NATIONAL MINI REX RABBIT CLUB

NMRRC Guidelines

Policy & Procedures

Revised

March 12, 2024

This is the official document of the National Mini Rex Rabbit Club Inc.

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Executive Committee

President

The following is from the NMRRC Constitution and By-Laws

Section 1. President- The President shall preside at all meetings and act as Chairman of the Executive Committee (Board of Directors). He/She shall, with NMRRC Board of Directors approval, appoint all committees and fill all vacancies. He/She may appoint special committees as needed with no approval necessary from the NMRC Board of Directors. He/She shall perform all other duties pertaining to that office. The President may vote only in the case of a tie. At all NMRRC meetings, in the absence of the President and Vice-President, NMRRC Board of Director shall elect a Board member to act as Chairperson for that particular meeting.

Guidelines for fulfilling the duties of this NMRRC position are as follows:

The NMRRC Vice President should read and become familiar with the NMRRC Constitution, By-Laws and all club guidelines.

The President should actively seek feedback from members on issues pertaining to the Club

The President should solicit new club members and assist new members whenever possible.

The President is to attend the NMRRC Board meeting held at the annual ARBA Convention.

The President shall assist the NMRRC in some way at the ARBA Convention.

- Working in the booth
- Clerking
- Ram-Roding
- Carrying rabbits
- Helping with the auctions and the banquet

The president may approve discretionary expenses not to exceed $500.

A $100 travel stipend will be paid to the President for attendance at each NMRRC National and ARBA Convention. If the President is unable to attend, stipend goes to the board member facilitating the Board of Directors Meeting.

Vice President

The following is from the NMRRC Constitution and By-Laws

Section 2. The Vice-President shall perform all duties of the President in his/her absence or inability to serve. In case of vacancy of the president's office, the Vice-President shall succeed him/her in office.

Guidelines for fulfilling the duties of this NMRRC position are as follows:

The NMRRC Vice President should read and become familiar with the NMRRC Constitution, By-Laws and all club guidelines.

The Vice President shall keep current on all club matters so that upon the absence or disability of the President, they will be able to continue club business with a smooth transition.

The Vice President will yearly seek a special project or task to benefit the club upon the direction of the NMRRC President. The Vice President will complete these goals during the time in office.

The Vice President shall submit a report to the NMRRC Newsletter Editor in a consistent and timely manner. If for any reason they are unable to submit a report, they are to contact both the President and NMRRC Newsletter Editor before the deadline.

The Vice President should actively seek feedback from members on issues pertaining to the Club

The Vice President should solicit new club members and assist new members whenever possible.

The Vice President is to attend the NMRRC Board meeting held at the annual ARBA Convention.

The Vice President shall submit a quarterly article for publication in the Domestic Rabbit Magazine Specialty Club Reports.

The Vice President shall assist the NMRRC in some way at the ARBA Convention.

- Working in the booth
- Clerking
- Ram-Roding
- Carrying rabbits
- Helping with the auctions and the banquet

Secretary

The following is from the NMRRC Constitution and By-Laws

Section 3: The NMRRC Secretary shall receive and respond in a timely manner to membership applications, shall issue all show sanctions, shall be responsible for issuing all ballots, shall consult and advise the President on any unusual matters, shall maintain current membership files, shall notify members not less than thirty (30) days prior to membership expiration, shall perform such other duties as pertain to the office and/or requested by the NMRRC Board of Directors.

Guidelines for fulfilling the duties of this NMRRC position are as follows:

Obtain a $25,000 bond.

The Secretary shall, within thirty (30) days following each annual or special meeting of the Club, inform the Editor of the NMRRC Newsletter of all changes in the regulations of the Club.

The Secretary should be well versed in all parts of the Constitution and By-laws as they are the key to running the club properly and efficiently. If a question arises seek the advice of the President.

Files are to be maintained containing important papers and materials, some of these files are:

- ARBA Charter
- NMRRC Constitution and By-laws
- Bonding Insurance (Secretary and Treasurer)
- NMRRC guidelines
- Policies and Procedures
- Membership list
- Meeting minutes and agendas
- Affiliated Club Listings and their Constitution and By-laws, correspondence etc.

Membership

The Secretary will maintain a current database on the clubs membership. Mail is to be opened weekly and the new and renewed memberships posted in the database.

Once members are put into the database a copy of the new and renewed membership will be sent to the Sweepstakes Chairperson to update their files. This will be done at least twice per quarter. Membership labels will be updated and sent to the newsletter printer quarterly.

Membership Packages
New Members – Welcome letter, membership card, and guidebook, will be mailed Media Mail.

Renewing Members – New membership card showing their expiration date. Checks for the membership dues are to be recorded and deposited with record of such being sent to the Treasurer at least twice per month.

Checks are to be recorded on a "Membership Dues Paid" form. This form is to show the date paid, members name, membership type and sent to Treasurer. Deposits are to be made within 3 days of processing memberships in database.

Members are to be sent a postcard showing their membership is about to expire. This is to be done 30 days prior to that expiration date.

Members will be deleted from the membership once their membership is more than 30 days in arrears. This will be done on the 30th of the following month. All memberships that are expired for 90 or more days will be considered a new member.

Example: Membership expired 04/01/2014 Deleted from membership 5/30/2014

Once a membership is deleted, notify the appropriate Sweepstakes Chairperson and the Editor so they may update their database.

Sanctions
Sanctions are to be received and processed by the Secretary within 30 days of receipt.

Checks are to be recorded on a "Sanction Paid" form. This form is to show the sanction number, show date and host club. Form shall be sent to Treasurer quarterly. Deposits are to be made within 3 days of processing sanctions in database.

NO Sanctions are to be issued for the same date as the NMRRC National Show. Any sanction request received prior to the determination of a national show shall be refunded to the host club. Notification is to be sent to the Treasurer for payment.

Affiliate Clubs
The Secretary is to maintain a database of all affiliated clubs.

New applications for affiliate clubs are to be verified that they meet all requirements set by the clubs constitution and by-laws. Dues are to be collected and recorded in the same manner as new memberships.

Once a year charter notices will be sent to all affiliated clubs. This notice is to update information.

