

# **PENNSYLVANIA STATE RABBIT BREEDERS ASSOCIATION CONSTITUTION**

*(adopted February 3, 2019)*

## **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, promote and educate the public on the production of domestic rabbits and cavy in Pennsylvania; to encourage, educate 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 affiliated clubs to work toward the betterment of rabbits and cavy in Pennsylvania.

## **ARTICLE III          ARBA AFFILIATION**

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

## **ARTICLE IV          AMENDMENTS**

Section 1.        The Constitution may be amended only by a two-thirds (2/3) majority of the votes received.

Section 2.        A minimum of ten members may petition the Board of Directors in writing to amend the Constitution. In addition, the Executive Board can create a committee to review the Constitution for possible changes to be approved by the membership.

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 Election Chairman will mail ballots with the changes including voting instructions to each adult principal member and Club Director.

Section 5.        The ballots will be tabulated and results implemented March 1.

# **Pennsylvania State Rabbit Breeders Association By-Laws**

## **ARTICLE 1            NAME**

Section 1.        The 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 page to the Constitution and By-Laws.

## **ARTICLE II            OBJECTIVE**

The objectives of the PaSRBA are to encourage, promote and educate the public on the production of domestic rabbits and cavies in Pennsylvania; to encourage, educate 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 affiliated clubs to work toward the betterment of rabbits and cavies in Pennsylvania.

## **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. Principal membership in the PaSRBA shall be individual members, two adults in a household, or family.
- B. Members of an affiliated club who are not a principal member of PaSRBA will be known as affiliated members. Affiliated members have no voting rights or special rights. The purpose of an affiliated membership is for sweepstake points only.
- C. Associate members are members living outside the state of Pennsylvania. Associate members do not get voting privileges.

Section 2.        Termination of Membership

- A. The Board of Directors, by affirmative vote of two-thirds of the members of the Board, may suspend or expel a member, and may, by a majority vote of those present at any regularly constituted meeting, suspend or expel the membership of any member who becomes ineligible for membership.

### Section 3. Resignation

- A. Any member may resign by filing a written resignation with the Secretary; however, such resignation shall not relieve the member of the obligation to pay any dues or other charges accrued and unpaid.

### Section 4. Dues

- A. Annual fees for all classes of membership – Principal, Affiliated, Associate -- are determined by the Board of Directors. Annual dues are due by March 1 but not later than March 15 to maintain continuous active principal membership status. If the application is received or postmarked before November 30, the membership will be valid only for the remainder of the year. If an application is received on or after December 1, the membership will be valid until the end of the following year.

### Section 5. Affiliated Club Membership

1. Affiliated Clubs must submit to the Membership Chairperson a list of all Club members to be recognized as affiliated members along with the name of the appointed Director and Alternate to serve on the PaSRBA Board.
2. The appointed Director has one vote at the Board of Directors meetings and should vote in the manner directed by his or her local club. The appointed Director must reside in Pennsylvania, and the Club must be chartered in Pennsylvania, as per ARBA rules. If representing multiple clubs at a PaSRBA Board of Directors meeting, that individual only gets one vote.
3. The affiliated fee, the upcoming show sanction fees, and the insurance cost must be paid with each affiliation or affiliation renewal, or wait until the following renewal year. These will be the shows listed on the website.
4. The PaSRBA insurance policy will be available to any affiliated club as an “additional insured” on the policy. 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

## **ARTICLE IV            MEETINGS**

- Section 1.     There will be three (3) required meetings during the year – one (1) general membership meeting and two (2) Board of Directors meetings.
- Section 2.     Meeting times and locations will be decided by the President with Board approval. The two Board of Director meetings or any emergency meetings may 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 be announced online or in the Newsletter at least 30 days prior to the meeting date.
- Section 4.     Ten members, to include four Board members, shall constitute a quorum to conduct business at a previously announced meeting.
- Section 5     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 6     Members wishing to file a complaint will have their conflict settled using a dispute resolution at the meeting.
- Section 7     The President may call a special Board of Directors meeting providing that all Board of Directors have twenty-four (24) hours' notice by the President or Vice President.
- Section 8     The President may call a special general membership meeting when requested by ten adult members in good standing if a thirty (30) day written notice is given. The notice can be given by mail or online or in the newsletter.
- Section 9     Any elected Officer can call an Executive Meeting.

