



National Entomology Scent Detection Canine Association

**“THE STANDARD FOR ALL ENTOMOLOGY SCENT
DETECTING WORK DOG TEAMS THROUGHOUT THE
WORLD”**

BYLAWS

**NESDCA HEADQUARTERS
PO Box 3840
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NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION

Bylaws

ARTICLE 1:

This Association shall be known as the National Entomology Scent Detection Canine Association

ARTICLE 2:

OBJECTIVES

To unite, assist, and continuously improve all Entomology Scent Detection Canine Teams.

To establish a working standard for all Entomology Scent Detecting Canines, Handlers, and Trainers through a accredited program.

To improve the image of Entomology Scent Detecting Canine.

ARTICLE 3:

MEMBERSHIP

Section A:

Regular Members - Full membership in this association shall be open to any persons actively involved in the pest control industry, any Entomology Scent Detection Handler, and/or Trainer, and any employee of a state or federal pest control governing authority,. If a company or agency pays for the member's membership dues, the company or agency has the right to reassign that membership to another qualifying person anytime during that dues period. The change in membership by the company or agency must be in writing to the Secretary. The written change will include the current member's complete information and the new replacement person's complete information on a NESDCA membership application.

Section B:

Sponsors – Anyone who is supportive of the National Entomology Scent Detection Canine Association. A Sponsor shall enjoy all privileges except that he/she shall not have any voting privileges, and may not serve as a Board Member. Sponsors can be either an individual or company advertising sponsor.

ARTICLE 4:

DUTIES OF DIRECTORS

No one shall receive any salary or compensation for services rendered to the Association. However, out of pocket expenses incurred reasonably and necessarily may be reimbursed while conducting the affairs of the Association.

EXECUTIVE BOARD

The Executive Board consists of the elected NESDCA officers.

PRESIDENT

It shall be the duty of the President to call and preside at all regular and special meetings. He/she shall see that the Bylaws and all Rules and Regulations are respected and obeyed. He/she shall cast the deciding vote in case of a tie. He/she shall appoint committees and may designate their Chairperson. He/she shall perform such other duties as are usual and incidental to the office of President. He/she is a member ex-officio of all committees except the Election Committee.

VICE PRESIDENT

The Vice President shall actively assist and support the President in his/her duties, and shall be the President pro-tempore in the absence of the President, during which time the Vice President shall assume all the duties and responsibilities of that office. He/she shall be required to attend, with the President, all hearings, committee meetings, conferences, etc., to which the President is required or expected, in the interest of and or on behalf of the membership of this Association in order that he/she may be as informed of all matters concerning the Association as is the President.

SECRETARY

It shall be the duty of the Secretary to accurately record the proceeding at meetings, read the minutes of previous meetings and all communications. He/she shall call the roll of Officers and note absentees. He/she shall communicate and correspond with all persons and organizations both within and outside the association relative to Executive Board business. He/she shall receive all moneys in the absence of the Treasurer. He/she shall be responsible to maintain all certification records for each certified or re-certified Entomology Scent Detection Canine Teams.

TREASURER

It shall be the duty of the Treasurer to collect all moneys due to this association, giving receipt thereof. He/she shall keep a suitable set of book of record. He/she shall deposit all moneys of this Association in a bank designated by the Executive Board. He/she shall draw all checks or other obligations authorized by the Executive Board, and attested to by the Secretary, including payments of all benefits. The account books as well as all papers in his/her custody shall be open for inspection and examination by the Executive Board. He/she shall not lend or invest any of the funds except when duly authorized by the Executive Board.

CERTIFICATION / K-9 CHAIRPERSON

The Certification / K-9 Chairperson will be an appointed position who shall serve as an advisor to the Executive Board. They will have at least 10 years of K-9 experience, and must have been a qualified NESDCA trainer or Evaluator. The Certification / K-9 Chairperson can not evaluate while holding this position. Their duties will include but not limited too keeping records of applications, certifications, complaints, disputes, K-9 related standards and status of Evaluators, Trainers, Handlers, K-9's and Facilities. Any and all issues involving the list above will be given to the Certification Chairperson who will investigate and/or settle at his or her discretion. They shall report their findings to the Executive Board along with recommendations. He/she will review all request for trainers or evaluators and approve or disprove their request. They, or an appointed designee, are responsible to ensure that all standards involving all K-9 related aspects of NESDCA are adhered too.

ARTICLE 5: ELECTIONS

Section A: All candidates for office shall be nominated at the General Membership meeting at the National Training Workshop.

Section B: A majority vote shall elect each position. Members are to be notified as soon as possible.

