

NATIONAL SILVER RABBIT CLUB BYLAWS

(Revised and Adopted on November 2, 2014)

ARTICLE I FEES AND DUES

Section 1. The membership fees and dues of the club shall be paid in U.S. currency as follows:

- A) Adult - \$7.00/1 year or \$17.50/3 years
- B) Husband & Wife - \$10.00/1 year or \$25/3 years
- C) Youth (under 19 years) - \$5.00/1 year or \$10/3 years
- D) Family (2 or more at same address) - \$12.50/year or \$30/3 years
- E) Life Membership - \$100.00 (at age 65 or older AND 20 years of continuous NSRC membership)
- F) Foreign citizens of Canada & Mexico additional fee - \$3.00
- G) All other foreign citizen membership additional fee - \$8.00

Section 2. The Secretary-Treasurer shall promptly notify all members within thirty (30) days prior to the expiration of their membership, and notice shall also be published in the Silver Bullet.

Section 3. Members must renew their membership within thirty (30) days of such expiration or be removed from the membership list and be deprived of all Sweepstakes points and club privileges.

Section 4. Sweepstakes Show sanction fees shall be as stated in the NSRC Sweepstakes Show Rules.

ARTICLE II MEETINGS

Section 1. The annual NSRC membership meeting shall be held during the annual ARBA National Convention, such place to be designated by the Executive Board. Notice of time and place for holding such meeting shall be set forth in writing by the Secretary-Treasurer at least thirty (30) days prior to the date of such meeting.

Section 2. In the absence of such a meeting, club business shall be conducted and acted upon by mail or as explained in the NSRC Constitution's Article VII(3) by members of the Executive Board. At the discretion of the President, club business may be presented to the total NSRC membership for mail and/or electronic vote.

Section 3. A quorum must be present for business to be transacted. At all other meetings a quorum shall be 1/3 of the Executive Committee and five (5) members of the NSRC in good standing. At any special or regular Annual Meeting of the NSRC, a quorum shall consist of seven (7) members in good standing. A minimum of three (3) members of the Executive Board shall attend Board meetings.

Section 4. If no quorum is present, the presiding officer shall adjourn the meeting to a day and hour of his/her designation. No decisions may be made at any such meeting lacking a quorum; however, reports, communications and discussion may be heard. The NSRC membership shall be given notice of the new meeting with the time and location on the NSRC website (if more than 48 hours in advance) and on the NSRC social media pages and via email to the membership.

Section 5. If for any reason the club holds its Annual Convention other than in connection with the annual ARBA National Convention, the President shall give a report, or duly appoint an Officer or member to give a report to the Secretary of the ARBA at the ARBA National Convention. Said report shall include the activities of the club, number of members, ones in good standing with the ARBA, along with a financial report. If the club holds its annual meeting with the Annual ARBA National

Convention, the Secretary-Treasurer shall see that the Annual Report of the NSRC pursuant to Article IV, Section 3(A)(12) of these ByLaws is made.

Section 6. Roberts' Rules of Order Newly Revised shall be considered as the final authority and shall govern the proceedings of all meetings of the NSRC, subject to any special rules that may be adopted.

Section 7. The Order of Business at all meetings shall be:

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

Section 8. All rules as per Article III and Article IV of the Constitution are incorporated herein.

ARTICLE III **ELECTIONS**

Section 1. Any member wishing to become a candidate for a position on the Executive Board shall submit a written request either by mail or electronically for a nomination petition from the Secretary-Treasurer.

Section 2. The member seeking an Executive Board nomination shall:

- A) Be a member in good standing with the NSRC and ARBA;
- B) Be a bona fide owner and breeder of Silver rabbits;
- C) Have been a member of the NSRC for one year; and
- D) Have the Petition signed by three (3) members in good standing in the NSRC.

Said Petition shall bear the candidate's signature, the office he/she wishes to be a candidate for, and attest to the fact that said candidate is a bona-fide Silver rabbit breeder.

Section 3. Once properly completed the Petition shall be sent to the Secretary-Treasurer by June 1st.

Section 4. When the properly completed Petition is received by the Secretary-Treasurer, the Secretary-Treasurer shall verify the information is valid and correct and the member's name shall be placed on the election ballot, if qualified to run for office. If a discrepancy is found, the Secretary-Treasurer shall immediately notify the applicant. The applicant will have ten (10) days to rectify the discrepancy or applicant's name will not be on the ballot.

