

Oregon Cavy Breeders Society Constitution and By-Laws

Oregon Cavy Breeders Society

Constitution and By-Laws

ARTICLE 1. NAME AND AFFILIATION

- Section 1. The name of this organization shall be the Oregon Cavy Breeders Society.
- Section 2. The society shall be affiliated with the American Rabbit Breeders Association as a Regional Specialty Club and shall maintain that affiliation by paying its yearly dues.
- Section 3. This society shall be affiliated with the American Cavy Breeders Association as a Regional Specialty Club.

ARTICLE 2. PURPOSE

- Section 1. The purpose of the Oregon Cavy Breeders Society shall be to promote the breeding and improvement of the cavy.
- Section 2. To promote interest in the cavy as an exhibitor, pet, and laboratory animal.
- Section 3. To promote and conduct exhibitions of cavies and to hold at least one (1) cavy exhibition each year.
- Section 4. To conduct ourselves and the affairs of this society in such a manner so as to set an example in good sportsmanship and cooperation to encourage other individuals to become members of this society.

ARTICLE 3. HEADQUARTERS

- Section 1. The office and headquarters shall be located within the city and state of the office of the Secretary.

ARTICLE 4. MEMBERSHIP

- Section 1. Membership in the Oregon Cavy Breeders Society shall be available to all individuals subscribing to the purposes stated in Article 2.
- Section 2. Application for membership can be made by submitting an application form or other paper, indicating a desire to become a member, type of membership sought, name and address, age (for youth membership only), signature and payment of at least one (1) years dues to the Secretary.
- Section 3. There shall be at least two (2) classes of membership in this Society:
(1) Adult membership – this membership is eligible to vote.
(2) Youth membership – seventeen (17) years of age or younger, not eligible to vote. A Youth, after becoming a member, attaining eighteen (18) years of age, shall be allowed to hold youth membership until the end of their current membership year.
- Section 4. The Board of Directors may, at its option, establish additional types of memberships along with fees for said membership.
- Section 5. Youth, fifteen (15) years of age or older, upon payment of dues for, and acceptance to Adult membership, shall be eligible for appointment or election to a position on the Board of Directors.

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- Section 6. The cost of various classes of membership shall be set by the Board of Directors, reviewed and revised on a periodic basis to assure financial soundness of this society.
- Section 7. All membership fees shall be paid in US funds.
- Section 8. A membership year shall be defined as twelve (12) months beginning on the first of the month following the receipt and acceptance of one (1) years dues and membership application by the secretary.
- Section 9. Any expired membership, renewing within two (2) months of their previous membership expiration date shall not have a new membership year as described in section 8. They shall be reinstated in membership with their membership year to begin with the first of the month following their previous expired membership.

ARTICLE 5 OFFICERS AND ELECTIONS

- Section 1. The elective Officers of the society shall be a President, Vice President, Secretary, Treasurer and four (4) Directors. These eight (8) shall make up the Board of Directors.
- Section 2. All elective Officers of the society shall be elected for a two (2) year term by and from the membership.
- Section 3. The nominating Committee shall present to the Board of Directors, a list of nominated members who wish to be elected. The Board of Directors shall prepare a ballot to be sent to each member eligible to vote. Members shall vote and send the ballots to the Secretary or other party appointed by the President. Ballots may be completed electronically if approved by the Board of Directors. Should any candidate for an elected office be unopposed, there shall be no election ballot issued for that position and the unopposed candidate shall be declared elected to said office by acclamation.
- Section 4. All newly elected officers shall take office July 1st, of each year.
- Section 5. Only one (1) youth, as described in Article 4., Section 5., may serve on the board at one time.
- Section 6. Each elected or appointed Officer shall keep their society membership in good standing for the duration of their term in office or shall automatically be disqualified from office and that Office shall automatically be declared a vacancy by the Board of Directors.
- Section 7. In the event the Office of the President shall become vacant for any reason, the Vice President shall assume that Office. The Board of Directors shall appoint one of their member to the Office of Vice President when it becomes vacant for any reason. When a vacancy in any other elected Office occurs for any reason, the vacancy shall be filled by appointment from the membership by the President, approved by the Board of Directors.
- Section 8. If the event of vacancies in the elected offices occurring inability of the Board of Directors to constitute a quorum, the remaining members of the Board of Directors shall appoint individuals from the membership to fill said vacancies.
- Section 9. If any member of the Board of Directors assumes an office they were not originally elected to, they will complete the term of the assigned office, and not that of the office they were originally elected to. No individual may hold more than one (1) elected Office at any given time.
- Section 10. All Officers of this society shall be current members of the American Rabbit Breeders Association. They shall, at all times, while holding an office in this society keep such memberships in good standing.

