

SPACE COAST THERAPY DOGS, INC.



BYLAWS

**Ratified by majority vote of membership, Annual Meeting,
January 25, 1997, Wickham Park, Melbourne, FL**

Amended: Annual Meeting, January 22, 2000, Rotary Park, Melbourne, FL

Amended: Annual Meeting, January 20, 2001, Rotary Park, Melbourne, FL

Revised: Annual Meeting, January 18, 2003, Rotary Park, Melbourne, FL

Amended: Annual Meeting, January 11, 2004, Travis Park, Cocoa, FL

Amended: Annual Meeting, March 19, 2005, Travis Park, Cocoa, FL

Amended: Annual Meeting, March 18, 2006, Holiday Park, Palm Bay, FL

Amended: Annual Meeting, March 17, 2007, Holiday Park, Palm Bay, FL

Amended: Annual Meeting, March 21, 2009, Max K. Rodes Park, Melbourne, FL

Amended: Annual Meeting, March 23, 2013, West Melbourne Community Park, Melbourne, FL

BYLAWS OF SPACE COAST THERAPY DOGS, INC.

ARTICLE I Name and Object

Section 1. The name of this Organization shall be "Space Coast Therapy Dogs, Incorporated", hereinafter "SCTD". SCTD may change its name by a majority vote of the membership.

Section 2. The objectives of SCTD shall be:

- a. For the Charitable, Educational, and Scientific purpose of providing, through its members, well-trained, affectionate, and obedient dogs for Therapeutic contacts with the elderly, the disabled, and the young, in hospitals, homes, nursing facilities, schools, or other locations.
- b. To provide detailed specifications for the testing, health care, and temperament to qualify a dog and handler for Therapy work. Dogs, to qualify as Therapy Dogs, shall be healthy, clean, and free of transmittable diseases, be of good temperament, and able to work with other therapy dogs.

ARTICLE II Membership

Section 1. Dues and Classes of Members.

There shall be two (2) classes of membership open to persons who support the purpose of SCTD. A member in good standing is not delinquent in dues or in applicable health records and Therapy Dogs Inc. membership, as described in Part (a) of this Section.

The Board of Directors will set membership dues for each of the two (2) classes of Membership. Dues are payable by February 1 of each year. Prior to the due date, members will be notified of the amount and due date. Applicants accepted for Membership beginning August 1 may pay 50 percent of the full amount of annual dues. Applicants accepted for membership in the month of December may pay full annual dues and will be considered "paid in full" through December of the following year.

- a. **SINGLE MEMBERSHIP**
Any dog handler 18 years of age or older may become a Single Member. A Single Member must have current health records for participating dogs and proof of current Therapy Dogs Inc. membership on file with SCTD. A Single Member is entitled to vote and hold office.
- b. **SUPPORTING MEMBERSHIP**
Anyone who supports SCTD without a dog may become a Supporting Member. A Supporting Member may neither vote nor hold office.

Section 2. Termination of Membership.

Membership may be terminated by one of the following:

- a. Resignation. Any member in good standing may resign from SCTD upon written notice to the Secretary.
- b. Nonpayment of Dues. Membership may terminate on February 1 if member's dues are not received by January 31.
- c. Suspension or Expulsion. A membership may be suspended or terminated by expulsion as provided in Article VII of these bylaws.
- d. Inactivity by Single Member. A Single membership may be terminated and converted to a Supporting membership if the member did not record at least four (4) SCTD calendar visits in the past 12 months. Attendance at the annual membership meeting, hereinafter "Annual Meeting", does not constitute a therapy visit or activity for the purpose of retaining membership.

Section 3. Expense and Liability.

No member of SCTD shall incur any unbudgeted expense or liability in the name of SCTD without the written authorization of a majority of the Board.

ARTICLE III Directors and Officers

Section 1. Board of Directors.

The Board of Directors, hereinafter "Board", shall be comprised of the Officers and a minimum of five (5) other persons (Directors). Directors and Officers shall be Single members in good standing who actively support SCTD through therapy dog visits, committees, and special events. General management of SCTD's affairs shall be entrusted to the Board. The immediate past President shall become an automatic member (Director) on the incoming Board.

Section 2. Officers.

SCTD's Officers, consisting of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, shall serve in their respective capacities with regard to SCTD and the Board and related meetings.

- a. President. The President shall preside at all meetings of SCTD and of the Board. The President shall authenticate by signature, when necessary, all acts and proceedings of the assembly. The President shall have the following items on hand at all meetings: (1) a copy of the current Bylaws, special rules of order, and SCTD Standing Rules, (2) a copy of the adopted parliamentary authority, (3) a list of all Standing and Special Committee chairmen and the members of each committee, (4) other such information as needed to expedite the meetings. The President shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by SCTD. The President has signature authority on all SCTD checks.

