

**BY-LAWS  
OF  
ALLIANCE OF THERAPY DOGS**  
(A Wyoming Incorporated Non-Profit Corporation)

**ARTICLE I - NAME**

Section 1. The name of this organization will be “Alliance of Therapy Dogs,” hereafter known as ATD.

Section 2. This organization is a Wyoming Incorporated Non-Profit 501(c)(3) Corporation.

Section 3. The organization may, at its pleasure and by a vote of the board of directors, change its name.

Section 4. The organization is formed as and meant to qualify as a non-profit organization under the laws of the State of Wyoming and the United States of America, and will be governed by any rules, regulations and/or restrictions applicable to such a non-profit organization.

Section 5. All requests to use the registered ATD name with the logo and slogan must be submitted in writing to the president. The request will be evaluated and the requestor will be notified in writing whether permission is granted. The name or logo and slogan of ATD may not be used for any member's personal endorsement or any commercial venture, and the logo and slogan may not be used independently.

**ARTICLE II - OBJECTIVE**

Section 1. ATD is organized exclusively for the charitable, scientific and educational purpose of providing, through its members, well-trained, affectionate and obedient dogs for therapeutic contact with anyone who enjoys interacting with them, particularly but not limited to the elderly, the disabled and the young, in hospitals, homes, nursing facilities, schools, pre-schools, college campuses and airports. ATD may make financial distributions for these purposes and, upon approval of the board of directors, may make donations to organizations that qualify as exempt organizations under 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

Section 2. The corporation will provide detailed specifications for the testing, health care and temperament to qualify a dog and handler team for therapy work. Dogs, to qualify as therapy dogs, shall be healthy, clean, and free of transmittable diseases, of sound temperament, and able to work with other therapy dogs socially.

**ARTICLE III - MEMBERSHIP**

Section 1. Regular Membership  
Membership is a privilege, not a right, granted by the ATD Board of Directors through the

various committees appointed to represent and protect the interests and safety of the organization. ATD reserves the right to deny, revoke or not renew membership. Membership is open to all who support the purposes of ATD. A member in good standing, one who is current on dues, whose therapy dog is up to date on vaccines and exams, and is not presently suspended from making visits for any reason, will abide by the ATD Rules and Regulations. Annual membership dues are due and payable on the membership anniversary date. ATD reserves the right to not renew membership.

## Section 2. Junior Members

The minimum age requirement for regular ATD membership is 18. Children under the age of 18, unless an approved junior member/handler, are not allowed on ATD visits. A prospective junior member/handler aged 12 through 17 may accompany a T/O on one visit before being tested if permitted by the facility.

The junior member/handler must be accompanied at all times by a regular ATD member, with or without a dog, **and** a parent/legal guardian during testing and on all visits. If the parent/legal guardian is also an ATD member, s/he may not bring an additional dog but may handle the junior's dog if also registered with that dog. The parent/guardian and ATD member supervising a junior team may supervise only one team at a time. Upon reaching the age of 18, the handler is required to contact the office and sign a release of claims for the ATD member files.

## Section 3. Supporting Membership

Supporting membership is open to anyone who would like to support ATD and is not currently registered with a dog. Supporting members receive ATD publications and remain in the organization's database.

## Section 4. Termination of Membership

Membership is a privilege, not a right, granted by the ATD Board of Directors through the various committees appointed to represent and protect the interests and safety of the organization. ATD reserves the right to deny, revoke or not renew membership. ATD members must strictly comply with the Rules and Regulations Part I, Governing Member Guidelines Part II, Policies and Procedures Part III, and Code of Ethics. Membership will expire or lapse for non-payment of membership fees. The membership of any individual may also be terminated for any reason including, but not limited to:

- Committing three (3) verifiable violations of the Member Guidelines, Policies and/or Code of Ethics;
- Attempting to damage or defame ATD;
- Deliberately providing incorrect information, withholding incriminating information, or falsifying ATD documents;
- Displaying menacing or abusive behavior while representing ATD;
- By every appearance, not supporting the purposes of the organization;
- Being convicted of a felony while a member;
- Being required to register as a sex offender;
- Engaging in cruelty, abuse or neglect to animals or humans; and

- Engaging in crimes against humanity, including but not limited to, any violent crimes, arson, burglary, robbery, fraud, slander, libel, plagiarism or copyright infringement.

