

COMMERCIAL RABBIT PRODUCERS

ASSOCIATION OF SOUTH AFRICA

(C.R.P.A.S.A)

THE
CONSTITUTION





COMMERCIAL RABBIT PRODUCERS ASSOCIATION OF SOUTH AFRICA (C.R.P.A.S.A.)

CONSTITUTION

1. Definitions

- Regulation means the Associations Incorporation Regulation 2010.
- General meeting means a meeting of the association other than an Annual General meeting,
- An Extra Ordinary Meeting: means: An Extra-Ordinary meeting may be held by the Committee if they deem it fit, within twenty one (21) days of receiving a written request stating the purpose for which the meeting is required and signed by no less than one-tenth of the total number of members.
- Annual General meeting (AGM) means: Gathering of the Committee, members, associated members and other key stakeholders, required by law to be held each calendar year. Generally, not more than 15 months are allowed to elapse between two AGMs, and a 21-day's written notice of its date is required to be given to the stockholders. The main purpose of an AGM is to comply with legal requirements, such as the presentation and approval of the audited accounts, nomination and election of committee members, and appointment of auditors for the new accounting term. Other items that may also be discussed, include issues raised by members and other stakeholders.
- A natural person includes a juristic person and vice versa

2. Abbreviations

- CRPASA will refer to the COMMERCIAL RABBIT PRODUCERS ASSOCIATION OF SOUTH AFRICA.
- AGM means Annual General Meeting.

3. Amendments

- No article in this Constitution shall be rescinded, added to, or otherwise varied, except by Special resolution at General Meetings.

4. Name and Status

- The name of the association will be "COMMERCIAL RABBIT PRODUCERS ASSOCIATION OF SOUTH AFRICA" abbreviated as "CRPASA".
- The CRPASA will be an association not for gain.

5. The Association Year and Financial year

The Association's financial year shall be from 1st March to the end of February the following year and each year after.

6. Physical and Postal address:

- The Physical address of the office shall be: No. 7 Aletta Street, Plot 94, Laezonia A/H, Centurion, Gauteng, 0026.
- The Postal address of the office shall be: PO Box 12, Laezonia, 0026

7. Values



As a professional Association, we expect and require all our members to operate with the following values in all aspects of their conduct both in and outside of Association activities:

- Safety
- Honesty
- Conservation of all habitat and living organisms
- Care & Respect
- Ensuring Integrity
- Accountability
- Professionalism
- Applying professional knowledge
- Ethics
- Collaboration
- Balancing stakeholder interests
- Respecting differences
- Promote Innovation

8. Objectives and aim: the CRPASA has the following objectives and aims:

- To promote and improve the science in breeding of rabbit breeds of commercial value.
- Education of the public and interested parties, in the proper handling, housing, feeding, needs and the understanding of the nature and variety of commercial rabbit breeds available.
- Establish and maintain professional conduct amongst its members.
- Keeping its members informed of all relevant issues pertaining to rabbit breeding, market trends, hold regular meetings, field days and field trips to educate, inform, and stimulate discussions on issues of interest and importance to the practice of commercial rabbit breeding.
- To strive to improve the recognised rabbit breeds in accordance to the standards set out by the British Rabbit Council, American Rabbit Breeders Association and other authorities recognised by the CRPASA on breed standards.
- Assisting any government department and other authorities recognised by the CRPASA to acquire, compile training material, and give training and inform on diseases and any other type of assistance that will promote the science, technology and techniques in raising, breeding, and the slaughtering of healthy rabbits for commercial purposes.
- Assist if possible, in sustainable rural development programmes and projects where commercial rabbit breeding may alleviate poverty and malnutrition.
- Combat cruelty against animals, mishandling or any other improper action that may affect the wellbeing of a commercial or any other rabbit, by striving to implement preventative measures.
- To promote competitive challenges amongst its members through the organisation of competitions/ shows/ auctions and other means of awarding recognition of individual achievement within the rabbit breeding and husbandry activities of the Association.
- To assist if possible, any conservation authority, government department or any other recognised person or association, if asked, on rescuing , rehabilitation, and or preservation of any endangered rabbit, exotic rabbit, exotic hare or native species in danger or species appearing on the red data list.
- Striving to eliminate unwanted rabbits by education, providing sanctuary to unwanted rabbits and hares, strive to find appropriate homes and or assisting veterinarians in the



humane "killing"/ euthanasia of diseased, malformed or injured rabbits that fall outside the commercial value chain or those that cannot be used for commercial value.

