

CONSTITUTION AND BY-LAWS
of the
HAVANA RABBIT BREEDERS ASSOCIATION

ARTICLE 1 Name

Section 1 The name of this non-profit Association shall be the Havana Rabbit Breeders Association.

ARTICLE 2 Objective

Section 1 The objective of the Association shall be to promote and encourage the breeding of the Havana Rabbit, to develop and improve the Havana Rabbit, to maintain a standard of perfection for the Havana Rabbit, to advance and protect the interest of the members and breeders of the Havana Rabbit, to advise the advantages of the Havana Rabbit for food, fur and fancy, and to establish and maintain a well-organized central source of correct and reliable information about the Havana Rabbit.

ARTICLE 3 Membership

Section 1 Any person of good character and reputation may become a member upon payment of one year's dues. The Board of Directors reserves the right to accept or reject any application for membership or renewal.

Section 2 Application for membership shall be made in writing to the Secretary, and must be accompanied by membership dues.

Section 3 Membership in the Association shall be acknowledged by the membership card, issued by the Association, and signed by the Secretary, and shall date from the time of such acknowledgement, terminating one year later. Each member shall be provided with a copy of the Havana Guide Book and Standard (limit of one (1) Guide Book and one (1) standard per household) and a one year's subscription to the Havana Rabbit Breeders Newsletter.

Section 4 The membership fee and dues shall be fixed in the By-Laws.

ARTICLE 4 Disciplinary Actions

Section 1 Charges of misconduct of a member shall be made in writing to the Secretary. They shall be considered with the defense of the member and the Board of Directors. The Board of Directors may by a two-thirds (2/3) vote, suspend or expel the member.

Section 2 Any person expelled, suspended or otherwise rejected shall not be eligible for re-instatement for a period of at least one year, and then only upon approval of the Board of Directors.

Section 3 Any officer or director who shows lack of interest in his official duties, who fails to answer correspondence of club business matters shall be requested by the President to resign his office. If said officer or director fails to do so the board of directors by a two thirds (2/3) vote shall declare the office vacant. It is then the duty of the President to appoint a new officer or director to fill the unexpired term.

ARTICLE 5 Officers

Section 1 The officers of the Association shall consist of a President, Vice President, Secretary-Treasurer and (9) Directors, and shall constitute the Board of Directors.

Section 2 All officers shall be elected by popular vote of the membership according to the By-Laws.

ARTICLE 6 Amendments

Section 1 This Constitution may be amended by a three-fourth (3/4) majority vote of those casting a mail-in ballot.

Section 2 All members are to be notified in writing of the proposed amendment or amendments, and furnished with a ballot at least thirty (30) days prior to the closing of the polls.

Article 7 Affiliation

Section 1 This association shall be affiliated with the American Rabbit Breeders Association.

Section 2 Any Sate, Regional or local Havana Rabbit Specialty organization in the United States, Canada, Mexico, or United States Territory whose objectives are in accord with those of this association may affiliate with this association by following the directives set forth in the By-Laws.

BY-LAWS of the Havana Rabbit Breeders Association

ARTICLE 1 Annual Meeting

Section 1 The Annual Meeting of the Association shall be held in the city and at the time designated by the Board of Directors, usually at the site of the Annual American Rabbit Breeders Association Convention and Show, time slot set by the Convention Committee.

Section 2 At all meetings of the Association, seven (7) members shall constitute a quorum. No person shall act as proxy for any other.

Article 2 Order of Business

- Section 1
1. Roll Call or signing of the Register
 2. Reading of the minutes
 3. Report of the Board of Directors
 4. Report of the Secretary-Treasurer
 5. Report of Committees
 6. Reading of Communications
 7. Unfinished Business
 8. Select Judge for following years Convention
 9. New Business
 10. Discussions, Good of the Order
 11. Adjournment

Section 2 Article 2, Section 1 of these By-Laws may be amended or suspended at the Annual Meeting by a majority of the member ship present.

ARTICLE 3 Rules of Order

Section 1 The Rules contained in “Roberts Rules of order Revised” shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or Special Rules or Order of this Association.

ARTICLE 4 Elections

Section 1 Any member wishing to become a candidate for any elective office shall file a petition. These forms may be available on the official Havana website or from the Secretary.

