Approved & Amended as of 10/03/25

New York Rabbit & Cavy Breeders Association Inc.
Constitution

Article I: Name

The name of this Association shall be "The New York Rabbit and Cavy Breeders Association, Incorporated, hereafter referred to as NYRCBA Inc.

Article II: Purpose

The NYRCBA shall operate as a non-profit association with its purpose to:

1. Promote, encourage, and develop the rabbit and cavy industry in New York State, in accordance with the aims and purposes set forth in this Constitution and by-Laws, and with the aims and purposes of the American Rabbit Breeders Association.

2. Promote and encourage public and private exhibition of rabbits and cavies in New York State by:

a: coordinating a state-wide calendar and publishing it to all members clubs.

b: Operating a state -wide Breed Display point system as set forth in this Constitution and by-laws.

c: Sponsoring and/or running an annual state-wide show in accordance with this Constitution and by-laws and

3. Help strengthen member clubs by providing a common bond for the sharing of ideas, Resources and assistance when needed.

Article III: Affiliation

The NYRCBA shall maintain an affiliation with the ARBA, Inc. by maintaining a charter with the American Rabbit Breeders Association, Inc.

Article IV: Membership

SECTION 1: Membership in the NYRCBA Inc. shall be open to any ARBA chartered local all-breed club, local specialty club, regional specialty club headquartered in New York State, or State **S**pecialty club in agreement with this Constitution and by-laws.

SECTION 2: To become a member, a club described in Section 1 must submit a letter of application (including an agreement to abide by this Constitution and by-laws,) its ARBA charter number, membership list, officers, and its delegate and alternate to the Association, to the Secretary of this Association, along with 1 years membership dues. The Association Secretary shall than notify member clubs of the application prior to the next scheduled meeting of the Association, where the application shall be presented for discussion and action. At that meeting, a delegate from the club making application must be present to answer any questions and speak on behalf of the club. Failure of the applying club to send a delegate shall result in the application for membership to be

postponed until such time as a delegate is in attendance at a meeting. Upon motion for acceptance from the floor, a vote shall be taken. A simple majority vote of those delegates present shall constitute acceptance and approval. Upon approval, the applying Club shall immediately be considered a member in good standing with full privileges.

SECTION 3: Membership in this Association may be denied to, suspended or revoked from any club who shall fail to abide by this Constitution and by-laws.

ARTICLE V: OFFICERS

SECTION 1: The elected officers of the Association shall be President, Vice- President, and Secretary Treasurer. They shall comprise the Executive Board of the Association.

SECTION 2: All elected officers shall serve a term of 2 years, to commence at the installation in Conjunction with the Annual State Banquet.

SECTION 3: The President & Vice President of this Association may succeed themselves indefinitely by vote of the Association.

SECTION 4: The Secretary/Treasurer may succeed himself/herself indefinitely at the wish of the Association.

SECTION 5: Delegate (or Alternate delegate in the Absence of the delegate) duly elected by each member club and certified to the Association Secretary and President shall serve as Directors of this Association. Certification of delegates (and Alternate Delegates) must be filed with the Association Secretary prior to the opening of the meeting at which they are to vote. Such certification must specify the term of office, which shall not exceed two years. This is not to be interpreted as prohibiting member clubs from electing delegates for more than two years, but only that certification to the office cannot be valid for more than two years. No Delegate or (Alternate Delegate) may represent more than one member club at the same time. If at any time a Delegate (or Alternate Delegate) is so elected to represent more than one member club, only the first postmarked certification received by the Association Secretary shall be validated to represent that one member club; all others will be invalidated and returned to the member club(s) for resubmission of a new Delegate (or Alternate Delegate). In addition, no Delegate (Or Alternate Delegate) is allowed to carry a proxy vote(s) for any member club (s) at a meeting of this association. Only delegates (or Alternate Delegates) and officers of the State Association will be allowed to open and enter discussions at meetings of the Associations.

SECTION 6: All Officers and directors shall maintain membership in the ARBA and a member Club of NYRCBA Inc. Directors shall maintain membership in the member club which he/she represents. Failure to maintain such membership shall be reason to remove such persons from the office they hold.

SECTION 7: Each elected officer shall have one vote at all meetings except the President, who shall only vote in the case of a tie.

