

# PENNSYLVANIA STATE RABBIT BREEDERS ASSOCIATION CONSTITUTION

## ARTICLE I NAME

This Association shall be known and designated as the Pennsylvania State Rabbit Breeders Association (PaSRBA).

## ARTICLE II OBJECTIVE

The objectives of the PaSRBA are to encourage and promote the production of domestic rabbits and cavies in Pennsylvania; to encourage, instruct and promote the development of local clubs; to provide a center of information and data to prospective rabbit and cavy breeders; to strive to unite all clubs that are affiliated with PaSRBA. To encourage all affiliate clubs to work toward the betterment of rabbits and cavies.

## ARTICLE III ARBA

The Pennsylvania State Rabbit Breeders Association is a chartered club of the American Rabbit Breeders Association and will abide by their Constitution and Bylaws.

## ARTICLE IIII AMENDMENTS

- Section 1. The Constitution may be amended only by a two-thirds (2/3) majority vote of the membership.
- Section 2. At least 10 members may petition the Board of Directors in writing to amend the constitution.
- Section 3. The Board of Directors will render an opinion of the change requested and publish it in the newsletter along with the change request.
- Section 4. The Secretary will mail ballots to each adult principal member and director with the changes noted and voting instructions.
- Section 5. The ballots will be tabulated and results implemented at the next scheduled meeting.

# PENNSYLVANIA STATE RABBIT BREEDERS ASSOCIATION BY-LAWS

## ARTICLE I NAME

- Section 1. This association shall be known and designated as the Pennsylvania State Rabbit Breeders Association (PaSRBA).
- Section 2. The emblem of the Association shall be the seal adopted by PaSRBA as shown on the cover to the constitution and by-laws.

## ARTICLE II OBJECTIVE

The objectives of the PaSRBA are to encourage and promote the production of domestic rabbits and cavies in Pennsylvania; to encourage, instruct and promote the development of local clubs; to provide a center of information and data to prospective rabbit and cavy breeders; to strive to unite all clubs that are affiliated with PaSRBA. To encourage all affiliate clubs to work toward the betterment of rabbits and cavies.

## **ARTICLE III MEMBERSHIP**

Any person interested in rabbits or cavies and the objectives of this Association, whether actually engaged in raising them or not, may become a member of this Association by making application in writing and payment of the membership fee. This membership must be renewed on an annual basis by the payment of the fee. A three-year renewal option is available with a slight discount as authorized by the Board.

### **Section 1. Classes of Membership**

- A. The principal membership in the PaSRBA shall be individual members, husband & wife, or family.
- B. Members of an affiliated club who are not principal members of PaSRBA will be known as affiliated members. Affiliated members have no voting rights or special rights. The purpose of an affiliated member is for sweepstake points only.
- C. Associate members are members living outside the state of Pennsylvania. The purpose of an associate member is for sweepstake points only.

**Section 2. Termination of Membership:** The Board of Directors, by affirmative vote of two-thirds of all of the members of the Board, may suspend or expel a member, and may, by a majority vote or those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of dues.

**Section 3. Resignation:** Any member may resign by filing a written resignation with the Secretary; however, such resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

**Section 4. Dues:** Annual fees for all class of membership are determined by the Board of Directors. Annual dues are due by March 1st but not later than March 15th to maintain continuous active principal membership status. If application is received or postmarked before November 30th the membership will be only for the remainder of the year, if application is received on or after December 1st the membership will be until the end of the following year.

## **ARTICLE IV MEETINGS**

**Section 1.** There will be three (3) required meetings during the year. A general membership meeting and two (2) Board of Directors meetings.

**Section 2.** Meeting time and location will be decided by the President with board approval. The two Board of Director meeting or emergency, meetings can be a conference call as determined by the President. This conference call meeting will have the same voting and agenda rights as a normal Board meeting.

**Section 3.** The meetings will take place in February, May, and November. The meetings will take place at such a date that it shall be announced in the Newsletter at least 30 days prior to meeting, and at a date that will allow minutes and other business to be published in the next newsletter.

**Section 4.** Postcard reminders will be mailed to all Board of Directors by the Secretary informing them of meetings.

**Section 5.** Ten members, to include four Board members, constitute a quorum to conduct business at a previously announced meeting.

**Section 6.** The order of business meetings shall be.

- A. Call to order.
- B. Roll call of officers and directors.
- C. Reading of minutes.
- D. Treasurer report.
- E. Committee reports.
- F. Correspondence.
- G. Unfinished Business.
- H. New Business.