The nominating petition shall be completed by a member showing the member’s name and the office for which the member desires to be a candidate, be signed by the member and at least five (5) additional members of this association in good standing. The member shall include an article for the newsletter about why the member wishes to run for this office. No member shall be nominated for more than one elective office.

The petition shall be returned to the secretary postmarked by June 1.

Section 2 Between July 1 and July 15, the official ballot shall be issued by the Secretary and shall contain the names of all petitioners filing accurately completed forms. Said ballot shall also contain nominees for ARBA Convention Judges.

Section 3 Ballots shall be returned in an enclosure or envelope or envelope provided by the HRBA with the Election Chairperson’s name as the mailing address and the HRBA Secretary’s name as the return address. No name or identifying mark shall appear on or in the ballot or envelope. The Ballot shall be received and opened by a committee of three (3) appointed by the President. Ballots must be received by August 15. No member of the election committee can be elected to office.

Section 4 The member receiving the largest number of votes shall be declared elected to that office.

Section 5 The Secretary-Treasurer shall notify the member of their election prior to September 10th.

Section 6 The President, Vice President and Secretary-Treasurer shall be elected for terms of three (3) years.

Section 8 Nine (9) Directors shall be on the Board of Directors. The Directors shall be elected for a term of three (3) years each, terms so arranged that three (3) Directors are retired each year.

Section 9 The President and three (3) Directors shall be elected one year. The Vice President and three (3) Directors shall be elected the second year. The Secretary-Treasurer and three (3) Directors shall be elected the third year. Thus the terms of office are so arranged that one officer and three (3) Directors retire each year. Newly elected officials shall take office following the general membership meeting held during the ARBA National Convention and Show.

Section 10 The President shall make appointments to fill vacant offices to complete the unfinished term.

Section 11 Havana members are to vote for their preference for ARBA Convention Judges. Members will vote to approve or disapprove each nominated judge. The judges receiving a fifty percent (50%) approval vote shall

be contacted in the order of the number of votes received (highest number of votes being contacted first) and asked to judge at their first available date. If additional judges are required for an upcoming ARBA Convention, the Secretary shall contact judges from the most recent vote in an order based on the number of approval votes received (highest number of votes being contacted first) until the required judging slot(s) are filled.

Section 12

In the event only one (1) person is running for the office of President, Vice President, or Secretary-Treasurer, that person shall be deemed elected to that office by acclamation. If only three (3) persons are running for the office of director in an election year then those three (3) persons shall be deemed elected to that office by acclamation.

ARTICLE 5 Duties of Officers

Section 1 **PRESIDENT:** The President shall preside at all meetings of the Association, act as chairman of the Board of Directors, appoint all committees not otherwise provided for, call special meetings of the Association or of the Board of Directors, fill all present vacancies of his term and that extended terms to be voted on, perform such other duties as pertain to the office.

Section 2 **VICE PRESIDENT:** The Vice President shall perform the duties of the President in his absence, or in case of his or her inability to act.

Section 3 **SECRETARY:** The Secretary-Treasurer shall as Secretary conduct the general correspondence of the Association, send out all notices of meetings of the Association and of the Board of directors, keep on file all letters received together with a copy of all letters sent out, shall act as Secretary of the Board of Directors and shall keep all minutes of all meetings. The Secretary shall be publisher and editor of the bi-monthly Havana Club Newsletter, tabulate and publish current sweepstakes points in the Havana Newsletter.

Section 3a The President, with the approval of the executive board, can appoint an editor for the Havana Club Newsletter to work closely with the Secretary in reporting the business of the club.

Section 4 **TREASURER:** The Secretary-Treasurer shall, as Treasurer, collect all money due the Association and shall pay from the funds of the Association such claims as are properly authorized and approved, shall furnish to the President a satisfactory bond covering the maximum assets of the Association when requested to do so by the Board of Directors, the bond shall be paid for by the Association, shall notify a member by mail or e-mail at the last known address at least thirty (30) days before his or her membership expires, and if not paid within thirty (30) days after due date shall drop his or her name from the membership. The Secretary-Treasurer is to have a financial report in each issue of the newsletter. The financial report is to have all income and expenses broken down by category for ease in membership reading and comprehension.

