

# **Scent Work Club of Brevard County (SWCBC)**

## **Policies and Procedures**

The following policies and procedures have been approved by the general membership and provide direction on how business for the Scent Work Club of Brevard County (SWCBC) will be conducted.

### **1. General Rules and Procedures**

#### **1.1 Facility**

SWCBC will not be tied to any particular facility.

#### **1.2 Clean Up**

It will be the responsibility of members, students, handlers, and guests to clean up after themselves and their dogs at all SWCBC events and gatherings. All solid potty will be bagged and properly disposed of. Smokers will be required to smoke at least 50 feet away from the entrance to any building where SWCBC is holding an indoor event and in the case of outdoor events, smokers must smoke at least 50 feet away from other event attendees. Cigarette butts must be properly disposed of in trash receptacles.

#### **1.3 Footwear**

Only closed-toed shoes are allowed to be worn when working with dogs at any SWCBC event. Flip-flops, open toed sandals, etc. do not provide proper footing when working with dogs and can pose a safety hazard.

#### **1.4.Fees, Dues and Membership**

##### **1.4.1 Membership Requirements and Dues**

The requirements to become a member of SWCBC are as follows:

- a. Attend a membership meeting and be voted into membership of SWCBC by current members. Election to membership requires a vote of 2/3 of the membership present and voting by the club.
- d. Pay membership dues.

##### **1.4.2 The requirements to continue yearly membership in SWCBC are as follows:**

- a. Complete a total of 6 hours of volunteer time annually at SWCBC AKC trials.

- b. Pay membership dues on or before January 1<sup>st</sup> annually.
- c. Provide documentation to SWCBC showing that each member's dog registered with the club has been vaccinated against rabies and distemper, or has proof of titers, or an appropriate letter from their veterinarian.

#### 1.4.3 The Annual Membership Dues are as follows:

- a. Single Membership Annual Dues are \$25.00
- b. Family Membership Annual Dues are \$40.00
- c. After July 1st, Single Membership Annual Dues are \$15.00 for the remainder of the year.
- d. After July 1st, Family Membership Annual Dues are \$20.00 for the remainder of the year.

#### 1.4.4 Fees for classes, workshops, seminars, and events shall be set by the Board.

Membership renewal notices will be sent prior to the first day of November each year. The last possible day renewal payments can be postmarked to the Treasurer is December 31<sup>st</sup>. A volunteer will contact members who haven't renewed by December 1<sup>st</sup>.

### 1.5 Expenditures of Funds by the Board of Directors

The Board of Directors may authorize funds up to \$250.00 per expenditure without authorization by the general membership. Expenditures between \$251.00-\$500.00 can be voted on by general membership via email. Expenditures greater than or equal to \$501.00 will be discussed and voted on at a membership meeting. Expenditures are approved by a majority vote of those present, or in the case of an email vote, of those responding. The Board of Directors does not have the authority to change the amount and rules associated with these expenditures without general membership approval.

## 2.0 **Directors and Officers**

### 2.1. Board of Directors Voting and Terms

The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, and two Members-At-Large. All members of the Board are voting members except for the President. The President votes in the event of a tie. Officers will be elected during the Annual Membership Meeting in November. SWCBC's officers' terms are for one year beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>. A transition period will occur from November to December 31<sup>st</sup> where newly elected officers will shadow outgoing/retiring officers. Officers may be re-elected to their position for additional terms if they are willing to continue in their position.

### 2.2. Emergency Decisions by the Board

The President, or Vice President if the President is unable, has the authority to make

emergency decisions regarding health and safety without prior Board approval. The President will notify members within 24 hours of any emergency decisions. If necessary and/or requested by a Board member, the Board shall meet within 7 to 10 days of the emergency decision for discussion.

### **3. Aggressive and Reactive Dogs**

#### **3.1 Aggressive and Reactive Dogs**

The event coordinator of any given workshop or other SWCBC event will address concerns of aggressive and/or reactive dogs enrolled in the workshop or event. Based on the evaluation and the recommendation of the event coordinator, the dog may be expelled or allowed to remain in the event. If the dog is permitted to stay, the class must be made aware that the dog requires more space while training. The dog will also be required to wear a colored bandana so others in the class can easily identify the dog.

### **4. Insurance and Accident Management**

#### **4.1. Insurance**

SWCBC must, at all times, maintain liability insurance of a minimum of \$2M. They must also insure the club's board members

#### **4.2. Accident Management**

In the event of an accident involving a person or dog, it is recommended that the person and/or owner of the dog seek medical attention as soon as possible and, if needed, services of 911 to obtain medical attention or treatment. In the event of a bite incident, the first priority is ensuring that all people present are not hurt. Anyone who witnesses an accident should fill out an accident report form.

#### **4.3. Member Accident Responsibility**

Members are financially responsible for their dog's actions while on facility property and/or at a trial site. If there are injuries to an animal or person, the involved owner(s) should meet the obligations of the accident within a reasonable amount of time. Failure to pay for their obligations is grounds for expulsion of SWCBC membership. SWCBC and Landlord(s) or Property owner(s) of trial sites are not responsible for any financial responsibility between parties involved.

#### **4.4. Insurance Carrier Notification**

A Board Member shall notify the insurance carrier of any medical accident within 24 hours of the accident of the first business day after accident.