- b. 1st Vice President. The 1st Vice President shall serve in the President's absence. The 1st Vice-President shall make arrangements for the production and distribution of a newsletter.
- c. 2nd Vice President. The 2nd Vice President shall serve in the absence of the President and 1st Vice President. The 2nd Vice-President shall manage SCTD's property and equipment.
- d. Secretary. The Secretary shall keep a record of all meetings of SCTD and the Board, and all matters which require record-keeping. The Secretary shall perform the following duties: (1) be in charge of the correspondence, (2) notify Board members of meetings, (3) notify Officers, Directors, and committee members of their elections or appointments, (4) keep a list of members with addresses, phone numbers, and e-mail addresses (where applicable), (5) perform other such duties as Secretaries in similar organizations.
- e. Treasurer. The Treasurer shall collect and receive all money due or belonging to SCTD. Money shall be deposited in the name of SCTD into a bank designated by the Board. The books shall be open for inspection by the Board. The Treasurer shall give a report of SCTD's finances at every meeting. At the Annual Meeting, an accounting of all money received and spent during the current fiscal year shall be submitted by the Treasurer. The Treasurer shall also perform other duties or submit other reports required by the Board. The Treasurer has signature authority on all SCTD checks.

Section 3. Directors.

SCTD's Directors shall attend Board meetings, participate in creating policy and operating procedures, chair Special and Standing Committees, lead one-of-a-kind activities for SCTD, and serve as voting members of the Board with regard to SCTD and the Board and associated meetings.

Section 4. Term of Office.

The term of office for all Board members is two (2) years or until their successors are elected. The term of office for all Board members except the Treasurer shall begin at the close of the Annual Meeting. The term of office for the newly elected Treasurer shall begin on April 1 or on day one of the month following the general election of the Board. No one shall serve more than two (2) consecutive terms in the same office with the exception of the President when there is not an Executive Board member (1st or 2nd Vice-President, Secretary or Treasurer) willing to take that office at the time his/her term is over. In that case, the term may be extended one more year if a willing Executive Board member accepts the position but prefers a year's training before being considered for that office. Or, the term may be extended two years if an Executive Board member accepts the position in the one year extension but wants a year of training.

Section 5. Vacancies.

A vacancy in the office of President shall be automatically filled by the 1st Vice President. Any other vacancies occurring on the Board shall be filled to the end of the term by a majority vote of the Board.

ARTICLE IV

SCTD's Year, Annual Meeting, and Elections

Section 1. SCTD's Year.

SCTD's fiscal year shall begin on February 1 and end on January 31. SCTD's Official year shall begin immediately at the conclusion of the Annual Meeting and continue through the next Annual Meeting.

Section 2. Annual Membership Meeting.

SCTD's Annual Meeting shall be held by the last Sunday in March, at which time the Board for the ensuing official year shall be elected from those nominated, in accordance with Section 3 of this Article. Each retiring Officer shall turn over to the successor in office all properties and records relating to that position, within 30 days after the election. A quorum for the Annual Meeting shall be 30 percent of the members in good standing. If a quorum is not met, the Annual Meeting will be rescheduled within thirty (30) days, and members will be notified of the new date by phone, mail, e-mail, or through the website.

Section 3. Nominations.

The Board shall elect an Elections Committee Chairman by November 15. This Chairman shall form a committee of at least two (2) additional members in good standing. This committee shall consist of members from the northern and southern geographical areas of the membership. This committee shall nominate candidates for the Board. The committee Chairman shall submit a written report to the President for the Board and the Newsletter Editor by January 1 so that the results can be published at least one (1) month prior to the Annual Meeting and election.

Any Single Member *[as described in ARTICLE II, Section 1, Part (a)]* in good standing is eligible to be a candidate on the ballot or from the floor, and may be elected to the Board under the following conditions:

- a. Single members who will have been in SCTD less than 6 (six) months at the time of the Annual Meeting and election may be elected to the position of Director only.
- b. Single members who have never served on the Board, and who will have been in SCTD for 6 (six) months or longer at the time of the Annual Meeting and election, may be elected to any position except for President and 1st Vice President.
- c. Current and past Board members may be elected to any position.

No person may be a candidate in the SCTD election who has not been nominated. Nominations may also be made from the floor at the Annual Meeting, provided the person, so nominated, consents. No person may be a candidate for more than one Officer position. However, any person who runs for an Officer position but is not elected may request that his name be added to the list of candidates for Directors.

ARTICLE V

Meetings and Voting

Section 1. Special Meetings.

