

ARTICLE I - NAME

This organization shall be known as the Lop Rabbit Club of America and shall be registered as an incorporated body in accordance with prevailing laws pertaining to such matters, when and as the funds of the treasury permit and require.

ARTICLE II - OBJECTS

1. The objects of this club shall be
 - a. To popularize, promote, and improve the breeding of French and English Lops;
 - b. To encourage fanciers and exhibitors with the use of club services available;
 - c. To advocate the use of pedigreed stock and the registration system provided by the American Rabbit Breeders Association, Inc.

ARTICLE III - AFFILIATION

1. This club shall be chartered with the American Rabbit Breeders Association, Inc.
2. Any local or state specialty club whose policies are in accordance with those of the Lop Rabbit Club of America may affiliate with this club subject to the approval of the Board of Directors. Said club must submit to the Secretary a copy of the affiliating club's Constitution and Bylaws and a roster of the club's officers, directors, and members.
3. All officers and directors of the Lop Rabbit Club of America and its affiliated local and state specialty clubs shall be members in good standing of both the American Rabbit Breeders Association and the Lop Rabbit Club of America.

ARTICLE IV - MEMBERSHIP

1. Application for membership shall be accompanied by a minimum of one (1) years dues and forwarded to the Secretary.
2. Membership shall be acknowledged by the issuance of a membership card, signed by the Secretary and dated as of the date he or she receives said application.
3. All membership fees shall be set by the Board of Directors.
4. First year new membership fees are as follows:
 - a. Single, \$11.00,
 - b. Husband and Wife, \$15.00,
 - c. Youth, \$10.00,
 - d. Family, Single or Husband and Wife fee plus \$5.00 per child.
 - e. New memberships may instead purchase two (2) years at renewal rates.
5. Renewal rates are as follows:
 - a. Single \$8.00,
 - b. Husband and Wife \$12.00,
 - c. Youth \$7.00,
 - d. Family, Single or Husband and Wife fee plus \$5.00 per child.

6. The term youth membership shall be defined in accordance with the American Rabbit Breeders Association.
7. Honorary Membership may be offered by the Board of Directors to any individual whose services, activities, or achievements are considered worthy of honor.
8. Individual Life Membership may be received after five (5) or more continuous years of membership in this club, a minimum of thirty (30) years of age, and payment of one hundred twenty five dollars (\$125.00).
 - a. With approval of the Board of Directors, Life Membership may be received in conjunction with the Hall of Fame Award.
9. All membership fees are to be submitted in United States funds.
10. All members shall be notified thirty (30) days prior to the expiration of their membership by notice in the Lop Digest or by mail.
 - a. A grace period of forty-five (45) days shall be allotted for all memberships.
 - b. Those memberships extending beyond the grace period shall automatically be dropped from the roster.
11. The Board of Directors reserves the right to accept or reject, for just cause, any application for membership or renewal.
12. Membership will not be considered if the applicant is under suspension from ARBA.
 - a. Membership to LRCA may be reinstated provided the suspension of ARBA membership is revoked and will be subject to approval by the Board of Directors.

ARTICLE V – OFFICERS

1. The officers of this club shall consist of a President, Vice President, Secretary, Treasurer, and a Director from each zone. These officers shall constitute the Board of Directors.
2. The officers: President, Vice-President, Secretary, Treasurer, Director or any appointed committee are agents of the membership entrusted to run the club according their designated duties and the wishes of the membership as expressed in passed motions.
 - a. The officers shall implement all motions passed by the membership.
 - b. No vote of the membership may be overturned by any officer(s) or appointee through action or inaction.
 - c. No subsequent phrase in ARTICLE V is to be interpreted to supersede this paragraph.
3. Where no membership motions have been passed concerning an issue the officers may act subject to the subsequent approval of the membership.
4. The President shall assume overall charge of the club, preside at all club meetings, act as chairman of the Board of Directors, appoint all committees, and perform other such duties which pertain to the office.
 - a. The President shall appoint the Secretary and Treasurer with the approval of the Board of Directors for a period of two (2) years.
 - b. The President shall fill any vacancy occurring in office by appointment within ninety (90) days of receiving the incumbent's resignation, removal, or death subject to the approval of the Board of Directors.
 - c. All appointed officers shall complete the term of the office of their predecessor.