SECTION 8: In the event any elected officer fails to fulfill the duties of the office, the association may, by a 2/3 vote of those delegates present at a meeting, declare the office vacant.

SECTION 9: When a vacancy occurs (by action of the Association in accordance with article V, Section 8 :(resignation, or other reason) in an elected office, the Association shall hold an election. The individual receiving a simple majority vote of those delegates present shall be declared elected. If the vacancy occurs in such a manner that the Association shall not meet for a time period exceeding 30 days, the President, with the approval of the Executive Board, may appoint someone to fill the office until the next meeting of the Association.

SECTION 10: In the event that a member clubs delegate or alternate holds an elected office in the Association, that member club shall designate a new delegate or alternate.

ARTICLE VI: DUTIES OF OFFICERS

SECTION 1: The President shall preside at all meetings of the Association, make all committee *Chair* appointments ***with Executive Board written approval*****,** be an ex-official member of all committees, and perform other duties normally ascribed to the office.

SECTION 2: The Vice-President shall act in place of the President and perform other duties assigned by the President. The Vice-President shall act as Parliamentarian at all meetings of the Association.

SECTION 3: The Secretary/Treasurer shall conduct general correspondence of the Association, keep minutes of all meetings; maintain a list of member clubs with its members and officers, maintain a list of certified delegates, maintain a list of NYRCBA sanctioned shows, and provide a list of NYRCBA sanctioned shows to each member club 60 days prior to the beginning of each point year, collect all moneys due to the Association, maintain Association funds in approved accounts, pay all bills approved by the Association, report to all meetings of the Association and its Executive Board on the receipts and expenditures of the Association Funds. The Secretary/Treasurer shall and is hereby authorized to expend funds of the NYRCBA for postage, stationary, office supplies, and incidental expenses of the office and of the office of the points Chairperson, and to maintain a petty cash fund of $50.00.

SECTION 4: The Display Points Chairperson (hereafter aka DPC), to be appointed by the President, with the approval of the Association, shall receive reports from all NYRCBA sanctioned shows for rabbits and cavies. Clubs shall forward trophy funds with their show report within thirty (30) days to the DPC who in turn shall forward such funds to the Association Secretary/Treasurer for deposit. The DPC shall maintain a record of the point standings as described in the By-laws of the Association. The DPC shall calculate

points for both rabbits and cavies throughout the year, compiling a mid-year report by January 31 of said year as well as a year-end report by August 31 of said year. Once completed these reports will be forwarded to the Association Secretary/Treasurer and to the Website Administrator for posting on the NYRCBA Webpage. Any changes to the final reports must be done within 30 days of posting by contacting the DPC with any discrepancy. If a Club's show report with trophy funds payment is not received within thirty (30) days after the conclusion of their show, the DPC shall notify by USPS or email the following: said Club's President, Secretary and Show Secretary; along with the NYRCBA President, Vice-President and Secretary/Treasurer. If their report with payment is still outstanding within forty-five (45) days of the show, an additional notice shall be sent by USPS to the previously listed Officers of said club and this Association. If after sixty (60) days the club's report with payment has not been received, the club will be placed on probation: loss of voting privileges at Association meetings and forfeiture of sanctioned show dates on the Association's show calendar.

Article VII: Meetings

SECTION 1: The Association shall meet two times annually. Meetings to be scheduled at a conveniently central site if possible. If an in person meeting of delegates cannot be held, the Association may hold a meeting electronically with the required quorum.

SECTION 2: Special meetings shall be called by the President when three or more local clubs request such a meeting, when three or more delegates or when Executive Board members feel it is necessary. Notification of such special meeting must include purpose of the meeting and be mailed to all member club Secretaries, Delegates, and Alternates at least 30 days prior to such meeting. Such mailing shall constitute official notification of the meeting.

SECTION 3: Each member club is entitled to one vote on any issue that comes before the Association.

SECTION 4: Only Delegates of their alternates, certified to the Association Secretary in accordance with Article V, Section 5, shall be allowed to cast votes.

SECTION 5: Member clubs are expected to be represented at the meetings of the Association, but each member club must be represented at one meeting per year. Failure to do so will result in loss of State Sanction until such time as the offending club has been represented at one (1) of two (2) state meetings.

