 2020, and bear this date on all printing of this document.

Section 2.

These Rules and Regulations shall invalidate and supersede all previously honored Rules and Regulations of the AMERICAN CAVY BREEDERS ASSOCIATION.