

Jackson County Foster Parent Association By-Laws (revised May 2015)

Article I – Name

The name of this organization shall be the Jackson County Foster Parent Association, hereinafter referred to as the Association or JCFPA.

Article II - Mission

The mission of the Jackson County Foster Parent Association is to **empower, support and advocate for foster, adoptive and relative families** who enrich the quality of life for Jackson County children.

Article III – Purpose

The primary purpose of the Association shall be to:

1. Provide ongoing, meaningful support for foster, adoptive and relative families.
2. Encourage and promote organized communications between foster, adoptive and relative families and child welfare agency staff and other community entities that serve them.
3. Promote community awareness and education about foster care and adoption issues.
4. Improve the abilities of foster, adoptive and relative families to meet the unique problems associated with foster children by providing educational and/or recreational activities for foster parents and foster children.
5. Encourage recruitment and retention of foster, adoptive and relative homes.
6. Work in cooperation with and assist child welfare agency staff in training foster, adoptive and relative families in foster care issues and processes.
7. Solicit and acquire funds and/or gifts to accomplish the purposes as set forth above.

Article IV – Membership

Section 1: Types of Membership

- A. Regular Membership: Shall be limited to foster, adoptive and relative parents upon payment of dues to the Association in addition to having a current license of certification with Jackson County DHS-Child Welfare. Foster, adoptive and relative parents who can show proof of having been certified by Jackson County DHS-Child Welfare are eligible for membership for five years past their last certification date. A regular member is expected to support and uphold the mission and purpose of the Association. A regular member shall have the right to enter into discussions pertaining to the business of the Association and to vote on all matters brought to the members of the Association. Regular members are eligible for all benefits of membership.

Scholarships for regular membership may be awarded to certain individuals based on necessity and shall be done only by a majority vote of the board members of the Association present at a regular or special meeting. Membership in the Association can be terminated if the foster, adoptive, or relative parent(s) have their certification revoked or surrendered by Jackson County DHS-Child Welfare.

- B. Associate Membership: Shall be limited to foster, adoptive and relative parents, upon payment of dues to the Association, who possess a current license of certification with a DHS-Child Welfare partner such as Oregon Youth Authority, Family Solutions, Lithia Springs, etc. Associate members are expected to support and uphold the mission and purpose of the Association. Associate members shall have the right to enter into discussions pertaining to the business of the Association and to vote on all matters brought to the members of the Association. Associate members are eligible to serve as board members at large or on any Association committee, however they may not hold any officer position on the board. Associate members are eligible for benefits of membership excluding the Easter and Christmas Programs.
- C. Community Partner Membership: Shall be available to any individual, group or agency that does not qualify for a Regular or Associate Membership. This type of membership is for those who have no certification with Jackson County DHS-Child Welfare or any other group or agency providing foster, adoptive or relative care. Community Partner Members shall have the right to enter into discussions pertaining to the business of the Association and to vote on all matters brought to the members of the Association. Community Partner Members are eligible to serve as board members at large and they can serve on any Association Committee, however they may not hold any officer position on the board. Community Partner Members are not eligible for any benefits of membership. There shall not be more than two (2) Community Partner Members who serve as members at large on the board.

Section 2: Dues & Membership Year

- A. Dues shall be determined by a majority vote of the Board of Directors prior to each membership year. Association members must pay dues annually to remain in good standing.
- B. The membership year shall be from September 1 to August 31 each calendar year.
- C. Membership dues shall be paid in full no matter what time of year a person joins.

Article V – Officers & Board of Directors

Section 1: Officers

- A. The officers of the Association shall be President, Vice-President, Secretary, Treasurer and five (5) members-at-large and shall be elected by a majority vote of the Association members present at the time of the election.

- B. Officers shall serve for a period of two years. President and Treasurer shall be elected on odd numbered years. Vice-President and Secretary shall be elected on even numbered years, providing an overlap in leadership at each election. New Officers shall assume office effective on July 1.
- C. There shall be five Board members-at-large all of whom must be voting members of the Association or community partners elected by a majority vote of the Association members present at the time of the election. Board members-at-large shall serve for a period of one year and they may be re-elected in any year. New Board members-at-large shall assume office effective on July 1.
- D. A Nominating Committee will be appointed in March to present nominations at the April meeting. Nominations can also be made from the floor at the April meeting as long as the nominees are present.
- E. Elections shall be held in May of each year according to ballot vote by the present Association membership.
- F. Vacancies in any of the Officer positions are to be filled by a special election. In the event that the vacancy occurs within (6) months of the next election, the Board has the authority to either appoint a temporary officer or delegate a current officer to fill the position. No officer shall serve more than two (2) consecutive terms in the same office; however, this can be waived by a majority vote of the Board in a case where no other qualified individual is willing to serve.