Section 5. The official election ballot shall be issued by the Secretary-Treasurer on or before June 10th and shall contain the names of those qualifying for the respective office for which they are nominated. All adult members in good standing will be allowed to vote and the polls will remain open until August 25th.

Section 6. The Executive Board shall be elected by mail or electronic ballot, and shall serve until their successors are elected or appointed.

Section 7. All officers shall be elected by ballot. In the event that a candidate is running unopposed, then the candidate will be elected by acclamation and no ballot will be sent.

Section 8. No member of the Election Committee can be nominated for office.

Section 9. The ballots shall be opened and the votes counted by the Election Committee who shall, after counting the ballots, certify the results to the President and Secretary-Treasurer. The ballots shall be retained for ninety (90) days following an election in case of re-count or questions regarding the ballot. At the end of ninety (90) days the ballots may be discarded.

Section 10. The highest number of votes received for any office shall constitute election to that office. In the event of a tie, the President shall cast the deciding vote.

Section 11. All candidates shall be notified by September 1st of the results of the newly elected members of the Executive Board. The newly elected members shall take office as provided in Article V, Section 5 of the Constitution.

Section 12. The election results shall be published in the Fall (Sept./Oct.) issue of the Silver Bullet and on the NSRC social media pages (website, Facebook, etc.)

Section 13. Whenever a vacancy in an office occurs, from any cause whatsoever, said vacancy shall be filled by appointment by the President, approved by majority vote of the Executive Board. The officer filling such vacancy shall immediately assume that position's duties. Notice of such replacement shall be published in the Silver Bullet and on the NSRC social media pages (website, Facebook, etc.) When an officer fills a vacancy, if the officer serves for more than half the term in office, this shall qualify as a full term in office.

Section 14. No person may hold more than one elected office at a time. A person holding an office may seek election or appointment to another office. If the new position is won or appointed, the previous office shall be resigned and filled per Article III, Section 13 of the NSRC ByLaws.

Section 15. Any candidate defeated for any office of the NSRC requesting a re-count of ballots shall make application for such re-count to the Secretary-Treasurer within thirty (30) days following the election. The Secretary-Treasurer shall immediately notify the President and Election Committee.

Section 16. Such re-count shall be made within twenty (20) days of the request. The Secretary-Treasurer shall require a deposit of sufficient funds to defray the cost of a re-count. The amount of such deposit to be fixed and approved by the Executive Board. A re-count shall then be made by a committee of three (3); the contester shall pick one (1) member, the Executive Board shall pick one (1) member, and a third member shall be chosen by the other two members of the re-count committee. All three members of the re-count committee shall be members of the NSRC in good standing. The re-count committee shall (if possible, physically assemble and) personally count all ballots cast for the office or question in dispute, and the report of the re-count, certified to the President and Secretary-Treasurer, shall be final. In the event that the contester is declared right by the committee, his/her deposit of funds shall be returned.

Section 17. If the re-count creates a changed result, the certified results will be sent to the Secretary-Treasurer who shall then notify the Executive Board and the challenger. Said change in the election results shall be given to the Executive Board and posted in the Silver Bullet and on the NSRC social media pages.

ARTICLE IV **DUTIES OF OFFICERS**

Section 1. The President shall:

- A) Preside at all meetings of the NSRC and the Executive Board;
- B) Act as Chairman of the Executive Board;
- C) Appoint all committees not otherwise provided for;

- D) Fill all vacancies with majority Executive Board approval;
- E) Call special meetings of the NSRC or Executive Board, in accordance with the Constitution and ByLaws; and
- F) See that the Annual Report of the NSRC is delivered at the Annual National ARBA Convention by a duly appointed member;
- G) Be an ex-officio member of the Board of Directors and of all committees;
- H) Be authorized to transact business with members of the Executive Board by means of electronic, paper or other means that all Board members have available when calling a meeting thereof is impractical;
- I) Perform such other duties as pertain to his/her office, or as directed by the Board of Directors.

Section 2. The Vice President shall:

- A) Perform the duties of the President in his/her absence or in the event of his/her inability to act;
- B) Automatically succeed to the office of the President if that office should become vacant;
- C) Be an ex-officio member of the Board of Directors;
- D) Perform such other duties as pertain to his/her office, or as directed by the Executive Board.