- Section 10 The agenda at a special meeting shall be confined to the subject for which the meeting was called. Each Director must be notified of the subject.
- Section 11 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 12 Only Officers and Directors and the following Committee Chairperson may vote at the Board of Directors meeting:
- A. Youth
  - B. Finance/Ways and Means
  - C. Convention
  - D. Equipment
  - E. Farm Show
  - F. Membership
  - G. Communications
- Section 13 Only Principal Members may vote at a General Membership meeting
- Section 14 To vote, one must be present at the meeting site unless the meeting is a Conference Call.
- Section 15 Robert's Rules of Parliamentary Law "Original Edition" shall prevail at all meetings except where the Constitution and By-Laws provide otherwise.

## **ARTICLE V OFFICERS AND DIRECTORS**

- Section 1 Officers are President, Vice President, Secretary, and Directors at Large (3).
- Section 2 The Treasurer will be appointed by the President and approved by the majority of the Board of Directors.
- Section 3 The Board includes the Officers and the Club Directors.
- Section 4 Resignations are effective upon receipt by the Secretary of the Association.
- Section 5 Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Association'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, is an ex-officio member of every committee and assures business meetings are conducted following the Constitution and By-Laws.
  
- 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 issue reimbursement, if money has been approved and accompanying vouchers are filled out by the 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 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/her absence at PaSRBA meetings. The Director will vote on all mail ballots. The Director/Alternate must be a Pennsylvania resident as per the ARBA.
  
- 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 to run the Association.

**ARTICLE VII            ELECTIONS**

- Section 1.      Terms of the President, Vice President and Secretary shall be two years. The President and Vice President shall be nominated in odd years with the election being held in even years. The Secretary shall be nominated in even years with the election being held in odd years. Directors at Large are elected to three year terms. One Director at Large is elected yearly. Directors are appointed annually by their local club.

- Section 2 Terms of the officers start March 1.
- 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. Nominations must be received by the Election committee electronically or postmarked by October 1.
- 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 and PaSRBA.
- Section 7 The Election Committee consisting of three (3) members shall notify nominees and ask for a written or verbal acceptance or rejection. If a nominee accepts, they must submit a brief biography to be published in the December Newsletter.
- Section 8 The Election Committee shall mail ballots on January 1<sup>st</sup> with a January 20<sup>th</sup> postmarked return deadline. Results will be published in the March newsletter and online.
- Section 9 No member of the Election Committee may be nominated for an office.
- Section 11 All adult Principal Members and youth/adult Club Directors of PaSRBA are eligible to vote in the election. Club Directors should vote according to their Club's direction.

## **ARTICLE VII COMMITTEES**

- Section 1 Committees and Chairpersons shall be named by the President. The term of each Chairperson is one year appointed at the first Board of Directors meeting of the year starting March 1. 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 the Board of Directors meetings and report their work or findings at the Board of Directors meetings to be voted upon by the Board of Directors.

Section 4 Each Committee Chairperson shall submit a budget to the Finance Committee 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 5 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 6 Standing Committees are as follows:

A. Election Committee

- a. Three adult members to manage election process; one serves as committee chairperson
- b. Inform newsletter chairperson to put nomination ballot in June Newsletter
- c. Nomination ballots must be returned or postmarked to the Election Committee by Oct 1
- d. Get written, email, or verbal acceptance or rejection from nominee(s).
- e. Get biography from nominee to be printed in the December newsletter.
- f. Mail and tally ballots
- g. Inform winners, Secretary, President, and Communications Chairperson of election results.

B. Finance Committee

- a. Membership includes the Treasurer, Vice President, and two other appointed members.
- b. Review treasury, budget requests and previous minutes.
- c. Ensure internal financial review and professional audit is performed on finances
- d. Seek opportunities to increase income from sources other than entry fees or membership fees
- e. Give recommendations to the Treasurer and Board

C. Commercial Committee

- a. Promote the Commercial aspect of the Association
- b. Submit articles of a commercial nature to be published
- c. Promote the commercial side of the rabbit and cavy industry
- d. Support the businesses that include the use of rabbits and cavies for meat, fur, wool, and the pet market.

D. Convention Committee

- a. Hold an annual State Convention according to the policy and procedures.