- d. The President shall vote only to cast the deciding vote in the case of a tie.
 - e. The President shall along with the Treasurer have his or her signature on all accounts involving club bank accounts.
 - f. The President shall be bonded. The amount of said bond to be set by bonding company based on club assets. All costs associated with the bond will be paid from club funds.
5. The Vice President shall perform the duties of the President in his or her absence or inability to serve.
- a. The Vice President shall be bonded. The amount of said bond to be set by bonding company based on club assets. All costs associated with the bond will be paid from club funds.
6. The Secretary shall
- a. Conduct the correspondence of the club.
 - b. Notify members of meetings.
 - c. Keep an accurate record of the minutes of all meetings and memberships.
 - d. Notify members of the expiration of dues by providing a list of memberships expiring within the next quarter for publication in the Lop Digest or via mail.
 - 1) The expiring membership list must be sent to the Lop Digest Editor prior to the publication deadline: Feb 15, May 15, Aug 15 & Nov. 15.,
 - e. Collect all moneys associated with the office of Secretary and send them to Treasurer
 - f. Perform other such duties which pertain to the office.
 - g. The Secretary may appoint a sweepstakes secretary and/or a sanction secretary subject to the approval of the Board of Directors for a term concurrent with his or her office.
 - h. The Secretary shall be bonded. The amount of said bond to be set by bonding company based on club assets. All costs associated with the bond will be paid from club funds.
 - i. The Secretary shall retain all records associated with club business for a minimum of Seven (7) years.
7. The Treasurer shall
- a. Publish a detailed financial statement in each issue of the Lop Digest.
 - b. Keep an accurate record of all income and expenditures,
 - c. Pay all claims as properly approved by the Board of Directors and
 - d. Transact all necessary business for the welfare of the club.
 - e. The treasurer shall be bonded. The amount of said bond to be set by bonding company based on club assets. All costs associated with the bond will be paid from club funds.
 - f. The Treasurer shall retain all records associated with club finances for a minimum of seven (7) years.
8. The Board of Directors shall
- a. Carry out the decisions of the club.
 - b. Make interpretations and rules when needed by the club.
 - c. Transact all necessary business for the welfare of the club.
 - d. Approve appointments and expenditures when deemed in the club's best interest.
 - 1) No expenditures are to be approved above the clubs assets.
 - e. Set all membership and sanction fees.
 - f. Conduct voting by mail ballot with the exception of those board meetings held in conjunction with the American Rabbit Breeders Association National Convention or the Lop Rabbit Club of America National Show.
 - g. Make such changes as may appear desirable should declining or nonexistent membership make adherence to the present zoning impractical.
 - 1) A minimum of five (5) zones shall exist at all times.
 - h. Pay due regard to the policy of equal representation throughout the United States.
 - 1) Each board member serving a full term of office shall be required to have

attended at least one American Rabbit Breeders Association National Convention or Lop Rabbit Club of America National Show board meeting during his or her term of office.

- 2) Those board members found not in compliance shall be prohibited from running for reelection to a consecutive term in office.
9. The Board of Directors shall verify compliance with the Constitution and Bylaws at each regularly scheduled meeting.
10. An Officer or Director who fails to fulfill the obligations of duties of the office or shows lack of interest in Club matters shall be asked to resign voluntarily by the President.
 - a. If the Officer or Director fails to do so, the Board of Directors, chaired by the President by a two-thirds (2/3) (2/3) majority vote shall declare the office vacant.
11. A President who fails to fulfill the obligations of duties of the office or shows lack of interest in Club matters shall be asked to resign voluntarily by the Vice-President.
 - a. If the President fails to do so, the Board of Directors, chaired by the Vice President, by a two-thirds (2/3) (2/3) majority vote, shall declare the office vacant.