SECTION 6: The executive board shall be empowered to act on behalf of the Association between meetings when a special meeting cannot be called. The Executive Board shall be limited to $200.00 expenditures of the Association funds.

SECTION 7: A club Delegate or Alternate may, throughout the year, be asked to correspond, discuss and vote by e-mail or letter to the State Association Secretary on

any subject that is significant to the NYRCBA. Any vote taken in this manner will be considered passed and approved by a 2/3 majority of all Club Delegates.

ARTICLE VIII: AUTHORITY

SECTION 1: The Association shall make any laws, rules and regulations it deems necessary, providing they are not in any conflict with this Constitution and by-laws or the ARBA, Inc.

SECTION 2: All matters, except amendments to the Constitution and by-laws, shall be carried by a simple majority of those members present at any duly called meeting of the Association.

SECTION 3: Robert's Rules of Order, Revised shall be the final authority on all matters not specifically covered in this Constitution & by-laws.

ARTICLE IX: LIMITATIONS

SECTION 1: All laws, rules and activities of the Association shall be in strict accordance with the Constitution and Bylaws of the Association and of the ARBA, Inc.

SECTION 2: In the event any activity, section of this Constitution or by-: Laws shall appear in conflict with the ARBA Inc. an immediate interpretation shall be sought from the ARBA. If found in conflict, then such shall be declared null and void.

ARTICLE X: AMENDMENTS

Proposed amendments to this Constitution and by-laws shall be presented in writing, to the Association Secretary and its Constitutional Committee, in sufficient time to allow the mailing/emailing of said proposals to all club secretaries, Delegates and Alternates prior to a meeting of the State Association. In addition, the Constitutional Committee is also permitted to propose amendments and shall review all other proposed amendments and make recommendations regarding those amendments whether to approve, disapprove, revise, or substitute any of the proposed amendments presented. The approved amendments shall then be forwarded by the Association Secretary to all clubs Secretaries, Delegates, and Alternates for further discussion. At the next meeting of the Association, these proposed amendments shall be moved by the Constitutional Committee, seconded by a club, discussion held on the floor with no revisions permitted, and a 2/3 vote required for approval; and if so approved, the amendment shall take effect immediately.

BY-LAWS

ARTICLE I: QUORUM

A quorum for a duly called meeting of the Association shall be a majority of delegates (Or their alternates) from member clubs.

ARTICLE II: DUES

Annual dues for membership in the Association shall be $15.00 per club, due and payable on or before July 1, yearly. In addition to the yearly dues, clubs are required to submit a Renewal Charter listing all club members, delegate/alternate and officers to the Association Secretary. Renewal Charter applications will be sent to all club secretaries by May 1 of each year. Any club not submitting their renewal charters and dues by **July 1** of each year, will no longer be considered a NYRCBA Chartered Club, and must reapply to the State Association for membership. Each state club must pay their portion of the State's annual insurance liability policy. This must be paid by each all-breed and Specialty club regardless of if the club holds a state sanctioned that year or not. The only exception that will be made to a club for not carrying insurance is if the club can show proof to the State Secretary by July 1st of said year, that the show site carry's their own liability insurance that covers the club and its members and does not hold the State Association responsible for any liability or damages that may incur at show or meeting site.

ARTICLE III: SALARIES OF OFFICERS

SECTION 1: The Secretary/Treasurer shall receive an annual salary of $75.00, and be reimbursed for approved expenses.

SECTION 2: The Display Points Chairperson shall be responsible for the calculation and recording of all Display Points for Open and Youth Rabbits and Cavies. The Chairperson shall receive $50.00 plus 7% of the trophy fund per year payable in October of said year. The Chair shall also be reimbursed for approved expenses. The Cavy Display Points Chairperson shall receive $25.00 plus 7% of the Cavy trophy fund per year payable in October of said year, and also be reimbursed for approved expenses.

SECTION 3: No other officer shall receive monetary reimbursement except for approved expenses.

ARTICLE IV: DISCIPLINE

SECTION 1: Any officer or director of this Association, having a charge of misconduct in office preferred against him/her by three (3) or more directors will be suspended pending a hearing by the Delegates. If said officer or Director is exonerated of such charge, (by a majority vote of directors) he/she shall be immediately reinstated. If found guilty of the charge, his or her position shall be declared vacant.