Section 3. The Secretary-Treasurer shall:

- A) As Secretary:
 - 1) Conduct all general correspondence of the NSRC
 - 2) Keep on file all letters received, together with a copy of all letters sent out by him/her;
 - 3) Receive and act upon all applications for membership;
 - 4) Send out all notices of meetings of the NSRC or Executive Board;
 - 5) Be an ex-officio member of the Board of Directors and shall act as Secretary of the Executive Board;
 - 6) Keep the minutes of all meetings. Such minutes shall be signed by the Secretary-Treasurer, a printed copy kept on file, and printed in the next issue of the Silver Bullet and be available in a "Members Only" section of the website;
 - 7) Maintain a list of standard operating procedures as designated by the Executive Board on issues not covered by the Constitution, ByLaws and Sweepstakes Show Rules;
 - 8) Where no meetings are held, he/she shall lay facts before the Executive Board by letter (paper or electronically) together with his/her recommendations, if any, and receive instructions in a like manner
 - 9) Keep on file a permanent printed record of all changes proposed to the Constitution, ByLaws & Sweepstakes Show Rules; as well as a record of the results of the vote and changes on each;
 - 10) Keep an up-to-date membership list with current contact information including email, phone number, physical addresses and send out Membership Cards/Certificates to those who apply/renew their membership;
 - 11) Notify all members sixty (60) days prior to membership expiration at their provided current address/information and in the Silver Bullet. If their renewal is not received within thirty (30) days of such expiration, shall send another notice of their expiration and removal. The Secretary-Treasurer shall then remove them from the membership roster if renewal is not received by thirty (30) days past their expiration;
 - 12) Prepare an Annual Report of the NSRC which shall include the past year's:
 - a) summary of activities;
 - b) minutes of all meetings;
 - c) decisions made;
 - d) number of members (youth, adult, and affiliated clubs);
 - e) NSRC annual budget;
 - f) names and addresses including ARBA numbers of all Executive Board members; and
 - g) Treasury's Financial Report.

Said Annual Report shall be sent to the President prior to the ARBA National Convention and is to be read at the annual National ARBA Convention if Secretary-Treasurer is unable to attend;

- 13) Prepare and provide any media approved by the Executive Board representing the NSRC for printing and/or distribution by the membership with a copy placed on file;
- 14) Assist the Silver Bullet editor, NSRC website manager, and Executive Board as needed;
- 15) At the discretion of the Executive Board, he/she shall furnish to the NSRC a bond in sufficient amount to cover all assets of the NSRC under his/her control. Said bond shall be approved by the President. The cost of any such bond shall be paid by the NSRC;
- 16) Receive and act upon all applications for Sanctions and Shows;
- 17) Issue Special Awards earned under such sanctions and maintain records of Sweepstakes points;
- 18) Consult and advise the Executive Board on all such matters of policy as he/she deems unusual or advisable;
- 19) Fulfill all duties and responsibilities of the position.

B) As Treasurer:

- 1) Collect all monies due the NSRC in U.S. funds;
- 2) Make all purchases, pay all debts, and transact all business authorized by the Executive Board from the funds of the NSRC;
- 3) At the discretion of the Executive Board, he/she shall furnish to the NSRC a bond in sufficient amount to cover all assets of the NSRC under his/her control. Said bond shall be approved by the President. The cost of any such bond shall be paid by the NSRC;
- 4) Act as custodian of all property and funds of the NSRC;
- 5) Pay the Annual Charter fee to the ARBA by January 1st of each year;
- 6) Keep accurate records of all income, expenditures, and location of all funds and assets of the NSRC and prepare a working budget;
- 7) The Treasurer's books shall be closed as of the end of the fiscal year. The fiscal year shall be January 1 to December 31 of each year. The previous year's records shall be presented to the Executive Board at the Annual National ARBA Convention and shall be audited no later than March 1st. Once audited, the books shall be kept on file with the Secretary-Treasurer;
- 8) Provide a monthly report of NSRC funds to the Executive Board and a quarterly report to the NSRC membership body by publishing it in the Silver Bullet and on the "Members Only" section of the NSRC website;
- 9) Fulfill all duties and responsibilities of the position.