ARTICLE VI - MISCONDUCT

1. Charges of misconduct may be filed by any member against another member.
2. All charges shall be made in writing and forwarded with a fee of twenty-five dollars (\$25.00) to the Secretary.
3. The Secretary shall furnish the member against who the charges have been made with a complete statement of the charges and the member shall be allowed a period of thirty (30) days in which to file his or her reply.
4. A complete copy of both the charge and reply shall be submitted by the Secretary to each member of the Board of Directors.
5. The Board of Directors may suspend a member by a two-thirds (2/3) majority vote.
6. Any suspended member may apply for reinstatement after a period of one (1) year from the date of suspension.
 - a. Should reinstatement occur, the said individual's membership shall revert back to a first year member.
7. The Secretary and/or Treasurer may be removed from office by a majority vote of the Board of Directors for failure to perform the duties of the office as required by the Constitution and Bylaws or Board of Directors.
 - a. The proceedings for any such removal shall require the President to set out in writing the specific acts or omissions with which the Secretary and/or Treasurer is charged,
 - b. A copy thereof shall be sent to the Secretary and/or Treasurer by certified mail with return receipt requested.

- c. The Secretary and/or Treasurer shall have twenty (20) days from the date of service upon him or her in which to respond in writing to the charges.
 - 1) Within this twenty (20) day period, the Secretary and/or Treasurer shall send a copy of his or her response along with a copy of the letter from the President to each member of the Board of Directors.
 - 2) Upon receipt of the response, the Board of Directors shall consider the charges and vote to either retain the individual or remove the individual from office.
- d. The President shall then be required to notify the Secretary and/or Treasurer and other board members as to the status of said voting.

ARTICLE VII - MEETINGS

1. There shall be two (2) general membership meetings per year, said meetings shall be held in conjunction with the American Rabbit Breeders Association National Convention and the Lop Rabbit Club of America National Show.
 - a. The time and place of these meetings shall be announced by the President in a manner designed to give maximum notice to the membership under the circumstances.
 - b. Procedures for discussion and voting at all general membership meetings shall be governed by the most recent edition of Robert's Rules of Order, which shall be considered the final authority on procedural matters not otherwise addressed by the Lop Rabbit Club of America Constitution or Bylaws.
2. There shall be such meetings of the Board of Directors as may be deemed necessary by the President.
 - a. These meetings shall be held at a time and place favorable to the majority of the board and in conjunction with the American Rabbit Breeders Association National Convention or the Lop Rabbit Club of America National Show.
 - b. In order to conduct business, a quorum of the Board of Directors must be present.
 - 1) A quorum shall consist of a majority of the Board of Directors present at the location where the meeting is to be held. It is the intent of this provision to insure that necessary club business can be carried on.
 - c. If the meeting is held via mail, then a quorum shall consist of a majority of the Board of Directors

ARTICLE VIII - AMENDMENTS

1. This Constitution may be amended by a two thirds majority of all votes cast by mail ballot providing all members are notified in writing of the proposed amendments and furnished a ballot at least thirty (30) days prior to closing the vote.
2. This Constitution may also be amended by a two-thirds (2/3) majority of all eligible voting members present at a general membership meeting provided all members present at the meeting have been notified thirty (30) days prior to such meeting of the proposed amendments and that there are at least twenty-five (25) eligible voting members present in addition to the board members.
3. A proposed amendment to the Constitution may be submitted by any member provided it has written support of three (3) members in good standing and is submitted at least ninety (90) days prior to the

general membership meeting in order to facilitate its being posted for the required thirty (30) days.

- a. Proposed amendments are to be submitted to the Chairman of the Constitution Committee.
 - b. The Constitution Committee shall verify the qualification of the member and supporting members.
 - c. The Constitution Committee shall provide a report on the accuracy and validity of the proposed amendment to the Board of Directors.
4. A proposed amendment shall appear on the agenda of the General Membership meeting.
 5. A copy of the proposed amendment will be forwarded by the Chairman of the Constitution Committee to each member of the Board of Directors.

ARTICLE IX - AUTHORITY

1. The Lop Rabbit Club of America shall have the authority to establish such rules and regulations and adopt such regulations as may be necessary for the governing of its members.
2. The Lop Rabbit Club of America shall have the authority to require members to obey its mandates in all matters pertaining to the rules and regulations of the Lop Rabbit Club of America and to inflict such penalties as it may deem necessary
3. Roberts Rules of Order shall be considered the final authority of the club on all questions not specifically covered by the Constitution and Bylaws.

ARTICLE I - CLUB YEAR

- A. The club year shall commence on the first day of January and terminate on the last day of December.

