

Standing Rules

Space Coast Therapy Dogs, Inc.

- 1) The SCTD mailing address for all correspondence is *Space Coast Therapy Dogs, P. O. Box 561326, Rockledge, FL 32956-1326*. The SCTD website address is www.spacecoasttherapydogs.com. Correspondence (including suggestions, complaints, etc.) from members will only be accepted from the website or at the P. O. Box.
- 2) Single Member dues are \$15/handler/year. Supporting Member dues are \$10/year.
- 3) Each prospective dog-handler team must complete the Test/Observation process with a Therapy Dogs Inc. Tester/Observer (TD Inc. T/O) of SCTD. The initial Test and Observation must be performed in conjunction with any calendar visit other than a children's visit. Following the initial Test, the team must make and pass 3 Observations within a period of 4 months to apply for SCTD membership. The team must be observed with people of all ages. If one of the Observations after the first is not a designated children's visit, an additional Observation with children will be required when applying for SCTD membership.
- 4) Single members who have registered therapy dogs with TD Inc. must submit current TD Inc. membership cards and current health records for their dogs to the SCTD mailing address every year (Attn: Member Records). Members who do not have current records on file are not permitted to participate in SCTD activities with their dogs. Health records must show documentation for the following items:
 - a. Rabies (frequency required by law, administered by vet)
 - b. "Negative fecal exam" for intestinal parasites (performed by vet)
 - c. Other vaccinations as appropriate, if any
- 5) All dogs must wear a current Brevard County license tag during SCTD visits.
- 6) **SCTD** Members must be clean and neat and conform to the SCTD dress code during SCTD visits or special events. The dress code consists of a red SCTD logo shirt with either the old or new logo (adopted in 2004), and appropriate length pants, shorts or skirt (**i.e., no short shorts or pants with holes**). Closed shoes are required inside all health facilities. Sandals may be worn at outside events. They must be securely fastened on feet (strap around the ankle). No flip-flops or slides (mules) are allowed. If members do not comply with the above requirements, the visit/event coordinator will ask him/her to leave.
- 7) TD Inc. requires a minimum of 4 visits/year, so SCTD also requires a minimum of 4 visits/year to remain active as a Single member. Otherwise, retesting will be required before resuming visits as a Single member.

Note: When SCTD memberships are renewed every January, members are "asked" to make a commitment of at least 1 visit/month to help SCTD fulfill its community obligations. Teams who passed the T/O process are also "asked" to do the same.
- 8) Coordinators of special programs (i.e. hospital) are asked to submit an Annual Report to the President (for the Board) during January every year.

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- 9) SCTD will offer awards to members at each Annual Meeting. Members such as T/Os or Coordinators who have real-time knowledge of the handlers and dogs in all geographic areas of the membership may be asked to either join or provide information to the Committee for the purpose of reviewing award nominations.
- a. Certificates to dog-handler teams for official, SCTD, volunteer service hours from the award year.
 - b. "Excellence Award" ... A one-time award of a certificate presented to each member who completed 24 documented official, SCTD, visits and reported them on the Excellence Award form; Also includes an SCTD brass tag presented upon actual completion of the 24 visits.
 - c. "High Hours" ... Awarded to the handler reporting the first, second and third official, SCTD, volunteer hours for the award year.
 - d. "Outstanding Therapy Dog of the Year" ... Selected by a Special Committee, and awarded based on merit as opposed solely to a majority vote of the nominees. Selection criteria will be available to the membership on the SCTD website or distributed to members without internet service.
 - e. "Rookie of the Year" ... Awarded to a first-time, newly-registered dog who was a new member by September 30 of the award year. Selected by a Special Committee, and based on merit as opposed solely to a majority vote of the nominees. Selection criteria will be available to the membership on the SCTD website or distributed to members without internet service.
 - f. "Rookie Team of the Year" ... Awarded to a new dog-handler team who was a new team by September 30 of the award year, and both of whom are first-time members of SCTD. Selected by a Special Committee, and based on merit as opposed solely to a majority vote of those nominated. Selection criteria will be available to the membership on the SCTD website or distributed to members without internet service.
- 10) SCTD may present other annual awards deemed appropriate, such as recognition to a member (or member-dog) based on longevity, service, or devotion to the organization as opposed to the dog-oriented awards described in standing rule #9.
- 11) Members may make non-calendar visits on behalf of SCTD if they log these extra visits with the President prior to the visit (for insurance purposes). SCTD dress code and all other rules are in effect for these types of visits. Visit time plus transportation time apply to total, official, volunteer hours for the year.
- 12) For Calendar Visits, visit time plus transportation time apply to total, official, volunteer hours for the year.
- 13) Each Therapy Dogs Inc. Tester/Observer who is a member of SCTD and seeks to work as a T/O for SCTD is eligible.
- 14) SCTD members are not permitted to handle more than 1 dog at a time for SCTD visits and activities, even if they hold a TD Inc. exception. SCTD members are permitted to use harnesses and special equipment such as carts and strollers for SCTD visits and activities if they were approved by the TD Inc. Exceptions Committee.