Section 4. The Board of Directors shall:

- A) Have the power to transact all business of the NSRC between meetings;
- B) Shall authorize expenditures of funds, but no expenditures shall be authorized beyond the assets of the NSRC;
- C) Shall act upon charges brought before them;
- D) Shall devise ways and means to carry out the objects of the NSRC and the membership; and
- E) Shall decide all questions of policy as may be deemed necessary for the conduct of the business of the NSRC;
- F) Shall pass on any and all special legislative matters found desirable;
- G) Require that the books of the Secretary-Treasurer be audited at the end of each fiscal year and upon their retirement from the office;
- H) Between annual NSRC meetings, shall conduct routine or special business, hold hearings and reach decisions by vote (either mail or electronic) with a majority vote required for passage and the decisions being sent to the Secretary-Treasurer for placing on file and reporting to the membership.

ARTICLE V
APPORTIONMENT OF FUNDS AND COMPENSATION

Section 1. The Secretary-Treasurer shall receive 25% of all income received for membership fees including renewals, sanctions, and other income during the term for which he/she is elected (or until replaced) as compensation for his/her services. He/she will receive no commission on:

- A) Convention Specials donated by the membership;
- B) Advertising in publications;
- C) Money from Scholarship donations;
- D) Money from the Ways and Means Raffle; or
- E) Money expressly sent for and set aside for postage costs.

Section 2. There shall be no other compensation awarded to any other member, officer, nor director in the NSRC.

Section 3. Every member entrusted with accepting, or spending, funds belonging to the NSRC shall be responsible and accountable for such funds. A monthly financial statement of such funds shall be required from each member so entrusted to be given to the Secretary-Treasurer and kept on file.

ARTICLE VI
INTERPRETATION AND DISCIPLINE

Section 1. The interpretation by the Executive Board of the NSRC of the Constitution, ByLaws, Sweepstakes Show Rules, Regulations, Notices, Resolutions, properties and of the NSRC documents and Orders shall be binding upon all members of the NSRC.

Section 2. All notices required to be sent to any member of the NSRC shall be sent by mail, email, or included in the Silver Bullet, prepaid to the member's address as it appears on the books of the NSRC. Such mailing shall be presumptive evidence of the service thereof. Any change of address must be sent promptly to the office of the Secretary-Treasurer of the NSRC.

Section 3. Charges of misconduct of a member, Officer, or Director, shall be made in writing to the Secretary-Treasurer and shall be considered with the defense of the offender by the Executive Board. The Executive Board may suspend, expel, or fine any member of the NSRC for conduct, which, in its judgment, warrants such action. This action requires a two-thirds (2/3) majority of the entire Executive Board. This vote may be taken by mail and/or electronically if deemed advisable. The offender expelled or suspended may appeal to the NSRC membership at the next regular meeting.

Section 4. The Executive Board may, on all matters regarding interpretation, conduct routine or special business, hold hearings, and reach decisions by a means of communication with the results recorded and kept on file. This can include but is not limited to mail, electronic correspondence, teleconference and video conference. Votes are to be reported in the Secretary-Treasurer's minutes. All decisions and votes shall be reported in the Silver Bullet and on the NSRC website (Members Only page) and social medial pages.

Section 5. If a complaint of misconduct in office is brought against any elected officer or director of the NSRC, the Executive Board shall be polled as soon thereafter as possible and,

- A) If the Executive Board determines that there is a reasonable basis for such complaint and that the NSRC could be adversely affected by the retention in office of said Officer or Director, the Executive Board may in its own discretion suspend such person pending final determination as set forth therein.
- B) The President, or if the President be charged, the Board of Directors, shall appoint a special committee to investigate the complaint and within a reasonable time report its findings.

- C) The Board of Directors shall receive the findings of the special committee and shall determine whether a special meeting of the Executive Board shall be convened for a hearing on the complaint and consideration of the committee report or to defer action on the complaint until the next regularly scheduled meeting of the Executive Board.
- D) The complainant and the accused shall be notified of the date of any meeting of the Executive Board and shall be afforded the opportunity to present evidence relating to the charge.
- E) The determination of the Executive Board shall be final resolution of the matter, subject to the appeal process set forth in Article VII, Section 8 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 three hundred dollars (\$300) to defray the costs attendant on the implementation of the procedures.

Section 6. The Secretary-Treasurer shall require a deposit of sufficient funds to defray the cost of any recount or charges against any member or Officer. The amount of such deposit to be fixed and approved by the Board of Directors.