Section 5 **BOARD OF DIRECTORS:** The Board of Directors shall carry out the instructions of the Association, shall authorize expenditures (but no expenditure shall be authorized beyond the assets of the Association), shall make rules as may be necessary to conduct the affairs of the Association, and handle any other matter for the Association between regular meetings.

ARTICLE 6 Standing Committees

Section 1 The Election Committee shall consist of three (3) members, their duty shall be to receive and count the ballot for general election and to notify the Secretary-Treasurer of the results within ten (10) days after closing of the polls.

- Section 2 Constitution and By-Laws committee shall consist of three (3) members. Their duty shall be to maintain continuous study of the constitution and by-laws, and to advise the Board of Directors at such time when revisions or additions need to be made.
- Section 3 Standard Committee shall consist of five (5) members. Their duty shall be to maintain study of the standard, to receive any and all requests for a working standard, for a new variety, and to notify the Board of Directors of any and all proposed revisions or additions. If said revision or addition is approved by majority of the membership it shall be the duty of this committee to submit them to the American Rabbit Breeders Association Standard Committee with the recommendation that such changes be adopted.
- Section 4 Guide Book committee shall consist of five (5) members. It shall be their duty to publish and edit the Havana Breeders Guide Book.
- Section 5 Auction Committee for the ARBA Auction shall consist of three (3) members. It shall be their duty to set the rules for the ARBA Convention Auction not addressed in any other section of these by-laws.
- Section 6 Special Committees, at any time deemed advisable by the President or authorized by the Board of Directors a special committee may be appointed by the President and given a specific assignment, at completion of its assignment the committee will disband.

ARTICLE 7 Dues

- Section 1 The annual membership dues of the Association shall be: 1 year \$8.00, 3 years \$20.00 for adults (over 18). Husband/Wife 1 year \$11.50, 3 years \$29.50. Family membership at same address 1 year \$11.50 plus \$3.50 for each youth, 3 years \$29.50 plus \$9.00 for each youth. Youth 1 year \$6.00, 3 years \$14.50 (through 18 years of age). Foreign Membership add \$5.00 to each of the above. Youth members have all the rights and benefits except voting privileges.
- Section 2 Life memberships are available to adult members for \$100.00 Husband and Wife for \$175.00.
- Section 3 Honorary Life Memberships are awarded at the Annual Meeting. The guidelines for awarding these memberships are as follows:
1. Ten to fifteen years a member of the Havana Rabbit Breeders Association.
 2. Selected by the Board of Directors
 3. Chosen for outstanding services to the Havana Rabbit Breeders Association.

ARTICLE 8 Commissions and Salaries

- Section 1 Secretary-Treasurer shall be allowed as a salary fifty cent (\$.50) of each member's yearly dues payable annually, and one dollar (\$1.00) for each sanction completed, and seventy-five cents (\$.75) for each show report posted, payable quarterly.
- Section 2 For services rendered on behalf of the Association when the Annual Meeting shall be held at the American Rabbit Breeders Association Convention & Show, the President, or his/her pro tem shall be compensated \$50.00 provided they are in attendance for the Annual Meeting.

Section 3 For services rendered on behalf of the Association when the Annual Meeting shall be held at the American Rabbit Breeders Association Convention & Show, the Secretary-Treasurer shall receive the sum of fifty dollars (\$50.00) for attendance at each Annual Meeting.

Section 4 The editor of the newsletter shall receive fifty dollars (\$50.00) per newsletter he/she publishes and mails.

ARTICLE 9 Guide Lines for Local and State Havana Specialty clubs

Any State or Local Havana Specialty organization may affiliate with the Havana Rabbit Breeders Association if their objectives are in accord with those of this Association.

1. Clubs must submit a Constitution and By-Laws accompanied by a list of the names/addresses of their officers and directors.
2. All officers and directors must be adult members of the Havana Rabbit Breeders Association and of the American Rabbit Breeders Association.
3. All members of the Specialty club shall be a member of the Havana Rabbit Breeders Association.
4. The submitting club must be chartered with the American Rabbit Breeders Association and renew this charter each year. If the ARBA charter expires the affiliation with the Havana RBA will also expire and a new application and fee must be submitted.
5. An affiliation fee of \$5.00 must be submitted with application for affiliation. This fee will not be charged again unless a club affiliation expires.
6. All affiliated club names will be printed in the Havana News and listed on the official website.