- Section 7. The President shall call a special Board of Directors meeting when requested by at least three (3) directors, providing that all Board of Directors have ten (10) days notice by phone made by the President or Vice President.
- Section 8. The President shall call a special general membership meeting when requested by 10 adult members in good standing; if 30 day written notice is given, notice can be given by mail or the newsletter.
- Section 9. The agenda at a special meeting shall be confined to the subject of whom the meeting was called. Each director must be notified of the subject.
- Section 10. The order of business at a special meeting shall be the following.
- A. Call to order.
  - B. Roll Call.
  - C. Subject of meeting.
  - D. Adjournment.
- Section 11. Only officers and directors may vote at Board of Directors meetings.
- Section 13. To vote, one must be present at the meeting.
- Section 14. Robert's Rules of Parliamentary Law "Original Edition" shall prevail at all meetings except where constitution and by-laws provides otherwise.

## **ARTICLE V OFFICERS & DIRECTORS**

- Section 1. Officers: President, Vice President, Secretary, Treasurer, Directors-at-Large (3), appointed director and alternate from each affiliate club's membership.
- Section 2. Resignations are effective upon receipt by the Secretary of the Corporation of written notification.
- Section 3. Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors serving the organization in any other capacity, such as staff, are allowed to receive compensation therefore.

## **ARTICLE VI DUTY OF OFFICERS AND DIRECTORS**

- Section 1. President: shall preside at all meetings of the Association, appoint all committees and chairpersons with board approval, call special meetings and perform all duties that pertain to the office of President.
- Section 2. Vice President: shall carry out the duties of the President in the case of his/her absence, and is an ex-officio member of every committee.
- Section 3. Secretary: shall conduct the general correspondence of the Association and keep accurate minutes.
- Section 4. Treasurer: shall handle all monetary transactions, keep accurate records of all transactions and pay all bills by check. The Treasurer shall issue money that has been budgeted for or approved by the Board of Directors. The Treasurer shall reimburse anyone, if money has been approved and accompanying vouchers are filled out by person asking for reimbursement. The Treasurer must submit a quarterly and annual written report to the Board of Directors.
- Section 5. Three Directors at Large shall be elected from the principal and or affiliate membership and shall be members of the Board of Directors and as such shall have one vote each.
- Section 6. Each affiliated club shall appoint a Director and an alternate. The alternate will stand in for the appointed Director in his absence at PaSRBA meetings. The Director will vote on all mail ballots.

Section 7. The Board of Directors shall interpret the constitution and by-laws, as well as handle any disciplinary action of the Association.

Section 8. The Board of Directors shall have charge of the business of the Association, and authorize all expenditures necessary to run the Association.

## **ARTICLE VII AFFILIATION**

Section 1. Each ARBA chartered local rabbit and cavy club in the Commonwealth of Pennsylvania shall be notified yearly of the opportunity to affiliate with the Pennsylvania State Rabbit Breeders Association. Each ARBA chartered regional rabbit and cavy club that incorporates the Commonwealth of Pennsylvania in its charter shall be notified yearly of the opportunity to affiliate with the Pennsylvania State Rabbit Breeders Association. Fee for affiliation is determined by the Board of Directors.

Section 2. The annual affiliation fee is due by March 1st but not later than March 15th to maintain continuous active affiliated club membership status. If membership application is received or postmarked before November 30th the membership will be only for the remainder of the year, if application is received on or after December 1st the membership will be until the end of the following year.

Section 3. The clubs must submit to PaSRBA a list, signed by the President and Secretary, of all club members to be recognized as affiliated members with the name of the appointed director and alternate to serve on the PaSRBA board.

Section 4. Directors have one vote at Board of Directors meetings and should vote in the manner directed by their local club.

Section 5. Affiliate Club Insurance

The PaSRBA insurance policy will be available to any affiliated club as an "additional insured" on the policy. The cost of the insurance will be determined by the PaSRBA executive committee. The affiliation fee, the upcoming show sanction fees, and the insurance cost must be paid with the each affiliation or affiliation renewal, or wait until the following renewal year. A new club affiliating after November 30 but prior to March 1 will be the only exception. There will be no cost for a youth club. Any club chartered by ARBA within the State of Pennsylvania may be included as "additional insured" if they meet the following criteria.