Petty Cash

A petty cash fund of $200 from the Treasurer may be used for supplies, stamps and etc. Keep expenditures sheet and receipts with petty cash so that the receipts and cash always add back up to the $200 at any time. The expenditures sheet is to show the vendor and what types of materials were bought. When petty cash is low (allow a 2 week turnaround time), send the expenditures sheet and receipt to the Treasurer for a replenishment of petty cash.

Any expenditures other than stamps and small office supplies need to be addressed with the Treasurer first.

ARBA Convention

The Secretary will have all materials needed to conduct business at the convention.

- NMRRC Constitution and By-laws
- Guidelines of Positions
- Previous Years Meeting Minutes
- Applications (new members)
- Breed Brochures
- Petty Cash
- Petty Cash record for auditing

Convention – Check with the Treasurer for the convention budget once the budget funds have been verified. Secretary or the Treasurer will need to contact ARBA Convention Host reserving three (3) booth spaces. Contact the Treasurer about payment of the bill.

Supplies: Paper for ballots, pad for taking minutes.

Board Meetings

Have agenda for the board meeting and take minutes of the meeting.

After convention, send a copy of the meeting minutes to the executive board and the NMRRC Editor for publication and file a copy in the club notebook.

General Meeting

Pass around a sign in sheet to show members attending. Take minutes of the meeting.

After convention, send a copy of the meeting minutes to the executive board and the NMRRC Editor for publication and file a copy in the club notebook.

General Business
ARBA Charter Renewal – ARBA Charter renewal to be filled out and obtain a club check to cover the amount of the renewal. A copy of the most current Constitution and By-laws is to be sent with the renewal. Once the renewed charter had been received it should be filed.

Correspondents/Emails
One of the most important roles of a Secretary is to respond to letters, emails and phone calls. All correspondence/emails and phone calls should be answered in a timely manner. Keep copies of all correspondence you send that you deem necessary.

Compensation
A $100 travel stipend will be paid to the Secretary for attendance at each NMRRC National and ARBA Convention. If the Secretary is unable to attend, stipend is forfeited.

The Secretary will be compensated $2.00 for each individual listed on a membership application and $2.00 per sanction processed. This shall be the total compensation for the Secretary.

The secretary will be reimbursed for phone and internet and appropriate office expenses, approved quarterly by the NMRRC President.

Important Dates

January 15	ARBA Charter Renewal
April 1	Incorporation Papers filed & Fees Paid
March 1	Petitions for office must be postmarked
August	Ballots must be submitted to members
September 1	Ballots must be postmarked

Treasurer

The following is from the NMRRC Constitution and By-Laws

Section 4: The NMRRC Treasurer shall be custodian of all funds, shall maintain a bank account in the name of the NMRRC, shall maintain a complete set of books and records, shall consult and advise the President on any unusual matters, shall furnish monthly financial information pertaining to the financial conditions of the NMRRC including, but not limited to, the income and expenditures for that month in the form of a report to the President who will forward such report to the NMRRC Board of Directors, shall furnish a quarterly report to the membership on the NMRRC's financial condition, shall pay all claims promptly as approved by the NMRRC or the NMRRC Board of Directors, shall perform such other duties as pertain to the office and/or requested by the NMRRC Board of Directors.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
Obtain a $25,000 bond.

The past Treasurer will provide a check for the Treasurer to establish a new checking account. The new account will include signature authority for both the Treasurer and the club President. Bank fees and associated costs should be taken in consideration when selecting a financial institution. The club has a Federal I.D. number for use in opening the new accounts (27-1213282). A separate money market account is recommended to keep funds in excess of those needed for normal operation. The money market account should bear no bank fees. The past Treasurer should forward along all old records.

The Treasurer should be knowledgeable about what pertains to their position in the NMRRC Constitution and By-laws. They should be well versed in all parts of the Constitution and By-laws, as they are the key to running the club properly and efficiently. The Treasurer should work closely with the club Secretary in the financial operation of the club.

The Treasurer should maintain a file of club records including documents such as bank statements, payment and deposit receipts, financial reports and budgets. Checks shall be written for budgeted expenses when receipts or bills are submitted. Bills submitted that are not a budgeted expense must be approved by the club President prior to payment. Document the check number and date the check was written on all receipts. Note in the check recorder a description of what the check is in payment of, or if a deposit, what generated the funds. Payments and deposits should be made approximately weekly.

Reconcile the bank statements monthly as they are received. Keep deposit receipts and purchase receipts filed in such a way so they can be tracked to the corresponding bank statement. A Copy of the monthly bank statement should be sent to the President, with the frequency to be set by the current President. Records are to be kept up-to-date so that they may be audited at any time.

Treasurer records are to be audited by the Audit Committee at convention. The Treasurer will provide club records for the current year in detail for the Audit Committee's review.

Treasurer will collect record and report monies received from the all auctions at the convention and nationals. Report should include the name of the individual(s) who donated the item or rabbit, the name of the individual who purchased it, and description of the item (for banquet auctions) and the amount paid. Submit a copy to the NMRRC Newsletter Editor and the Webmaster for publication and keep a copy in the Treasurer's records.

If necessary, keep $100.00 for petty cash for miscellaneous items (photocopies, stamps, envelopes, change at convention, etc.).

Provide quarterly financial reports for publication in the NMRRC Newsletter.

A $100 travel stipend will be paid to the Treasurer for attendance at each NMRRC National and ARBA Convention. If the Treasurer is unable to attend, stipend is forfeited.

The Treasurer will be compensated 3% of total revenue taken in by the NMRRC. This shall be the total compensation for the Treasurer.

A 990EZ form is to be submitted to the IRS each year by February 15th. A CPA or tax accountant may be hired to do this for a reasonable fee. It is very important to file with the IRS before the deadline so the club doesn't get accessed interest, penalties and late fees. Generally the tax accountant will need a copy of the previous year's form, a list of current officers, a Quicken (or like) report of income/expenditures by category and any 1099-Int form sent from bank.

Taxes are to be filed per our fiscal year ending September 30.

1099's are to be calculated and mailed by Jan 31 of each year for all compensated offices per IRS guidelines.

