

NMRRC Policies and Procedures Outline

In an effort to offer direction to NMRRC committees and clarification of duties, we have adopted the following committee and job descriptions. Some of these descriptions are outlined in the NMRRC By-Laws and are not subject to change without formal resolution and changes to the NMRRC By-Laws. Additional verbiage has been included to some of these descriptions outlined in the NMRRC By-Laws in an effort to clarify the committees' duties, but nothing contained in the NMRRC By-Laws has been omitted.

*Auction Committee

The Auction Committee consisting of two or more members shall be appointed for the purpose of conducting one auction each year (24K Auction). 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. Fifty percent of the sale price of the Mini Rex sold shall go to the NMRRC and the remaining fifty percent will go to the donor. Auction Committee members shall solicit donations from breeders for this event, with at least 4 animals secured for a separate auction that permits 'youth only' bidding. The Auction Committee is also responsible for securing the location, auctioneer, and any additional personnel to aid in completion of the auction. The Auction Committee shall also submit a list of individuals who donated or purchased auction animals to the NMRRC editor for the January issue of the NMRRC newsletter. The Auction Committee shall send letters of appreciation via mail to all those who donated or purchased animals.

*Audit Committee

The Audit Committee shall consist of a chairperson and one or more members. No Audit Committee member may reside in the same District as the NMRRC Secretary/Treasurer. The Audit 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 Audit Committee shall perform an audit at the end of any term of the NMRRC Secretary/Treasurer, 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 NMRRC newsletter.

*Awards Committee

The Awards Committee shall consist of at least two members and secure the awards given by the NMRRC at the ARBA National Convention. The Awards committee is encouraged to be creative in providing unique awards each year. The Awards Committee shall also secure the NMRRC Sweepstakes Awards, including the open and youth first place sweepstakes variety awards. Prior to purchasing items, the Awards Committee shall provide the NMRRC with their recommendations and bids. The NMRRC Officers and Board of Directors shall vote on the committee recommendations. The Awards Committee may also be asked to act as a liaison to the NMRRC Special Show Committee to aid in selecting NMRRC National Show awards.

*Budget Committee

The Budget Committee shall be chaired by the Secretary/Treasurer with no less than two additional members. The Budget Committee shall be appointed for the purpose of recommending a budget to the NMRRC Officers and Board of Directors. The Budget Committee will consider transactions covering the past three years to aid in developing an applicable budget under which the NMRRC would operate. The Budget Committee shall submit a recommended yearly budget to the NMRRC president for inclusion in the NMRRC Board Agenda at the ARBA National Convention. The Budget Committee is encouraged to also offer long-term projections and recommendations to accommodate responsible long-term financial planning.

*Constitution & By Laws Committee

The Constitution, By-Laws and Show Rules Committee consisting of a chair and not less than three persons shall be appointed for the purpose of reviewing, receiving and/or proposing changes, amendments or resolutions to the Constitution, By-Laws and Show Rules. 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. It shall further 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. There will be no less than two Constitution, By-Laws and Show Rules Committee reports printed in the NMRRC newsletter each year.

*Fundraising Committee

The Fundraising Committee shall secure raffle and banquet auction items for the ARBA National Convention and the NMRRC National Show. The Fundraising Committee shall solicit donations from NMRRC members and potentially corporate sponsors for these events. The Fundraising Committee is not responsible for officiating the banquet auctions or the raffles, but are encouraged to act as aides if at all possible. The Fundraising Committee is encouraged to advertise items, when possible, via multiple means of media. Advertisement space will be provided in the NMRRC newsletter and on the NMRRC website. The Fundraising Committee shall submit a list of donors and winners/purchasers to the NMRRC editor for the following quarterly issue of the NMRRC newsletter. The Fundraising Committee may be asked to aid the NMRRC Officers and Board of Directors, or other NMRRC Committees in the event of a special fundraising event.

*Election Committee

The Election Committee shall consist of a chairperson and two members, none of whom shall reside in the same District as the President or NMRRC Secretary/Treasurer. The Committee shall receive the mailed ballots and verify results to the President and NMRRC Secretary/Treasurer 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/Treasurer. Results shall be kept on file in the NMRRC Secretary/Treasurer's office for a period of two years.

*Guidebook Committee

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, obtaining advertisements, 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.

*Hall of Fame Committee

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. 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.

*History Committee

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 NMRRC Officers and Board of Directors may intervene to aid in securing a safe location for said collection. The Historian position is a long-term appointment.

***Judges Nomination Committee**

The Judges Nomination Committee shall consist of a chair and no less than three 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/Treasurer. The Judges Nomination Committee may also use this list of judges to recommend potential judges for NMRRC National Show host clubs.

***Newsletter Editor**

The Newsletter editor shall be responsible for complete editing and publication of the NMRRC newsletter four times annually, mailing to occur (if possible) in the first month of each quarter. The NMRRC newsletter editor shall receive and process all information pertaining to advertising and shall forward monies received to the NMRRC Secretary/Treasurer on a timely basis. 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.

