

**By-Laws of the
Great Lakes Jersey Woolly Fanciers**

ARTICLE 1

Dues

Section 1: The annual membership dues shall be \$5.00 for individuals and \$10.00 for a family (Parents and children living at the same address).

Section 2: All members shall be notified by the Secretary/Treasurer thirty days prior to the expiration of their membership. Those not renewing their membership within thirty days after the expiration date shall be dropped from the membership roles. Renewals received within thirty days after the expiration date shall be dated back to the expiration date of previous membership.

ARTICLE 2

Duties of the Officers

Section 1: The President shall preside at all meetings, act as chairman of the Board of Directors, appoint all committees, call any special meetings he/she deems necessary, and shall be co-custodian of designated reserve fund of the "Great Lakes Jersey Woolly Fanciers" along with the Secretary/Treasurer. The President shall fill any vacancies in office by appointment, subject to the majority approval of the Board of Directors. The President shall be an ex-officio member of all committees.

Section 2: The Vice President shall perform all duties of the president in the event of the absence or disability of the President. In the case of the vacancy in the office of President, the Vice President shall automatically become the President. He/She shall also assist with any other duties the President deems appropriate.

Section 3: The Secretary/Treasurer shall file an annual application for charter with the American Rabbit Breeders Association and MSRBA; shall receive and act upon all applications; shall file an annual renewal of this association with ARBA and MSRBA; shall notify all members of elections and meetings either by publication or by mail; shall keep an accurate record of all meetings; shall act promptly on all correspondence directed to his/her office and shall consult and advise the President on all matters that may be considered necessary or advisable. The Secretary/Treasurer shall be custodian of all club property and operating funds; shall maintain a bank account in the name of the club for such operating funds; shall make all purchases and pay all debts; shall keep and maintain a complete set of books and records and shall provide a quarterly report to the membership showing the financial standing of the club. He/she shall also be responsible for preparing and mailing invoices for membership renewals, thirty days in advance of their expiration date.

Section 5: Each Director shall serve as a member of the Board of Directors. The President shall consult the Directors on all matters of policy or anything not specifically covered in the constitution or By-Laws; shall correspond with the Directors in regard to club policy and decisions; shall vote on appointments to fill vacancies in office; shall act upon any action brought before the Board; shall actively promote the breeding and showing of Jersey Wooly Rabbits and shall keep the President informed on Breed activity in the director's home area.

Section 6: The GLJWF shall indemnify any Director, officer, agent or employee of the GLJWF against expenses actually incurred by such person in connection with the defense of any civil action, suit or proceeding in which such person is made a party by reason of being or having been such Director, officer, agent or employee, in which such person is found to be not liable. Such indemnification shall not be deemed exclusive of any other rights to which such Director, officer, agent or employee may be entitled under any by-law, agreement, vote of the Board or the Executive Committee, or otherwise.

Section 7: All officers of the Board of Directors shall be required to communicate with the entire board at least once a month. The president shall maintain a forum for communication for all board members in which club business can be transacted, either via phone or electronic communication.

ARTICLE 3

Committees

The President shall appoint any special committees he/she deems necessary. At the completion of the assignment of each committee or when a new president assumes office, all committees shall be considered discharged.

ARTICLE 4

Voting Procedures

Section 1: The schedule for the annual elections shall be as outlined in the constitution. The Board of Directors may call special elections as needed provided proper notice is given as outlined by the Constitution.

Section 2: The Secretary/Treasurer shall notify the membership of the annual election schedule by publication or mail, together with a call for nominations for open positions.

Section 3: Any member age 18 or older and in good standing and having been a member for a minimum of 1 year, wishing to become a candidate for President, Vice President or Secretary/Treasurer shall notify the Secretary/Treasurer, in writing, of this interest. Any member age 14 or older wishing to become a candidate for the office of Director shall notify the Secretary/Treasurer, in writing, of this interest. If determined eligible by the Secretary/Treasurer, any member expressing interest must appear on the ballot.

Section 4: The Secretary/Treasurer shall mail election ballots to all members over the age of 14 in good standing. The ballot shall contain the names of all eligible candidates together with spaces for write-in votes for each office.

Section 5: The President shall appoint a committee of two members, not appearing on the ballot to count and tabulate the results of the election; the committee shall report the results of the election to the Executive committee. All ballots shall be retained with the club for a period of 1 year.

Section 6: The candidate receiving the most votes for each office shall be declared elected. In case of a tie, the Board of Directors shall make selection of the winning candidate.

Section 7: If any office remains vacant because of no nominations were made for the office or if no expressions of interest were received from eligible members, the President shall appoint a temporary officer from the eligible membership; such appointment shall become permanent upon the approval of the Board of Directors.

ARTICLE 5

Compensation

The Board members shall serve without monetary compensation, but shall receive reimbursement for all actual and necessary expenses incurred. All expenses and reimbursements are to be paid for out of the general funds of the association.

ARTICLE 6

Parliamentary Authority

Unless provided otherwise in these articles, Roberts Rules of Order, latest edition, shall govern meetings and procedures.

ARTICLE 7

Order of Business

The order of business at all meetings shall be:

1. Call to order
2. Roll Call
3. Approval of minutes from prior meeting
4. Reports:
 - a. President
 - b. Secretary/Treasurer

5. Report of Committees
6. Unfinished business
7. New business
8. Adjournment

ARTICLE 8

Amendments to By-Laws

Section 1. No changes may be made except upon the approval of the majority of the membership casting a vote at any meeting properly noticed or via mail ballot.

Section 2. The By-Laws may be amended, at any regular or special meeting, provided such notice of the proposed amendment is contained in the notice of the meeting and notice of such meeting given to all members, or via mail ballot. The Secretary/Treasurer shall prepare the amendments for adoption and include the amendment with the notice of the meeting in which action is to be taken or with the mail ballots.

Section 3. Any member in good standing, including board members, may submit By-Law amendments for consideration. All such proposed changes shall be delivered, in writing, to the Secretary/Treasurer no less than one month before the next regularly scheduled meeting date. Upon receipt of a proposed amendment, the Secretary/Treasurer shall notify all board members of the proposed amendment and include the proposed amendment on the next meeting agenda, with a copy of the proposed amendments prepared in resolution form for a vote on adoption.

Section 4. It is the responsibility of the officers to implement all changes to the By-Laws approved by the membership. The Secretary/Treasurer shall maintain the By-Laws, with records of all amendments, and update them as they become effective.