- The promotion of rabbit meat as an alternative to other meat sources in all economic sectors.
- To assist breeders in finding and developing markets for rabbit products, locally, nationally and eventually internationally.
- To compile and hold standards and training material for rabbit submissions for slaughtering, carcass quality, carcass inspections, meat quality and get these accredited with local and national governmental authorities, and other authorities not mentioned that are key stakeholders.
- Assisting these authorities mentioned in the rollout and enforcement if necessary or requested to do so.
- To assist poultry abattoirs in gaining certification in the slaughtering of commercial rabbits
- To provide as far as possible the most accurate and truthful information possible
- Comply with all the laws, by-laws, regulations and ethics concerning rabbit farming activities in the Republic of South Africa.
- To keep confidential information confidential
- Enter into affiliation with other associations having similar aims and comparable constitutions
- To do all these things in the confines of the South African law.

9. Basic Standards & Guidelines:

General:

- Rabbitries shall keep detailed records of breeding, births, medication administration and related information i.e. diseases or deaths
- It is further promoted that all breeding rabbit stock needs to receive some form of permanent identification, i.e. tattoo in the left ear
- All rabbits submitted for show in this association will have a tattoo in the left ear of permanent identification, no plastic or metal clips will be allowed for show purposes.
- Medical remedies obtained by other breeders are applied on the owners own risk, if the owner is in any doubt, veterinary advice needs to be sought.
- If remedy does not work in 48 hours of application (depending on severity), it is strongly recommended that the animal be taken to a qualified vet or that the animal be euthanized.
- No member will sell onto the public or to any other member; a sick, deformed, injured or knowingly disease riddled animal, which includes ear mite and hide mite.
- Rabbit keepers should familiarise themselves with their municipal by-laws with respect to rabbit keeping in urban areas, housing requirements etc. Some councils require owners to apply for licences in urban areas. Further that housing requirements on rabbit keeping are very strict, where rabbits are not allowed to forage in the garden and needs to be kept in wire cages or in cages where rabbits may not be able to burrow.
- The owner selling rabbits to someone else should be asking the person if he/ she knows anything about rabbit keeping before selling stock. Before any stock leaves the premises the owner should attempt to explain guidelines and practices to new owner, this will promote the safety and wellbeing of the rabbits.



Husbandry & Management:

- All sick rabbits to be kept in isolation until the condition is sorted
- It is important that regular husbandry interaction takes place with the owner and its rabbits to ensure regular
 - i) Toenail trimming, checking for ear mites, hide mites, sore hocks, checking teeth health, checking nursing does for mastitis and other diseases.
- Be protected against:
 - i) Excessive heat, direct sunlight or cold or any other adverse weather conditions
 - ii) Predators
 - iii) Loud noises
 - iv) Un-hygienic and wet conditions, free from ammonia build up
- Rabbitries should encourage
 - i) Good ventilation but not direct drafts
 - ii) Lots of natural light
 - iii) Easy access to enough hay
 - iv) Sufficient space to relax and move comfortably with a resting pad
 - v) Feeding should take place at more or less the same time every day
 - vi) Hutches can be constructed out of wire mesh (the floor mesh being no less than 25mm x 13mm x (2mm thick wire)
 - vii) Rabbits hutches should be specific to the breed size, basic guideline for hutch size is:
 - (1) the rabbit should be able to stand up without his ears touching the cage roof, i.e. for large breeds a minimum of 50cm high,
 - (2) the width should allow a rabbit to stretch out fully without touching sides, in large breeds it's a minimum of 60cm wide
 - (3) It is recommended that enough space should be available to the doe to have a nesting box and space for the kits and mother to live comfortably; in large breeds it is recommended that it should be at least 90cm long by 60cm wide by 50cm high. These specifications can also be used for grower cages.
 - (4) Male cages or single holding cages are recommended to be 60cm long by 60cm wide and 50cm high for large breed rabbits.
 - viii) Offers clean feeding systems for both commercial pellets and hay
 - ix) Offers clean water at all times, a water nipple system is recommended in large quantity rabbit hutches or commercial farms
 - x) Wire mesh hutches should be at least 30 cm off the ground.
 - xi) Free range cages are acceptable if
 - (1) The area are secure and the rabbit can't escape or burrow
 - (2) Daily cleaning is required to ensure good hygiene and to avoid disease
 - (3) The area is protected against the weather elements, predators and loud noise.
 - (4) If the enclosure is in a shed, there should be good ventilation, ample bedding such as hay or untreated wood shavings or both.
 - (5) Some municipal by-laws require that "free range" hutches be constructed in such a way that the "hutch" is 17cm from the ground, so please enquire and make sure for urban areas.