Section 7. Any recount shall be made by a committee of three (3): the contestor shall pick one (1) member, the Board of Directors shall pick one (1) member, and a third member shall be chosen by these two members of this committee. All three members of the committee shall be members of the NSRC. The committee shall assemble either in person or electronically and count all ballots cast of the office or question in dispute, and the report of the recount, certified to the Board of Directors shall be final. In the event that the contestor is declared right by the committee, his/her deposit of funds shall be returned and the expense shall be borne by the NSRC.

Section 8. An appeal may be taken from any ruling of the Executive Board to the next annual meeting of the members of the NSRC.

ARTICLE VII **DEPARTMENTS AND COMMITTEES**

Section 1. The President, with the approval of the Executive Board, shall appoint by January 31st the standing Department or Committee Chairmen and committee members, as authorized herein. The term of each standing committee, Department Chairman and committee member shall be through the later date of either December 31st or date of appointment of replacement. The term for any special committee shall be completion of their assigned task. The President shall have authority to make such replacements as are considered to be in the best interest of the Association.

Section 2. Each Department and Committee shall be authorized to make such expenditures from NSRC funds for its operation as are authorized in its annual budget and as approved by the Executive Board and subject to NSRC ByLaws.

Section 3. GENERAL RESPONSIBILITIES OF COMMITTEE MEMBERS:

The following shall be, but are not limited to, the general responsibilities of all persons appointed to serve on any committee of the NSRC.

- A) Each person appointed shall be responsible for carrying out the activities as specified within that committee description or he/she should request to be removed from said committee.
- B) Each person on the committee or department shall be a valid member of the NSRC.
- C) Should a member fail to carry out the responsibilities as prescribed, he/she may be removed by the President from said committee with the approval of the Executive Board.
- D) Each member of any committee shall be responsible for answering all correspondence addressed to him/her in a timely manner.

- E) Each department and Committee Chairman shall submit data and information on his/her group's work at regular intervals, not less frequently than each annual meeting, to the Executive Board, and to the membership of the NSRC at each annual meeting, unless otherwise provided or as needed.
- F) Each member of any committee shall be responsible for making decisions which will be in the best interest of the Silver rabbit breed and the majority of the NSRC members.
- G) All decisions by a committee must have been approved by a majority of the entire committee before being presented to the Executive Board.

Section 4. CONSTITUTION, BYLAWS AND SHOW RULES COMMITTEE:

- A) A committee consisting of not less than three (3) persons shall be appointed by the President for the purpose of reviewing, receiving, and/or proposing changes, amendments, or resolutions to the Constitution, ByLaws and Sweepstakes Show Rules.
- B) The Committee Chairman shall be responsible for preparing and submitting any proposed changes, amendments or resolutions to the Executive Board prior to publication for the general membership's consideration.
- C) It shall be further the responsibility of the Chairman to assure publication of any and all proposed Constitutional, ByLaws, Sweepstakes Show Rules changes amendments or resolutions for the consideration of the general membership prior to voting as provided for in Article IX of the NSRC Constitution through the use of the Silver Bullet, Members Only section of the NSRC website, social media pages, email, and/or general mailing to the full membership.
- D) The Committee Chairman is responsible for keeping a working copy in a Word program of the Constitution, ByLaws, and Sweepstakes Show Rules. When changes have been approved by the membership a copy of the corrected Constitution, ByLaws and Sweepstakes Show Rules must be sent to each: the Secretary-Treasurer to keep on file, Historian to hold for historical record, and Webmaster for web update.

Section 5. STANDARDS COMMITTEE:

The Standards Committee shall consist of not less than three (3) active Silver breeders and members in good standing with the NSRC who shall be appointed for the purpose of:

- A) Receiving, reviewing, and developing any proposed changes to the Standards of the Silver breed and all Silver varieties;
- B) The responsibility of preparing any proposed revisions in the Silver breed standards according to the ARBA timelines.
- C) The committee shall be responsible for reviewing the validity and necessity of all requested changes and for the submission of any all valid proposed changes to the Executive Board prior to publication for consideration by the general membership.
- D) The Committee Chairman shall publish in the Silver Bullet, and on the Members' Only section of the NSRC website, any revisions under consideration approximately six (6) months prior to the time of the proposed membership vote with the intent of informing the membership and soliciting debate.
- E) Changes approved by the committee shall be submitted to the Executive Board prior to publication in the Silver Bullet, and on the NSRC website, for the membership's vote.
- F) A simple majority vote of the membership, per the ARBA rules governing changes in breed standards, is required to approve any changes.