SECTION 2: Any NYRCBA Officer, Director or member of a NYRCBA chartered club who willfully and maliciously uses any instrument of communication, such as social media, emails, blogs, group sites, to slander, harass, bully, or defame this Association, its Officers, Directors, Chairpersons, Committees or chartered club members, may have a

written complaint signed and filed against them by three (3) NYRCBA chartered club officers or members with the Secretary of this Association. If the Executive Board determines that such written complaint is sustainable, they shall in writing contact the accused and so request a response to the filed complaint. If the accused fails to respond in thirty "(30) days" or provides insufficient grounds for his/her actions, the Executive Board shall:

1) Send a letter of reprimand warning the accused of what penalties can be applied if they fail to immediately end such malicious behavior; and if the accused fails to do so:
2) Shall forward the complaint to the Board of Directors of this Association for a 2/3's vote on whether to discipline the accused member of a NYRCBA chartered club. If such charges are sustained by the Board of Directors the accused shall lose all their sweepstake points for that show year. Additionally, the accused may also be removed from any position held within this Association and be denied the right to serve in any office or capacity within this Association for a period of one year.

ARTICLE V: SHOW CIRCUIT RULES

SECTION 1: All member clubs must file a written request with the State Secretary, for a show date the following show season, 60 days before the NYRCBA Inc. Spring meeting. NYRCBA member clubs may request show dates no more than 4 show seasons in advance of the current show season. The State Secretary shall compile a list of requested show dates and shall mail same to all member club secretaries, delegates, and alternates, 30 days before the Spring meeting. Each club must have a delegate or alternate in attendance at the Spring meeting in order for their show date to be confirmed and /or to resolve conflicts in dates with other clubs. Any conflicts that remain unresolved shall be placed on the agenda for the following State meeting. Clubs that have a long standing and consistent show date shall be given preferences over clubs wishing to move their dates or who show a tendency to float around the calendar.

SECTION 2: Clubs making application for membership in the Association may request a show date at the time of application pending approval of membership.

SECTION 3: All local all-breed clubs shall be permitted one (1) sanctioned show date per year. On that date the sponsoring club may hold more than one show if they so desire. A second show date may be granted, if applied for in accordance with Article V: Show Circuit Rules: Section 1, if the Association feels it is advisable and that it will not be detrimental to other member clubs shows. A second show date shall NOT be limited to one open and one youth all-breed show. Specialty clubs affiliated with the NYRCBA will be granted three sanctioned shows per point year.
NYRCBA member Specialty Clubs may not hold a show with a non-affiliated all-breed club, if the date is the same as a NYRCBA member All-Breed Club.

SECTION 4: Any NYRCBA chartered club desiring to host, manage, and sanction with the ARBA for a New York State county fair rabbit/cavy show, may do so without jeopardizing their allocated number of shows under the provisions of By-Law Article V:

Show Circuit Rules: Section 1, if applied for in accordance with said By-Law.
Any such New York State county fair shows must be held during the opening and closing of the regular annual county fair season. Exhibitors from an All-Breed NYRCBA chartered club who show at these shows shall be eligible for display points, provided that the $0.15 per entry is paid to the NYRCBA Trophy Fund with full report submitted to the Chair of the Display Awards Committee. Such county fair shows shall not be counted in the show circuit year's required 30% number of shows needed to qualify for Sweepstakes awards.

SECTION 6: All sanctioned shows must advertise their NYRCBA sanction in their catalog and be held within the state of New York.

SECTION 7: Two shows sponsored by the mutual consent of two member clubs on one week-end using the same location and facilities must both receive a NYRCBA sanction and the exhibitors have the option of exhibiting at either one or both shows with a separate entry fee for each show.

SECTION 8: All State sanctioned shows shall be assessed fifteen cents, ($0.15) per rabbit and cavy exhibited. Such funds will be used to establish a Display Point Fund for the purchase of awards.

SECTION 9: Any show sanctioned by NYRCBA, regardless of whether or not the $0.15 fees have been paid, should get points, if an official report is given to the Point Chairperson of the Association. No further sanctions will be granted until all money due the Association is paid in full.

SECTION 10: Each State sanctioned show Secretary shall file with the Association Display Point Chairperson a complete report, within 30 days after their sanctioned show. In the event such report is not filed, the Association Display Point Chairperson must follow Article VI, and section 4 of the Associations Constitution.