Transportation:

Rabbits live:

- Rabbits to be transported in well ventilated crates, protected from direct sunlight, strong winds and heat,
- Care should be taken that no overcrowding takes place in crates
- i.e. No more than ten large breed growers may be transported in a standard chicken travel crate, no more than six large females may occupy a standard chicken travel crate
- mature bucks should be separated during travel
- long air travel, carrots or apples may be offered instead of water
- overland long distance travel, the rabbits should be offered fresh water every 3 to 4 hours and food as per their normal feeding cycle during a day
- It is advisable that the driver have a list of emergency numbers at hand i.e. Vet, police, owners, previous owners, emergency numbers in the event that something does go wrong.
- Absorbent bedding must be provided in order to lift the rabbit off the floor of the crate as not to get into contact with urine and faeces, and running the risk of getting acid burn on the feet and under body.

Meat:

- Rabbits may only be slaughtered at registered and certified abattoirs.
- Meat should be transported to the required cooled temperature as indicated by the Department of Health's requirements to abattoirs for releasing meat.
- Meat should be transported in preferably ISO boxes, or any clean container that will ensure the meat will not rise in temperature before delivery to the client or freezing
- Each carcass should have packaging that contains the weight of the carcass, date of slaughter, abattoir registration no.

10. Persuasions

- The Association shall not align itself with any political, cultural or religious organisation.
- The Association shall act in a non-discriminatory manner in respect of all its Policies, procedures and Public Relations.

11. Membership

Membership criteria

- i) All persons who are concerned, interested, engaged in or who intend to become so, directly or indirectly, in the breeding of rabbits, a person whose application has been accepted by the Association and who has paid the prescribed membership fee, shall be a member of the Association for the term of applicable membership.
- ii) Subject to the approval of the Association in an Annual General meeting, the Committee shall have the power to nominate as a "Fellow" of the Association any member who has been a member of the Association for not less than five (5) years and who has, for a sufficient period, held positions of responsibility within the Association by serving on the Committee, or is of such eminence or has such experience that their election as a "Fellow" would, in the opinion of the Committee be in the interests of the Association.
- iii) Subject to the approval of the Association in an Annual General meeting, then Committee shall have the power to nominate as an "Honorary Life Member" any person whom the Committee considers to be deserving of such honour by reason of their commitment and outstanding contribution to the Association's aims, objectives and activities.



- iv) Each paid-up member shall have one vote on any question being considered at any meeting of the Association except that the Chairman of any meeting shall in addition have a casting vote.
 - v) The rights and privileges of every member shall be personal to him and shall not be transferable or transmissible by his own act or by operation of the law.
 - vi) Nothing shall prevent any member to be affiliated with/ or belonging to another Association.
- **Membership categories**
 - i) **Ordinary members**
 - ii) **Associate members;** they are persons or organisations that participate in, and want to support the same aims and objectives as this Association.
 - iii) **Fellow members;** any member who has been a member of the Association for not less than five (5) years and who has, for a sufficient period, held positions of responsibility within the Association by serving on the Committee, or is of such eminence or has such experience that their election as a "Fellow" would, in the opinion of the Committee be in the interests of the Association.
 - iv) **Honorary Life member;** any person whom the Committee considers to be deserving of such honour by reason of their commitment and outstanding contribution to the Association's aims, objectives and activities.
- **Membership fees**
 - i) Annual / monthly membership fees shall be determined by the Committee on an annual basis, but no such determination involving an increase in the membership fees will be affected, unless confirmed by the Association at the Annual General meeting. For members joining later in a year, a pro-rata fee will be applicable.
 - ii) Annual membership fees shall be payable on the 1st day of January each year , and monthly membership fees will be payable on the 1st day of January each year, and thereafter on the 1st day of each new month.
 - iii) Subject to the approval of the Association in an Annual General meeting, the Committee shall have the power to vary the annual membership fee of members who fall into those categories, (such as pensioners, members of the same family, or unemployed).
- **Membership Termination, disciplinary action and related**
 - i) In the event that any member, irrespective of his/ her status, brings the name of the Association into disrepute, acts in any manner in disregard of the Aims and Objectives of the Association, or acts in any other unethical manner, may at the discretion of the Committee be suspended for a limited duration or expelled permanently from the membership of the Association without any compensation.
 - ii) Before such action may be taken by the Committee, such member shall be afforded the opportunity to respond before the Committee to such allegations, and the outcome thereof shall be presented to the member no later than two (2) weeks after the hearing.
 - iii) Every member shall be bound to further, to the best of his ability, the objectives, interests and influence of the Association and shall observe the Association's code of Conduct, Policy and Ethics in rabbit breeding and related activities.
 - iv) The member shall not abuse his connection with the Association to further his business interests. Anyone being considered by the Committee to have contravened this article may be subject to censorship as per details mentioned above.