Section 6. JUDGE NOMINATION COMMITTEE (ARBA NATIONAL CONVENTION):

The Judge Nomination Committee shall consist of not less than three (3) persons who shall be appointed for the purpose of:

- A) Nominating Silver judges for the annual ARBA National Convention. Effort should be made to see that this Committee's membership is geographically representative of the NSRC membership;

- B) The Committee Chairman will send a judge nomination form to the Secretary-Treasurer of each Silver Associated Club and to each Executive Board member by March 1st of each year. Nomination forms must be returned to the Committee Chairman by April 15th.
- C) The Committee members will screen the nominees and vote yes or no on each nominee. A judge nominee needs a majority affirmative vote of the Committee members voting to be placed on the voting list.
- D) The Committee Chairman will send this voting list to the Secretary-Treasurer. The Secretary-Treasurer will send the voting list to the Executive Board by July 15th to have the list as a whole approved by a majority vote of the Executive Board.
- E) The Secretary-Treasurer will contact the judges on the approved list by August 1st to determine their availability to judge future ARBA National conventions.
- F) Judges who are available to judge shall be placed on a ballot to be voted upon at the NSRC Annual Membership meeting at the ARBA National Convention.
- G) The top five (5) majority vote holders will be hired for the first year they are available, with the total number of judges hired more than seven (7) years in advance not to exceed 6 for any given year.
- H) When the site of the next convention is announced, the Committee Chairman will add any additional Silver judges necessary from the approved list provided to the membership. Highest majority vote holders will be contacted first.
- I) The list of retained judges for future conventions will be published once a year in the Silver Bulletin and on the "Members Only" section of the NSRC website.
- J) Judges who provide judging services at the Annual Silver breed Convention are not eligible to provide judging services at that year's annual ARBA National Convention for the Silver breeds shown.

Section 7. SCHOLARSHIP COMMITTEE:

The Scholarship Committee shall be appointed for the purpose of:

- A) Raising scholarship funds and donations;
- B) Selecting scholarship recipients;
- C) Creating and updating the forms and procedures for scholarship application.
- D) All funding for the NSRC Scholarship will be funded through donations and other fundraising activities.
- E) The number and amount of annual awards shall be determined by the Scholarship Committee, but in no case shall any awarded scholarships exceed the money available and designated as the scholarship funds.

Section 8. GUIDE BOOK COMMITTEE:

The Guide Book Committee shall be appointed for the purpose of:

- A) Creating, updating and printing the NSRC Guide Book; and
- B) Shall be responsible for content, artwork, layout, advertisements, and reprinting of the Silver Guide Book not less than every five (5) years or as directed by the Executive Board.

Section 9. BOOTH AND AUCTION CHAIRMAN:

The Booth and Auction Chairman shall be appointed for the purpose of performing such activities as necessary to this position at all ARBA National Conventions and with any Auctions the NSRC holds.

The responsibilities shall be, but are not limited to, the following:

- A) Provide for the decorating, security and manning of the Silver booth during the ARBA Convention within a budget assigned by the Executive Board. Booth decorations to include a banner with the club name, varieties, Silver Logo and Convention theme;
- B) Provide for the dismantling of the booth at the close of the Convention, consistent with the rules established for that Convention site;
- C) Be responsible to assure collection of all items and provisions for all activities in the booth during the Convention and posting of all NSRC activities during the Convention;

- D) Be responsible, and accountable, for the funds received as a result of the NSRC activities in the booth, and shall provide a report of those funds to the Secretary-Treasurer within ten (10) days of the close of the Convention and/or daily at the auctions/raffles;
- E) Collect donated items for the booth, auctions, and raffles;
- F) Report any concerns, suggestions, and results to the Executive Board;
- G) May secure all assistance needed to perform above duties.

Section 10. ARBA CONVENTION BREED CHAIRMAN:

The ARBA Convention Breed Chairman shall be appointed for the purpose of performing such activities necessary to this position at all ARBA National Conventions. The responsibilities shall be, but are not limited to, the following:

- A) Providing for suitable accommodations for the NSRC banquet, and its members' lodgings, and advertising and distribution of banquet tickets, as well as banquet decorations;
- B) Act as liaison with the sponsoring club regarding the cooping and grouping of the Silver entries;
- C) Provide for the checking in and out of all Silver entries;
- D) Provide for the feeding and watering of all Silvers for the duration of the Convention;
- E) Provide for the transporting of all Silvers to and from the judging tables;
- F) Provide for the maintenance of the Silvers area, including sweeping, and any clean-up required;
- G) May secure all assistance needed to perform the above duties;
- H) Relay information to the Executive Board regarding the ARBA Convention details established;
- I) Prepare for Silvers Best of Breed, Best Opposite Sex of Breed, Best Variety, and Best Fur for both Open and Youth charts and complete them as judges cast their votes for these awards to be displayed at the NSRC booth;
- J) Assist in completing any necessary convention reports required by the host club;
- K) Report the results and any concerns to the Executive Board.