Incorporation
Incorporation Papers – Renewal is due by April 1st of each year with the State of Texas. The account number is # 15414237006. It is imperative that this if filed timely or we will lose our incorporation and cease to be the NMRRC

Director

The following is from the NMRRC Constitution and By-Laws

Section 5: NMRRC Board of Directors shall have the authority to make such laws, establish such rules and adopt such regulations as may be necessary for the government of its members; shall have the power to transact all necessary NMRRC business between meetings; carry out the instructions of the NMRRC; act upon charges brought to their attention; authorize expenditures; devise ways and means of carrying out the objects and purposes of the Club; formulates rules during the year not covered by the present Constitution and By-Laws; award the location of the annual NMRRC Specialty Show. Each member of the NMRRC Board of Directors shall, if possible, attend at least one Executive meeting per year and shall submit an article for inclusion in each quarterly newsletter. Each District Director shall represent the wishes of the members of his/her respective district. The District Director of the club sponsoring the NMRRC Specialty Show shall be responsible for overseeing the show and shall make sure an article is submitted for publication in the newsletter giving all details of the show, including entry deadlines, hotel information, meeting time, etc.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
Each District Director and Youth Director should read and become familiar with the NMRRC Constitution, By-laws and all club guidelines.

Directors shall make quarterly reports in the NMRRC Newsletter to the membership. No BOB/BOS information will be included in this report.

The Director is to submit their District report to the NMRRC Newsletter Editor in a consistent and timely manner. If for any reason they are unable to submit a report, they are to contact both the President and NMRRC Newsletter Editor before the deadline.

The Director should actively seek feedback from members in their District on issues pertaining to the club. They should solicit new club members and assist new members whenever possible.

The Director is to attend the NMRRC Board meeting held at the annual ARBA Convention.

The Director will be the Chairperson of the ARBA Convention Committee when the convention host club is located within their district. The Director is responsible for all necessary arrangements and shall delegate as much of the responsibilities as possible to local members, keeping the President informed as to the progress of those arrangements. The Director is to use the ARBA Convention Committee document as a guideline of duties.

They should assist the NMRRC in some way at the ARBA Convention.

- Working in the booth
- Clerking
- Ram-Roding
- Carrying rabbits
- Helping with the Auction at the Banquet

Standing Committees

NMRRC Committee Guidelines

A Committee Chairperson is responsible for submitting a report to the club President prior to the annual meeting. The Chairperson may speak at the board meeting as deemed necessary by the President. Their presence to be restricted to their committee matters.

The club President may request report updates throughout the calendar year as deemed necessary.

The committee Chairperson and committee members not fulfilling their duties may be removed by the club President. Committee replacements will be appointed by the President and approved by the board.

It shall be the Committee Chairperson's responsibility to assure the committee fulfills its duties. Committee members should also be familiar with the By-Laws pertaining to their particular committee and also seek to fulfill the duties described.

Auction Committee

The following is from the NMRRC Constitution and By-Laws

The Auction Committee consisting of two (2) or more members shall be appointed for the purpose of conducting one (1) auction each year. The committee will select and auction quality Mini Rex Rabbits at the ARBA National Convention. Fifty percent (50%) of the sale price of the Mini Rex sold shall go to the NMRRC and the remaining fifty percent (50%) will go to the donor.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Auction Committee is to conduct a 24K Auction each year. The committee will select and auction quality Mini Rex rabbits at the ARBA National Convention.

The Auction Committee shall solicit NMRRC members for donations, and has the authority to refuse or limit the total number of animals auctioned. At minimum, 4 animals are to be selected for a youth only auction.

Fifty percent of the sale price of the Mini Rex sold shall go to the NMRRC General Fund and the remaining fifty percent will go to the donor.

The Auction Committee is also responsible for securing the location, auctioneer, and any additional personnel to aid in completion of the auction. The committee is to have carriers made (3 or 4 hole) with signage to the highest bidder and highest seller.

The Auction Committee shall also submit a list of individuals who donated or purchased auction animals to the newsletter editor for the January issue of the NMRRC newsletter.

The Auction Committee is also responsible for securing an auctioneer and any additional personnel to aid in the completion of the banquet auctions to be held during ARBA National Convention and the NMRRC banquet.

There will be no less than one Auction Committee reports printed in the NMRRC newsletter each year.

Auditing Committee

The following is from the NMRRC Constitution and By-Laws

The Auditing Committee shall consist of a chairperson and one (1) or more members. No audit committee member may reside in the same District as the NMRRC Treasurer. The committee shall be responsible for an annual audit of all the club's financial affairs and shall report their findings at

the Annual Meeting. The Committee shall perform an audit at the end of any term of the NMRRC Treasurer and Supply Chairperson, or as requested by the NMRRC Board of Directors. The Committee shall provide a financial report to be printed in the Newsletter of any and all audits performed, to be printed in the following quarterly issue of the Newsletter.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Audit Committee is to meet and audit the books of the Treasurer during the annual ARBA Convention.

The Audit Chairperson is to arrange with Treasurer to receive books to be audited no later than the opening of the annual ARBA Convention.

The Committee shall provide a financial report to be printed in the Newsletter of any and all audits performed. A detailed report that includes all findings are to be printed in the following quarterly issue of the NMRRC newsletter.

The Audit Committee will prepare an audit report to be included in the newsletter following the yearly audit.

Constitution & By Laws and Policy & Procedures Committee

The following is from the NMRRC Constitution and By-Laws

The Constitution, By-Laws and Policy & Procedures Committee consisting of not less than three (3) persons shall be appointed for the purpose of reviewing, receiving and/or proposing changes, amendments or resolutions to the Constitution and By-Laws and Policy & Procedures. The Chairman shall be responsible for preparing and submitting any proposed changes, amendments or resolutions to the NMRRC Board of Directors prior to presentation for the general memberships' consideration. It shall further be the responsibility of the Chairman to assure publication of any and all proposed Constitution changes for the consideration of the general membership by ballot as provided in the Constitution.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Chairperson shall be responsible for preparing and submitting any proposed changes, amendments or resolutions to the NMRRC Board of Directors prior to presentation for the general membership's consideration.