E. Equipment Committee

- a. Responsible for the inventory, maintenance, rental, and acquisition of new equipment for PaSRBA.

- b. Maintenance will include cleaning and any repairs that are necessary for coops, tables, stands, judging boxes, and any other items that are owned and used by PaSRBA for any occasion.
  
- F. Farm Show Committee
  - a. Manages all functions related to the Farm Show.
  
- G. Membership Committee
  - a. Handles Individual, Affiliated, and Associate memberships
  - b. Maintains the membership list.
  - c. Publishes the Annual Member Directory to be available on the website and contains information as indicated in the PaSRBA Policy and Procedures.
  
- H. Youth Committee
  - a. Manages the youth contests at the Annual Convention
  - b. Manages PaSRBA youth involvement outside PaSRBA contests
  
- I. Sweepstakes Committee
  - a. Manage PaSRBA sweepstakes for Breed Points and Breeder of the Year according to details in the PaSRBA Policies and Procedures.
  - b. This Committee is funded from the PaSRBA General Fund
  
- J. Distinguished Service Committee
  - a. Each year the Board of Directors selects one Adult and one 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 in accordance with the PaSRBA Policies and Procedures.
  - b. This Committee will manage the DSA nomination and voting process.
  
- K. Communications
  - a. There will be four subcommittees to the overall Communication Committee.
    - i. Website
    - ii. Newsletter
    - iii. Social Media
    - iv. Historian
  - b. There will be one overall Chairperson from the four subcommittees who will serve as the voting Board Director.
  
- L. Insurance Committee
  - a. Research and procure insurance for the Association
  - b. Verifies insurance eligibility and issues Certificates of Insurance to the requesting clubs.

M. Merchandise Committee

- a. Manages the official PaSRBA Merchandise.

Section 9 The President shall appoint other committees and chairpersons as necessary.

**ARTICLE VIII PaSRBA CODE OF ETHICS**

We, the members of the Pennsylvania Rabbit Breeders Association, in carrying out our role of providing service to the rabbit and cavy industry, recognize the need to do so in a professional manner, and to deal with the public and our colleagues with the highest degree of integrity. Therefore, we have set forth the following creed, which shall govern our endeavors to fulfill our obligations:

- A. To adhere to the professional standards of the Pennsylvania Rabbit Breeders Association and to work to further its goals and objectives.
- B. To conduct all business affairs with integrity, sincerity and accuracy in an open and forthright manner.
- C. To handle our business, operations and communications (including those through social media) in a manner that promotes the positive image of the Pennsylvania Rabbit Breeders Association.
- D. To show respect, courtesy, and decency towards fellow rabbit and cavy hobbyists at all times by upholding the highest standards of professional ethics and mutual civility regardless of circumstances.
- E. To create a supportive culture that builds and maintains a collaborative relationship with all rabbit and cavy hobbyists.
- F. Violation of this code may result in loss of membership or contests participation rights.

**ARTICLE IX CONFLICT RESOLUTION**

If a member wishes to file a complaint against a committee chair or officer they may file their complaint with the Vice President, or President, if the complaint is against the Vice President. The individual will be given an opportunity to address the board. A motion must be made to take the meeting into an executive session to discuss the personnel matter. If the complaint is against the President, the Vice President will preside over the session. After discussion, the President will resume the meeting where an action can be voted upon. All complaints must be submitted, in writing, at least one week before the schedule meeting.

**ARTICLE X AMENDMENTS**

Section 1. The Constitution may be amended only by a two-thirds (2/3) majority of the votes received.

- Section 2. A minimum of ten members may petition the Board of Directors in writing to amend the Constitution. In addition, the Executive Board can create a committee to review the Constitution for possible changes to be approved by the membership.
- 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 Election Chairman will mail ballots with the changes including voting instructions to each adult principal member and Club Director.
- Section 5. The ballots will be tabulated and results implemented March 1.