ARTICLE 10 Sweepstakes

Section 1 Sweepstakes points will be tabulated by the following scale:

| | | |
|------------------------------|---|---|
| First Place | = | 6 times the number in the class |
| Second Place | = | 4 times the number in the class |
| Third Place | = | 3 times the number in the class |
| Fourth Place | = | 2 times the number in the class |
| Fifth Place | = | 1 times the number in the class |
| Best of variety | = | 1 point times the number in the variety |
| Best Opposite Sex of Variety | = | ½ point times the number in the variety |
| Best of Breed | = | 1 point times the number in the breed |
| Best Opposite Sex of Breed | = | ½ point times the number in the breed |

Quality points will be tabulated by the following scale:

| | | |
|----------------------------|---|----------|
| Best in Show | = | 4 points |
| Reserve in Show | = | 3 points |
| Best 4 Class | = | 3 points |
| Best of Breed | = | 4 points |
| Best Opposite Sex of Breed | = | 3 points |
| Best of Variety | = | 2 points |
| Best opposite Sex Variety | = | 1 point |

- Section 2 The sweepstakes and quality points shall be tabulated on a yearly basis running from July 1st through June 30th of the following year.
- Section 3 The sweepstakes points will be separated as to variety, fur and total points for both open and youth. Quality points shall be separated as to variety.
- Section 4 A maximum of six (6) Sweepstakes awards shall be given to the top six (6) exhibitors in each variety and total points. A maximum of three (3) awards will be given to the winners of the fur sweepstakes, all colors competing. A maximum of three (3) Quality point awards shall be given to the top three (3) exhibitors in each variety.
- Section 5 Youth Sweepstake awards shall be awarded to the top six (6) exhibitors in each variety and total points. A maximum of three (3) awards will be given to the winners of the Youth fur sweepstakes, all colors competing. A maximum of three (3) Quality point awards shall be given to the top three (3) exhibitors in each variety.
- Section 6 Sweepstakes points accumulated at the ARBA Convention and the All Havana Show will be tabulated by the following scale:
First place — 12 times the number in the class
Second Place--10 times the number in the class
Third Place-- 8 times the number in the class
Fourth Place--7 times the number in the class
Fifth Place- -6 times the number in the class
Sixth Place—5 times the number in the class
Seventh Place —4 times the number in the class
Eighth Place—3 times the number in the class
Ninth Place—2 times the number in the class
Tenth Place—1 times the number in the class
Best of Variety—1 point times the number in the variety
Best Opposite of Variety—1/2 point times the number in the variety
Best of Breed—1 point times the number in the breed
Best Opposite Sex—1/2 point times the number in the breed
- Section 7 Bonus points earned for winning Best of Breed and Best Opposite of Breed Specials will be added to the total points category only. Bonus points won for winning Best of Variety and Best Opposite of Variety Specials will be added to both Total and Variety points categories.

ARTICLE 11 National All Havana Show

- Section 1 The National All Havana Show shall be selected from presented or mailed to the Havana Secretary by June 1st, stating the sponsoring club, proposed show date and location. If more than one bid is received, bids shall be added to the official ballot issued by the Secretary, between July 1st and July 15th, and shall contain the National All Havana Show bid proposals. The All Havana Show may not be held in the same state two years in a row.
- Section 2 The sponsoring club or Havana sponsor shall obtain an American Rabbit Breeders Association sanction.
- Section 3 The Havana Rabbit Breeders Association shall issue a free Havana sanction for the national All Havana Show.