The Chairperson is to receive all proposed changes from the membership and distribute them to the committee no later than March 8th as determined by Article VIII Section 1 of the NMRRC Constitution and Article IX Section 1 of the NMRRC By Laws.

The committee shall review all proposed changes with their comments to the NMRRC Board of Directors no later than April 1st.

It shall be the responsibility of the Chairperson to assure publication of any and all proposed Constitution changes for the consideration of the general membership by ballots as provided by the Constitution.

This committee shall research and create club policy within the limits of our current Constitution and By Laws as requested by the president. The Policy and Procedures Committee creates procedures as requested by the president.

There will be no less than one Constitution, By-Laws and Policy & Procedures Committee reports printed in the NMRRC newsletter each year.

Election Committee

The following is from the NMRRC Constitution and By-Laws

The Election Committee shall consist of a chairperson and two (2) members, none of whom shall reside in the same County as the President or NMRRC Secretary. The Committee shall receive ballots and verify results to the President and NMRRC Secretary within ten (10) days following poll closing. The Chairman shall retain all ballots for sixty (60) days following the close of election and shall then forward all ballots to the NMRRC Secretary. Results reports shall be kept on file in the NMRRC Secretary's office for a period of two (2) years.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
All ballots will be mailed to the Committee Chairman.

NO ballots are to be opened prior to the Election Committee
The Committee shall receive the mailed ballots and verify results to the President and NMRRC Secretary within ten days following poll closing.

The Chairman shall retain all ballots for sixty days following the close of election and shall then forward all ballots to the NMRRC Secretary.

Results shall be kept on file in the NMRRC Secretary's office for a period of two years.

There will be no less than one Election Committee reports printed in the NMRRC newsletter each year.

Newsletter Editor

The following is from the NMRRC Constitution and By-Laws

The Newsletter Editor shall be responsible for complete editing and publication of the NMRRC Newsletter four (4) times annually, to occur (if possible) in the first month of each quarter. He/she shall receive and process all information pertaining to advertising and shall forward monies received to the Treasurer on a timely basis. He/she shall, at all times, use the utmost discretion in editing any and all information received for articles and advertising. Any materials received and deemed to be of questionable nature shall be brought to the attention of the President. The Newsletter Editor shall provide a copy of each finalized NMRRC Newsletter to the President for review and approval at least five (5) days before going to final print.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Editor of the official publication shall be paid on the basis of fifteen dollars ($15) per page or $750, whichever is greater. This shall be the total compensation for the Editor.

Maintain an email address that is the property of the NMRRC and will be passed to future editors. This email box will maintain all past correspondences to be used for future reference as needed.

Solicit members for educational articles to be included in publication

A Color page spread shall be created and printed in the fall publication that includes all Convention and National winners (BOB, BOSB, BOGs, BOSG, BOV, BOSV and best white & colored fur), open and youth.

Take photos at the ARBA Convention of Breed and Variety winners as well as candid photos during judging and banquet for use in fall publication. If Editor will not be attending, it is the responsibility of the Editor to secure a suitable alternate to take quality pictures.

The NMRRC newsletter editor shall, at all times, use the utmost discretion in editing any and all information received for the articles and advertising. Any materials received and deemed to be of a questionable nature shall be brought to the attention of the NMRRC president.

Newsletter Deadlines
February 28
May 30
August 31
November 30

All information shall be submitted to the newsletter editor by the newsletter deadline. Editor shall send the newsletter to print not later than 30 days after content and advertising deadline.

A proof shall be sent to the NMRRC Board, Ad Manager, and any other proof readers as instructed by the President.

Standards Committee

The following is from the NMRRC Constitution and By-Laws

The Standards Committee shall consist of a Chairperson and four (4) members, at least one (1) of whom shall be a licensed ARBA Judge; no two (2) members may reside in the same state. They shall be responsible for maintaining a study of the Standard, receiving requests for working standards on new varieties, receive requests and proposals from the membership and notify the membership of these proposals in conjunction with election ballots. If changes are approved by a two-thirds (2/3) majority of the votes cast, the Committee shall submit them to the ARBA Standards Committee with recommendations for adoption.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
There will be no less than one Standards Committee reports printed in the NMRRC newsletter each year.

Sweepstakes Chairperson

The following is from the NMRRC Constitution and By-Laws

A Sweepstake Chairperson may be appointed at the discretion of the NMRRC Board of Directors. If so appointed, he/she shall promptly process all completed sanctions and shall provide an accurate report of all show results to the Newsletter Editor for publication.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
A Sweepstakes Chairperson shall be appointed by the NMRRC president, with approval by the NMRRC Officers and Board of Directors.

The NMRRC sweepstakes run from January 1st to December 31st

A commission of $2.00 per show processed shall be paid to the Sweepstakes Chairperson.

A commission request consisting of an invoice listing a total of each month's sanctions issued and shows scored and reported will be submitted to the Treasurer quarterly.

Completed Open and Youth show reports from sponsoring clubs are to be submitted to the sweepstakes chairperson within 30 days of the show date. Clubs with late reports are to be printed in the NMRRC Newsletter quarterly, as well as on www.nmrrc.net monthly.

The Sweepstakes Chairperson is responsible for submitting quarterly sweeps reports with the various districts and categories to the NMRRC Editor for publication. A final year-end report of the placements will be submitted for publication. Updates are to be sent to the newsletter editor as follows: March 1 updated through Previous Year End
June 1 updated through April 1
September 1 updated through July 1
December 1 updated through October 1

Web updates shall contain Missing Show Reports, Top 50 Total Points, Top 50 Quality Points, Best in Show Winners, Top 10 by District and Top 10 Variety.

Newsletter shall publish Missing Show Reports, Top 25 Total Points, Top 25 Quality Points, Best In Show Winners, Top 5 by District and Top 5 Variety.

The Sweepstakes Chairperson will submit a committee report to be given to the board at the annual ARBA convention. The Chairperson may present it at the board meeting and address any concerns for the club to the board. Their presence to be restricted to their committee matters, they do not vote. The Sweepstakes Chairperson shall give an up-to-date report at the Annual Membership meeting of all sweepstakes reports received to date.

