

CONSTITUTION AND BY-LAWS  
of the  
HAVANA RABBIT BREEDERS ASSOCIATION

CONSTITUTION

- 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 time of such acknowledgement, terminating one year later. Each member shall be provided with a copy of the latest Havana Guide Book and Standard 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 nine (9) Directors, and shall constitute the Executive Committee.  
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 State, 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 (October 2005)

**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 Executive Committee, 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 Executive Committee
  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 membership 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 The Secretary shall on June first, issue a call for nomination for officers and ARBA Convention Judges. A Complete membership list shall accompany this call. The polls for nominations shall remain open until July first.
- Section 2 On September first the official ballot shall be issued by the Secretary and shall contain the names of the two (2) members receiving the most nominations for President, or Vice President, or Secretary-Treasurer (every third year,) and the six (6) members receiving the most nominations for Directors, these totals being twice the number to be elected. Ballots shall also include the nominees for ARBA Convention Judges. No member shall be eligible for office unless 'he/she' is a Havana Breeder, or be nominated for more than one (1) elective office. The poll is to remain open until October first.
- Section 3 Ballots shall be returned in an enclosure 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. 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 October 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 Executive Committee. 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. Directors and Officers shall take office during the American Rabbit Breeders Association Convention and Show of each year.
- 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. The top three (3) shall be contacted in the order of number of votes received.

**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 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 Executive Committee 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 are 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 1 year \$11.50 at same address plus \$3.50 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 Executive Committee
  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 cents (\$.50) of each member's yearly dues payable annually, and one dollar (\$1.00) for each sanction completed, 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 bi-monthly 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**

1. Must have approval of the Havana Rabbit Breeders Association.
2. Must submit a Constitution and By-Laws to the Havana Rabbit Breeders Association and the American Rabbit Breeders Association.
3. All Officers and Directors must be adult members of the Havana Rabbit Breeders Association and of the American Rabbit Breeders Association.
4. All members of the Specialty Club shall be a member of the Havana Rabbit Breeders Association before approval from the Havana Rabbit Breeders Association.
5. Must be chartered with the American Rabbit Breeders Association and renewed each year.
6. Any State of Local Havana Specialty organization may affiliate if their objectives are in accord with those of this Association by submitting a written application accompanied by a list of the names/addresses of their officers and directors with a \$5.00 affiliation fee.

**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 Breed	=	1 point times the number in the breed
Best Opposite Sex of Breed	=	½ point times the number in the breed

Section 2 The sweepstakes shall be tabulated on a yearly basis running from August first through July thirty-first of the following year.

Section 3 The sweepstakes points shall be separated as to variety, fur and total points for both open and youth.

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.

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.

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 Breed	=	1 point times the number in the breed
Best Opposite Sex of Breed	=	½ point times the number in the breed

## ARTICLE 11 - National All Havana Show

- Section 1 The National All Havana Show shall be selected from bids at the Annual Meeting at the American Rabbit Breeders Association Convention and Show. Bids are to be presented or mailed to the Havana Secretary prior to the Annual Meeting, stating the sponsoring club, proposed show date and location by a Havana member who will probably be the Havana Show Chairman. The All Havana Show may not be held in the same state two years in a row. If more than one bid is received, a paper vote of members present determines the majority wishes.
- 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 at least sixty (60) days before the American Rabbit Breeders Convention and Show.
- Section 11 Sellers Class  
The purposes of the sellers' class are two-fold:
1. To generate capital for the Havana Rabbit Breeders Association,
  2. To supply and 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 sellers' class rabbits will be on display throughout the entire show in a designated area with the pedigree displayed. Any rabbit entered in the regular show may be placed in the sellers' class after it has been judged.

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 sellers' class or at the all breed show.

Rule 6 – Rabbits may be entered as singles, pairs or trios, and will be sold in the same manner as they were entered.