SECTION 11: Every effort is to be made by the Association officers to assist member clubs in submitting reports on time. In all cases of late reports, extenuating circumstances are to be considered before taking any disciplinary action.

ARTICLE VI: STATE DISPLAY POINT RULES:

SECTION 1: The State Show Circuit Display Points year will run from July 1 to June 30.

SECTION 2: To be eligible for point awards, a single exhibitor or members of a group of two or more exhibitors must be members of a NYRCBA ALL BREED CLUB.

SECTION 3: All points shall be calculated on the same basis as Display points (ARBA) and by Breed.

SECTION 4: Best of Breed winner shall receive one (1) times the number exhibited in the breed. Best Opposite Sex of Breed shall receive one half (1/2) times the number exhibited in the breed.

SECTION 5: The Annual State Convention Show shall receive double points.

SECTION 6: At the banquet for the State Convention awards shall be presented to the top point winners in each breed and to the first and second runners up in each breed. If no banquet is held, awards will be given out at an appropriate time at the State Convention.

SECTION 7: Awards shall also be presented to the top five (5) exhibitors, all breeds participating for rabbits and all breeds participating for Cavies. There must be at least 100 points accumulated throughout the year in any given rabbit breed or cavy breed for a display points award to be given.

SECTION 8: To be eligible for awards, rabbit exhibitors must compete in at least 30% of the NYRCBA sanctioned all-breed shows for rabbits. Cavy exhibitors must compete in at least 30% of the NYRCBA sanctioned all-breed shows that sanction cavies. The points shall be compiled under the name shown on the state point reports. Except for marital status, no changes in names will be allowed during the show year. It shall be the responsibility of the exhibitor to notify the Points Chairperson of any changes in the name under which rabbits or cavies are being exhibited that would affect the accurate compiling of state points. A member whose status changes from youth to open during a current display points year would still only be required to compete in a minimum of 30% of the NYRCBA sanctioned all-breed shows, and would be eligible for awards but the points accrued on open and youth would remain separate.

SECTION 9: Points accumulated from Breed Specialty shows shall not only count in that breed's points, but shall also be counted in the All-Breed Display Points, as long as that exhibitor fulfills the requirement to also be a member of an All Breed Club. Points accumulated from Cavy breed Specialty shows shall count in the Cavy All-Breed Display Points.

ARTICLE VII: ANNUAL STATE CIRCUIT SHOW

SECTION 1: The State Circuit Show will be held in October or November, and shall be known as the New York Rabbit and Cavy Breeders State Convention.

SECTION 2: It shall be the responsibility of the State Show Committee, chaired by the State Secretary, to plan and operate the annual State Circuit Show.

SECTION 3: There shall be an award for each breed exhibited.

SECTION 4: The State Circuit Show may be a two (2) day show with the State Convention Show on Saturday and other events on Sunday.

SECTION 5: All Expenditures incurred pertaining to the NYRCBA State Convention must be approved by a majority vote of the Show Committee before payment.

ARTICLE VIII: ELECTIONS

SECTION 1: Any member wishing to run for the office of President, Vice President or Secretary/Treasurer shall submit a written petition naming the office which he or she is declaring candidacy and bearing the signatures of at least ten (10) members in good standing in the ARBA and a member club in the NYRCBA, to the Association Secretary no later than July 1 of an election year.

SECTION 2: Ballot shall be prepared and mailed by the Association Secretary to each member club's Secretary no later than August 1. Mailing shall include an official embossed ballot and an addressed envelope marked "ballot", in which the ballot is to be returned to the Ballot Committee Chairperson.

SECTION 3: Only official ballots, received in official ballot envelopes and postmarked by September 15th shall be counted.

SECTION 4: The Ballot Committee shall open, count and record the vote at a meeting of the Committee. The ballots shall be kept on file for a period of one year by the Association Secretary.

SECTION 5: The candidate receiving the most votes for the office of President, Vice-President, and Secretary-Treasurer shall be declared the winner.

SECTION 6: No candidate for elected office shall serve on the ballot committee.

SECTION 7: Elections shall be held in even years.