The Sweepstakes Chairperson will tabulate points according to the current sweepstakes rules.

The Sweepstakes Chairperson should also be familiar with the By-Laws pertaining to this particular committee and also seek to fulfill the duties described.

It is the responsibility of the Sweepstakes Chairperson to order awards each year to be given out during the NMRRC National banquet in the spring. A budget of $700 will be given for awards each calendar year. Additional money must be approved by the board of directors. Every effort is to be made to not incur shipping charges

If the Sweepstakes Chairperson has any questions regarding procedures or rules, they are to ask the President for clarification and/or direction. If it is not a question the President can answer, he/she shall confer with the board.

It shall be the President's responsibility to assure the Sweepstakes Chairperson fulfills their duties. If a Sweepstakes Chairperson does not fulfill their duties, the club President may remove them. The President will appoint replacements with the Board of Directors approval.

Supply Chairperson

The following is from the NMRRC Constitution and By-Laws

A Supply Chairperson shall be appointed to purchase and sell items promoting the Mini Rex Rabbit and the Mini Rex Rabbit Club. Design and choice of items shall be at the discretion of the Supply Chairperson, with approval by the President. Resale cost to be at the discretion of the Supply Chairperson, with approval by the President. The Supply Chairperson shall work in close cooperation with the NMRRC Treasurer. The financial records of the Supply Chairperson shall be audited at the end of each fiscal year (September 30th), or as requested by the Board of Directors.

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The supply Chairperson shall account for all monies, which shall be turned over to the Treasurer and shall furnish a full financial report including an inventory list at the Annual Meeting.

Order/Sales
Duplicate receipts will be issued for each purchase. The duplicate goes to the purchaser. The original copy is to be mailed to the Treasurer quarterly.

The Supply Chairperson may use a discretionary petty cash of $50 to be used to pay for shipping merchandise.

An up-to date record is to be kept tracking the name of the purchaser, description of items shipped, amount paid and the date the order was shipped. These records should allow for an inventory report on demand.

No sold supplies are to be shipped to buyer until payment is received in full.

Compensation
The Supply Chairperson shall receive fifteen percent (15%) of the gross sales of supplies. This shall be the total compensation for the Supply Chairperson.

A commission request consisting of an invoice listing each quarter's sales total will be submitted to the Treasurer quarterly.

A Complete financial and inventory report will be submitted to the President prior to the annual Board meeting.

Ordering Supplies
A Supply Chairperson shall be appointed to purchase and sell items promoting the Mini Rex Rabbit and the Mini Rex Rabbit Club.

Design and choice of items shall be at the discretion of the Supply Chairperson, with approval by the President.

The Supply Chairperson is to procure the best price possible when purchasing inventory for resale. The Supply Chairperson shall submit bills to be paid by the Treasurer in a timely manner.

Purchases for inventory to be resold shall be at the discretion of the Board of Directors based on current inventory levels.

Pricing
Resale cost to be at the discretion of the Supply Chairperson, with approval by the President.

The Supply Chairperson shall work in close cooperation with the NMRRC Secretary/Treasurer.

Purchases for supplies to be resold shall be at the discretion of the Board of Directors based on current inventory levels.

National and Convention Supply Sales
A variety of club supplies shall be sent to the NMRRC National and ARBA Convention with a detailed inventory list, sales receipt book and supply sign listing items and prices. If the Supply Chairperson is unable to attend either event, they are to contact the show committee to make arrangements for receiving, returning and selling supplies.

Transportation of merchandise is the sole responsibility of the supply chairperson.

The financial records of the Supply Chairperson shall be audited at the end of each fiscal year (September 30th), or as requested by the NMRRC Board of Directors.

Hall of Fame Committee

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Hall of Fame Committee shall consist of no less than three members with the purpose of reviewing nominees for the esteemed NMRRC Hall of Fame. Members of this committee must be active members of the NMRRC currently breeding and showing Mini Rex.

The Hall of Fame Committee shall use the NMRRC Hall of Fame criteria for evaluating nominees.

The Hall of Fame Committee shall submit a report detailing their recommendations to the NMRRC Officers and Board of Directors.

All Hall of Fame Committee correspondence regarding nominees is to be treated as confidential, even after the committee has offered its recommendations to the NMRRC Officers and Board of Directors.

Names for consideration are to be submitted, along with a letter of recommendation, by the membership to the committee chairperson by July 1st. The chairperson will send the letters to the committee for approval to insure the criteria set forth is met

Hall of Fame Requirements

This is the highest honor which may be bestowed on an individual for outstanding service within the NMRRC.

The nominee for this award must have been an active member, in good standing of the National Mini Rex Rabbit Club for at least ten (10) consecutive years prior to nomination.

The approval letters are to be forwarded to the secretary, who will then send them out to the executive board members to be voted on. It shall take a 2/3 majority vote for a member to be approved into the Hall of Fame. The votes shall be postmarked no later than September 1st and returned to the committee chairperson.

The nominee should display only the best of good sportsmanship.

The nominee must display concentrated efforts toward the promotion of the breed through better clubs and shows.

The nominee must have served a term as an elected NMRRC Board Member.

The nominee must have supported, promoted and/or provided outstanding service to the National club.

The nominee must have participated and held a significant role in planning a National Show and participated in the planning of the NMRRC events for an ARBA Convention.

The nominee cares about education and assistance to other breeders and the development of higher quality animals.

The NMRRC is not required to present this award each year.

The Hall of Fame award will be presented at the NMRRC Banquet at the ARBA Convention.

Linda Thompson Memorial Scholarship

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Youth Scholarship Fund Committee shall consist of a chair and three members, as well as the Secretary and Treasurer.

The Youth Scholarship fund shall be governed solely by this committee; with all monies maintained by the NMRRC Treasurer in an account separate from NMRRC general fund.

A financial report shall be made by the NMRRC Treasurer at the annual meeting and be published in the NMRRC newsletter.

The decision on the recipient(s) shall be made prior to the annual ARBA Convention, and announced at the NMRRC banquet. The amount and number of scholarships is to be

recommended by the NMRRC Youth Scholarship Fund Committee and approved by the NMRRC Officers and Board of Directors.