#### Section 5. Appeals Process:

If a member or non-member wishes to appeal any board or committee decision, s/he must submit a letter giving reasons for the appeal to the office within 30 days from the date of the notification. All information regarding said case and the appeal letter shall be presented to the board of directors for consideration. The member shall be notified by letter of the final decision.

#### Section 6. Member Handler/Dog Team Re-evaluation:

If ATD has been alerted to a possible high-risk or behavior issue with a member or a member's dog, ATD may request that the team be re-evaluated. When there is no T/O in the general area who can give an unbiased report or evaluate the handler/dog team fairly, ATD may choose to send one of the directors to the area to re-evaluate the handler/dog team at the expense of ATD. If a team fails to make one visit every three months, they must be re-observed at least one time by an ATD T/O. If a team fails to make a visit within six months of a previous visit, a full retest is required to reinstate membership.

### **ARTICLE IV - BOARD OF DIRECTORS**

Section 1. The organization and its affairs shall be governed by the board of directors (board). Each member of the board must be a T/O. The board shall be comprised of the president, vice president, secretary, treasurer, past president, and directors-at-large. Only board members are eligible to be officers. The board, by majority vote, may choose to combine or separate the offices of secretary and treasurer.

Section 2. Directors shall abide by the official guidelines, procedures and e-group rules for the ATD Board of Directors document established and approved by the board in February 2011. This document may be edited and updated by majority vote as needed.

Section 3. An ATD employee may serve as a director on the board. As a director, the employee would have voting rights and may be appointed to any committee.

Section 4. The officers (president, vice president, secretary and treasurer) and a minimum of three directors-at-large shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by the organization. (For additional details on duties, see also Article V – Duties of Officers.)

Section 5. The board shall have full power and authority over the affairs of the organization. No ATD member, director or employee shall enter into any contract in the name of ATD without board approval.

Section 6. A nominating committee will consist of three members with the vice president serving as the chair. The committee will entertain any and all submissions of qualified candidates regardless of nominating source.

Section 7: Election of directors: Elections for new directors will be held as needed, and will be conducted by the nominating committee as specified by the nominating committee procedures. The chair will send out the ballot, which will be returned to two (2) different ATD office employees not serving on the board for the count and verification of the count. The results of said ballot will be sent to the president who will report them to the board.

Section 8: Upon notice of any officer vacancy, the nominating committee will notify the board and will accept first and third party nominations from the board for the officer position. An election for the vacant officer position will be held within 30 days of the notice to vacate or May 1, whichever comes sooner. The nominating committee will conduct the election as specified by its committee procedures. The nominating committee chair will send out the ballot, which will be returned to two (2) different ATD office employees not serving on the board for the count and verification of the count. The results of said ballot will be sent to the highest-ranking officer (1. president, 2. vice president, 3. secretary, 4. treasurer) who will report them to the board.

Section 9: Officers and directors must annually submit their intent to continue or end their term in writing to the nominating committee chair by April 1. Upon notice of any officer vacancy the nominating committee will immediately notify the board. Any director may request to place his/her name on the ballot for any office, or may nominate another director for any office, whether or not the position is vacant, by informing the nominating committee at the time s/he submits his/her intent to remain on the board. The nominating committee chair will send to the board the ballot for the re-election of officers and directors by May 1 to be completed by May 31. This election is for the re-election of directors and election or re-election of officers, and each person votes for those board members whom they feel are fulfilling their responsibilities and duties of their positions, including themselves. Ballots will be returned to two (2) different ATD office employees not serving on the board for the count and verification of the count. The results of said ballot will be sent to the president who will report them to the board.

Section 10. The term of office for the officers and directors shall be one year, and it shall begin on July 1.

Section 11. Upon the current president leaving office, that person will then assume the position of past president and shall remain on the board for one year.

Section 12. Vacancies occurring on the board shall be filled through the end of the term by a majority vote of the remaining members of the board.

