

Constitution and By-Laws

Iowa State Rabbit Breeders Association, Inc.

New revised 2026

CONSTITUTION

ARTICLE 1- NAME

- Section 1 The name of this association shall be Iowa State Rabbit Breeders Association, Inc. (I.S.R.B.A.).
- Section 2 An affiliated club is defined as: An Iowa State Rabbit Breeders Association Chartered Club, said charter fee shall be \$10.00 per year, paid December 31st of each year.

ARTICLE 2- PURPOSE

- Section 1. To promote, encourage and develop the rabbit industry.
- Section 2. To create markets for stock, meat, fur, and by-products and to present shows for rabbits and caviars.
- Section 3. To promote research within the industry.
- Section 4. To assist in securing and enforcing of legislation regulating the industry.
- Section 5. To carry on such and further activities as may properly come before this organization.
- Section 6. This association shall be affiliated with the A.R.B.A..

ARTICLES 3- MEMBERSHIP

- Section 1. Any person may become a member of this association by payment of the annual dues, such to accompany the application for membership.

ARTICLE 4- OFFICERS

- Section 1. The officers of the association shall be President, Vice-President, Secretary-Treasurer and one director from each affiliated club.

ARTICLE 5- AMENDMENTS

- Section 1. Proposed amendments and changes to the constitution must be submitted in writing to the Secretary-Treasurer for consideration by September 1st.

- Section 2. Proposed amendments will be shared with the Constitution and By-Law Committee for review. After review, the proposed changes will be submitted in writing by the committee to the Secretary-Treasurer to then share with the Board of Directors for approval. A two-thirds (2/3) majority vote of the Board of Directors shall be needed for the proposal to be placed on the ballot.
- Section 3. Ballots will be distributed and tabulated to adult membership as dictated in Article 2- Election of the By-Laws. A two- thirds (2/3) majority vote of the ballots received shall be required for the adoption of an amendment to the Constitution.

BY-LAWS

Be it resolved that the following By-Laws be adopted by the Iowa State Rabbit Breeders Association, Inc., this third of May 1958. Revised May 1964; May 1966; May 1967; May 1972; January 1977; January 1979; June 1981; January 1983; December 1983; June 1987; June 1988; May 1990; May 1998; June 1998; March 2009. 2023. 2024. 2026.

DUTIES OF OFFICERS

President

The president shall preside at all meetings of this association, appoint all committees, call all special meetings, perform all other duties as usually pertain to his/her office and directed to do by the Board of Directors. He/she shall have such other duties as may be conferred upon him/her from time to time by the Board. He/she shall cause his/her name or signature to be recorded on the bank records and empowered to draw on the account in the event of the illness or inability of the Secretary-Treasurer. He/she shall act as chairperson of the Board of Directors.

Vice-President

The Vice-President shall perform the duties of the President in his/her absence, illness, or inability to act.

Secretary-Treasurer

The Secretary-Treasurer shall devote sufficient time and attention to the duties as may be conferred upon him/her from time to time by the President or Board of Directors, keep an accurate record of minutes of all meetings, file all papers and documents relating to the business of this association, and have custody of all papers, books, and items relating to his/her office. He/she shall consummate all communications as directed or necessary between this association and its members and prepare all forms and documents which may be required; keep an accurate record of membership, and assist the auditing committee in the annual audit of his/her office. He/she shall receive all money due to this association, pay all bills, keep an accurate record and prepare a report of the financial condition of the association to be published in the "Hawkeye News". He/she shall then keep the editor of the "Hawkeye News" and the Sweepstakes Chairperson(s) current as to members and addresses for his/her mailing list. The Secretary-Treasurer shall be a member of the Board of Directors. He or she shall be bonded to protect the finances of this Association. Bond to be paid by the State Association.

Director

The Director of Alternate of all affiliated clubs of the Iowa State Rabbit Breeders Association, Inc. will be members of the Board of Directors and will meet at the call of the Secretary-Treasurer by order of the President. They will have charge of various business transactions, authorize the expenditure of moneys by and for this association, pass on all special legislative matters. They shall also interpret the By-Laws of this association. If a director is unable to attend a board meeting, his/her alternate will act in his/her behalf with full powers of a director.

Retiring Officers

The retiring President will name the time and place of the June meeting of the Board of Directors and will install and instruct all newly elected members as to the duties of their offices under the heading of New Business. The meeting will be called at the earliest time possible in June of each year, at a place centrally located in the state, and the session will be opened by the previous year's President. All papers, books, and records will be turned over to the new officers, fully audited, said to audit to be as near the last day before the meeting as possible.