ARTICLE II - COMPENSATION

- A. The President shall be allotted up to a maximum of
1. Two hundred dollars (\$200.00) per year office expense and up to a maximum of
 2. Two hundred fifty dollars (\$250.00) each for travel expense to the American Rabbit Breeders Association Convention and Show and the LRCA National Show, provided, the Board of Directors and General Membership meetings are attended.
 3. Said expenses shall be reimbursed by the Treasurer after being properly receipted and submitted by the President.
 4. Presidential office expenses during election years shall be prorated by the number of months of service.
- B. The Secretary shall receive twenty-five (25) percent of the membership dues collected as compensation.
- C. The Secretary and Treasurer shall each be allotted travel expenses up to a maximum of two hundred fifty dollars (\$250.00) each for travel expense to the American Rabbit Breeders Association National Convention and Show and the LRCA National Show, provided, the Board of Directors and General Membership meetings are attended.
1. Said expenses shall be reimbursed by the Treasurer after being properly receipted and submitted by the Secretary and/or Treasurer.
- D. The Lop Digest editor shall receive a one-time payment of one hundred (100) dollars per issue of the newsletter. In addition, the Lop Digest editor shall receive 10% of all the ads that the Digest editor brings in.
- E. The Secretary or Sweepstakes Secretary, if appointed by the Secretary and approved by the Board of Directors, shall receive compensation not to exceed 25% (Per Cent) of the sanction fee for each sanction issued. The amount of the compensation to be set by the Board of Directors.
- F. The Secretary or Sanction Secretary, if appointed by the Secretary and approved by the Board of Directors, shall receive compensation not to exceed 25% (Per Cent) of the sanction fee for each sanction processed. The amount of the compensation to be set by the Board of Directors.
- G. The Lop Rabbit Club of America Board of Directors reserves the right to allocate any other remuneration as it deems necessary

ARTICLE III - AUDITS

- A. An outside auditor will be used to perform a review of the Lop Rabbit Club of America books and records.
- B. Audits shall be performed
1. When a new Treasurer is appointed or
 2. Two years after the last such audit/review was conducted, whichever occurs first.

- C. Exception - as required by the bonding company.

ARTICLE IV - ELECTIONS

- A. Any member wishing to become a candidate for office may request a nomination form from the Secretary.
 - 1. The Secretary shall verify each candidate's eligibility for office prior to issuing the nomination form.
- B. The form shall include:
 - 1. The name of the candidate,
 - 2. The position or office being considered,
 - 3. The candidate's American Rabbit Breeders Association membership number
 - 4. Signatures of five (5) members in good standing of the Lop Rabbit Club of America supporting his or her candidacy
 - 5. A brief candidate's profile for inclusion in the next issue of the Lop Digest.
- C. The completed form must be received by the Secretary no later than April 30 of the year of election.
- D. To be eligible for office, a candidate shall be:
 - 1. A current member and have been a member of this club for at least three (3) years prior to the filing of his or her petition.
 - 2. At least nineteen (19) years of age.
 - 3. An active breeder and exhibitor of French or English Lops.
 - 4. A resident of his or her respective geographical zone.
- E. The President and Vice President shall be elected by the entire membership.
- F. Each director shall be elected by the membership of his or her zone.
- G. Zones shall be as follows or as specified by the Board of Directors.
 - 1. Zone 1: New York, Ontario, Connecticut, New Hampshire, Rhode Island, Massachusetts, Vermont, Maine, New Brunswick, Quebec
 - 2. Zone 2: Alabama, Georgia, Mississippi, Tennessee, Florida, North Carolina, South Carolina
 - 3. Zone 3: Virginia, West Virginia, Maryland, Delaware, Pennsylvania, New Jersey
 - 4. Zone 4: Indiana, Michigan, Ohio, Kentucky,
 - 5. Zone 5: North Dakota, South Dakota, Nebraska, Iowa, Missouri, Kansas, Saskatchewan
 - 6. Zone 6: Minnesota, Wisconsin, Illinois, Manitoba
 - 7. Zone 7: Texas, Oklahoma, Arkansas, Louisiana, New Mexico, Colorado, Mexico
 - 8. Zone 8: Oregon, Washington, Idaho, Wyoming, Montana, Alaska, Alberta, British Columbia
 - 9. Zone 9: California, Arizona, Nevada, Utah, Hawaii,
- H. The term of office for all officers and board members shall be a period of two (2) years.
 - 1. The President and the directors from the even numbered zones shall be elected on even years.
 - 2. The Vice President and the directors from the odd numbered zones shall be elected on odd years.
 - 3. The Secretary shall be appointed on odd numbered years.
 - 4. The Treasurer shall be appointed on even numbered years.
- I. The President and Vice President shall be limited to two consecutive terms in the same office.
 - 1. Individuals may be elected to additional terms following a one term absence from that office.
 - 2. Appointment to fill a vacancy shall have the same limitation as election to the office.