- 15) Members are bound by the TD Inc. Governing Member Guidelines, SCTD Bylaws, and these SCTD Standing Rules, and must have the TD Inc. card and dog's health record available to show, if asked, at any SCTD function.
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MRCham ADOPTED: February 22, 2003 during SCTD Board Meeting #1 of 2003 (Cape Canaveral Library, Cape Canaveral, FL). EFFECTIVE: February 22, 2003.

MRCham AMENDED: July 12, 2003, during SCTD Board Meeting #3 of 2003 (Cape Canaveral Library, Cape Canaveral, FL). Rule 2 amended to include the last sentence, "The initial Test ... children's visit." Rules 10 and 15 were added, resulting in renumbering of the current rules. EFFECTIVE: July 12, 2003.

MRCham AMENDED: January 11, 2004, as a result of changes to the Bylaws which were passed by the general membership at the Annual Meeting (Travis Park Recreation Center, Cocoa, FL); and February 28, 2004 during SCTD Board Meeting #1 of 2004 (Cape Canaveral Library, Cape Canaveral, FL).

MRCham AMENDED: May 14, 2005, during SCTD Board Meeting #1 of 2005-2006 (Suntree Library, Melbourne, FL). Rule 10 award descriptions modified: (c)(d) Gold-silver-bronze; (e)(f)(g) Selection based on criteria posted on website.

MRCham AMENDED: November 11, 2005, during an SCTD Board Meeting (Bamboo Panda Chinese Restaurant, Cocoa Beach, FL). Rule 7 was amended to match the newly published 2005-2006 TD Inc. requirement of 4 visits/year. The Rule on exceptions was documented for the first time by unanimous decision of the Board.

MRCham AMENDED: February 16, 2007, following a Special Meeting of the 2006-2007 Board (Perkins Restaurant, Viera, FL). Rule #1 modified to specify where correspondence will be accepted. Clarification on assistance in award selection, including the possibility of presenting other awards if appropriate. (See Rules 10 and 11.) No changes were made to the 7 awards that will always be offered annually.

AMENDED: January 12, 2008, the Board of Directors at the Port St. John Library, Cocoa, FL amended Standing Rule #3 requiring 3 Observations as parallel to TD Inc. for membership. Rule #6 to include beige pants, shorts or skirt to dress code. Rule #14 to accept TD Inc. Tester/Observers as SCTD Tester/Observers.

AMENDED: April 12, 2008, the Board of Directors at the Suntree Library, Melbourne, FL unanimously amended Standing Rule #10c as "High Hours" Awarded to the handler reporting the first, second and third official, SCTD hours. Rule #10d "High Combined Hours" was unanimously eliminated. Rule #10d, 10e, 10f (formerly numbered 10e, 10f, 10g) amended to read: Selection criteria will be available to the membership on the SCTD website or distributed to members without internet service. Requirement of SCTD gold or silver medals eliminated. Rule #3 clarified a children's visit requirement during the 2nd or 3rd TD Inc. observations or in addition for SCTD membership.

AMENDED: September 13, 2008, the Board of Directors at the Port St. John Library, Cocoa, FL amended Standing Rule #6 to read closed shoes to parallel with TD Inc. Rule #8 will be eliminated

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concerning hospital visits. All hospital visits are now regulated by the facility. Standing Rules will be renumbered to reflect eliminations specified.

AMENDED: April 17, 2010, the Board of Directors at the Central Brevard Library, Cocoa, FL, amended Standing Rule #6 to read closed shoes are required inside all health facilities and sandals may be worn at outside events.