Vacancies

If the President can not serve for the term he/she is elected to, the Vice-President shall assume the duties of President. If the Vice-President cannot serve for the term he/she is elected the position will be appointed by the President. If the Secretary-Treasurer can not serve for the term he/she is elected the position will be appointed by the President.

Article 1- Membership

Section 1. The dues of the Iowa State Rabbit Breeders Association, Inc. shall be set by the board of directors. \$12.00 per year for individual membership, \$6.00 per year for youth, and shall be payable July 1st of each year and expire on June 30th. A person joining after July 1st of each year shall pay 1/12th of the membership multiplied by the number of months remaining in the membership year. Membership includes an electronic subscription to Hawkeye News. Non-lifetime members who wish to receive a printed and mailed copy of the Hawkeye Newsletter shall include an additional \$25.00 per year with their membership. All members must complete and submit a membership form to the ISRBA secretary yearly.

Life Membership Rules

Section 2.

1. Raised rabbits for fifteen (15) years.
2. To be an Iowa State Member in good standing for fifteen (15) years.
3. To be at least fifty (50) years of age.
4. To have served on the Iowa State Association by being a director, or held an office.
5. To submit a letter in writing and signed by three members not related to the person being nominated and able to give proof for the rules above.

Article 2- Elections

Section 1. Any member having held membership in the Iowa State Rabbit Breeders Association, Inc. for one (1) year and desiring to become officer must obtain a petition from the Secretary-Treasurer. This petition must be signed by twenty-five (25) members who are in good standing with this association. Petition to be filed with the Secretary-Treasurer by January 15th. Only members who have complied with these requirements will be placed on the official election ballot. If there is an uncontested, petitioned candidate for an office, they can be elected by acclamation by the Board of Directors.

- Section 2. The Secretary will furnish electronic or printed ballots for each adult member in good standing on the date the ballots are issued. Printed ballots will include an envelope and a return envelope for mailing to the election committee. Ballots will have the names and candidates for each office and/or proposed amendments to the Constitution and By-laws. The Secretary will send ballots to membership by March 5th. Membership shall have approximately one month to complete and return the ballots; exact date to be set by the Secretary at time of distribution.
- Section 3. Ballots received to the election committee after the determined due-date/post-marked date and/or ballots that contain an identifying mark shall not be counted. The election committee shall tabulate and certify the count to the President and Secretary-Treasurer. The person in each office receiving the highest number of votes shall be declared elected. Any member can hold only one office at a time. Secretary-Treasurer will notify elected officers. In case of ties, the Board of Directors will dissolve ties. Any member serving on the election committee cannot be elected to office.
- Section 4. The Board of Directors may authorize the use of an electronic voting system in addition to, or in place of traditional mail-in ballots. If used, this protocol shall follow the timeline established in Section 2 of this article.
- Section 5. Each affiliated club shall select one director and alternate to represent them on the State Board. Each club will notify the State President and Secretary-Treasurer by January 1st of their results of their election.
- Section 6. Term of office of elected officers of the ISRBA Board of Directions; President, Vice-President, and Secretary/Treasurer shall be two (2) years. The offices of President and Vice-President shall be elected on odd years and the Secretary/Treasurer on even years.

Article 3- Committees

- Section 1. The Board of Directors has the power to establish or dissolve committees. The Board of Directors will appoint members to such committees as is necessary for the conduct of the Iowa State Rabbit Breeders Association.
- Section 2. Each committee member shall serve for one year with the term ending at the end of the fiscal year or until a successor is appointed.
- Section 3. The standing committees of the ISRBA will be as follows:
- Audit Committee
 - Awards Committee
 - Constitution & By-Law Committee
 - Election Committee
 - ISRBA History Committee
 - ISRBA Iowa Youth Team

ISRBA State Youth Contests

Lifetime Membership Committee

Newsletter Committee

Rare Breeds Committee

Scholarship Committee

State Show Committee

Sweepstakes Committee

Website Committee

The Board of Directors may appoint other special committees as they deem necessary.

Section 4. Members who wish to be selected for a committee must submit the request to ISRBA Secretary. Individuals with interest should state their skills and expertise to make a tangible impact.

Section 5. President and Secretary-Treasurer shall be ex-officio members of all committees except the election committee.

Section 6. The amount of indebtedness which may be incurred by a committee shall in no case exceed the amount appropriated for its use by the Board of Directors.

Section 7. Audit Committee: Audits shall be completed annually at the end of the fiscal year.