A. They are a PaSRBA affiliated club.

B. Their PaSRBA Director has attended 2 of the 3 Board/Membership meetings the previous year. This does not apply to newly affiliated clubs.

C. If the insurance is to be used for an ARBA sanctioned show it must be a PaSRBA sanctioned show.

D. Information on the number of members, meetings and any show information for the upcoming year with their affiliation or affiliation renewal.

## **ARTICLE VIII ELECTIONS**

Section 1. Terms of the President, Vice President, Secretary, and Treasurer shall be 2 years; Directors at Large are elected to three year terms. Directors are appointed annually by their local club.

Section 2. Terms of the officers start March 1st, with one Director at Large elected yearly. President and Secretary are elected in the odd year with Vice President and Treasurer being elected in the even year.

Section 3. Any vacancy in an office will be filled by the President with Board of Directors approval for the balance of that term.

Section 4. Nomination ballots will appear in the June newsletter, nomination ballots must be returned to the election committee by October 1st.

Section 5. Any principal adult member may nominate any principal adult member or his or herself for an office.

Section 6. Persons nominated must be principal adult members of ARBA & PaSRBA.

- Section 7. The election committee consisting of three (3) members shall notify nominees and ask for a written acceptance or rejection. If a nominee accepts, they must submit a brief biography to be published in the winter newsletter.
- Section 8. The election committee shall mail ballots on January 1st with a January 20 deadline. Results will be published in the next newsletter.
- Section 9. Newly elected officers will take office March 1st.
- Section 10. No member of the election committee may be nominated for an office.
- Section 11. Any adult member of PaSRBA is eligible to vote in the election.
- Section 12. Any director, whether adult or youth is eligible to vote in the election. The directors should vote according to their club's direction.

## **ARTICLE IX COMMITTEES**

- Section 1. Committees and chairpersons shall be named by the President. The term of each chairperson is one year appointed at the first membership meeting of the year. The President shall have the authority to make replacements as are considered to be in the best interest of the Association with Board approval.
- Section 2. The size, duration, and responsibilities of committees shall be established by a majority vote of the Board of Directors.
- Section 3. Committees shall meet outside of Board of Directors meetings and report their work or findings at the Board of Directors meetings in writing to be voted upon by Board of Directors.
- Section 4. Each committee shall have a chairperson and as many committee members as needed to function.
- Section 5. Each committee chairperson shall submit a budget to the President outlining general expenditures for the year. Board of Directors must approve this budget and the Treasurer must then keep a record of this budget.
- Section 6. Committee chairperson must give a report at all board of director meetings whether in person or by proxy, if no report is necessary or given then "no report" will be the report.
- Section 7: Standing committees are as follows:
- A. Election Committee
    1. Three adult members to manage election process; one will be committee chairperson
    2. Inform newsletter chairperson to put nomination ballot in June newsletter.
    3. Nomination ballots must be returned to the election committee by October 1st.
    4. Get written, e-mail, or verbal acceptance or rejection from nominee(s).
    5. Get biography from nominee to be printed in the winter newsletter.
    6. Mail ballots out and count by officer appointed dates.
    7. Inform winners, Secretary, President and Newsletter chairperson of election results.
  - B. Audit Committee
    1. Three non-officers to audit records of the Association.
    2. Auditors should look at constitution, treasury, budget requests and previous minutes.
    3. Audit to be done in order to report their findings at the May Board meeting and published in the June newsletter.
    4. Audit committee should look for the following for budgeting and payment.
      - a. Royalty winners to ARBA Scholarship fund.
      - b. Higher Education Scholarship money being given out.
      - c. Newsletter
      - d. Membership & election committee being funded by principal membership money.
      - e. Sweepstakes fund collection and dispersement
      - f. Convention
      - g. Distinguished Service Award