***Sweepstakes Chairperson**

A Sweepstakes Chairperson shall be appointed by the NMRRC president, with approval by the NMRRC Officers and 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.

***Policy & Procedures Committee**

The Policy and Procedures 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 may suggest changes to our Constitution and By Laws if necessary. The Policy and Procedures Committee creates procedures as requested by the president.

***Public Relations Committee**

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 Scholarship Fund Committee**

The Youth Scholarship Fund Committee shall consist of a chair and three members, as well as the Secretary/Treasurer. The Youth Scholarship fund shall be governed solely by this committee; with all monies maintained by the NMRRC Secretary/Treasurer in an account separate from NMRRC monies. The withdrawal of monies from this fund shall be made by the NMRRC Secretary/ Treasurer upon written request from the NMRRC Youth Scholarship Fund Committee chairperson. A financial report shall be made by the NMRRC Secretary/ 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 National 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 NMRRRC resources to advertise and solicit donations to the Youth Scholarship Fund.

*Secretary/Treasurer

The NMRRRC Secretary/Treasurer shall be custodian of all funds; shall maintain a bank account in the name of the NMRRRC; shall maintain a complete set of books and records; 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 furnish a quarterly report to the membership on the NMRRRC's financial condition; shall pay all claims promptly as approved by the NMRRRC or the NMRRRC Board of Directors; shall maintain current membership files; shall notify members not less than thirty days prior to Membership expiration; shall perform such duties as pertain to the office and/or requested by the NMRRRC Board of Directors.

*Show Committee

The appointed Show Committee for the ARBA National 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 proper care and showing of the entries, recording of show results, procurement of trophies and/or specials, operation of the NMRRRC booth and arrangements for the Annual Mini Rex Banquet and Meeting. The Show Committee shall produce and submit the advertisement, after review by the NMRRRC president, for the ARBA National Convention Show Catalogue. The Show Committee may request the aid of the NMRRRC Ad Manager if necessary. The Show Committee shall be responsible for securing persons to officiate at the NMRRRC booth. The Show Committee shall ensure that members may purchase banquet tickets at the NMRRRC booth.

*NMRRRC Special Show Committee

The appointed NMRRRC Special Show Committee shall be responsible for preparing and submitting a show catalog for publication in the Jan/Feb/Mar issue of the Newsletter, including entry deadlines, hotel information, banquet information, meeting times, etc. The District Director shall be responsible for overseeing the NMRRRC Special Show Committee, making sure that all responsibilities and deadlines are met. The Special Show Committee shall be responsible for securing persons to officiate at the NMRRRC booth. The Special Show Committee shall ensure that members may purchase banquet tickets at the NMRRRC booth. The Special Show Committee shall send a copy of the complete show report to the NMRRRC newsletter editor.

*NMRRRC Show Liaison Committee

The Show Liaison Committee shall consist of a chairperson, one member from the previous year's NMRRRC National Show host club, one member of the current NMRRRC National Show host club, and one member of the next year's NMRRRC National Show host club. The Show Liaison Committee will support the NMRRRC Special Show Committee as well as the NMRRRC National Show host club in ensuring that the show is a success. The Show Liaison Committee will offer advice and counsel as each host club prepares and then hosts the NMRRRC National Show. The NMRRRC Show Liaison Committee shall contact the NMRRRC Special Show Committee and the NMRRRC Officers and Board of Directors with any concerns. The NMRRRC Show Liaison Committee shall offer recommendations for amendments to the NMRRRC National Show Guidelines.

*Standards Committee

The Standards Committee shall consist of a Chairperson and four members, at least one of whom shall be a licensed ARBA judge; no two 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. The Standards Committee may also generate educational materials to aid the ARBA Judge's Continuing Education Committee in better informing judges of the Mini Rex standard.

*Supply Chairperson

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 Secretary/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 NMRRC Board of Directors.

*Web Committee

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 sanction requests. 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.

*Web Communication Committee

The NMRRC Web Communication Committee (WCC) will consist of no less than 2 (two) NMRRC Board of Directors members, and two other NMRRC members in good standing. The NMRRC will sponsor an internet discussion list (yahoo.com) to be owned by the NMRRC President. The ownership of said list will change with each elected NMRRC President. WCC members will be moderators of the NMRRC discussion list. The WCC members will review any posts sent by discussion list members of a questionable nature. Any posts that remain in question by the WCC, will then be either forwarded by the WCC chair to the NMRRC President; or returned to the sender to request revision of the post. Any interested ARBA member may join the NMRRC discussion list. The NMRRC reserves the right to refuse or revoke membership in said discussion list upon majority consensus of the WCC. In the event of a tie in a WCC consensus, the NMRRC President will make the decision. The NMRRC Board of Directors has the authority to oversee the actions of the WCC. The NMRRC Officers and Board of Directors has the authority to override any decision made by the WCC at any time. The opinions expressed on the NMRRC sponsored discussion list may/may not be those of the NMRRC, and therefore the NMRRC/NMRRC President cannot be held liable for the opinions expressed on said discussion list.

*Youth Committee

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, 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.