The NMRRC Youth Scholarship Fund Committee shall be responsible for application forms, criteria, and selection of scholarship winners.

The Youth Scholarship Fund Committee may use NMRRC resources to advertise and solicit donations to the Youth Scholarship Fund.

Judges Nomination

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Judges Nomination Committee shall consist of a chair and no less than two members. The Judges Nomination Committee will generate a list of ARBA National Convention judges, Open and Youth, to the NMRRC newsletter editor for publication. Ballots for ARBA Convention judges will be returned to the Election chairperson for counting and submission to the NMRRC Secretary. The Judges Nomination Committee may also use this list of judges to recommend potential judges for NMRRC National Show host clubs.

Approved Convention Judge Selection Policy:

This committee is chaired by the Secretary of the NMRRC. Once the final sweepstake numbers are publish for even number years, the chairperson of the committee will send a letter to the committee members, the NMRRC Board and the open & youth sweepstakes winners from each District asking them to nominate up to 10 judges they would like to have as future Mini Rex judges at ARBA Conventions. It is encouraged that each person nominating judges ask for opinions of members they represent or they show with. The lists must be returned to the Judges Selection Committee Chair, received by June 1st. Once the individual lists are returned to the Committee Chair, they are combined to make one list. This list is then sent to the entire committee for approval. Each committee members is asked to vote "Yes", "No", or "No Opinion" on each judge on the list, returning their votes to the Committee Chair by June 15th. Also at this point the Committee will review the list of judges and may exclude any judge(s) that are not hire-able. Examples of this are judges already hired for more than 5 times in a 10 year period or judges that do not have availability in the next 10 years. Any judge who receives a majority of “Yes" votes is then placed on a master list.

The NMRRC Secretary then sends a ballot to the NMRRC BOD, asking the BOD to either approve or disapprove the list in its’ entirety. Simple majority is required for approval. If the list is rejected, the BOD must discuss issues, vote to remove any judges in question, then vote to approve a final list. The

final list of judges is then included in the newsletter published on July 1st. Members are asked to vote for up to 10 judges they would like to have judge Mini Rex at upcoming ARBA conventions. Ballots are returned to the NMRRC Election Committee, postmarked by September 1st. Each member of a household (including youth) are allowed one vote, copies of the ballot are acceptable. Once tabulated, the NMRRC Secretary begins the hiring process. The 12 judges receiving the highest number of votes as selected by the membership are hired for the first year they are available. If a judge denies an appointment, the judge with the next highest number of votes is contacted to judge until 12 judges have been secured. The NMRRC hires up to 8 judges for any given year, 6 for open and 2 for youth. For years that the NMRRC requires more judges due to number of entries or anticipated number of entries the Judges Selection Committee recommends judge(s) to the NMRRC President. Said judges must be approved by the BOD by simple majority vote.

Special Committees

Ad Manager

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Ad Manager shall solicit ads and collect payment for ads to be published in the NMRRC Newsletter and the NMRRC Guidebook.

Advertisement payments shall be sent to the NMRRC Treasurer quarterly along with a list stating advertiser's name, check number, ad size, term, and payment amount.
Ad manager is responsible to collect print ready advertisements from advertisers and send them to the newsletter editor in a timely manner.

Ad manager is to send a list of all ads to be included in the current newsletter to the editor by the appropriate quarterly newsletter deadline.

Ad manager is to be a member of the proofing committee, to make sure the correct ads are correct prior to publication.

Ad manager is to send notice to Secretary upon receipt of a full page ad from a non-member. The Secretary will provide a Thank You letter along with a complimentary copy of the NMRRC Newsletter to the advertiser.

Renewal invoices are to be issued either by email or snail mail to advertisers at least 30 days prior to the expiration of their ad.

The Ad manager shall be paid 20% commission on all advertisements sold.

Ad Size	4 Issues	Single Issue

Full Page Color Back Cover	$500	
Full Page Color Inside Cover or Inside Back Cover	$450	
Full Page B/W	$200	$70
Half Page	$100	$45
¼ Page	$60	
Bus Card	$40	
Best In Show (1 issue)	$20	

Guidebook Committee

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Guidebook Committee shall support the publication or editing of The NMRRC Guidebook.

The Guidebook Committee shall offer recommendations to the NMRRC Officers and Board of Directors for updating The NMRRC Guidebook, securing quality articles and photographs, printing, and distribution .The Guidebook Committee shall investigate alternative means of publishing The NMRRC Guidebook to reduce the number of new publications and more efficiently update information.

History Committee

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The History Committee shall consist of the Historian and a number of aides to be determined by the Historian.

The History Committee is responsible for securing and maintaining materials relevant to the NMRRC, Mini Rex Breed, and its members.

The purpose is to provide an archive of materials and memorabilia to be enjoyed by future generations of NMRRC members. This may include copies of the newsletter, The NMRRC Guidebook, printed advertising, convention show reports and /or catalog ads. Samples of merchandise with art, patches, or embroidery that reflect an event or convention may also be collected. Photograph collections independent of the NMRRC newsletter are encouraged. Every attempt should be made to ensure captions are written on the back of every photo.

Within reason, the History Committee will provide a display of materials from the NMRRC collection at each ARBA Convention and NMRRC National Show.

The History Committee shall solicit NMRRC members for submissions and supporting information that has not already been collected.

The History Committee will provide articles of interest for NMRRC newsletter submission.

The History Committee may have space allotted on the NMRRC website for a virtual tour of materials collected.

Archived materials are maintained in the possession of the NMRRC club Historian who will execute prudent judgment in securing a safe location in which to store them. When/if storage becomes an issue, the BOD may intervene to aid in securing a safe location for said collection.

The Historian position is a long-term commitment.

Public Relations

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Public Relations Committee shall work to promote the Mini Rex Breed and NMRRC via multiple media venues. The Public Relations Committee shall investigate means by which to promote Mini Rex through local venues, websites, national magazines, fairs and small animal shows. The Public Relations Committee shall generate promotional material for promoting Mini Rex as well as encouraging Mini Rex enthusiasts to join the NMRRC. The Public Relations Committee shall poll NMRRC members regarding concerns, needs, as well as supporting information that may enhance the committees' objectives

Youth Committee

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Youth Committee shall consist of a chairperson and no less than five members.