- h. Royalty
  - i. Youth contests.
- 5. Recommendations to the Treasurer and Board.
- C. Commercial Committee:
  1. Promote the commercial aspect of the Association.
  2. Submit articles of a commercial nature to be printed in the quarterly newsletter.
  3. This committee is to draw attention to the commercial side of the rabbit and cavy Industry.
  4. Support the businesses that include the use of rabbits and covies for meat, fur, wool, and the pet market.
- D. Convention Committee
  1. The PaSRBA shall sponsor an annual state convention.
  2. The location of the state convention will be decided upon by the Board of Directors, with the recommendation of the convention committee.
  3. The convention will be a two-day event Saturday & Sunday.
  4. Annual banquet will be Saturday night of the Convention.
  5. Saturday and Sunday will feature Open and Youth Rabbit and Cavy Shows
  6. Specialty shows will be held by interested local and/or regional specialty clubs on Saturday and/or Sunday upon the payment of their affiliation fee and sanction fee.
  7. Convention Chairperson delegates responsibilities while overseeing the entire convention. Convention Chairperson reports to Board.
  8. Show Superintendent - manages rabbit part of show.
  9. Show Secretary/Secretaries - get sanctions, take entries, and closes
  10. The catalog for the show will be created by the committee with board giving final approval.
  11. Show Superintendent - Hires Judges/Registrars, arranges transportation and housing. All judges are to be pre approved by the Board before requesting their availability.
  12. Superintendent schedules the setup equipment, take down, and cleaning of facility with the Equipment committee chair.
  13. Youth Committee Chair with guidelines approved by the board runs contests at convention and announces winners at banquet
  14. Banquet Chair- setups up banquet, works with area motels, ticket requests in appropriate newsletters and show catalog, banquet includes time for sweepstakes chair, convention contests results, Distinguished Service award and guest speaker and any other awards. Location and cost of the banquet shall be approved by the Board.
  15. Awards Chair - Purchases and distributes awards as published in the Convention Catalog.
  16. Vendors Chair- secures vendors for show.
    - a. A booths is 8x10 booth with a table and 2 chairs
    - b. May be rented for a fee by commercial businesses, hobby interests, 4-H club, and any other non-profit organizations
  17. Specialty Shows Chair - Secures specialty shows for Saturday and Sunday
    - a. Clubs will receive an 8x10 booth with two chairs for the weekend
    - b. Clubs will pay a use fee to be determined by the Board. This fee may be for use of building or the use of building and a judge hired by PaSRBA. If the judge is to be provided he/she will be appointed by PaSRBA; with requests considered.
    - c. A judging area will be provided
  18. Raffle Chairperson - gathers raffles items, sets up raffle, and runs the raffle. All monies collected are to be given to the treasurer at the end of the convention.
- E. Equipment Committee
  1. This committee will be responsible for the maintenance, rental, and acquisition of new equipment for PaSRBA.
  2. Maintenance will include cleaning and any repairs that are necessary for coops, tables, stands, and judging boxes that are owned and used by PASRBA for any occasion.
  3. Rental of coops will include establishing guidelines, preparing request forms, processing requests, seeking permission from the Executive Board to rent equipment to the requesting parties, determining the fees associated with the rental, maintaining a current calendar (5 years) of requests to avoid double booking of equipment, selection of a storage location for equipment when not in use, and to be the primary contacts for requestors to pick up and return equipment.
  4. A description of all the available equipment to rent should be established and should include dimensions of equipment, description of items, and any set-up diagrams. This should be published in the Handbook and be available if requested by any potential requestors.

5. A set of guidelines for rental procedures is established and approved by the Board. These guidelines should include, but not limited to: request forms, fees, calendar (5 year), equipment available, location of equipment, and transport (insurance) of equipment.

- a. Fees will be based on club affiliation with PASRBA. This committee will present all requests to the Board before a decision is made.
- b. All decisions regarding rental of equipment must have approval from the Executive Board.
- c. Acquisition of new equipment will be determined on an as needed basis based on the needs of PASRBA and the financial status of the club. This acquisition should include description of equipment needed, prices, vendors, and approximate time of delivery. All decisions regarding purchases of new equipment must have approval from the Board of Directors.

#### F. Farm Show Committee

1. The committee will present a proposal for changes and improvements for the Pennsylvania State Farm Show Commission Board at their April Meeting. The changes shall be approved by the board. Provides a show secretary for rabbit show at the Farm Show.
2. Puts article in appropriate newsletter concerning Farm Show and announces date meat pen should be bred.
3. Informs meat pen entries to sent letters to bidders.
4. Attends Farm Show meetings with two other PaSRBA Directors.
5. The Farm Show committee has an allowance for the governor's gift determined by the Board.
6. Sees animals have proper care while cooped.
7. Manages Display booth at Farm Show
8. Maintains display and brochures through the year.
9. Coordinate and execute public presentations and display for education.