- Section 4 The Havana sponsor shall hire a licensed American Rabbit Breeders Association judge for the National All Havana Show.
- Section 5 The Havana sponsor sets the entry fee for the national All Havana show, collects and pays judge's fees, rent, trophies, paybacks, and/or special awards.
- Section 6 The Havana Rabbit Breeders Association will give one hundred dollars (\$100.00) for awards to build premiums. The Havana Rabbit Breeders Association will supply an award for Best Display for all Varieties for both open and youth.
- Section 7 Show information will be published free of charge in the Newsletter provided information is received from the Havana sponsor.
- Section 8 Within fifteen (15) days after the National All Havana Show the Havana sponsor shall send the Havana Rabbit breeders association Club secretary a complete show report on the National All Havana Show so that the results may be published in the Havana Newsletter.
- Section 9 The Havana Rabbit Breeders Association shall not issue a Havana sanction to any Club within a 500-mile radius of the show site (excluding the show site) for the same date as the national All Havana Show.
- Section 10 The National all Havana show should be held between January and the at least sixty (60) days before the American Rabbit Breeders Convention and Show.
- Section 11 Sellers Class
- The purpose of the seller's class is two-fold.
 1. To generate capital for the next All Havana Show host club.
 2. To provide good breeding stock to interested fanciers, therefore promoting the Havana Rabbit from all aspects.

The following rules and guidelines are designed to benefit all those concerned.

Rule 1 – All rabbits entered in the sellers' class must be accompanied by appropriate pedigree.

Rule 2 – There will be no handling of the rabbits in sellers' class without the seller's permission.

Rule 3 – The seller's class rabbits will be on display throughout the entire show in a designated area with the pedigree displayed. Any Havana entered in the regular show may be placed in the seller's class.

Rule 4 – A minimum bid per rabbit may or may not be imposed at the discretion of the show chairman.

Rule 5 - The sellers' class may be held immediately after completion of regular judging. However, if an all-breed show is held the following day the auction may be held immediately following the seller's class or at the all-breed show.

Rule 6 – Rabbits will be entered as singles but may be auctioned off as pairs or trios at the request of the seller.

Rule 7 – All rabbits will be auctioned to the highest bidder.

Rule 8 – Fifty percent (50%) of the sale price will be offered back to the seller and the remaining fifty percent (50%) will be retained by the HRBA Secretary-Treasurer for the Host club for the next year's show.

Rule 9 – No entry fee will be charged for this class.

Rule 10 – The Havana Rabbit Breeders Association shall offer one year's free membership to the owner of the first place animal (maximum value of a single adult membership).

Rule 11 – The seller's class will be run by a committee from the Host Club of the All Havana Show for the following year. They will secure an auctioneer and any assistants that are needed as well as be responsible

for soliciting donations for the seller's class. However, the HRBA Secretary-Treasurer shall be responsible for collecting the money and distributing the seller's portion of the proceeds.

Section 12 The seller's class shall be optional to the sponsoring club but must be stated in their bid if they wish or do not wish to hold the seller's class. If they do not wish to hold the sellers' class, the proceeds from the previous year's All Havana Show will remain in the Havana Club Treasury until the next sellers' class is held.

ARTICLE 12 Regional Havana Shows

Section 1 The purpose of a Regional Havana Show will be that all breeders have a better chance of showing. The Havana Rabbit Breeders Association will give a free sanction to each of the nine (9) regional Havana Shows and free advertisement in the Havana Newsletter. The sponsoring club shall be responsible for obtaining all donations for specials. To help keep costs down a Regional Havana Show could be held on the same date as an All-breed Show. However, separate sanctions are required.

Section 2 The sponsoring club shall guarantee a minimum of \$5.00 for Best of Breed, \$3.00 for Best Opposite Sex, \$2.00 for Best of each Variety, and \$2.00 for Best Fur, all colors competing.

Section 3 The sponsoring club shall hire a licensed American Rabbit Breeders Association judge for the Regional Havana Show.

Section 4 There shall be only one (1) Regional Havana Show per region, per calendar year, the site for these shows shall be selected from bids (not monetary) at the annual meeting at the American Rabbit Breeders Association Convention and Show. Bids are to be presented or mailed to the Havana Secretary stating the sponsoring club, proposed show date, location and the Havana Club Member who will be the show chairman, prior to the annual Board of Directors meeting at the American Rabbit Breeders Association Convention and Show. If more than one bid is received per region, a paper vote of the members present of that region determines the show site.

Section 5 If no bids are received at the annual meeting, Regional Shows may be awarded by the Board of Directors.

Section 6 The show secretary shall send a complete show report with a tear sheet showing Havana listings to the secretary of the Havana Rabbit Breeders Association no later than fifteen (15) days following the show.

