

BUCHANAN COUNTY UNIVERSITY OF MISSOURI EXTENSION

4125 Mitchell Avenue
St. Joseph, MO 64507
Phone: 816-279-1691
Fax: 816-279-3982
E-mail: pembertonk@missouri.edu
Web: extension.missouri.edu/Buchanan

UNIVERSITY OF MISSOURI
 Extension



PONY EXPRESS THERAPY DOGS ORGANIZATIONAL OPERATIONS

GENERAL:

Pony Express Therapy Dogs is an all-volunteer organization under the oversight of the University of Missouri, Buchanan County Extension Office.

Any permission to use the registered name, logo or slogan must be submitted and approved by the Executive Committee of Pony Express Therapy Dogs.

Membership is a privilege. Failure to adhere to the Pony Express Therapy Dogs Team Guidelines will jeopardize your membership.

Pony Express Therapy Dogs is governed by an Executive Committee made up of: Executive Director, Secretary, three (3) Committee Members and an ex-officio representative of the Buchanan County Extension Office.

MEMBERSHIP:

The Pony Express Therapy Dogs membership is made up of Registered Teams (handler/dog) and Non-Registered Members.

Registered Team: This is a handler/dog team that adheres to all of the requirements of the Pony Express Therapy Dogs program.

Non-Registered Member: This is a member who does not currently have a dog, but anticipates becoming a Registered Team in the future. This member will actively participate in the program assisting in events.

Active Probationary Team: This is a handler/dog team that adheres to all of the requirements to the Pony Express Therapy Dogs program, but who has not yet graduated.

Any member who wishes to resign from the program shall provide notice to the Executive Director or Secretary.

EXECUTIVE COMMITTEE:

The membership consists of:

University of Missouri, Lincoln University, U.S. Department of Agriculture and Local Extension Councils Cooperating

EQUAL OPPORTUNITY/ADA INSTITUTIONS

As of August 1, 2020

Executive Director: The Executive Director may be a current or past member of Pony Express Therapy Dogs, with or without a dog. The Executive Director is not a regular voting member, but has the ability to break a tie, if necessary. The Executive Director is responsible for running the meetings and coordinating communication of events with the therapy teams and issues before the Committee.

Secretary/Treasurer: Keeps the calendar, vaccination records, and coordinates all correspondence of Pony Express Therapy Dogs. Also keeps track of annual dues payments and coordinates deposits and expenditures for the group in the account established by the Buchanan County Extension Office. The Secretary/Treasurer is a voting member

Ex-Officio Member: The Buchanan County Extension Office representative is a non-voting member. In addition to overseeing the organization, the Extension Office will:

- establish a bank account for the organization's use;
- coordinate placement of the program information on the University's website; and
- assist in publicity for the organization.

Committee Members: There will be three (3) Committee members. A Committee Member may be a Registered Team or Non-Registered member.

TERM:

Executive Director and Secretary/Treasurer: The terms for the Executive Director and Secretary/Treasurer shall be three (3) years. There are no term limits.

Committee Members: The term for the Committee Members is a maximum of three (3) years. There are no term limits. A staggered system for the Committee Members will be used for the first year only as stated:

Committee Member #1 will be elected for a one year term;
Committee Member #2 will be elected for a two year term; and
Committee Member #3 will be elected for a three year term.

Committee members may be a current member of Pony Express Therapy Dogs, with or without a dog. The Executive Committee will review issues and conduct the normal course of Executive Committee business, as needed. A quorum of 3 members is required to conduct official business.

DUTIES OF THE EXECUTIVE COMMITTEE:

The Executive Committee will:

- Handle all of the on-going duties necessary to keep the program current;
- Schedule and/or maintain any and all facility visits;
- Schedule and/or approve any additional visits or special programs;
- Provide on-going communications to publicize the program;

- Do whatever necessary to continue to expand the program; and
- Address and resolve any complaints or concerns provided to them in regard to any aspect of the program and/or specific teams;

RESIGNATION, REMOVAL AND VACANCIES:

Resignation: A Committee Member may resign from the Executive Committee by providing written notice to the Executive Director or, in the case of the Executive Director, to the Executive Committee Secretary.

Removal: A Committee Member, who is no longer eligible to serve on the Executive Committee, will be removed by a two-thirds vote of the Executive Committee, when a quorum is present.

Vacancies: Vacancies on the Executive Committee are filled for the unexpired portion of the vacant term by a majority vote of the Executive Committee of the eligible members who apply for the position.

MEETINGS:

Any meeting of the Executive Committee shall be run by the Executive Director.

The Executive Committee shall meet regularly on a quarterly basis (January, April, July, October). A special meeting can be scheduled if required to address an immediate concern. Meetings are open to all Pony Express Therapy Dogs members. A closed session may be conducted as necessary to handle sensitive issues.

The Executive Committee will hold a general membership meeting twice a year, or as needed, to provide updates to the whole membership. Any vote taken at a General Meeting will be by majority of all members present (registered, non-registered and ex-officio).

COMMUNICATION:

The Executive Committee, through the Executive Director or Secretary/Treasurer, shall keep the general membership updated on visits and other on-going information relative to the entire group through emails.

DECISIONS:

All decisions made by the Executive Committee shall be by a majority vote of the Committee members present.

Pony Express Therapy Dog Contact Information:

Bill Luce, Ex. Dir.
816- 232-5162
William_luce49@yahoo.com