Section 13. When a formal complaint is filed against a director, the president will chair and appoint a special committee of three (3) people to handle the investigation and shall inform the board of those findings. The board will then decide the appropriate action to be taken.

Section 14. An officer or director may be removed from office with or without cause by a majority of ballot vote of the board. If this action is taken, an official letter of dismissal on behalf of the board shall be immediately sent via registered mail.

Section 15. Once a new director is elected, s/he will spend the first 30 days as an observer on the board and his/her assigned committee e-group(s). S/he may ask questions and provide input but may not vote until the 30-day expiration.

Section 16. New directors may not vote in elections for other board members until they have been on the board for six months or have attended a board meeting.

## **ARTICLE V - DUTIES OF OFFICERS**

Section 1. The president shall preside at all regular and special meetings of the board and at all regular and special meetings of the membership; shall authenticate by signature, when necessary, all acts, orders and proceedings of the assembly; shall have on hand at all meetings: (1) a copy of the current by-laws and rules and regulations, (2) a copy of the adopted parliamentary authority, (3) a list of all standing and special committee chairmen and the members of each committee, and (4) such other information as needed to expedite the meetings; and shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the organization.

Section 2. The vice president shall preside in the absence of or at the request of the president and shall perform the duties prescribed by these by-laws. The vice president will not vote when acting as president, unless it is a situation where the president would vote. The vice president shall also serve as chair of the nominating committee.

Section 3. The secretary shall be responsible for the complete edited minutes at each regular and special meeting of the organization. The minutes may be recorded by an appointed transcriber. At each regular and special meeting of the board, the secretary shall have on hand at each meeting a list of all existing committees and their members.

Section 4. The treasurer shall oversee production of the annual financial report and an annual budget for the organization, and other reports or duties as the board may require. Once all current financial information is submitted by the corporate accountant, the annual budget shall be submitted by September 1 each year. At the discretion of the board, a review or audit of the ATD corporate financial books may be done annually by an accountant or other knowledgeable person familiar with the standards of accepted accounting practices and services.

Section 5. The position of past president shall be to provide historical information and guidance. This position shall not carry voting rights. It shall be a position for past information and guidance.

## **ARTICLE VI - MEETINGS AND VOTING**

Section 1. The annual meeting shall be held in July. All officers and directors must be present for

the duration of the meeting unless extenuating circumstances are approved in advance by the board. Circumstances shall be judged on a case-by-case basis. Penalty for a non-approved absence is dismissal from the board or officer position by majority vote of the board.

Section 2. The annual meeting shall be held for the purpose of discussing and approving any ATD business that may arise during the fiscal year.

Section 3. Regular meetings of the board may be held at the corporate office of the organization or at a place determined by vote of the board or the president. Notices will be sent a minimum of ten (10) days (if possible) prior to the meeting date.

Section 4. Special meetings of the board may be called by the president or by three members of the board with a 10- to 15-day notice (if possible), and the purpose of the special meeting given.

Section 5. A quorum of the board shall be 60% of the board members. If a quorum is not present at the scheduled or special meeting, a second meeting date shall be set within four weeks of the original date.

Section 6. Voting is by show of hands or by email ballot on all matters. Secret ballot vote may be requested for specific matters if it is felt that such vote may reflect a more valid response.

Section 7. ATD agrees to indemnify any director or officer, or former director or officer, of the corporation against liability and expenses actually and necessarily incurred by them in connection with the defense of any action or proceeding in which they are made a party by reason of being or having been such director or officer, except in relation to matters as to which they shall be adjudged in such action, suit or proceeding to be liable for misconduct in the performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which the director or officer may be entitled under any by-law, agreement, vote of the board or members, or otherwise.

## **ARTICLE VII - COMMITTEES**

Section 1. The president may appoint committees (standing or special), committee members, or committee chair positions as deemed necessary to carry on the work of the organization. The president shall be a member ex officio of all committees except the nominating committee.