Special meetings of SCTD may be called by the President or by a majority vote of the Board, and shall be held at a place and time and on a date as may be designated by the majority vote of the Board. The Secretary shall send notice of a special meeting at least 10 days prior to the date of the meeting. The notice can be given verbally or by e-mail, postal mail, telephone, or fax, and shall state the purpose of the meeting, at which no other SCTD business may be transacted. The quorum for such a meeting shall be 30 percent of the members in good standing.

Section 2. Board Meetings.

Meetings of the Board shall be called by the President at least Quarterly beginning in April and at a place and time convenient to a majority of the Board. The Secretary shall notify Board members of the meeting at least seven (7) days before the meeting, either verbally or by e-mail, postal mail, telephone, or fax. The quorum for such meetings shall be a majority of the Board. Voting and discussion of the Board during the board meetings shall be regarded as confidential. Board members who cannot attend a scheduled meeting must notify the President.

Section 3. Special Board Meetings.

Special meetings of the Board may be called by the President or by three (3) members of the Board at a place and time convenient to a majority of the Board. The Secretary shall notify Board members at least seven (7) days prior to the date of the meeting. The notice can be given verbally or by e-mail, postal mail, telephone, or fax, and shall state the purpose of the meeting, at which no other business may be transacted. The quorum for such meetings shall be a majority of the Board. Voting and discussion of the Board during the Board meetings shall be regarded as confidential. Board members who cannot attend a Board meeting must notify the President.

Section 4. Voting.

Each Single Member *[as described in ARTICLE II, Section 1, Part (a)]* in good standing for the current year is entitled to one vote at any meeting of the general membership of SCTD at which he is present.

Voting may be by voice for all matters except the Annual Meeting elections, for which a ballot vote shall be used. Ballot vote may be requested for specific matters if the President or presiding Committee chairman feels that such a vote may reflect a more true response. When a ballot vote is used, the President or Committee chair shall select a tellers committee to distribute, collect, and tally the vote. All ballot votes shall be recorded in the meeting minutes. Ballots shall be held by the Secretary for sixty (60) days and then destroyed. Proxy voting is not permitted at any SCTD meeting or election.

ARTICLE VI Committees

Section 1. Committees.

- a. Committees, Standing or Special, shall be appointed by the President or by a majority vote of the Board. The President shall be a member ex officio of all committees except the Elections Committee.
- b. The Tester/Observer (T/O) Committee is a Standing Committee made of the T/Os of SCTD. The T/O Committee will set its meetings as necessary, and each meeting will be facilitated by a different T/O. Following each of its meetings, the T/O Committee will submit a written or typed report to the President for the next SCTD Board meeting. The SCTD Board may make recommendations to the T/O committee, and vice versa.

ARTICLE VII Discipline

Section 1. Charges.

Any member may bring charges (1) against a member for alleged misconduct prejudicial to the best interests of SCTD, or (2) against any member's dog that displays unacceptable behavior (biting, snapping, lunging, growling, etc.) while on a SCTD visit or activity. Written charges with specifications must be filed with the Secretary. The Secretary shall promptly send a copy of the charges to each member of the Board, and the Board shall first consider whether the action alleged in the charges, if proven, might constitute (1) conduct prejudicial to the best interests of SCTD, or (2) unacceptable dog behavior. If the Board considers that the charges do not allege (1) conduct that would be prejudicial to the best interests of SCTD, or (2) unacceptable behavior, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board as soon as possible. The Secretary shall promptly send a copy of the charges to the accused member/owner by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

Section 2. Board Hearing.

Complainant and defendant will be in attendance at the scheduled Board hearing. Should charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present, suspend the defendant and/or dog from all privileges of SCTD for not more than six (6) months from the date of the hearing. And, if it deems that punishment is insufficient, it may also recommend that the penalty be expulsion of defendant and/or dog. Immediately after the Board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty.

ARTICLE VIII Amendments

Section 1.

Amendments to these bylaws may be proposed by (1) the Board, or (2) by written petition addressed to the Secretary and signed by 30 percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members, with recommendations to the Board, by the Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

Section 2.

The bylaws may be amended by a two thirds vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.

ARTICLE IX Parliamentary Authority

Section 1.

SCTD shall be governed by its Bylaws, Board, and Standing Rules.

Section 2.

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern SCTD in all cases to which they are applicable or in which they are not inconsistent with these bylaws and any special rules of order that SCTD may adopt.

ARTICLE X Dissolution

Section 1.

Should Space Coast Therapy Dogs, Inc. cease operations, the Board, after satisfying all liabilities, may elect to hold any assets for three (3) years in contemplation of resuming operations. If operations do not recur, dissolution shall begin. Any remaining assets of SCTD will be distributed to other organizations exempt under Section 501 (c) (3) of the Internal Revenue Code. The Board may elect to distribute these assets to one or more organizations with preference for organizations with the same or similar purposes, or for any public purpose.