Section 11. HISTORIAN:

- A) The Historian shall be responsible for maintaining a history of the NSRC. This shall be accomplished by maintaining a file of the minutes, copies of the newsletters and guidebooks, lists of contest winners for each year, yearly list of Directors and Officers and all copies of the Constitutions, ByLaws, and Sweepstake Show Rules, along with a listing of all social media and websites.
- B) The Historian may keep anything that shows the history of the NSRC.
- C) The Historian shall be responsible for bringing historical information to the attention of the membership by means of news articles, pictures, handouts, presentations, etc.
- D) The Historian shall be the Secretary-Treasurer until such time as the President assigns a member to this position.

Section 12. ELECTION COMMITTEE:

- A) A committee shall be appointed for the purpose of receiving, opening, and tabulating the results of all elections or balloting of the membership.
- B) The Chairman shall be responsible for maintaining on file all ballots for a period of not less than one hundred twenty (120) days after the close of any election or balloting.
- C) It shall further be the responsibility of the Chairman to assure submission of all election or balloting results to both the President and Secretary immediately.

Section 13. FINANCE COMMITTEE:

- A) A committee shall be appointed for the purpose of preparing an Annual Budget for the NSRC and of soliciting and developing methods consistent with the NSRC Constitution and NSRC ByLaws to increase the revenue of the NSRC. This committee shall also perform the yearly audit of the NSRC books.

- B) The committee shall consist of a Chairman and three (3) members, one of whom shall be the Secretary-Treasurer of the NSRC. Their duties shall consist of requesting and receiving a proposed schedule of estimated expenditures from each officer, Department and Committee Chairman, no later than October 31st for the ensuing fiscal year. Based upon these estimates, records of past expenditures and the current assets of the NSRC, they shall prepare a budget for the next fiscal year, which shall be submitted to the Executive Board before the next annual meeting for its consideration and action.
- C) No budget may be presented to the Executive Board which calls for expenditures in excess of available funds.
- D) The next fiscal year budget shall be submitted to the Executive Board for approval at the ARBA National Convention Executive Board meeting for the following year.
- E) After adoption of the budget by the Executive Board, no budget item may be exceeded unless approved by the President and Secretary-Treasurer. The committee shall furnish such additional fiscal information and estimates as may be requested by the President or the Executive Board.
- F) The committee shall conduct an audit of the NSRC records and books annually at the close of each fiscal year, no later than November 30, and at the end of the Secretary-Treasurer's retiring term. The committee shall be responsible for the provision of an audit report, which fairly represents the standing of the Association to its Executive Board and the general membership, and will assure that the audit report is published in the Silver Bullet and on the Members Only section of the website at the conclusion of said audit.
- G) The fiscal year runs from January 1st through December 31st.

Section 14. SPECIAL COMMITTEES:

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

Section 15. SILVER BULLET EDITOR:

- A) The President shall appoint the newsletter editor (Silver Bullet Editor) for the purpose of publishing a quarterly newsletter (Spring, Summer, Winter, Autumn) and any special editions necessary.
- B) The editor is responsible for establishing time frames, editing and layout of all material and articles to assure the timely publication of the newsletter. The editor may request a decision by the President before publishing material or articles viewed as controversial in nature.
- C) The editor shall also be responsible for establishing a fee schedule for advertising after consultation with the Executive Board. Advertisers shall be notified when their advertisements expire.
- D) The editor shall publish the list of members whose dues are expiring.
- E) The editor shall publish once a year the list of members of the NSRC.
- F) The editor shall publish any information for the Executive Board regarding the NSRC membership, including changes to the Constitution, ByLaws, and/or Sweepstakes Show Rules.
- G) The editor shall serve as the contact person for the newsletter printer on all production issues.
- H) The membership may provide information, articles, photographs, and any other information to the editor for consideration to be published in the newsletter.
- I) The editor shall bring any suggestions, concerns or problems made known to him/her to the attention of the Executive Board regarding the content or publication of the Silver Bullet newsletter.
- J) At the discretion of the Executive Board, he/she shall furnish to the NSRC a bond in sufficient amount to cover all assets of the NSRC in his/her possession or under his/her control. The cost of any bond shall be approved by the Executive Board and such bond shall be paid by the NSRC.