The Youth Committee shall provide programs and opportunities that support the NMRRC youth members.

The Youth Committee is encouraged to be creative in their choices of programming and services offered to NMRRC youth members.

The Youth Committee may use NMRRC budgeted funds to aid in providing worthwhile activities and programming for NMRRC youth members. The NMRRC newsletter editor and website managers shall provide space for the Youth Committee to promote and execute programming.

The Youth Committee shall also act as a conduit through which NMRRC youth members may request services and support from the NMRRC Officers and Board of Directors. NMRRC Youth Reporters shall act as ex-officio members of the Youth Committee.

The Youth Committee shall hold a silent auction to be held in conjunction with the National Show each spring. The Youth Committee Chair is responsible to solicit members for donations of animals for this auction. There is no compensation to be given to the donors of such animals. Proceeds from this auction will support the Linda Thompson Memorial Scholarship Fund.

The Youth Committee shall be responsible to hold a raffle in conjunction with the ARBA Convention. Sufficient space will be provided in the NMRRC Booth. Proceeds from this raffle will support the Linda Thompson Memorial Scholarship Fund.

The Youth Committee shall, at all times, use the utmost discretion in providing appropriate activities and programming for NMRRC youth members. Any programming recommendations received and deemed to be of a questionable nature shall be brought to the attention of the NMRRC president.

Web Communications

Guidelines for fulfilling the duties of this NMRRC position are as follows:
The Web Committee shall consist of the NMRRC website manager with at least one other member.

The website manager shall work under the direction of the NMRRC Officers and Board of Directors to design, manage, and maintain the NMRRC website.

The website manager shall use software that will support an informative, user friendly, and professional website for the promotion of the Mini Rex breed and the NMRRC.

The Web Committee shall investigate means by which to increase the use of the NMRRC by its members.

The Web Committee shall provide web space, and technical support, for any NMRRC committee, officer or director that wishes to provide informative material for Mini Rex enthusiasts and NMRRC members.

The Web Committee shall investigate software options that would enable online orders for NMRRC supply items and membership applications.

The Web Committee shall post pertinent material from committees within one week of the receipt of said material.
The Web committee shall, at all times, use the utmost discretion in editing any and all information received for submission. Any materials received and deemed to be of a questionable nature shall be brought to the attention of the NMRRC president.

The webmaster receives a yearly $400 stipend paid during convention.

Show Committee for the ARBA Convention

The following is from the NMRRC Constitution and By-Laws

The appointed Show Committee for the ARBA Convention shall consist of a Breed Chairperson, Breed Superintendent, Breed Secretary, and any other supporting personnel as may be required. They shall be responsible for the proper care and showing of the entries, recording of show results, procurement of trophies and/or specials, operation of the NMRRC Booth and arrangements for the Annual Mini Rex Banquet and Meeting.

Guidelines for fulfilling the duties of this NMRRC position are as follows:

ARBA Convention Show Guidelines

The ARBA Convention Committee shall consist of:

- **Breed Chairperson**
  - Secure Runners for exhibition
  - Secure Host Hotel for NMRRC members*
  - Convention details to be provided to newsletter editor for publication May 30 deadline
  - Provide lunch for judges, provide receipts for reimbursement
  - Break down variety counts for judging
  - Prepare a random draw for judges to pick varieties
- **Breed Secretary**
  - Secure Writers for all Judges
  - Attend Secretary Meeting and obtain paperwork for day of show from host club
  - Document all top 10 Placings to be displayed in booth
  - Obtain Best Display winner from host club secretary. Provide to President for awards ceremony
- **Booth Chairperson**
  - Decorate booth using the ARBA Convention Theme
    - Banner to be auctioned at banquet ($100 Budget for banner)
  - Provide adequate space for Awards, Youth Raffle, NMRRC Store and Hospitality
  - Create a Welcoming atmosphere in booth
    - Supply Beverages, Candy, Cookies
- **Banquet Chairperson**
  - Secure reasonable pricing for banquet*
    - Factor 10 Free Judges Tickets when pricing banquet
  - Secure ample table space for Award Display and Auction
  - Secure microphone and podium

- Sell Tickets for banquet
- Create and print tickets to be distributed
- Banquet facility must allow for members to join banquet during awards and auction if not attending for dinner

- **Award Chairperson**
  - Purchase Convention Awards for both Open and Youth within supplied budget of $7000 to $12,000
    - Best and Best Opposite of Breed
    - Best and Best Opposite of Group
    - Best and Best Opposite of Variety
    - Best Colored and Best White Fur
    - Best Display

The Committee shall be responsible for the proper showing and care of entries, the recording of show results, procurement of trophies, operation of the NMRRC booth, and arrangement of the Club's Annual Banquet and Awards.

The ARBA Convention Show Committee has a budget of $500 to use for booth decorations, hospitality and discretionary spending in order to make convention an enjoyable experience for the membership

Judging Procedure – – Variety and Groups will be divided as equal as possible between judges, making special note that we try to keep groups together and not split them between more than 2 judges if needed. Any judge that judged a variety in a group will be in the draw to pick BOG and BOSG, no matter how many varieties they judged within the group. The concept is, "if you touch a group, you draw for BOG and BOSG". The judge who draws BOG will pick their choice, not announcing it at the moment. The judge who draws BOSG will then pick their choice. At this time they announce their choices. BOB/BOSB will be picked using the 6, 3, 1 procedure. If there is a tie, judges will then only vote for the varieties that have tied. If this does not break the tie, the judge with the most senior number will decide the outcome between the tied varieties.