SECTION 8: All officers-elect shall be installed at the State Convention banquet held following their election and shall assume office at that time; if the Association does not hold a banquet, then a public swearing in shall take place at an appropriate time at State Convention to install the officers-elect.

SECTION 9: The following oath shall be administered by the Chair of the Constitution Committee to the officers-elect at their installation to assume office:

> "I, _____, do solemnly swear or affirm, that I will adhere to the constitution of the New York Rabbit and Cavy Breeders Association; and will to the best of my ability faithfully perform my duties for the well being and advancement of the Association."

ARTICLE IX: GENERAL

SECTION 1: All bills, approved by the Board of Directors, shall be paid by check bearing the signature of two of the following officers: Secretary/Treasurer, President or vice-president.

SECTION 2: The expenditures of the Association shall not at any time be over the balance in the Association Treasury.

ARTICLE X: COMMITTEES:

SECTION 1: The Standing Committee***s*** of the NYRCBA shall be Youth Activity Committee, Sweepstakes Award Committee**,** Ballot Committee, Constitutional Committee, State Show/Banquet Committee, Outreach Coordinator Committee and Youth Scholarship Committee**.** All Chairpersons of Standing Committees shall provide a list of committee members to the Secretary of this Association.

SECTION 2: Committee Chairpersons shall be appointed by the President from the elected Delegates and Alternates with Executive Board written approval, unless otherwise specified. Each Chairperson is asked to solicit members for their committee from the member clubs of this Association that may be appropriate in size to carry out its duties; and to submit a list of its committee members to the Secretary of this Association.

SECTION 3: The Show Committee shall consist of Chairperson, Assistant Show Secretary, and three (3) other committee members and be responsible for planning and operating the State Show and Banquet. It shall be appointed by the President, with the approval of the Executive Board. The Chairperson shall be a duly elected and certified Delegate, Alternate or elected Officer, and shall serve as Show Secretary with remaining members appointed from NYRCBA clubs. The State Secretary shall keep judges booked 4 years in advance for the New York State Convention Show.

SECTION 4: The Ballot Committee shall consist of a Chairperson appointed by the President, with the approval of the Executive Board. The Chairperson shall be a duly elected and certified Delegate or Alternate; and the Chairperson shall appoint two (2) other committee members from NYRCBA clubs. It shall be their duty to receive and count all ballots for voting purposes, in accordance with Article VIII, Elections, Section 4: of these by-laws.

SECTION 5: The Awards Committee shall be responsible for obtaining Prizes/Awards for the winners of the State Point Displays. The Chairperson shall be appointed by the President, with the approval of the Executive Board. The Chairperson shall be a duly elected and certified Delegate or Alternate. The Chairperson may appoint other committee members from NYRCBA clubs to assist in carrying out its responsibilities.

SECTION 6: The Youth Activity Committee shall be responsible for the promotion and encouragement of youth activities throughout New York State, and as needed in District 7 and at the ARBA Convention. It shall work with 4-H programs, Clubs and Educators in New York State as well as other Youth Organizations. Its Committee Chair shall be appointed by the President with Executive Board written approval and will endeavor to solicit regional based members from across New York State's regions: Western, Central, Southern, Northern and Eastern (suggested 5 regional volunteers), especially seeking to recruit youth members as well. They shall have a yearly budget of $200.00. All receipts for money spent by the Youth Activity Committee shall be turned into State Secretary within sixty (60) days of the conclusion of an event. This committee shall hold a Youth

Decathlon and other Educational Competitions at the annual State Convention aka Grand Finals in the Fall. Also, a sub-committee shall be chaired and formed for the promotion and encouragement of Youth participation at the ARBA Convention. This committee shall be referred to as the Convention Team Coordinator Committee. This committee shall be responsible for the organizing all New York State youth teams and/or individuals interested in competing at the ARBA Convention. The Convention Team Coordinator will also ensure Youth are prepared to compete at Convention, have been connected with the New York State Youth Activity Committee Chair for educational materials/ opportunities, assist with fundraising for teams participants as needed, and provide other educational material specific to competing at the ARBA Convention if necessary. This Chair shall be appointed by the President with Executive Board written approval. Each committee Chair shall report a list of committee members to the Secretary of this Association. The Convention Team Coordinator Committee shall have an additional yearly budget of $200.00. All receipts for money spent shall be turned into State Secretary within sixty (60) days of the conclusion of an event. Any request for additional funding for these Youth committees shall be requested to the State Secretary and shall be voted on at the next meeting of the Delegates.