Section 16. NATIONAL SILVER RABBIT CLUB WEBPAGE WEBMASTER:

- A) The President for the purpose of maintaining the NSRC website shall appoint a Webmaster.
- B) The Webmaster shall serve as Chairman for any Website Committee that may be formed.
- C) The Webmaster shall be responsible for maintaining and updating the NSRC website at least once per month.
- D) The Webmaster shall be responsible for advising, maintaining and updating any social media of the NSRC including Facebook, Twitter, Yahoo group or any other social media webpage of the NSRC.
- E) The Webmaster shall update the Executive Board regarding any proposed changes or updates or concerns regarding the Websites.
- F) The Webmaster may request a decision by the President prior to publishing any information on the Website, which may be viewed as controversial in nature.
- G) The Website shall include the following minimum information:
 - 1) Directory information of the current Executive Board members and when their term expires;
 - 2) Silver Bullet News Editor link and cost(s) for advertisement and paper copy of the Silver Bullet;
 - 3) Webmaster;
 - 4) Affiliated Silver clubs and their shows;
 - 5) Breeder listing by state;
 - 6) Sanction and membership application information;
 - 7) Any upcoming shows sanctioned by the NSRC;
 - 8) The results from the past annual ARBA National Convention and Annual Silver breed Convention; as well as information on those shows for the current year when available;
 - 9) Current sweepstakes standing for Open and Youth;
 - 10) "Members Only" section which shall contain:
 - a. Any information before the membership for vote;
 - b. The current Annual Report;
 - c. The current Financial Statement;
 - d. The Scholarship Form and the current recipients;
 - e. Election candidates with their information;
 - f. The results of any elections; and
 - g. Any other information specific and private only to the members of the NSRC.
 - 11) Any additional information recommended by the Webmaster if approved by the Executive Board.

ARTICLE VIII
CONTESTS

Section 1. All contests shall run from July 1st to June 30th of the following year.

Section 2. Sweepstakes Contest:

- A) The NSRC shall sponsor a sweepstakes contest for the following categories:
 - 1) Overall Open;
 - 2) Overall Youth;
 - 3) Open Variety; and
 - 4) Youth Variety;
 - 5) Open Fur; and
 - 6) Youth Fur

- B) The rules and awards for the above contest shall be found in the Sweepstakes Show Rules and are incorporated herein.

Section 3. The Secretary-Treasurer shall request a sanction from the ARBA for the annual NSRC National Show for the date and place approved by the membership.

ARTICLE IX
ALTERATIONS AND AMENDMENTS

Section 1. Any alteration to or amendment of the ByLaws, Constitution and/or Sweepstakes Show Rules may originate from the general membership or the Executive Board.

Section 2. All proposed resolutions shall be posted on the "Members Only" section of the NSRC Website at least thirty (30) days prior and printed in the Silver Bullet at least one issue prior to being voted upon.

Section 3. The ByLaws, Constitution, and/or Sweepstakes Show Rules may be amended by a majority of the votes cast by mail ballot providing that all members have been notified of the proposed amendment and furnished a ballot at least thirty (30) days prior to the closing of the polls.

Section 4. The ByLaws, Constitution, and/or Sweepstakes Show Rules may be amended at the Annual Meeting by a two-thirds (2/3) majority of all members present, providing that all members have been notified at least thirty (30) days prior to the Annual Meeting of the proposed changes and that there be at least 25 members in attendance.

Section 5. A resolution adopted shall take effect sixty (60) days after receiving voter approval, unless otherwise specified in the resolution.

Section 6. The adopted resolution shall be posted on the "Members Only" section of the NSRC website, printed in the following issue of the Silver Bullet, with the ballots and a written copy of the resolution kept on file.

Approved and agreed upon this 2nd day of November, 2014 by the majority body of the NSRC Membership and attested to by the NSRC Executive Board as indicated by our signatures below.

President

Director #2

Vice President

Director #3

Secretary-Treasurer

Director #4

Director #1

Director #5