

BYLAWS

4 Paws of Love Therapy Organization

Article 1. The name of this organization shall be "4 Paws of Love".

Article 2: Mission Statement: 4 Paws of Love is a nonprofit organization dedicated to pet assisted therapy in our community through training and certification of pet therapy handlers and their pets, and conducting visits to in schools, libraries, hospitals, senior living centers, and any other facilities where therapy pet teams are invited.

Article 3. This organization was established July 1, 2018 and is under the umbrella of the 4 Community Solutions, a NonProfit 501(c)(3) Corporation. The mailing address is: P.O. Box 28325, San Diego, CA 92198.

Article 4. Certifications: All therapy animals and handlers must go through proper training/certification to become a member 4 Paws of Love.

The 4 Paws of Love Board reserves the right to deny membership to anyone. See Article 9 for details.

Article 5 Membership: 4 Paws of Love membership is only final after completion of necessary training, approval of all paperwork and membership fees received and accepted by 4 Paws of Love. Members will receive approval documentation as well as a member ID badge which must be prominently worn during all visits.

Article 6: Officers: The Board of Directors will consist of a President, Vice President, Treasurer, and Secretary. 4 Paws of Love may amend these bylaws to add additional officers as needed through majority vote of Board of Directors. There is presently no term limit for Officers. If an Officer steps down or is removed, that position will be filled by the Board of Directors as soon as possible.

President: The President will preside over the annual 4 Paws of Love meeting and any other such meetings which the Board of Directors deem necessary throughout the year. The President provides overall leadership of 4 Paws of Love.

Vice President: In the absence of the President, the Vice President will take on those responsibilities. The Vice President will from time to time take on any responsibilities prescribed by the members or the bylaws.

Treasurer: The Treasurer will keep record of all monetary transactions, including the sources of funds which are given to the 4 Common Solutions. Copies of receipts will be kept for record purposes. The Treasurer will provide a bi-annual financial report to the Board of Directors. The Treasurer will communicate with the Secretary in terms of donations so that the Secretary may write appropriate donation appreciation letters.

Secretary: The Secretary will keep a record of 4 Paws of Love bylaws and other documents. The Secretary will take minutes at any meetings or designate another board

member to do so. The Secretary will be responsible for managing donation appreciation letters or other formal communication sent on behalf of 4 Paws of Love.

Article 7. Membership requirement:

- pets must be least one (1) year old;
- a handler and a pet must complete required evaluation and training before they can become a certified team with 4 Paws of Love;
- each dog must also complete the Canine Good Citizen Test (CGC);
- each team in training (a team is one pet and one human), must complete a minimum of 10 supervised training sessions at various facilities visited by 4 Paws of Love;
- annual dues are required;
- Certified teams must complete either a refresher course, or an evaluation visit by a Board Member, at least once every two years, for their renewal to be accepted;
- Teams must comply with 4 Paws of Love guidelines. Failure to comply with 4 Paws of Love guidelines may be grounds for dismissal from the organization. 4 Paws of Love will not refund membership fees for certified teams who are asked to leave the organization due to violations of guidelines;
 - a team may be requested to attend additional training at any time by a Facility Leader or any member of the Board;
 - teams in training will be covered under 4 Commons Solutions insurance during their supervised visits;
 - upon completion of training and required documentation and acceptance as a certified member of 4 Paws of Love, teams are only covered under the 4 Commons Solutions insurance during official, sanctioned 4 Paws of Love visits.

A team will not be covered under the following situation:

- 7.a. Any visit not formally sanctioned by 4 Paws of Love (e.g., taking pet to work, or visiting facilities not on 4 Paws of Love calendar, etc.);
- 7.b. Annual dues are not current;
- 7.c. The pet is not under direct control of the team member (e.g. the leash was not being held by the team member, the leash was given to someone else to hold, etc.)
- 7.d. More than two years since a refresher course or re-certification visit was completed.

Article 10: Visits:

- All members are considered volunteers. There are no paid positions, and no 4 Paws of Love member may accept payment for any visit or any 4 Paws of Love related activity. Donations may be made directly to 4 Paws of Love, or accepted by members if made payable to 4 Paws of Love organization;

- Every facility visited must have a qualified "Facility Leader" identified to oversee schedule and visits to that facility. To qualify as a Facility Leader, the member must have sufficient experience and be able to demonstrate ability to properly act as a Facility Leader, and must be approved by the 4 Paws of Love Board;

-Facility Leaders will act as liaisons between the facilities and 4 Paws of Love;

-Facility Leaders will organize and schedule the visits for the facility and recruit other 4 Paws of Love members to participate in the visits as needed;

-Facility Leaders are responsible for ensuring that visiting members comply with organization guidelines to assure a positive experience for all, including wearing of ID tags and proper grooming and control of their therapy pet at all times;

-The Facility Leaders may end the visit or ask a member to leave if the team's attire or behavior is inappropriate. These incidents must be reported immediately to a member of the Board;

-The Facility Leaders will oversee supervised visits of teams in training at their facility, but may designate another certified team to take on such responsibilities;

-The Facility Leaders must report every incident immediately by completing an incident form and sending to the 4 Paws of Love Board by the end of the day the incident occurred.;

-Photo release forms must be signed and given to the 4 Paws of Love Board prior to posting or sharing any photos of any facility or visit, except with members of the 4 Paws of Love Board or with immediate family members of every person in the photo.

These bylaws have been adopted on July 1, 2018