Banquet Procedure

President - Welcome

1. Thank Show Committee
2. Thank Judges
3. Introduce BOD (thank outgoing directors)…need to list outgoing directors here_____
   a. Vice President
   b. Secretary
   c. Treasurer
   d. D1
   e. D2
   f. D3
   g. D4
   h. D5

i. D6
j. D7
k. D8
l. D9

Words from Host District Director

Introduce Int'l Members

President – Introduce Hall of Fame Members

Thank all our donors (Trio Raffle, Big Raffle, 24K, Auction)

President – Presidents award

Hall of Fame Committee – Hall of Fame inductee

Scholarship Committee – Announce Scholarship recipient

President – Announce National Show Bid Winner

Turkey Award, Announcing Awards, Eating and Auction

NMRRC Specialty Show Committee

The following is from the NMRRC Constitution and By-Laws

NMRRC Specialty Show Committee shall be responsible for preparing and submitting show information for publication in the Jan/Feb/Mar issue of the Newsletter, including entry deadlines, hotel information, meeting time, etc. The District Director shall be responsible for overseeing the NMRRC Specialty Show Committee, making sure that all responsibilities and deadlines are met.

Guidelines for fulfilling the duties of this NMRRC position are as follows:

If your NMRRC Specialty Club is interested in hosting a NMRRC National Show, please follow these guidelines.

The bid is to be presented to the NMRRC Board of Directors at the ARBA Convention two (2) years prior to the National Show. The NMRRC will announce the successful bid at the Awards Banquet at the ARBA Convention and post for the membership in the NMRRC Booth following the Board of Directors meeting. This will enable the sponsoring club time to raise funds to have a successful show.

Bids should include the following
Show date and time

- Show location (location should be able to accommodate 1,500 – 2,000 coops)
- Weather/temperature info for the area
- Directions and travel options for the area, as well as possible shuttle services available. Hotel accommodations, car rental and rates. Camping information if available
- Entry fees
- Banquet date, locations, directions, time, menu and ticket price
    - Banquet facility must allow room for members to join for awards and auction if not attending for dinner
- Description of cooping and facilities to house entries. Provide description of cooping.
- List containing the show committee members Show Chairperson and Show Secretary, etc.
- Secretary (Open and Youth) mailing and email address
- A List of judges and registrar, which have been tentatively hired
- Name and brand of feed to be provided, if any
- If there are any shows to be held in conjunction with the National
- Bids received by the NMRRC will be presented and voted on by the Board of Directors. Results of the vote will be communicated to each club submitting a bid at the ARBA Convention
- Photographer to take pictures of Variety and Breed Winners
    - Photos to be sent to newsletter editor for publication

Sponsoring Club Financial Responsibilities

- Judges fees and expenses
- Show building rental and insurance
- ARBA sanction fees (Open and Youth)
- Banquet facilities
- Show catalog, printing and mailing
- Any miscellaneous expenses

If the NMRRC does not receive any bids at convention to host the National Show, the NMRRC will be in charge of hosting the National and make it a roving show between Ohio Mini Convention and West Coast Classic. The NMRRC will be responsible for all aspects of the show. These locations, along with other possible venues, will be reviewed periodically.

Sweepstakes

The National Mini Rex Rabbit Club offers sweepstakes points for adult and youth members. Points are recorded in the actual way that a member enters the sanctioned Mini Rex Show. If the Show is not sanctioned by the NMRRC, points are not collected. It is important to check the show's catalog for Mini Rex Sanction.

Point Calculation

Many times the show report that the exhibitor receives from the show Secretary shows points using the multiplier. Often people believe the points listed on a show report are the accurate points. Most show programs use a multiplier method of calculation. The NMRRC does NOT use a multiplier. Points are awarded as follows:

1st Place	5 Points
2nd Place	4 Points
3rd Place	3 Points
4th Place	2 Points
5th Place	1 Point

Bonus Points are given for the following if there are at least 5 rabbits show by 3 different exhibitors

Best of Variety	5 Points
Best Opposite Variety	3 Points
Best of Group	10 Points
Best Opposite Group	6 Points
Best of Breed	20 Points
Best Opposite Breed	10 Points
Best In Show	20 Points
Reserve In Show/4Class	10 Points

All Points will be counted in the variety in which they are won. All variety points are added together for overall sweepstakes. Fur points are calculated using the same method as variety points. There are no additional points given for overall fur awards.

Quality points are awarded for the following:

Best of Breed	2 points
Best Opposite Breed	1 Points
Best 4/Best Reserve in Show	1 Points
Best in Show	2 Points

Show Entry

Be sure you are always entering your rabbits in the show the same way. Points are recorded under the name they are shown. For example, If Joe Smith and Jane Smith enter a show as a single exhibitor; they must both be members of the NMRRC for points to count. If a one show they enter as Joe & Jane Smith, the points are given to them. If at the next show the entry is John Smith alone, those points go only to John. Also, the exhibitor must be the owner of the animals entered. If a family is showing together the entry must be in their names. For example, John, Mary, Susie and Joey Smith not Smith Family or Smith Farm. The NMRRC only accepts individuals as members; therefore points are only awarded to individuals.

Disputing Points

If you feel that you were not awarded points properly, it is the exhibitor's responsibility to prove there was an error to the Points Keeper. It is unacceptable to simply send an email to the points keeper stating " Johnny is missing 52 points. My calculation shows that he should have 75". The exhibitor

disputing points must send a list of all shows attended and points awarded at each show to the points keeper with a written explanation of the discrepancy. It is important for the exhibitor to first reference the missing show reports listed on the NMRRC website. Shows have 30 days to return show reports to the points keeper and you must then allow processing time. If after you have checked the missing show report and feel your points are still incorrect. Follow process listed above and send to the current points keeper listed in the NMRRC Newsletter.
Exhibitors that send disputes without proper documentation will receive an email back from the points keeper stating "NOT Sufficient Information to proceed".

Partnerships

The NMRRC Partnership form must be completed and forwarded to the Secretary of the NMRRC by all members who will be forming partnerships and earning sweepstakes points.

Any individuals can show together as a partnership without completing a partnership form. The partnership form is ONLY necessary if you would like to earn sweepstakes points and awards as a partnership.

If the persons on the Partnership Form do not live in the same household, a $10 one-time fee applies.

A new Partnership Form must be completed each time any names are added or removed from the partnership.

The rules for a partnership state that all animals shown must be housed in one location.

Each partner must sign the NMRRC Partnership form confirming all animals are housed in one location.