#### G. Membership Committee

1. Receive all principal membership requests.
2. Mails out renewal forms to all current principal members in November.
3. Mails out renewal/application forms to all ARBA chartered clubs in PA.
4. Mails out summary of application form and membership card to all members.
5. Provide sweepstake committee with updated membership lists noting Youth members.
6. Provide principal & affiliated club mailing labels to newsletter committee.
7. Adult principal member mailing labels to election committee.

#### H. Ways Means Committee

1. Seeks opportunities to increase income from sources other than entry fees or membership fees.

#### I. Youth Committee

1. Manage youth contests at annual convention.
2. Insure that the newsletter and show catalog have timely information for contestants.
3. Announce youth contest results at annual banquet, and hand out appropriate rewards.
4. Send contest results to membership committee for publication in directory.
5. Send contest results to newsletter committee for publication in newsletter.
6. Places order for jackets for King and Queen with 30 days of convention.
7. Manages PaSRBA youth involvement outside PaSRBA contests.
8. Ensure distribution of scholarships to state royalty winners who attended the national convention.
9. Oversee the Higher Education Scholarships including the following:
  - a. Post applications on the website.
  - b. Accept applications by July 1<sup>st</sup> deadline.
  - c. Review applications with a committee of at least 5 people for award decisions.
  - d. Present scholarship winner recommendations to the board at the fall meeting using current budget guidelines for awards.
  - e. Ensure that award checks are distributed with a congratulatory letter.

#### J. Sweepstakes Committee

1. This committee is funded from PaSRBA Sweepstakes money.
2. Manage PaSRBA sweepstakes for Breed Points and Breeder of the Year
3. Submits quarterly sweepstakes, exhibitor of the year and show to the newsletter committee.
4. Purchase and hand out rewards at annual convention.
5. Receives sanction requests from clubs and submits the new sanction to the Newsletter committee.
6. List shows reported in the Newsletter and on the website.
7. Sweepstakes year to run January 1 - December 31.
8. Sweepstakes points shall be counted from date of joining/renewal until December 31st.
9. Persons outside the State of Pennsylvania may join the PaSRBA or an affiliated to be eligible for

sweepstakes points and rewards. To be eligible for awards, an exhibitor must be a member in good standing of PaSRBA or an all breed affiliated club at the time the award is made and must have shown at 40% of the all-breed affiliated club's PaSRBA Sanctioned shows. This is not a requirement for youth awards.

10. Sweepstakes points shall be tabulated as follows:

1st	6 points times the number of rabbits in class.
2nd	4 points times the number of rabbits in class.
3rd	3 points times the number of rabbits in class.
4th	2 points times the number of rabbits in class.
5th	1 point times the number of rabbits in class.
BOB	1-point times total number show in breed.
BOS	1/2-point times total number show in breed.

11. Exhibitor of the Year shall be tabulated as follows:

BOB	with leg 6 points, without leg 4 points
BOS	with leg 3 points, without leg 1 point
Best 4/6 or Group	3 points
BIS	3 points.

12. All breeds the exhibitor shows will be totaled for the Breeder of the Year calculations.

13. Both all-breed shows (Saturday and Sunday) at the annual convention will be awarded with double sweepstakes points.

14. There will be an Open and Youth sweepstakes. All points earned by youth whether in open or youth shows, go toward the youth sweepstakes.

15. The Sanction Fee of \$10.00 for open and \$10.00 for youth. In addition, each sanctioned show will pay into the sweepstakes fund the sum of \$0.01 per entry.

16. Any club sanctioning for the first time will receive a first time offer of Sanction fee of \$5.00 for open and \$5.00 for youth.

17. Prizes will be awarded in breed classes, meat classes, as follows.

1-4 breeders	First place only
5-7 breeders	First and Second place only
Over 7 breeders	First, second and third place.

18. Exhibitor of the year, open and youth, shall receive a plaque, awarded as followed:

1-6 exhibitors	First place only.
7-11 exhibitors	First and second place only.
Over 11 exhibitors	First, second and third place.

19. Sweepstakes standings will be tabulated at least 4 times a year and be reported in the newsletter and website with the March newsletter will have a full report.

20. Shows that are PaSRBA sanctioned shall so state in their catalog

K. Distinguished Service Awards Committee: Each year the Board of Directors selects one Adult and Youth who have given their time and energy in promoting the local rabbit clubs, have helped new members, and in general have distinguished themselves with their dedication to rabbits and cavies in the state of Pennsylvania.