- J. All newly elected board members shall assume their duties of office immediately following the opening of the Board meeting held in conjunction with the American Rabbit Breeders Association National Convention.
- K. Any vacant offices with no candidates shall be filled by Presidential appointment subject to the approval of the Board of Directors.
- L. Should there be only one eligible candidate for a given office, the Secretary shall automatically cast the approving vote for that candidate; thereby exempting said candidate and his or her respective office from the balloting procedure.
 - 1. The Secretary shall be required to certify said vote to the Board of Directors and candidate within fifteen (15) days after the closing date for accepting nominations for office.
- M. Voting Procedure
 - 1. The Secretary shall enter on the ballot sheets the names of all eligible candidates.
 - 2. The Secretary shall enter any other issues (Including but not limited to Constitution and Bylaw revisions) on a ballot sheet.
 - 3. The Secretary or designee shall forward to each eligible voting member an envelope bearing the name and address of the Election Committee chairperson and an election ballot.
 - 4. After voting, members shall seal the ballot in the addressed envelope provided and mail to the Election Committee chairperson.
 - 5. All election coding systems must use the return envelope received by the Election Committee chairperson.
 - 6. The Election Committee chairperson shall receive all ballots.
 - 7. Ballots shall be counted by the Election Committee within fifteen (15) days of the closing of the poll.
 - 8. The Election Committee chairperson shall forward a signed statement by the committee of the results of the election to both the President and the Secretary within ten (10) days of counting of the ballots.
 - 9. The President shall notify the candidates of the election results prior to the releasing the results to the Board of Directors and general membership.
 - 10. The Election Committee chairperson shall be responsible for sealing all ballots in an envelope and forwarding same to the Secretary for safe keeping.
 - 11. The Secretary shall retain said ballots for a period of one (1) year.
- N. Eligibility
 - 1. All individual members nineteen (19) years of age and older shall have the right to vote in all elections.
 - 2. Individual members may NOT vote by proxy.
 - 3. No member under the age of nineteen (19) years shall be eligible to sign petitions for elective offices, amendments, or resolutions to the Lop Rabbit Club of America, Inc. Constitution and By-laws.

ARTICLE V - COMMITTEES

- A. The President shall appoint the chair and at least two (2) members to each committee.
 - 1. All appointments shall be approved by the Board of Directors.
- B. The term of each committee chair or member shall be two years from the date of appointment.
 - 1. The President shall appoint new members to fill any vacancy due to resignation, removal, or death of a committee chair or member.
 - 2. Appointments shall be approved by the Board of Directors.