Section 7 Entry fee is to be set by the sponsoring club.

Section 8 Regional Havana Shows may not be held in the sixty (60) days prior to the American Rabbit Breeders Association Convention and Show or on the same weekend as the National All Havana Show.

Section 9 No Regional Havana Show may be held in the thirty (30) days prior to or the thirty (30) days after the National All Havana Show, if they are in the same region.

Section 10 The nine (9) regions shall be:
Region 1 – Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Japan, and Canada (Saskatchewan, Alberta, British Columbia, and Yukon Territory)
Region 2 – Arizona, California, Hawaii, Nevada, Utah, and Mexico
Region 3 – Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin
Region 4 – Arkansas, Colorado, New Mexico, Oklahoma, and Texas
Region 5 – Illinois, Kansas, and Missouri
Region 6 – Alabama, Florida, Georgia, Louisiana, Mississippi, Tennessee, and Puerto Rico

Region 7 – Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, and Canada (Quebec, Newfoundland, and Nova Scotia)

Region 8 – Indiana, Kentucky, Michigan, Ohio, and Canada (Manitoba and Ontario)

Region 9 – Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, South Carolina, Virginia, Washington D. C., West Virginia, and all other Foreign

ARTICLE 13 American Rabbit Breeders Association Convention and Show

Section 1 The Havana Rabbit Breeders Association will issue a free sanction for both Open and Youth classes.

Section 2 The Havana Rabbit Breeders Association will give three hundred dollars (\$300.00) for awards to build premiums, specifying \$100.00 for open and \$100.00 for Youth. The balance to be spent on either open or youth. The Havana Rabbit Breeders Association will supply an award for the Best Display for all Varieties for both open and youth.

Section 3 ARBA Convention Havana Auction

The purposes of this auction are two-fold.

1. To generate capital for the Havana Rabbit Breeders Association.
2. To supply and provide good breeding stock to interes fanciers, therefore promoting the Havana Rabbit from all aspects.

The following rules and guidelines are designed to benefit all those concerned.

Rule 1 There will be no entry fee

Rule 2 All rabbits entered in the auction must be accompanied by an appropriate pedigree.

Rule 3 Any Havana entered in the ARBA convention may be placed in the auction after it has been judged.

Rule 4 A minimum bid per rabbit may or may not be imposed at the discretion of the owner.

Rule 5 Rabbits will be sold as singles

Rule 6 All rabbits auctioned to the highest bidder

Rule 7 Fifty (50) percent will be offered back to the seller and fifty (50) percent will go to the Havana Club Treasury to be used for specials at the next ARBA Convention

Rule 8 The Auction Committee will be in charge of the auction.

ARTICLE 14 Official Sanction

Any ARBA Chartered Rabbit Club, Fair or Association may order an official Havana Sweepstakes sanction by applying to the HRBA Secretary with the following information:

- 1: Names of sponsoring club or association
- 2: City and State of Show
- 3: Date of Show
- 4: Show Secretary's name and address
- 5: ARBA Sanction Numbers

This information must be received by the HRBA Secretary prior to the start of the show and payment for the sanction must be received by the HRBA Secretary/Treasurer prior to any sanction numbers being given out.

The HRBA Secretary/Treasurer will send a letter to the sponsoring club with the HRBA sanction numbers along with the information that needs to be printed in the show flyer along with the HRBA late show report policy.

ARTICLE 15 Changes to the By-Laws

- Section 1 Changes to the By-Laws may be made by a two-thirds majority vote of those members returning ballots by mail.
- Section 2 Changes must be presented to the Constitution committee by June 1 of each year in order to be presented to the membership along with the election ballot. Changes to the By-Laws must be reviewed by the Constitution committee. Each change may only address one area.
- Section 3 Proposed changes along with the committee's comments must be printed in the Havana News at least 30 days prior to the last day ballots will be accepted by mail.

As amended September 30, 2006

As amended September 30, 2007

As amended September 30, 2008

As amended September 30, 2010

As amended September 30, 2011

As amended September 30, 2012

As amended September 30, 2014

As amended September 30, 2016

As amended September 25, 2017

As amended September 26, 2018

As amended September 27, 2019