Section C: Newly elected Officers shall take office 30 days after date of official election.

Section D: Election of Officers will be held every four (2) years.

ARTICLE 6: MEETINGS

A quorum shall consist of the majority of the Executive Board present. All Executive Board members shall be notified adequately in advance as to any and all meetings.

ARTICLE 7: BYLAWS

All proposed changes must be submitted in writing to the Executive Board. The Executive Board shall review and present a final proposed change to By Laws at the Executive Board meeting. Regardless, if any amendment, addition or deletion is passed unanimously, it shall be null and void if it is in direct conflict with the Articles of Incorporation.

ARTICLE 8: DUES

The yearly dues of the Association for a regular member will be \$150.00 plus \$75.00 for each additional team after the initial team included in the membership dues. If a membership fee is not renewed within 15 days after current membership has passed the members NESDCA status will be listed as "Certification Expired" and that team may not present themselves as NESDCA Certified.

The yearly dues for a sponsor will be \$100.00 for an individual or \$1000.00 for an advertising company sponsor.

A \$30.00 service charge will be assessed for any bad/bounced check, no matter what the reason for it being dishonored. In addition any paperwork, such as certifications, is suspended until the check is made good.

ARTICLE 9: IMPEACHMENT

Any Officer or member may be removed for any violation of the provisions of the Bylaws, for any personal conduct that may bring discredit upon the Association. Charges for the impeachment of any Officer or member may be initiated by any member in good standing. The charge shall be presented, in writing to the Executive Board. The accused Officer or member will be given a copy of the charges against him/her. If the Executive Board ascertains that there is enough evidence to warrant a hearing, the accused member will be notified of the meeting and location at which the hearing will be held, not less than thirty (30) days prior to the hearing date. The accused shall be given the right to present evidence in his/her behalf at this hearing. The Executive Board will then decide if the accused is innocent or guilty of the charges and present their recommendation. If it is decided the charges warrant impeachment, the accused Officer shall be removed from Office and the accused Officer or member shall never hold any Office in the Association.

ARTICLE 10: REPRESENTATION / USE OF NESDCA'S NAME (ACRONYM OR SPELLED OUT) AND LOGO'S

NESDCA's name and logo's may be utilized by any Regular, Sponsor, and/or certified Scent Detection Team in good standing. Anyone whose membership and/or annual re-certification has expired may not represent or advertise utilizing NESDCA's name or logo's until they restore their membership to an updated and current status or pass an annual re-certification.

**ARTICLE 11:
CODE OF ETHICS**

Section A: The application for membership shall provide that the applicant, agrees to abide by these By Laws and all Rules adopted by the Executive Board. He/she further agrees to abide by the Code of Ethics.

Section B: No member will act in a manner prejudicial to the Association or its members. No member will knowingly falsify or misrepresent any record or document in connection with the certification, sale, or representation of a dog. .

Section C: Any member in good standing may prefer charges against any other member for alleged conduct in violation of the Code of Ethics. Such charges must be in writing, signed by the complainant, setting forth the facts upon which the charges are based in a concise and summary manner, and shall be filed with the Executive Board. The complainant must agree to appear and furnish full evidence in support of the charges if requested to do so. The Executive Board will then proceed as described in Article 9.

Section D: Disciplinary action may include the temporary suspension of privileges, censure, expulsion or any other action deemed appropriate by the Executive Board.

Section E: If the Executive Board finds that a member in preferring charges against another member did so for spurious reasons, out of improper motives, and if the charges are wholly false and without proper foundation, then the Executive Board may, if it desires, take appropriate disciplinary action against the complainant.

Section F: No disciplinary action shall be taken against a member, be he/she the complainant or accused, unless the member shall have been afforded the opportunity of a hearing before the Executive Board.

Section G: Every member shall be presumed innocent of misconduct, and disciplinary action shall be taken against a member only if he/she is found guilty of misconduct from evidence found true by the Executive Board.

Section H: Any member who is found guilty by the Executive Board of any violations of NESDCA Bylaws and/or Rules and Regulations, shall have a maximum of thirty (30) calendar days from the date of his/her written notification, to file a written appeal of the findings and punishment to the NESDCA Certification / K-9 Chairperson for their consideration. Said appeal will be forwarded to the NESDCA Secretary.

