

# SPACE COAST THERAPY DOGS, INC.



## BYLAWS

**Ratified by majority vote of membership, Annual Meeting,  
January 25, 1997, Wickham Park, Melbourne, FL  
Amended November 20, 2022**

**BYLAWS OF  
SPACE COAST THERAPY DOGS, INC.**

**ARTICLE I. Name and Objectives**

**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 Board.

**Section 2. Objectives.**

To promote charitable and educational objective through its members, by the use of well-trained and obedient dogs for therapeutic contacts in hospitals, libraries, nursing facilities, schools, and other locations.

**ARTICLE II. Membership**

**Section 1. Types of Members.**

There shall be two (2) types of membership open to persons who support the purpose of SCTD. A member in good standing is current in dues, applicable health records and Alliance of Therapy Dogs (ATD) membership.

a. Single Memberships

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 ATD membership on file with SCTD. A single member is entitled to vote and hold office.

b. Supporting Memberships

Anyone who supports SCTD without a dog may become a supporting member. A supporting member may neither vote nor hold office.

c. Dues

The Board of Directors will set membership dues for each of the two (2) types of membership, single and supporting. Dues are payable by January 31 of each year. Prior to the due date, members will be notified of the amount and due date. Membership will terminate on February 1 if member dues are not received by January 31. 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.

## **Section 2. Membership Requirements.**

- a. All potential candidates for SCTD membership must undergo a required background check in compliance with requirements of ATD. This background check is to be accomplished prior to contacting an ATD T/O to begin the testing/observation process.
- b. Visits. All members must comply with ATD rules and regulations.
- c. Resignation. Any member in good standing may resign from SCTD upon written notice to the President.

## **ARTICLE III Directors and Officers**

### **Section 1. Board of Directors.**

The Board of Directors, hereinafter “Board,” comprises four (4) Officers and three (3) 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 may become an automatic member (Director) on the incoming Board.

### **Section 2. Officers.**

SCTD’s Officers, consisting of the President, Vice President, Secretary, and Treasurer, shall serve in the following capacities:

- a. President. The President shall prepare agendas for, and preside at all meetings. The President shall have the following items on hand at all meetings: (1) a copy of the current SCTD Bylaws and Standing Rules, (2) a copy of the adopted parliamentary authority, (3) a list of all Standing and Special Committee chairs and members, and (4) other such information as needed to expedite the meetings. The President has signature authority on all SCTD checks.
- b. Vice President. The Vice President shall serve in the President’s absence, chair the nominating committee, maintain ATD membership verification and health records, and assist with managing SCTD property and equipment.

- c. Secretary. The Secretary shall keep a record of all meetings of SCTD and the Board, and all matters that 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.
- d. 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 as agreed to by the Board. The account 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, the Treasurer shall provide a financial report and a proposed budget for the coming year. The Treasurer has signature authority on all SCTD checks. 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.

### **Section 3. Directors.**

SCTD's Directors shall attend and serve as voting members at Board meetings, participate in creating policy and operating procedures, and chair Special and Standing Committees.

### **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 (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 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, Elections and Records**

### **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 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. Board Nominations.**

By November 15, the Vice President, acting as Chair of the nominating committee, shall select two (2) additional members in good standing. This committee shall nominate candidates for the Board. The committee Chair shall submit a written report to the President for the Board by February 1 so that the slate of nominees 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, subsection (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. Any single member may be elected to the position of Director.
- b. Single members who have never served on the Board, and who have been in SCTD for six (6) months or longer at the time of the Annual Meeting and election, may be elected to the Board positions of Secretary and Treasurer, but not President and 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, is eligible and 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.

#### **Section 4. Organization Records.**

All SCTD records relating to financials including IRS, banking receipts, etc., will be retained for a period of seven (7) years. All remaining operational records, i.e., applications for new membership, new therapy dogs, membership renewals, health records, incident reports, calendars, meeting agendas and meeting minutes will be retained for a period of three (3) years.

### **Article V. Meetings and Voting**

#### **Section 1. Special Membership 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 membership meeting at least 10 days prior to the date of the meeting. The notice can be given verbally or by e-mail, or telephone, and shall state the purpose of the meeting. If members have another topic to discuss they need notify the President three (3) days prior to the meeting to be added to the agenda. 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 or telephone. 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.

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Special meetings of the Board may be called by the President 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 or telephone 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. Teleconferencing.**

SCTD, its Board and committees, may meet electronically with permission of the President or the committee chairs provided the technology used allows all members to hear each other simultaneously. Advanced notice of the telecom should be given at least two (2) days prior to the telecom. A rollcall vote shall be taken whenever a majority vote is required.

#### **Section 5. SCTD Membership Voting.**

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

Voting may be by voice for all matters. Ballot vote may be requested for specific matters if the President or presiding Committee chair 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**

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.

### **ARTICLE VII. SCTD Visits**

Therapy dog visits may include but are not limited to hospitals, nursing homes, rehabilitation centers, assisted living facilities, libraries, schools, etc. Additional functions may include parades, educational seminars, dog breed showcases, and so on. ATD guidelines must be followed on all SCTD visits, and any incident or accident should be reported using forms available at the ATD website.

New SCTD Visits shall be added in accordance with the following process:

1. The Board President shall screen any proposals for new visits, including requests received by members directly from ATD.
2. An SCTD member shall be identified as visit coordinator.
3. The date and time of the visit shall be based on the current SCTD calendar and the facility's needs.
4. Visit information shall be sent to the membership,
5. If members are interested, the date and time shall be finalized with the facility.
6. Visit information shall be distributed to SCTD members and added to the SCTD calendar.

### **ARTICLE VIII. Amendments**

The board may make amendments to the bylaws by simple majority vote of the board. Once approved, the change will be submitted to membership for review. If the change is rejected by 30% of the membership within a period of two weeks following notification, the change is not approved.

### **ARTICLE IX. Parliamentary Authority**

#### **Section 1.**

SCTD shall be governed by its Bylaws (which are guided by ATD), Board of Directors, 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. Donations**

The Board may approve donations for charitable canine purposes, within budgetary constraints, beneficial to both dogs and people connected to dogs (i.e., memorials, injury, illness, service dog rehab, etc.) by vote of email ballot or by show of hands at any regular Board meeting. The majority of the Board members present constitutes an approved vote.



## **ARTICLE XI. Endorsements**

SCTD does not endorse businesses, products or services. No unauthorized ads for solicitations will be allowed on the website or social media platforms.

## **ARTICLE XII. Dissolution**

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. 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.