Article VI – Duties of the Officers

Section 1: The President of JCFPA shall:

- A. Preside at all meetings of the general membership and the Board of Directors.
- B. Enforce By-Laws and administrative regulations.
- C. Oversee all Association business.
- D. Be a co-signer on the Association bank account.
- E. Make program/committee/individual appointments (with the approval of the Board of Directors).
- F. Meet with DHS to verbalize foster parent needs and concerns.
- G. Motivate active membership participation in the Association.
- H. Be available for concerns of the membership.
- I. Have general supervisory authority over the affairs of the Association and shall be guided by the practice of sound management principles.

Section 2: The Vice-President of JCFPA shall:

- A. Perform the duties of the President in the event of his/her absence.
- B. Work actively with the President.
- C. Be a co-signer on the Association bank account.
- D. Insure that door prizes are being obtained for monthly meetings.

- E. Perform such duties as may be assigned by the President and/or the Board of Directors.

Section 3: The Secretary of JCFPA shall:

- A. Maintain written records of matters discussed and business conducted during board of Directors meetings and general membership meetings.
- B. Maintain other written records of the Association, except for those which are the responsibility of the Treasurer.
- C. Be a co-signer on the Association bank account.
- D. Maintain a current membership mailing list.
- E. Receive and respond to correspondence of the Association including letters of request and thank you letters.
- F. Obtain and maintain a current list of Foster Parent Association members every three months from the Treasurer.

Section 4: The Treasurer of JCFPA shall:

- A. Keep all financial records, bank statements, and tax information up-to-date.
- B. File taxes at the end of the fiscal year.
- C. Receive dues and other monies belonging to the Association and deposit same in the Association's bank account.
- D. Publish a monthly financial report.
- E. Make disbursements of the Association funds in accordance with regulations of the Board of Directors.
- F. Be a co-signer on Association bank account.
- G. Oversee all financial affairs of the Association and keep a record of all donations and assets.

Section 5: A Member-At-Large on the Board of Directors shall:

- A. Attend all monthly Board meetings.
- B. Be an active member of this working Board.
- C. Bring ideas and participate at each Board meeting or activity.
- D. Be ready to offer ideas or advice for Board/Association concerns.
- E. Serve on one or more Association Committee.
- F. Serve at each community awareness/recruitment event, fundraiser, etc.
- G. Attend trainings offered by DHS, OFPA and the community.
- H. Bring \$200 each year into the Association either by financial contribution or by services donated.

Article VII - Meetings

Section 1: Board of Directors Meetings

- A. The Board of Directors shall hold a regular meeting at least once a month at a date, time and location as determined by a majority vote of the board.
- B. The Board of Directors may call special meetings in addition to (A) above when scheduled by agreement of the majority of the Board of Directors.
- C. The President or the Secretary shall forward to all board members a proposed agenda of the upcoming meeting. A proposed agenda shall suffice as a written notice of the meeting and shall be paper mailed or electronically mailed to each board member prior to the board meeting.
- D. Because the Board of Directors meetings represent vital work of the Association, the Board of Directors is urged to attend all meetings. Members of the Board should notify the President and the Secretary of the Association in advance if they are not able to attend. Board members who miss more than two meetings in a row may be asked to resign from the board.
- E. The Board of Directors may transact business by paper mail or electronic mail on resolutions sent to them by the Secretary. If a simple majority of the returned votes are in favor of the resolutions, then the resolutions shall be deemed approved by the Board, otherwise, the resolution will be considered failed. Any business transacted in this manner must be revisited at the next regularly scheduled meeting of the board.
- F. The Board of Directors shall have the authority to remove any member of the Board, with or without cause, by a majority vote of the board.

Section 2: Membership Meetings:

- A. Membership meetings shall be held monthly at a date, time and location as determined by the Board of Directors.
- B. Membership meetings may be suspended or rescheduled by a majority vote of the Board of Directors.
- C. Membership meetings shall include an annual nomination meeting in the month of April with an election meeting in the month of May for the purpose of the membership to appoint officers to serve on the Board of Directors.

Section 3: Committee Meetings

Committees shall be appointed by a majority vote of the Board of Directors and shall have a chairperson appointed by the President and/or Vice President. The chairperson of each committee shall be responsible for selecting other members of that committee. When a chair is vacant, the President and/or Vice President shall have the authority to direct the work of the committee until such time as a

chairperson is appointed. Committees shall meet as directed by the Board or as needed in order to organize and carry out all board approved projects.

Section 4: Quorum

A quorum for the transaction of business at any Board of Directors, Special Meeting, Membership Meeting or Committee Meeting of the Association shall be the majority vote of all active members present in person or by telephone conference.

Section 5: Rule of Order

All meetings shall be conducted according to the most recent edition of Robert's Rule of Order.