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

Rule 8 – Fifty (50) per cent of the sale price will be offered back to the seller and the other fifty (50) per cent will go to the Havana Club Treasury to be awarded to the host of the following years National All Havana 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(s).

- Section 2 The sellers' 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 sellers' 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 Executive Committee.
- 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 re in the same region.
- Section 10 The nine (9) regions shall be:
- REGION 1 – Washington, Oregon, Idaho, Montana, Wyoming, Alaska, and Canada
- REGION 2 – California, Nevada, Utah, Arizona, Hawaii, and Mexico
- REGION 3 – North Dakota, South Dakota, Iowa, Nebraska, Minnesota, and Wisconsin
- REGION 4 – Colorado, New Mexico, Texas, Oklahoma, and Arkansas
- REGION 5 – Kansas, Missouri, and Illinois
- REGION 6 – Louisiana, Mississippi, Georgia, Florida, Puerto Rico, Tennessee, and Alabama
- REGION 7 – New York, Vermont, New Hampshire, Massachusetts ,Maine, Connecticut, Rhode Island, Canada, South Carolina, District of Columbia, and Foreign
- REGION 8 – Michigan, Indiana, Ohio, Kentucky, Canada-Manitoba and Ontario
- REGION 9 – Pennsylvania, West Virginia, Virginia, New Jersey, Delaware, Maryland, North Carolina, South Carolina, District of Columbia, and 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 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 interested 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 not entry fee
- Rule 2    All rabbits entered in the auction must be accompanied by an appropriate pedigree
- Rule 3    Any rabbit 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 other fifty (50) percent will go to the Havana Club Treasury to be used for specials at the next ARBA Convention
- Rule 8    The breed chairman and breed secretary will be in charge of the auction.

**ARTICLE 14                    Official Havana 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. Name of sponsoring club or association
2. City and State of show
3. Date of the show.
4. Show Secretary's name and address.

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 points being calculated and accumulated towards sweepstakes awards.

The following sample of the sanction form that goes out to the sponsoring club. On the reverse side of the sanction there is a form for reporting class placement, Best of Breed, Best Opposite Sex, and who judged the classes.

Dear Show Secretary:

Thank you for your request for a Havana Sweepstakes Sanction. Our hopes are that you will have a very successful show and lots of Havanas. Below are listed the official sweepstakes rules for a sanctioned show, open & youth, along with the suggested sweepstakes notice to be published in your catalog, for open & youth.

Your show must be ARBA sanctioned and the sanction number must accompany your sanction request.

The request for a Havana sanction is to be sent to the Havana Rabbit Breeders Association's Secretary-Treasurer along with the fee for Open and/or Youth, at least 30 days prior to the date of the show.

The sponsoring club agrees to pay a minimum of \$5.00 for Best of Breed, \$3.00 for Best Opposite Sex of Breed, \$2.00 for Best of each Variety, provided there are ten (10) or more Havanas entered.

The sponsoring club agrees to pay at least \$2.00 for Best Fur, providing there are five (5) or more entered, all competing together.

Within thirty (30) days from the date of the show, the show secretary shall complete the attached form, the placements of each class with the breeders' name, and mail to the Havana Rabbit Breeders Association Secretary with a copy of the show catalog or tear sheet showing the Havana listing.

The following information must be listed in your show catalog:

Official Havana Sanctioned Show, (current Havana Club secretary's name and address)

Annual Membership Dues, \$8.00 for Adults, \$20 for 3 yrs, \$11.50 for Husband & Wife, or \$29.50 for 3 yrs., Family Dues (all members at the same address) \$11.50, or \$29.50 plus \$3.50 for each youth. Youth dues \$6.00 or 3 yrs. For \$14.50, Foreign membership adds \$5.00 to the above. Sanction Fees – Open, \$7.00, Youth \$5.00, Combined \$10.00.

#### **ARTICLE 15 - Changes to the By-Laws**

Section 4 Changes to the By-Laws may be made by a two-thirds majority vote of those members returning ballots by mail.

Section 5 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 6 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