3. Exception – The term for the membership of the Standards Committee shall be concurrent with the American Rabbit Breeders Association Standards up-dating process.
- C. All Standing Committees chairpersons must provide a written report of activities of that committee since the last general membership meeting no later than 15 days prior to the next regularly scheduled membership meeting.
1. Copies of the report are to be made and provided to each member of the Board of Directors at the next regularly scheduled board meeting.
- D. Constitution Committee
1. Shall consist of a chairperson and a minimum of two (2) other members.
 2. The committee shall maintain continuous review of the Constitution and Bylaws.
 3. Furnish interpretation of the Constitution or Bylaws when requested by an officer, director, or member of the Lop Rabbit Club of America.
 4. Review and make recommendations regarding any proposed amendments to the Constitution or Bylaws to the Board of Directors and the general membership.
- E. Election Committee
1. Shall consist of a chairperson and a minimum of two (2) other members.
 2. The chairperson shall receive all mail ballots for officer and director elections, and changes to the Constitution and Bylaws.
 3. The committee will open and count all ballots for such elections and certify the results of all such balloting to both the President and the Secretary within 15 days of the closing date for voting.
 4. The chairperson will be responsible for all ballots being sealed in an envelope and forwarded to the Secretary for safe keeping.
 5. Any Election Committee member who is a candidate or is related to a candidate shall excuse themselves from counting ballots for that office.
- F. Standards Committee
1. Shall consist of a chairperson and a subcommittee of four (4) additional members for each breed overseen by the Lop Rabbit Club of America.
 2. The members of the standards subcommittee for each breed must have actively bred and exhibited that breed for more than two years.
 3. The chairperson of the committee will act as liaison between the American Rabbit Breeders Association Standards Committee and the Lop Rabbit Club of America.
 4. The Standards Committee will receive, review and make recommendations to the Board of Directors and the general membership any changes proposed to the breed standards for breeds overseen by the Lop Rabbit Club of America.
- G. Judges Selection Committee
1. Shall consist of a chairperson and a minimum of two (2) additional members for each breed overseen by the Lop Rabbit Club of America.
 2. The members of the Judges Selection committee must have exhibited at a minimum of two American Rabbit Breeders Association National Conventions.
 3. The members will develop and maintain a list of judges recommended for judging French and English Lops at upcoming American Rabbit Breeders Association National Conventions.
 4. The Judges Selection Committee chairperson or designee will contact perspective judges to determine interest in judging and availability to judge.
 5. The Chairperson shall notify judges of their selection and confirm their availability prior to addition them to the judges list.
 6. The Chairperson shall keep the judges informed of changes associated with judging assignments.

H. Additional committees may be appointed by the President as needed for the effective and efficient management of the Lop Rabbit Club of America as needed.

ARTICLE VI - AMENDMENTS

- A. The Bylaws may be amended by a two thirds majority of all votes cast by mail ballot providing all members are notified in writing of the proposed amendments and furnished a ballot at least thirty (30) days prior to closing the vote.
- B. The Bylaws may also be amended by a two-thirds (2/3) majority of all eligible voting members present at a General Membership meeting provided all members present at the meeting have been notified thirty (30) days prior to such meeting of the proposed amendments and that there are at least twenty-five (25) eligible voting members present in addition to the board members.
- C. A proposed amendment to the Bylaws may be submitted by any member provided it has written support of three (3) members in good standing and is submitted at least ninety (90) days prior to the general membership meeting in order to facilitate its being posted for the required thirty (30) days.
 - 1. Proposed amendments are to be submitted to the Chairman of the Constitution committee.
 - 2. The Constitution committee shall verify the qualification of the member and supporting members.
 - 3. The Constitution committee shall provide a report on the accuracy and validity of the proposed amendment to the Board of Directors.
- D. A proposed amendment shall appear on the agenda of the General Membership meeting.
- E. A copy of the proposed amendment will be forwarded by the Chairman of the Constitution committee to each member of the Board of Directors.

Revision Notes:

Revision Notes:

- 1) Bylaws Article N Elections, paragraph eight revised by vote of the membership at the National Specialty Show in May, 1995.
- 2) Constitution Articles N, V, VII, VIII revised and Article IX added by vote of general membership ballot in September, 1999.
- 3) Bylaws Article II, III, IV revised and new Article V added (old Article V changed to Article VI) by vote of general membership ballot in September, 1999.
- 4) Constitution Article N & V revised by vote of general membership ballot in September, 2003.
- 5) Bylaws Article II revised by vote of general membership ballot in September, 2003.
- 6) Constitution reformatted, simplified and member suggestions incorporated by Constitution Committee. Revision approved by vote of general membership ballot in March, 2011.
- 7) Rezoning approved by the Board of Directors at the meeting in Belton, Texas in April, 2011.
- 8) Added Bylaws Article IV, Section N, Eligibility. Term Eligible Voter added to Constitution Article VIII, and Bylaws Articles II, and Article VI. Approved by vote of membership at General Membership meeting in Indianapolis, October 31, 2011.
- 9) Revised Bylaws Article II, Compensation, Sections E and F to allow the compensation for sanctions and sweepstakes to be set by the Board of Directors. Approved by vote of membership at General Membership meeting in Indianapolis, October 31, 2011.
- 10) Added Bylaws Article IV, Section M. 2. to allow the Secretary to enter any other issues (Including but not limited to Constitution and Bylaw revisions) on a ballot sheet. The remainder of the section was renumbered due to insertion of this item as 2. Approved by vote of membership at General Membership meeting in Indianapolis, October 31, 2011.

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