12. COMMITTEE

- The general affairs shall be run by the Committee. There shall be a minimum of three (3) and a maximum of eight (8) Committee Members elected by the members of the Association at an Annual General Meeting. All elected members of the Committee shall take up office from the date of the Annual General Meeting at which they were elected.
- Only Members of the Association may serve on the Committee.
- The Committee may, from time to time, co-opt any members of the Association on to the Committee to fill vacant positions. Co-opted members shall take up office immediately upon co-option and shall retain their positions only until the next Annual General meeting, but shall be eligible for re-election.
- If a Committee member is absent from three (3) or more consecutive Committee meetings without accepted apology, his/ her post shall be declared vacant.
- Any member of the Committee or the entire Committee may be dismissed by a resolution passed by the members at a General or Extra Ordinary Meeting convened for such purpose, in such an event the meeting shall immediately elect a new Committee.

13. Composition of the Committee

- The Committee shall comprise of such portfolios that are required for the efficient functioning of the Association and shall include the following four (4) basic minimum of titles, with their duties but not limited to:
 - i) **Chairperson:** To attend functions in his/ her capacity as Chairman of the Association, to ratify matters of importance, to call for business meetings of the Committee when required, to act as spokesperson of the Association in any media forum or to delegate such function.
 - ii) **Secretary:** Keep all business records of the Association, in current and back-up format, to send out timeously notifications of meetings, field days and other activities plant, do the administration pertaining to the business of the Association.
 - iii) **Treasurer/ Bookkeeper:** To keep the Accounts of the Association and report on transactions, investments and do the administration pertaining to treasury and bookkeeping. To manage the bank accounts and relevant payments to creditors and the receiving of money. To make sure that three (3) signatures are obtained on cheques, one shall be the chairperson, Secretary and membership officer.
 - iv) **Membership Officer:** To keep and maintain a registry of all of the Associations members, and do all the administration pertaining to membership.
 - (1) The Association Secretary will establish, amend and maintain a register of all members, associated members of the association, containing their
 - (a) Names, Surnames and ID numbers
 - (b) Proof of residence
 - (c) Telephone, Cell phone and other contact details
 - (d) E-mail and website addresses
- The Secretary and Membership officer duties may be combined in lieu of a small elected Committee.
- Further portfolios such as PR Officer, Newsletter Editor or Communications Officer, as decided by the Committee for the Association to achieve its aims and objectives.
- Any one Committee member may hold two portfolio's provided that the second portfolio do not fall within the four (4) basic portfolios as mentioned in 10.1. above, except for the Secretary and Membership Officer positions.



14. Duties, Authority and Obligations of the Committee

- The Committee will manage all the business affairs of the Association and shall include inter alia the following functions:
 - i) Managing the finances
 - ii) Determining issues relating to membership
 - iii) Determining the Association's programme of events
 - iv) Dealing with any matters affecting the Association
 - v) Managing any functional aspects such as Communication, Public Relations, HR, and Operations etc.
- The Committee shall keep and manage proper financial books of accounts
 - i) Sums of money received, debtors, expenditure, etc. in terms of monthly Income Statements
 - ii) The Assets and Liabilities of the Association in terms of a Monthly Balance Sheet.
 - iii) All sales and purchases of goods by the Association.
- The books of the Association will be kept at the registered office or such other place or places as the Committee shall think fit, and shall always be open to inspection to the members of the Committee.
- At each Annual General meeting the Committee shall present a prepared income and expenditure account and balance sheet made up to the end of the immediately preceding financial year.
- The Annual Financial Statements of the Association shall be subject to perusal and audit by such person or persons duly appointed by the Association.
- The Committee may delegate any of their duties and obligations to a sub-Committee as they think fit, but will still be held accountable.
- The Committee may from time to time formulate policies or procedures in their opinion, which shall be in keeping with the aims and objectives of the Association. Such policies or procedures shall be placed before the membership to be ratified at any General Meeting prior to being accepted as official policy and practice of the Association.
- Proper minutes of all meetings will be kept and action lists maintained.
- The Committee shall meet as often as is necessary, with intervals no greater than two months apart, the meeting shall run as per agenda. A minimum of forty eight (48) hours' notice should be given to hold such a meeting other than the Annual General meeting.