Section 8. Website Committee: Website strategy and cost to be approved by the Board of Directors annually.

Article 4- Meetings

Section 1. Meetings of the membership, Board of Directors or any committee thereof may be held in person, by electronic means or through a combination of in-person and electronic attendance (hybrid). Electronic meetings must be conducted via a designated internet platform or telecommunication service. Regular meetings of the Board of Directors shall be held tri-annually with a General membership meeting to be held in October of each year.

Section 2. For routine or time sensitive matters, the President or Secretary may poll the Board of Directors via email. A decision may be made by the majority of the Board, but the action must be ratified at the next, regular meeting of the Board of Directors and recorded in the official minutes.

Section 3. Ten (10) members in good standing shall constitute a quorum. Five (5) members of the Board of Directors shall constitute a quorum.

Section 4. In the absence of the President and Vice-President, the members present, if there is a quorum, may appoint a temporary chair-person for the meeting and business transacted shall be deemed regular.

- Section 5. In the absence of the Secretary-Treasurer, the presiding officer may appoint an acting secretary to act for the meeting.
- Section 6. Roberts Rules of Order shall govern all meeting of this association and the Board of Directors, except when in conflict with the Constitution and By-Laws of this association.
- The order of business for all meetings of this association shall be, except when otherwise determined by a majority vote of those present:
- a.) Reading and correction of the previous meeting
 - b.) Treasurer's Report
 - c.) Report of the Board of Directors
 - d.) Report of Committees
 - e.) Unfinished business
 - f.) New Business
 - g.) For the good of the association
 - h.) Adjournment
- Section 7. If no quorum shall be present, the presiding officer shall adjourn the meeting at a time and place fixed by the presiding officer.

Article 5- Discipline of Membership

- Section 1. The interpretation of the Board of Directors of the Constitution and By-Laws, rules, regulations, notices, resolutions, documents, and orders shall be binding on all members and those enjoying the privileges of this association.
- Section 2. The Board of Directors may suspend or expel by two-thirds (2/3) majority vote any members of the association for conduct which in its judgement warrants such punishment.
- Section 3. An appeal from the ruling of the Board under Section 1 and 2 of this article may be taken to the membership at the next regular meeting following such ruling. A two-thirds (2/3) majority vote of those present shall be needed to overrule the decision of the Board of Directors.
- Section 4. Each member shall be entitled to one vote provided they're in good standing as of February 15th of current year.

Article 6- Amendments

- Section 1. Proposed amendments and change to the By-Laws must be submitted in writing to the Secretary-Treasurer for consideration by September 1st.
- Section 2. Proposed amendments will be shared with the Constitution and By-Law Committee for review. After review, the proposed changes will be submitted in writing by the committee to the Secretary-Treasurer to then share with the Board of Directors for approval. A two-thirds (2/3) majority vote of the Board of Directors shall be needed for the proposal to be placed on the ballot.

- Section 3. Ballots will be distributed and tabulated to adult membership as dictated in Article 2- Election of the By-Laws. A two-thirds (2/3) majority vote of the ballots received shall be required for the adoption of an amendment to the By-Laws.

Article 7- Secretary's Salary

- Section 1. He/She will receive 15% of all proceeds except the State Show, the ISRBA Youth Fund, and the ISRBA Scholarship Fund coming into his/her hands and 5% of the State Show. Secretary's salary may be changed as to its percentage at any regular meeting of the Board of Directors.

Article 8- Hawkeye News

- Section 1. The Hawkeye News shall be deemed the official paper of this organization. Any notices of meetings, etc., shall be printed in the Hawkeye News and this shall constitute the official mailing. Any changes of address should be reported to the association Secretary-Treasurer.
- Section 2. The Hawkeye News shall be printed and mailed between the 15th and 20th of the following months: February, May, August, and November. All correspondence shall be received by the 1st of the above months.
- Section 3. Editor of the Hawkeye News shall be a member in good standing, appointed by the President with the approval of the Board of Directors and salary shall be determined by the Board.
- Section 4. Editor is to publish the Hawkeye News by mail and/or email as per Section 2, and any other association, printing as authorized by the President or Board.

Iowa State Rabbit Breeders Association Inc.