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ARTICLE 6. DUTIES OF THE OFFICERS

- Section 1. The President shall be the Chief Executive of this society and shall preside at all meetings of this society. They shall have the authority to call any meeting deemed necessary in addition to the meetings set forth by the constitution and by-laws. They shall appoint all committees. They shall have the authority to appoint, dismiss and replace members of all committees.
- Section 2. The Vice President shall assume the duties of the President, in the event of the absence or disability of the President.
- Section 3. The Secretary shall be the recording officer of this society and the custodian of all its records. They shall maintain complete files of all documents and records of the affairs of this society.
- Section 4. The Treasurer shall collect all money, pay such bills as authorized by the Board of Directors and keep a record of all income and expenditures of this society. They shall make an annual report to the Board of Directors, along with a copy of said report to the secretary for the files.
- Section 5. The Board of Directors shall have charge of the various business transactions, and authorize the expenditure moneys by and for this society. They shall act on matters as directed by the membership at meetings. They shall appoint an auditing committee to audit the Treasurer's books annually, the results there of to be reported to the membership.

ARTICLE 7. SALARIES

- Section 1. No member or Officer of this society shall receive any salary or compensation for the normal conduct of their duties to this society.
- Section 2. Expenses incurred by a member or Officer by and for the society may be reimbursed by the society. Such reimbursements are not to be paid until approved by the Board of Directors if over 100 dollars.

ARTICLE 8. MEETINGS

- Section 1. This society shall hold at least one (1) meeting per year of the membership to be called an Annual Membership Meeting. Society meetings may be held in person or virtually.
- Section 2. Interim meetings may be called at the request of five (5) of the Board of Directors or ten (10) of the membership.
- Section 3. All members shall be notified of all meetings. Notification shall be at least seven (7) days prior to the holding of said meeting.
- Section 4. The President shall preside at all meetings and the Secretary shall act as recording officer. In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the attending members shall appoint one of their number to act as Chairman for that meeting. In the absence of the Secretary, the attending members shall appoint one of their number to act as recording officer for that meeting. The Recording Officer shall forward to the society Secretary a copy of the minutes of the meeting for the society records.
- Section 5. At membership meetings no less than five (5) members shall constitute a quorum. When called, at Board of Directors meetings no less than five (5) of the Board of Directors shall constitute a quorum.

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Section 6. Roberts Rules of Order shall guide the conduct at the meetings of this society.

ARTICLE 9. COMMITTEES

Section 1. The following committees shall be appointed by the President:

1. Club show committee
2. Awards committee
3. Nomination committee
4. By-Laws committee

Section 2. Once appointed, Committees shall remain until replaced or dismissed as authorized by the Constitution and By-Laws.

ARTICLE 10. AMENDMENTS AND ALTERATIONS

Section 1. The membership may amend or repeal this Constitution and By-Laws.

Section 2. Any alteration of or amendment to the Constitution and By-Laws shall be offered by petition, the petitions shall be in writing and signed by at least ten (10) members in good standing and sent to the By-Laws Committee. The petition must state the Article and section to be amended, added or deleted. It must provide the text to be deleted, and the text to be replaced or to be added to the Constitution and By-Laws.

Section 3. The By-Laws Committee shall cause this amendment, at least thirty (30) days prior to the voting deadline there of, to be sent in writing to all voting members along with a ballot. After voting, the member shall seal the ballot and return it to the Secretary of this society on or before the closing date of voting. Ballots may be completed electronically if approved by the Board of Directors.

Section 4. Any amendment shall become effective upon passage or at such time as specified in the petition.

Section 5. A two-thirds majority of the members voting shall be required to alter the Constitution and By-Laws.

Section 6. The By-Laws Committee shall maintain for the secretary's files a complete up to date copy of this Constitution and By-Laws along with all amendments and alterations and their revision date. They shall also maintain for the secretary's files a current copy of the Rules and Regulations of this society.

ARTICLE 11. PASSAGE OF THIS DOCUMENT

Section 1. Upon approval of this Constitution and By-Laws by the membership in accordance with Article 10., Section 3., it shall go into effect immediately and bear the date of it's passage on all subsequent publications.

Section 2. Upon passage of this Constitution and By-Laws, the officers of the President, Vice President, Secretary, Treasurer and Board of Directors shall assume the duties herein described.

Passage Date: December 1, 2025