# **PaSRBA POLICY AND PROCEDURES**

**This document should be reviewed annually by the Officers and Committee Chairpersons for corrections and clarity.**

## **COMMITTEES**

### Convention

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 Saturday and Sunday. Set-up and other non-show events such as Youth Contests and Judge's Conferences may be held on Friday.
4. Annual banquet will be Saturday night of the Convention
5. Saturday and Sunday will feature Open and Youth Rabbit and Cavy Shows sponsored by PaSRBA.
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 General Chairperson delegates responsibilities while overseeing the entire Convention. Convention Chairperson reports to the Board.
8. Show Superintendents manage the rabbit and cavy parts of show
9. Show Secretary/Secretaries will get sanctions, take entries and completes show reports.
10. The catalog for the show will be created by the Catalog Chairperson with the Convention General Chairperson giving final approval
11. Show Superintendent will hire the judges/registrars and arrange their transportation and housing. All judges are to be pre-approved by the Convention General Chairperson before requesting their availability.
12. Show Superintendents schedules the set-up equipment, take down, and cleaning of facility with the Equipment Committee Chairperson
13. The Youth Committee Chairman, with guidelines approved by the Board runs contests at the Convention and announces winners at the Banquet.
14. The Banquet Chairman conducts a banquet including location, food, tickets, appropriate advertising in media and the show catalog and set up and tear down. The Banquet includes time for sweepstakes, youth contests results, Distinguished Service Awards, and any other awards or speakers. Location and cost of the banquet shall be approved by the Board in conjunction with the Youth Committee.
15. Awards Chairman purchases and distributes awards as published in the Convention Catalog

16. Vendor Chairperson secures vendors for the Convention
  - a. Booth is an 8 x 10 space with side draping, a table and 2 chairs
  - b. Booths may be rented by commercial businesses, hobby interests, 4-H Clubs, and any other non-profit organizations.
  - c. The amount charged for a booth is determined by the Convention General Chairperson with approval by the Board
17. Specialty Shows Chairman
  - a. Clubs will receive an entry space for the day of their show
  - b. Clubs will pay a use fee tbd
  - c. A judging area will be provided
18. Raffle Chairperson - gathers raffle items, set up and runs the raffle. All monies collected are to be given to the treasurer at the end of the Convention.

## Equipment

1. 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 contact for requests to pick up and return equipment.
2. 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.
3. 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 Association. 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.

## FARM SHOW

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.

2. Provides a Show Secretary for the rabbit and cavy show at the Farm Show
3. Informs meat pen entries to send 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 (if allowed by the Governor).
6. Sees the animals have proper care while cooped
7. Manages the Display booth at the Farm Show
8. Maintains display and brochures through the year.
9. Coordinates and executes public presentations and display for education.

## INSURANCE

1. The cost of the insurance will be determined by the PaSRBA Board with input from the Chairperson

## MEMBERSHIP

1. Receive all principal membership requests
2. Email or mails out renewal forms to all current principal members in November
3. Email or mails out renewal/application forms to all affiliated clubs
4. Mails out summary of application form and membership cards to all members
5. Provides sweepstake Committee with updated membership lists noting youth members
6. Provide principal & affiliated club mailing labels or emails to newsletter committee.
7. Provides adult principal member mailing labels to election Committee.
8. A membership directory shall be compiled and contain this information:
  - i. Officers, Affiliate Clubs, Committee Chairperson's page
  - ii. Membership listing with breeds being raised
  - iii. Youth contest rules
  - iv. Sweepstakes rules
  - v. History of PaSRBA officers
  - vi. History of PaSRBA King and Queen
  - vii. History of PaSRBA DSA award winners(s)
  - viii. Constitution and By-Laws and Supplemental Information
  - ix. Application Forms

## YOUTH

1. Insure that the newsletter and show catalog have timely information for contestants.
2. Announce the youth contest results at the Annual Banquet and hand out appropriate awards.
3. Send contests results to Membership Committee for publication in Directory

4. Send contest results to Newsletter Committee for publication in Newsletter
5. Place order for jackets for King and Queen within 30 days of Convention.
6. Ensure distribution of scholarships to state royalty winners who attended the National Convention.
7. Oversee the Higher Scholarships including the following:
  - a. Post applications on the website
  - b. Accept applications by January 1 deadline
  - c. Review applications with a committee of at least 3 people for award decisions
  - d. Present scholarship winner recommendations to the Board at the November meeting using current budget guidelines for awards and announce winners at the Convention Banquet.
  - e. Ensure that award checks are distributed with a congratulatory letter.