Annual State Show Guidelines

- Section 1. The Annual Iowa State Rabbit Breeders Association Inc. rabbit show will be sponsored by the Iowa State Rabbit Breeders Association Inc. President to appoint a show committee (June 2023).
- Section 2. Sanctions for the various breeds will be obtained by the State Secretary-Treasurer.
- Section 3. The Iowa State Rabbit Breeders Association Inc. shall secure sanctions provided fifteen (15) or more are shown in the breed the previous year. Any breed less than fifteen (15) may be sanctioned if the breeders pay the sanction fee and specials required for the breed. Those breeds meeting the requirements shall be sponsored by the association (sanction feeds and specials) the following year.
- Section 4. The president shall appoint a committee to select judges for the Annual State Show and send bid forms and obtain confirmation of the selected judges, reporting back to the President. Judges fees shall be paid from the funds of the association.
- Section 5. The board of directors will have the final decision of awarding the location, date, and time of year for the annual state show. Location, judges, and date of show will be selected by the board of directors one (1) year in advance.
- Section 6. The Iowa State Rabbit Breeders Association Inc. shall receive all profits and annual deficits from the annual show.
- Section 7. Rabbit and cavy entries shown in the ISRBA Annual State Show shall receive double ISRBA special awards on display points (class placings). Double points will not be awarded for B4C, B6C, RIS, or BIS awards.
- Section 8. All activity during the ISRBA State show such as specialty shows, fund raisers, contests, vendors, judge shadowing etc. must be approved by the board 1 month prior to the show.

October 2025

Iowa State Rabbit Breeders Association Inc.

Sweepstakes Rules Guidelines

Any local club chartered with the Association by consent of the Secretary-Treasurer may hold an official State approved show under the following conditions:

- A. Applications for State Sanctions must be prior to the show. All shows must be governed in accordance with the official rules of the A.R.B.A.. A.R.B.A. sanction numbers must accompany sanction fee and request.
- B. All sanctioned I.S.R.B.A. shows must be at least 100 miles apart, if held on the same date, except fairs, agricultural expositions and shows held the same date and same location in conjunction with other shows, unless agreed upon by all clubs involved. The distance is to be measured by drawing a straight line from the town of one show to the town of the second show.
- C. Local club must print the following in their catalog: The Iowa State Rabbit Breeders Association Inc. (Secretary-Treasurer's name and address) offers special ribbons for Best of Breed on all breeds having five (5) or more entries. Display points at this show shall count towards "The Iowa State Rabbit Breeders Annual Sweepstakes", an exhibitor must be a member or join before the judging starts. \$12.00 per year for individual membership, \$6.00 per year for youth, and shall be payable July 1st of each year and expire on June 30th. A person joining after July 1st of each year shall pay 1/12th of the membership multiplied by the number of months remaining in the membership year. Non-residents of Iowa who wish to join the Iowa State Rabbit Breeders Association Inc. may do so by joining an Iowa State Rabbit Breeders Association member club, who's Treasurer will forward dues to the I.S.R.B.A. secretary-Treasurer. Said dues to enable associated member to participate in the I.S.R.B.A. Inc. sweepstakes and includes an electronic subscription to the "Hawkeye News".
- D. Rabbit sweepstakes shall be calculated based on the "Official ARBA Show Rules" as published on July 1 of the sweepstakes year. Cavy sweepstakes shall be calculated based on the "ACBA Sweepstakes" program as published on July 1 of the sweepstakes year. Points for rabbits and cavies cannot be lumped together for obtaining sweepstakes points.
- E. Show secretary must send the Sweepstakes Recorder, within 30 days following the show a list of names and number of points earned each exhibitor on the official Sanction Forms.
- F. A sanction fee of \$20.00 for all breed and \$12.50 for specialty is to be charged (Youth show included), this is to include a quarter page ad in the Hawkeye News, if clubs wish, more ads may be placed at regular rates: Fifteen cents (\$.15) of every rabbit and cavy, meat pen, single fryer and fur entered in a state sanctioned show shall go to the Iowa State Rabbit Breeders Association Inc. Allocation of the funds to be: ten cents (\$0.10) per head per show allocated for sweepstakes awards, two cents (\$0.02) per head per show to cover sweepstakes person compensation and the remainder of the funds to be placed in the general account.
- G. Iowa Sweepstakes Contest runs from July 1st to June 30th.

- H. All 2 in 1 shows shall be able to obtain sanctions with state for sweepstakes points for the second show. Specialty clubs shall be able to sanction with the state. for sweepstakes points. These shows may be at the same day as another show as long as held at the same location. Specialty clubs may affiliate with I.S.R.B.A. Inc upon payment of a charter fee of ten dollars (\$10.00).
- I. Iowa State Sanction may be issued to two (2) local Iowa State chartered clubs holding separate shows on the same day at the same location with each hiring its own judges and running its own show.

October 2025