SECTION 7: The Chairperson of the Outreach Coordinator Committee shall be appointed by the President, with the approval of the Executive Board. The Chairperson shall be a duly elected and certified Delegate or Alternate. The Chairperson may appoint other committee members from NYRCBA clubs to assist in carrying out its responsibilities. The Outreach Coordinator Committee will be responsible for getting information to 4-H Clubs, adult and youth groups, etc. regarding the State Association and its All-Breed Club and Specialty clubs. It will also be responsible for attending and conducting seminars and workshops teaching rabbit breeding and care, as well as encouraging membership in the State Association. It shall have a yearly budget of $200.00. All receipts for money spent by the Outreach Coordinator Committee shall be turned into State Secretary by end of fiscal year June 30th.

SECTION 8: The Constitutional Committee shall be responsible for the interpretation and carrying out of the Constitution and by-laws of the NYRCBA. The Chairperson shall be appointed by the President, with the approval of the Executive Board. The Chairperson shall be a duly elected and certified Delegate or Alternate. The Chairperson shall appoint other committee members from NYRCBA clubs to assist in carrying out its responsibilities. It shall continually review said documents and propose to the Association any changes it feels necessary.

SECTION 9: Scholarship Fund/Roger's Kids Fund Committee.
The Chairperson shall be appointed per Article X, section 2 of these by-laws; and an additional four (4) members are to comprise the committee as chosen by the Chair-person from NYRCBA clubs to assist in carrying out its responsibilities. The Secretary/ Treasurer of the Association shall give an accounting of each of these funds at each meeting of the Association.

Scholarship Fund:

a) The Committee shall abide solely by the NYRCBA Inc. Scholarship Fund guidelines as hereto set forth and approved by the NYRCBA Delegates. All changes to these guidelines shall be submitted in writing to the delegates at a meeting of the Association and voted on before any changes shall take effect. A separate account shall be established named, "The Scholarship Fund," and shall be maintained by the Association Secretary/Treasurer.

b) Youth Applicant(s) shall have been an active member of an NYRCBA All Breed Club for at least three (3) years prior to submitting an application and be verified by letter from such club to the Committee Chairperson. Applicants shall have actively shown rabbits/cavies in at least five (5) NYRCBA shows in the year of their application.

c) Youth shall verify that they have volunteered and worked at NYRCBA sanctioned shows.

d) Any high school graduate 21 years and under, regardless of the year or semester in which they attend an accredited two (2) or four (4) year college/university or vocational school and who has at least one (1) remaining semester of education, may apply for said scholarship as stated in the guidelines of the by-laws.

e) The scholarship shall be paid directly to the college/vocational school of the recipient through the use of their student ID number, upon proof of enrollment. Proof must be provided to the Committee Chairperson or State Secretary no later than thirty (30) days after the recipient has successfully completed the qualifying semester, and is now entering the subsequent semester/session in an accredited two (2) or four (4) year college/university or vocational school.

f) If the above information is not received by the thirtieth (30^{th}) day after the qualifying semester/session deadline, the awarded scholarship shall have been considered forfeited.

g) All applications shall be sent by US mail postmarked or electronic submission no later than September 1st of each year. No applications will be accepted beyond this date. The application with supporting documents must be submitted to the Committee Chairperson for review prior to meeting with the full Committee prior to October 1^{st} for awarding of said scholarships to qualified applicants.

h) Applications and requirements for consideration by the Committee will be made available on the NYRCBA website. Notice will be sent to Delegates as well as shared at the Annual Spring Meeting soliciting such Applicants for the scholarship. A maximum of two (2) scholarships shall be awarded each year, each being $1,000.00 payable to the recipient's institution, unless a previous year's scholarship(s) has been banked. If there is only 1 applicant, then one (1) scholarship shall be awarded that year for $1,000.00 and one (1) scholarship shall be banked for the following year. If no applicants are received, both scholarships shall be banked. The maximum number of scholarships that can be banked are two (2). This would permit up to four (4) scholarships to be awarded if there were four (4) applicants in the next year, two (2) banked and two (2) for the current year. The recipient(s) of the scholarship shall be announced by the Committee Chairperson at the annual NYRCBA banquet and/or on the website and by letter to the recipient(s).

i) No more than one (1) scholarship shall be awarded to the same person at any time or for any other circumstances.

j) In the event that funds are less than the $2,000.00 needed for a given year, the remaining balance in the scholarship fund shall be divided equally between the 2 awarded recipients.
k) The Association through this Committee shall encourage all its clubs in an ongoing fundraising campaign each year to assure adequate funds in the Scholarship Fund for such awards in future years.