## SWEEPSTAKES

1. General rules
  - b. Sweepstakes years to run January 1 through December 31
  - c. Persons outside the State of Pennsylvania may join the PaSRBA or an affiliated club 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 Sanction shows. This is not a requirement for youth awards.
  - d. Shows that are PaSRBA sanctioned shall so state in their catalog.
  - e. The Sanction Fee is set by the Board.
  - f. Submits quarterly sweepstakes, Exhibitor of the year and show? To the Newsletter Committee.
  - g. Purchase and hand out rewards at the Annual Convention
  - h. Receives sanctions requests from Clubs and submits the new sanction to the Newsletter Committee.
  - i. List Shows reported in the Newsletter and on the website.
  - j. Sweepstakes points shall be counted from date of joining/renewal until December 31<sup>st</sup>.

1. Sweepstakes points shall be tabulated as follows:

1 <sup>st</sup>	6 points times the number of rabbits in class
2 <sup>nd</sup>	4 points times the number of rabbits in class
3 <sup>rd</sup>	3 times the number of rabbits in class

- 4<sup>th</sup> 2 times the number of rabbits in class
  - 5<sup>th</sup> 1 point times the number of rabbits in class
  - BOB 1 point times total number shown in breed
  - BOS ½ point times total number shown in breed
2. 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
3. All breeds the exhibitor shows will be totaled for the Breeder of the Year calculations.
4. Both all- breed shows (Saturday and Sunday) at the annual convention will be awarded with double sweepstakes points.
5. There will be an Open and Youth Sweepstakes. All points earned by youth whether in open or youth shows, go toward the youth sweepstakes.
6. Any Club sanctioning for the first time will receive a first time offer of Sanction fee of \$5 for open and \$5 for youth.
7. Prizes will be awarded in breed classes, meat classes as follows:
- 1 to 4 breeders First place only
  - 5 to 7 breeders First and Second place only
  - Over 7 breeders First, Second, and third place
8. 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
9. Sweepstakes standings will be tabulated at least 4 times a year and be reported in the newsletter and website with the March newsletter having a full report.

## DISTINGUISHED SERVICE AWARD

1. A nomination form will be sent out with the election ballots.
2. The form must be returned to the Election Chairperson by December 31 with the person nominated listed.
3. The nominations will be sent to the current Board members by the election chairperson December 31. The name of the nominator will be removed from the ballot.

4. The Board will pick the DSA recipient from the explanation on the nomination form and the personal knowledge of the nominee. The Board's ballots for the DSA will be included with the election ballot.
  - a. Each Board member will consider the nominee's service for the current year.
  - b. Each Board member will rate the nominee's 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and so on.
  - c. Each nominee's rating will be totaled; the lowest total will be the winner.
5. The Committee will inform the President of the results by January 15; the President will vote in case of a tie.
6. The President will keep the results until the annual banquet.
7. The DSA award will be a computer generated framed certificate.
8. The DSA award will be presented at the annual banquet to both the open and youth winners.

## COMMUNICATION

1. The Newsletter is published quarterly by PaSRBA. Deadlines for articles are February 15, May 15, August 15, and November 15.
2. The newsletter will be emailed and posted online between the 1<sup>st</sup> and 10<sup>th</sup> of the month following the article deadline. These months are March, June, September, and December.
3. The newsletter will be mailed or delivered to all principal members and directors of an affiliated club.
4. The newsletter shall be
  - A. Published with approved 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. Approved 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 Directors' report submitted by appropriate person.
      - g. Committee reports, if not covered under minutes, submitted by committee chairman
      - h. Any paid advertising
      - i. Listing of 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, scholarship 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 sweepstakes report for the previous year.

3. June:

- a. Nomination Ballots
- b. Scholarship Blitz (higher education and youth to ARBA)

4. September:

- a. Biography of nominee(s) submitted by Election Chairman
- 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 information

5. December:

- a. DSA nomination ballot
- b. Youth contest information
- c. Complete Convention information

## MERCHANDISE

1. Responsibilities in handling the official PaSRBA Merchandise include:

- A. Purchasing and storing the merchandise
- B. Bringing the merchandise to shows to sell
- C. Taking orders by mail and sending the merchandise to the purchaser
- D. Maintaining inventory
- E. Sending money acquired through purchases to the PaSRBA Treasurer within 30 days of acquiring it.
- F. All restocking to be approved by the Board.

## Hall of Fame

Current Members of the Hall of Fame are responsible for nominating and voting in additional members.