### **Section 2. Committees**

Each director must submit to the president his/her desire for committee positions at least six weeks prior to the annual meeting. The president and vice president will select without prejudice committee positions from this list. Each committee shall have an agreed number of members as needed. Committees that perform any decision-making shall have a minimum of three members and also have an alternate committee member who will be called upon when a committee member is not available to cast a vote or make a decision. The alternate member will receive all correspondence and may participate in all discussions. No director shall chair more than two committees at the same time. All committees will consist of directors unless specifically invited

by the board to contribute because of their special skills.

### Section 3. Responsibilities of Committee Chairs

The committee chair will lead discussions to edit/update committee procedures. The chair will post the most current procedures on the committee e-group home page. To enable continuation of committee work/business, if a committee chair will be unavailable for a period of time of one week or more, s/he will appoint another committee member as chair until his/her return.

### Section 4. Committee Reports and Procedures

All committee reports and current updated procedures shall be submitted to the president at least six weeks prior to the annual meeting. The procedures should be a process flow that the committee follows and should be written clearly enough so that any board member could step in (if needed) and be able to handle any issue properly. Any approved changes should be immediately added to current committee procedures. All committee members should have input and agree on submitted procedures. Annual committee reports should include all matters the committee has addressed.

### Section 5. Committee Correspondence

All committee member correspondence shall be conducted via each committee's email e-group. Response to formal committee discussions must be made within three business days unless previously notified of absence. Incoming committee correspondence shall be sent to each committee member including the alternate members by the corporate office. All committee members must approve any correspondence sent by the committee.

### Section 6. Past President Working Committee

Purpose – To assist the ATD Board of Directors with projects to benefit the organization. Projects will be outside the scope of the regular committees, or may be at the request of the board to help with jobs relating to committee work.

Members – Past Presidents of Alliance of Therapy Dogs

Consultants – The committee may ask for information, participation and/or guidance from any outside source, including ex-directors, if approved or requested by the board.

Responsibilities – This committee serves on a volunteer basis and has the right to accept or refuse any project it deems beyond its scope of time or expertise. The president will contact the committee with requests for tasks. The committee may also offer suggestions to the president to be submitted to the board.

## **ARTICLE VIII - DISSOLUTION**

If ATD ceases operations, the board, after satisfying all liabilities, may elect to hold any assets for three years in contemplation of resuming operations. If operations do not resume, dissolution shall begin. Remaining assets of ATD 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 to organizations with the same or similar purposes, or for any public purpose.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Section 1. This organization shall be governed by its by-laws, board of directors and ATD Rules and Regulations promulgated by the organization.

Section 2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable or in which they are not inconsistent with these by laws and any special rules of order the organization may adopt.

## **ARTICLE X – AMENDMENTS**

The board may amend these by-laws by vote of email ballot or by show of hands at any regular or special meeting called for that purpose.



## STANDING RULES OF ALLIANCE OF THERAPY DOGS

### 1. ORDER OF BUSINESS FOR MEETINGS:

Call to Order  
President's Welcome  
Introductions / Roll Call  
Financial Report  
Corporate Office Report  
Discussion of Business  
Adjournment

### 2. All mail or correspondence should be sent to:

PO Box 20227  
Cheyenne, WY 82003  
Or via email to:  
office@therapydogs.com

### 3. Membership classification and fees.

- New member one time processing fee \$10
- Single – one handler, one dog \$30
- Tester/Observer \$10
- Additional evaluated handler or dog in the same household \$10
- Supporting membership (membership without registered dog) \$20
- Minimum age for regular membership is 18 years  
See guidelines for junior membership age 12 through 17
- Late renewal fee \$10

### 4. Any board member who travels on behalf of ATD will be reimbursed for his/her expenses. Examples include, but are not limited to:

- Annual meeting
- Educational seminars and public relations events
- Counseling on local issues or local complaints
- Re-evaluating a handler/dog team if alerted to possible insurance risk, behavior problem, etc.
- Formal or informal complaint of a member or a T/O
- Re-evaluating a T/O

5. The secretary or appointed transcriber shall provide a complete copy of the minutes to all board members within three weeks following each meeting for approval and/or comments. Private matters will be conducted in executive session; only results of said discussion will be published.

6. Final edited minutes of the annual meeting of the board and the annual financial reports shall be published in the Member Handbook.