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National Entomology Scent Detection Canine Association

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CERTIFICATION RULES

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NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION

CERTIFICATION RULES

The following rules have been adopted by the NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION for certification. The tests are designed to determine the proficiency of the work dog team for certification. Each test is based on a pass/fail evaluation. **There will be no fee charged for a NESDCA certification. A fee may be imposed to cover expenses of travel, lodging and meals only.**

Team:

A Team will consist of a handler (person trained to handle/work a dog), and a K-9 (dog trained for scent detection). Together the two make up a Team. Only the handler and K-9 that passed NESDCA Certification Standards together may claim themselves as a NESDCA Team. If at any time the handler and K-9 separate, they are no longer NESDCA Certified.

NOTE: NESDCA DOES NOT CERTIFY DOGS OR HANDLERS, ONLY TEAMS.

Eligibility to Certify:

- (1.) Entomology Scent Detection Canine Teams wishing to be tested and certified under these rules and by this Association must be regular members of this organization in good standing.
- (2.) Dog must have received training to detect the scent for which the team is certifying. Dual scent trained dogs will not be certified under NESDCA Standards.
- (3.) The Handler, Team, or Company being represented cannot have had a previous certification and/or membership revoked, for any reason. They also cannot have had a previous finding of guilty involving misconduct or violation of NESDCA Bylaws/Certification Rules

Correction of Canine:

No overly harsh or inappropriate physical corrections by the handler to the dog will be permitted. At the Evaluators discretion, any such behavior will be grounds for a failure of certification.

Evaluators:

NESDCA Qualified Evaluators will act as Judges for these tests. Certification requires two (2) NESDCA Evaluators present throughout the test. One of the two (2) Evaluators will be assigned as the Chief Evaluator. The Chief Evaluator will be assigned in one of the following two ways, if one of the two (2) Evaluators have been involved in the training of the Handler or K-9 they MAY NOT be the Chief Evaluator, if the previous circumstances do not exist the Senior Evaluator will conduct the certification as the Chief Evaluator. If a conflict between the two (2) Evaluators involving a PASS or FAIL, the ruling of the Chief Evaluator shall stand. The Certification / K-9 Chairperson will be contacted immediately; they will collect all necessary information, and make a final ruling within fifteen (15) days of the certification. Evaluators should make every effort not to interfere with or distract the team certifying. The Evaluators will observe the K-9 during certification for willingness, enjoyment, interest and accuracy. Handlers will be observed for ability to work, read and overall control of his/her K-9.

Certification Validity:

Upon successfully passing certification the Evaluator will issue a certificate stating the team is NESDCA certified as a team to detect the scent for which they certified. The certification will be valid for **one (1) year** from the date of issue. A NESDCA certification of a Regular member K9 team will **ONLY BE VALID when the K9 team is being utilized for the scent which they certified under.**

*****NOTE***** Under **NO** circumstances will a NESDCA K9 team certification be valid when the team is being utilized for **ANY** and **ALL NON** ENTOMOLOGY SCENT DETECTION PURPOSES OR BEING USED IN A MANNER INCONSISTENT WITH THE RULES, BYLAWS, AND CODE OF ETHICS OF THE ASSOCIATION.

Certain Equipment Prohibited:

At no time during any of the offered certification tests will sticks, whips of any type, pinch collars, electronic or ultrasonic devices be used on the K9's.

Fees:

There will be no fee charged for NESDCA certification testing. Fees associated with travel for evaluators will be covered to include, expenses of travel, lodging, rental car, etc. required by evaluators, per evaluator. If travelling by vehicle the evaluators will be reimbursed at the current Government rate per mile and per evaluator if required. Per diem will be charged at \$55.00 per evaluator. Mode of travel, no matter the distance, is at the discretion of the evaluators.

Scoring and Appeals:

All of the scent tests are scored on a pass/fail basis. A work dog team that fails may reapply for testing at the next and most convenient date that is after fifteen (15) days from test failure. Any work dog team that fails a test and feels that they have been judged unfairly, will, at the time of the test notify the Evaluator of his/her intent to appeal. The tested team handler will then file a complete report of his/her observations and the reasons they feel they were judged unfairly. The Evaluators having been notified of the appeal will file a report of their observations, all testing sheets and basis for failing the team. All reports will be filed within fifteen (15) days of the test to the Certification / K-9 Chairperson. **The decision of the Certification / K-9 Chairperson will be final.** Findings of the Certification / K-9 Chairperson will be forwarded to the Executive Board who will in turn forward the findings to the tested team's handler and Evaluators. *If during the time period that a certification certificate is issued, the K-9 team re-tests **AND FAILS**, then the initial certificate which was issued **will become NULL AND VOID**. Further, a letter to this effect will be sent to the K-9 team and their employing company if applicable, including the recommendation that they be re-tested after (15) days of this notification.*

During the time of failure and until the team retests and passes, the team, it's employer, or any associates there-of will not present the canine team as certified or endorsed in any manner by NESDCA.