Roger's Kids Fund:

a) The Committee shall abide solely by the NYRCBA Inc. Roger's Kids Fund guidelines as hereto set forth and approved by the NYRCBA Delegates. All changes to these guidelines shall be submitted in writing to the delegates at a meeting of the Association and voted on before any changes shall take effect. A separate account shall be established named, "The Roger's Kids Fund," and shall be maintained by the Association Secretary/Treasurer.
b) Awards of financial assistance will be given each year to assist Youth from NYRCBA to cover expenses for attending an annual ARBA Convention for the purpose of participating in ARBA sanctioned Youth events at the Convention.
c) In the case of no Youth requesting such assistance for expenses for an annual ARBA Convention, funds will continue to remain in the account for future years.
d) All Youth applying for such financial assistance must meet the following criteria:
    1. Shall verify activity for a minimum of one (1) year in a NYRCBA All Breed Club.
    2. Shall have participated in at least one (1) NYRCBA sponsored Youth Event/Activity or other approved event by the Youth Committee 12 (twelve) months prior to submitting said request for funding.
    3. Youth shall also have shown/exhibited rabbits/cavies in at least five (5) NYRBCA All Breed shows in the year requesting said funding.
    4. Youth shall verify that they have volunteered and worked at NYRCBA sanctioned shows.
    5. Youth shall be 18 years of age or under.
    6. Youth shall have written parental/guardian permission and verification of their plans to attend and to be accompanied to an ARBA Convention in such year and to make a request for said financial assistance.
e) Applications and requirements as established by the Committee shall be made available on the NYRCBA website. All applications shall be sent by US mail postmarked or electronic submission no later than September 1st of each year to the Chairperson of the committee. No applications will be accepted beyond this date. Notice will be sent to Delegates as well as shared at the Annual Spring Meeting soliciting such Applicants for ARBA Convention funding.
f) Youth applicants having applied and met all the criteria shall be awarded a grant toward expenses at an ARBA Convention. All awards shall be determined by the following formula:

    The balance in the Roger's Kids Fund shall be divided by the number of Youth applying for a grant; that average number whichever is closer to $100.00 or $300.00 shall determine whether the award is $100.00 or $300.00 awarded per applicant for that year. However, grants shall be adjusted by the Chairperson

and Secretary/Treasurer depending on the availability of funds in the account and to maintain a minimum balance of $500.00 in the account.

Example: Roger's Kid's Fund is $2,500.00 divided by 10 applicants = $250.00/applicant. Grant would be $300/applicant. However, there is not $3,000.00 in the Fund, therefore a grant would be adjusted by the Chairperson and Secretary/Treasurer to $200.00 in order to maintain a $500.00 balance in the Fund.

All awards shall be given out at the State Convention banquet by check to the Recipients as requested by the Chairperson to the NYRCBA Secretary/ Treasurer responsible for the account. Such request must include Recipient's name and address. If there is no banquet, the NYRCBA Secretary/Treasurer shall disburse checks to Recipients in person or by USPS. Recipients shall be announced on the State website.

g) In the case of any Recipient having not attended the designated ARBA Convention for whatever reasons, such funds shall be returned to the NYRCBA Secretary/ Treasurer for redeposit in the Roger Cota Youth Fund. Failure to comply will make such Youth ineligible for any future scholarships or funds from NYRCBA.
h) All funding will be awarded on the basis of fund availability in the account as of that year to date.
i) The Association through this Committee shall encourage all its clubs in an ongoing fundraising campaign each year to assure adequate funds in the Roger's Kids Fund for such awards in future years.

ARTICLE XI: ORDER OF BUSINESS

The order of business at all meetings shall be: Call to order, Roll call of Officers and Delegates, Report of Officers, reports of Committees, Unfinished Business, New Business.