1. The committee will manage the DSA nomination and voting process.

2. A nomination form will be sent out with the election ballots.

3. The form must be returned to the Election Chairperson by December 31, with the person nominated listed.

4. The nominations will be sent to the current Board members by the election chairperson December 31st. The names of the nomination will be removed from the ballot.

5. The Board will pick the DSA recipient from the explanation on the nomination form and the personal knowledge of the nominee. The Boards ballots for the DSA must be returned to the committee by January 10.

a. Each Board member will consider the nominee's service for the current year.

b. Each Board member will rate the nominees 1st, 2nd, 3rd and so on.

c. Each nominee's rating will be totaled; the lowest total will be the winner.

6. The committee will inform the President of the results by January 15, the President will vote in case of a tie.

7. The President will keep the results until the annual banquet.

8. The DSA award will be a computer generated framed certificate.

9. The DSA award will be presented at the annual banquet to both the open and youth winners.

L. Website

1. The address is <http://www.PaSRBA.org>
2. It is an electronic database of PaSRBA Forms.
3. It will be a bulletin board to place PaSRBA and PA Happenings.
4. It will not be a place to advertise stock or supplies of any type.

M. Merchandise

1. Purchase and store official PaSRBA Merchandise.
2. Bring merchandise to shows to sell.
3. Take orders by mail and send to the purchaser
4. Maintain inventory
5. Send money acquired through purchases to PaSRBA Treasurer within 30 days of acquiring it
6. All restocking to be approved by the Board

Section 7. The President shall appoint other committees and chairpersons as necessary.

**ARTICLE X NEWSLETTER**

Section 1. The newsletter is published quarterly by PaSRBA, deadline for articles are February 15, May 15, August 15, and November 15th.

Section 2. The newsletter will be printed and mailed between the 1st and 10th of the month following the article deadline, these months are March, June, September and December.

Section 3. The newsletter will be mailed or delivered to all principal members and directors of an affiliated club

Section 4. The newsletter shall be

- A. Published with all minutes of prior Board of Directors and membership meetings.
- B. The newsletter editor has the editorial rights of what shall be in the newsletter.
- C. Newsletters Shall contain the following.
  1. All newsletters
    - a. Cover page.
    - b. Merchandise order form
    - c. Minutes from previous meeting submitted by secretary
    - d. Treasurer report or financial page
    - e. Sweepstakes points submitted by sweepstakes recorded. Top 5 to 10 in each breed will be printed at the discretion of the newsletter editor. March issue will have a full report.
    - f. Officer and Director report submitted by appropriate person.
    - g. Committee reports, if not covered under minutes, submitted by committee chair.
    - h. Any paid advertising.
    - i. All PaSRBA sanctioned shows.
    - k. Next meeting location and time submitted by the President.
    - l. Membership application
    - m. Advertising rates as determined by the Board
  2. March:
    - a. Royalty, youth contest and DSA winners named at the annual convention.
    - b. Convention and banquet news that the newsletter editor wishes to print.
    - c. Sweepstake and Exhibitor of the year report and a full sweepstake report for the previous year.
  3. June
    - a. Nomination Ballots.
    - b. Scholarship Blitz (higher education and royalty to ARBA)
  4. September
    - a. Biography of nominee(s) submitted by election chair.
    - b. Mention of Farm Show meat pen breeding time, submitted by Farm Show committee.
    - c. Scholarship winners.
    - d. Scholarship Blitz (royalty to ARBA)
    - e. Youth contest forms

5. December
  - a. DSA nomination ballot.
  - b. Youth contest forms
  - c. Complete convention information

**ARTICLE XI                    ANNUAL MEMBERSHIP DIRECTORY**

Section 1. The directory is printed after the annual convention with the following information in it.

- A. Officers, affiliated clubs, committee chairperson's page
- B. Membership listing with breeds being raised
- C. Youth contests rules
- D. Sweepstakes rules
- E. History of PaSRBA officers
- F. History of PaSRBA king & queen
- G. History of PaSRBA DSA award winner(s)
- H. Constitution and Bylaws
- I. Application Forms

**ARTICLE XII                    AMENDMENTS**

Section 1.            At least 10 members may petition the Board of Directors in writing to amend the By-laws.

Section 2.            The Board of Directors will render an opinion of the change requested and publish it in the newsletter along with the change request.

Section 3.            The membership will vote on the changes at the next general membership meeting.

Section 4.            The By-laws may be amended by a simple majority of the members present at a general membership meeting.