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NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION

SCENT TEST STANDARDS

Evaluators will accompany the team to observe the entire test.

ACCEPTABLE STRUCTURE TYPES:

- 1.) Residential dwellings.
- 2.) Warehouse, office buildings, and multi-room interiors.
- 3.) Schools, hotels, and motels.

HIDES:

- 1.) Set at least thirty (30) minutes prior to the start of a certification.
- 2.) Hidden in a place of concealment which is not visible to the dog or handler.
- 3.) K-9 must alert at source.
- 4.) Pseudo scents are not allowed for use in any certification.
- 5.) 2 distracters will be put out at each certification. The Chief Evaluator will decide what distracters will be used. Distracters will not be placed in the same room as a live hide.
- 6.) The ONLY distracters that will be used during certifications are listed as follows: dead termites, frass or pellets, dead bed bugs, cast skins, bed bug fecal matter, dead carpenter ants, and material utilized for packaging training aids.

EVALUATORS:

- 1.) Will designate the area of the structure to be used for the test.
- 2.) Will designate the area in which the team is to begin their search. (Usually at the front door)
- 3.) Will accompany the team into the structure and must be able to observe the test.
- 4.) If it is obvious to the evaluator that the dog is not working, the evaluator will inform the handler and the handler will remove the dog from the test area and have not more than 30 minutes to return to the test area to repeat the test. Failure of the dog to work a second time constitutes a failure for the test.

HANDLER:

- 1.) This test may be done off lead. Equipment normally used, collars, harness, etc., may be used.
- 2.) The handler will accompany the dog throughout the test, and may encourage his/her dog with commands and praise as needed.
- 3.) The dog's indication of the find must be obvious to the evaluator.

*****The safety of the detection dog will be the sole responsibility of the handler*****

All tests given to the K9 team will be on a pass/fail basis. The Chief Evaluator will determine if the team will be certified upon the completion of the test. **The handler and dog will be considered as a team and it is the team who will be certified. If the dog changes handlers, a new team exists and the team will need to be certified.**

This certification will be valid for one (1) year from the date of issue as defined in Certification Validity paragraph. **There will be no fee charged for NESDCA certification testing.**

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CERTIFICATION REQUIREMENTS

It is the Evaluators decision on how much each of the hides will contain, as long as he or she remains within the minimum and maximum amounts set in the certification standards.

SECTION 1. ALERTS

Each Handler is responsible for notifying the Evaluators of the type of alert (aggressive or passive), the Evaluators can expect. There will be only one (1) negative response allowed.

SECTION 2. TIME

A time limit of 20 minutes shall be placed on the search. The Evaluator can adjust this time limit to varying size rooms. The time limit will be set, the Handler advised, and is final once the search begins. The Handler certifying will initial next to the time set before the search begins in agreeing with the time limit set.

SECTION 3. SEARCH AREA

The scent exercise will consist of a structure (requiring 4 rooms and may vary in size, location and environment) designated by the Evaluators. The Handler and the Canine will start at a point determined by the Evaluators. Both live hides will not be placed in the same room.

SECTION 4. FAILURE OF CERTIFICATION

There will be a fifteen (15) day waiting period before attempting to certify again, unless circumstances at the time of the certification has been determined by the Evaluators to warrant another attempt. Within that fifteen (15) day period the team cannot represent themselves as NESDCA Certified.

SECTION 5. CERTIFYING OFFICIALS

Only NESDCA Certified Evaluators may certify a K-9 team. A Certification Team will consist of two evaluators with the Senior Evaluator being the Chief Evaluator, unless the Senior Evaluator has been involved with training of the dog and/or handler being certified. All decisions made by the Chief Evaluator at the certification are final.

SECTION 8. QUALIFICATION OF A K-9 TEAM TO CERTIFY

The handler must be certifying with the dog they will be working with for scent detection. The handler must also be a member in good standing when attempting to certify scent detection.

SECTION 9. CERTIFICATION ISSUANCE BY NESDCA

UPON SUCCESSFUL COMPLETION OF THE CERTIFICATION, A CERTIFICATE WILL BE ISSUED TO THE PASSING TEAM. THE CERTIFICATE WILL STATE THE SCENT THE TEAM IS CERTIFIED TO FIND. Ex. "Live Termite Scent" Bed Bug Scent" IN NO CASE SHALL THE CERTIFIED TEAM STATE IN ANY FORM/FASHION THAT THEY HAVE THE ABILITY TO FIND ANY SCENT THAT DOES NOT APPEAR ON THE CERTIFICATE. A NESDCA CERTIFICATION IS VALID FOR ONE YEAR FROM THE DATE OF ISSUE. NESDCA RESERVES THE RIGHT TO REFUSE OR RETRACT A CERTIFICATION AT ANY TIME FOR ANY JUSTIFIED REASON FROM THE EXECUTIVE BOARD, CERTIFICATION / K-9 CHARIPERSON, OR EVALUATORS.

NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION

LIVE TERMITE SCENT DETECTION CERTIFICATION

K-9's must find LIVE TERMITES ONLY to certify.

There will be 4 hides, 2 of live termites and 2 distracters, placed in the search area.

QUANTITIES OF Termites TO BE USED FOR CERTIFICATION

Minimum amount to be used 50 per hide

Maximum amount to be used 1000 per hide

NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION

BED BUG SCENT DETECTION CERTIFICATION

K-9's must find LIVE BED BUGS ONLY to certify.

There will be 4 hides, 2 of live bed bugs and 2 distracters, placed in the search area.

QUANTITIES OF Bed Bugs TO BE USED FOR CERTIFICATION

Minimum amount to be used 5 eggs per hide

Maximum amount to be used 20 adults per hide

NATIONAL ENTOMOLOGY SCENT DETECTION CANINE ASSOCIATION

CARPENTER ANT SCENT DETECTION CERTIFICATION

K-9's must find LIVE CARPENTER ANTS ONLY to certify..

There will be 4 hides, 2 of live carpenter ants and 2 distracters, placed in the search area.

QUANTITIES OF Carpenter Ants TO BE USED FOR CERTIFICATION

Minimum amount to be used 5 per hide

Maximum amount to be used 20 per hide

BOTH LIVE HIDES MUST BE LOCATED TO PASS. ONE FALSE INDICATION IS ALLOWED BUT CANNOT BE ON A PLACED DISTRACTOR.

**NATIONAL ENTOMOLOGY SCENT DETECTION CANINE
ASSOCIATION
EVALUATOR**

EVALUATORS

Evaluators may not receive payment of any kind for their services except for cost associated with travel expenses. A Law Enforcement background is required as a K9 handler, trainer, and/or evaluator. NESDCA Evaluators are appointed by the Certification / K-9 Chairperson. To become an Evaluator you must complete the application form, along with a resume outlining your experience and forward to the Secretary of NESDCA. The Secretary will ensure the application is completely filled out and a resume is attached then forward the packet to the Certification / K-9 Chairperson. You will be required to provide information to the Certification / K-9 Chairperson, at their request, to verify your application. Upon approval from the Certification / K-9 Chairperson you will be required to apprentice six (6) evaluations with three (3) separate NESDCA Evaluators before becoming a NESDCA Evaluator. NESDCA Evaluators are expected to hold the highest moral and ethical standards providing a fair and unbiased evaluation.

All incomplete applications will be returned to the sender.

A NESDCA EVALUATOR STATUS MAY BE REVOKED AT ANY TIME, FOR ANY REASON.

**NATIONAL ENTOMOLOGY SCENT DETECTION CANINE
ASSOCIATION
TRAINER/TRAINING FACILITY**

TRAINER/TRAINING FACILITY

A Trainer/Training Facility for NESDCA must be a Regular Members in good standing if also a Handler or Sponsor in good standing if not handling a Scent Detection Dog. They must have a minimum five (5) years experience training Scent Dog Detection. Trainer must have a basic inspection level knowledge of the pest they will be training dogs for. Cannot have any founded complaints or convictions under law for cruelty or inappropriate treatment of animals of any kind. Proof must be presented with application that the Training Facility meets the following criteria: Climate controlled, indoor/outdoor kennel runs, and the Training Facility meets IACUC Standards. The Training Facility must be open to inspection during normal business hours with a reasonable amount of notice. Inspection may include health records for dogs, cleanliness, proper ventilation, climate controlled, lighting, and above all a safe/secure environment for the dogs. To become a NESDCA Training Facility you must complete the application form, along with a resume outlining your experience including the above stated requirements with all documentation to the Secretary of NESDCA. The Secretary will ensure the application is completely filled out and a resume is attached then forward the packet to the Certification / K-9 Chairperson. You will be required to provide information to the Certification / K-9 Chairperson at their request to verify your application. Upon approval from the Certification / K-9 Chairperson you will be notified by the Executive Board of your Accredited Status.

All incomplete applications will be returned to the sender.

A NESDCA TRAINING FACILITY ACCREDITATION MAY BE REVOKED AT ANY TIME, FOR ANY REASON.