15. Property, Assets and Donations

- Any donation may be accepted by the Committee of the Association and proper registry shall be kept of such donation/s and its purpose
- All books, memorabilia or trophies donated or bequeathed to the Association shall be housed at a suitable secure venue as determined by the Committee. A detailed list of publications shall be maintained at all times and be presented at the AGM.
- The Committee shall endeavour to secure for the Association the copyright of Papers presented to the Association.
- Should funds permit, fixed and moveable property may be acquired for educational, administrative and meeting purposes.
- Should funds permit, funds may be invested to render an interest bearing investment as approved by the Committee and its members at an Annual General meeting.

16. Meetings



- Annual General Meeting and Extra-ordinary meetings:
 - i) An Annual General meeting of the Association shall be held within (3) months of the end of the financial year.
 - ii) The Secretary shall despatch by e-mail or post, the notice and agenda of the Annual General meeting to all members at least 30 days before the scheduled date of the meeting.
 - iii) The business to be dealt with at the Annual General meeting shall be:
 - (1) To receive the Annual Report of the Committee of what has taken place during the year under review
 - (2) To receive the Annual Financial Statements for the year under review
 - (3) To elect new Committee members or re-elect those Committee members who retire by rotation.
 - (4) To appoint an independent auditor or such other duly competent person or persons to audit the Financial Statements of the Association during the forthcoming Association year
 - (5) To transact any other business of which due notice has been given.

- **Extra-Ordinary meetings:**
 - i) An Extra-Ordinary meeting may be held by the Committee if they deem it fit, within twenty one (21) days of receiving a written request stating the purpose for which the meeting is required and signed by no less than one-tenth of the total number of members.
 - ii) The Secretary shall give at least fourteen (14) days' notice of an Extra-Ordinary General Meeting to all members by e-mail or post.
 - iii) A Quorum at the Annual General Meeting or Extra Ordinary Meeting shall consists of no less than one Tenth of the members, excluding the Committee members.
 - iv) If a quorum is not present on half hour after the appointed time of the meeting then, if those members present together with the members of the Committee can make up the numbers, the meeting shall proceed with each detail. If the Quorum cannot be attained, at this juncture a new date within no more than three (3) weeks shall be made to hold the meeting and all members shall be given at least two (2) weeks' notice of the new date.

17. Liability and insurance of Association

- The Association shall not be held liable for any accidents, theft, injury, loss of life, natural disaster or whatever the case may be to participants, whether members of the Association or other persons at meetings, field trips, field days or any other activity organised by the Association. All persons attending such functions or activities do so solely at their own discretion and responsible for their own safety, safety gear and dress. If however a person or persons be found to conduct himself in such a way that might be harmful or pose a hazard to other persons, he/she may be instructed to leave the area by a member of the Committee and will be no longer able to participate in the activities at hand.
- Every member shall be encouraged to obtain his/ her own liability cover for the purpose of insurance for public liability in rabbit breeding and related activities. The Association shall not be held liable for any public liability claim made by any third party against any member arising out of his/ her rabbit breeding and related activities.
- Each member will be responsible for his own actions whilst conducting any rabbit breeding and related activities. The Association may give guidelines in the management of rabbit breeding and related activities but will not accept responsibility for any accidents, theft,



injury, loss of life, natural disaster or whatever the case may occur. Each member must seek out their own legal advice for their own account should there be any claims made against them for whatever reason.

18. Winding-up and/ or dissolution/ Termination of the Association

- The Association shall be dissolved and its affairs wound up if the members should by special resolution at a General Meeting.
- If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities, any financial assets or property whatsoever, the same shall not be paid to or distributed amongst the members of the Association, nor the Committee, but shall be held in Trust by the relevant legal entity so appointed, until such time the Association is re-established.
- All Books of accounting records shall be kept in Trust by relevant legal entity so appointed until such time that the Association is re-established.
- Any Capital remaining shall be held in Trust by the relevant legal entity so appointed and such body may utilise any interest earned for administering the Trust.

19. Acceptance and Signing

It is hereby recorded that these articles were presented before the General Meeting held on this 24th day of January 2015, at No. 103 Vanwykshout ave, Grootvlei, Pretoria North district, Pretoria, and the contents were formally accepted by the membership in the majority. As Witness hereto, the document is co-signed by members of the duly elected Committee on the same date.

CHAIRPERSON:

Signature S.M. Roos
Name in Full *ID No:*

COMMITTEE MEMBERS:

Signature M. Killat
Name *ID No:* Secretary & Membership
Designation officer

Signature P. Mpofu
Name *ID No:* Treasurer/ Bookkeeper
Designation

