

**Jackson County Foster Parent
Association and Board By-Laws
(revised May 2015, revised May 2021)**

Article I - Name

- 1) The name of this organization shall be Jackson County Foster Parents Association, hereinafter referred to as “the Association” or “JCFPA”. Within the Association, there is a Board of Directors known as the “JCFPA Board”. The JCFPA Board includes 4 officers, 5 members-at-large as well as community partners and business partners. The JCFPA Board has the authority to provide oversight and direction for the Association’s activities and events.

Article II - Mission

- 1) The mission of Jackson County Foster Parents Association (JCFPA) and JCFPA Board is to empower, support and advocate for foster, adoptive and relative families who enrich the quality of life for Jackson County fo s t e r children. Foster, Adoptive and relative families, hereinafter referred to as “the families.”

Article III - Purpose

- 1) The primary purpose of the Association and Board is to:
 - a) Provide ongoing, meaningful resources for foster, adoptive and relative families.
 - b) Encourage and promote organized communications between families and the child welfare agency staff, Oregon Department of Human Services (ODHS) and other community entities that serve them.
 - c) Promote community awareness and education about foster care and adoption.
 - d) Support foster, adoptive and relative families to meet the unique needs associated with foster children by providing educational and/or recreational activities.
 - e) Encourage recruitment and retention of foster, adoptive and relative homes.
 - f) Work in cooperation with child welfare agency staff in training families about the foster care system.
 - g) Solicit and acquire funds and/or gifts to accomplish the purposes as set forth above.

Article IV - Association Membership

Section 1: Types of Membership

- 1) Oregon Department of Human Services (ODHS) Certification 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 ODHS-Child Welfare. Foster, adoptive and relative parents who can show proof of having been certified by Jackson

County ODHS -Child Welfare are eligible for membership for five years past their last certification date. ODHS member is expected to support and uphold the mission and purpose of the Association. ODHS member shall have the right to enter into discussions pertaining to the business of the Board and association activities and vote on all matters brought to the Association from the Board. ODHS members are eligible for all benefits of the association membership and are eligible to apply to serve on the Board as board members at large, any officer or community partner position on the Board as well as participate in special committees.

- a) Scholarships for ODHS membership may be awarded to certain individuals based on necessity and shall be done only by a majority vote of the board members present at a regular or special meeting. ODHS Membership in the Association can be terminated if the foster, adoptive, or relative parent(s) have their certification revoked or surrendered by Jackson County ODHS-Child Welfare.
- 2) Community 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 ODHS-Child Welfare partner, if applicable. Community members are expected to support and uphold the mission and purpose of the Association. Community members shall have the right to enter into discussions pertaining to the business of the Association. Community members are eligible to serve as board members at large position or on any board committee, however they may not hold any officer position on the board. Community members are eligible for benefits of the association membership excluding the Easter and Christmas Programs.

Section 2: Dues & Membership Year

- 1) 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.
 - a) The membership year shall be from September 1 to August 31 each calendar year.
 - b) Membership dues shall be paid in full no matter what time of year a person joins.
 - c) Membership due fees can be increased based on the direction of Board.

Article V - Board of Directors Membership

Section 1: Officers

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

- 2) There shall be five Board members-at-large all of whom must be voting members of the Association as well as up to two community/business partners member selected by a majority vote of the Board members present at the time of the election. Board members-at-large shall serve for a period of two years and they may be re-elected in the same position for another term. New Board members-at-large shall assume office effective on July 1.
- 3) A Nominating Committee will be appointed in March to present nominations at the April meeting. Nominations can also be made at the April meeting as long as the nominees are present.
- 4) Elections shall be held in May of each year according to ballot vote by the present Board membership.
- 5) 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 the JCFPA Board shall:

- 1) Preside at all meetings of the association and the Board of Directors.
- 2) Enforce By-Laws and administrative regulations.
- 3) Oversee all Association and Board business.
- 4) Be a co-signer on the Association bank account.
- 5) Make program/committee/individual appointments (with the approval of the Board of Directors).
- 6) Meet with ODHS to verbalize foster parent needs and concerns.
- 7) Motivate active membership and participation in the Association.
- 8) Be available for concerns of the Association and Board.
- 9) Have general supervisory authority over the affairs of the Association and Board and shall be guided by the practice of sound management principles.

Section 2: The Vice-President of the JCFPA Board shall:

- 1) Attend all meetings.
- 2) Perform the duties of the President in the event of his/her absence.
- 3) Work actively with the President.
- 4) Be a co-signer on the Association bank account.

- 5) Ensure that door prizes are being obtained for monthly meetings.
- 6) Perform such duties as may be assigned by the President and/or the Board of Directors.

Section 3: The Secretary of JCFPA shall:

- 1) Attend all monthly Board meetings.
- 2) Maintain written records of matters discussed and business conducted during board of Directors meetings and Association meetings.
- 3) Maintain other written records of the Association and Board, except for those which are the responsibility of the Treasurer.
- 4) Be a co-signer on the Association bank account.
- 5) Maintain a current membership mailing list and obtain and maintain a current list of Foster Parent Association members every three months from the Treasurer.
- 6) Receive and respond to correspondence of the Association and Board including letters of request and thank you letters.

Section 4: The Treasurer of JCFPA shall:

- 1) Attend all monthly Board meetings.
- 2) Keep all financial records, bank statements, and tax information up-to-date.
- 3) File taxes at the end of the fiscal year.
- 4) Receive dues and other monies belonging to the Association and Board and deposit same in the Association's bank account.
- 5) Publish a monthly financial report.
- 6) Make disbursements of the Association funds in accordance with regulations of the Board of Directors.
- 7) Be a co-signer on Association bank account.
- 8) Oversee all financial affairs of the Association and Board and keep a record of all donations and assets.

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

- 1) Attend all monthly Board meetings.
- 2) Be an active member of this working Board.
- 3) Bring ideas and participate at each Board meeting or activity.
- 4) Be ready to offer ideas or advice for Board/Association concerns.
- 5) Serve on one or more Association Committee.
- 6) Serve at each community awareness/recruitment event, fundraiser, etc.
- 7) Attend trainings offered by ODHS, OFPA and the community.

Section 6: A Community Partner and/or Business Partner on the Board of Directors shall:

- 1) Attend all monthly Board meetings.

- 2) Be an active member of this working Board.
- 3) Bring ideas and participate at each Board meeting or activity.
- 4) Be ready to offer ideas or advice for Board/Association concerns.
- 5) Serve on one or more committees.
- 6) Serve at each community awareness/recruitment event, fundraiser, etc.

Article VII – Meetings

Section 1: Board of Directors Meetings

- 1) The Board of Directors shall hold a regular meeting every other month at a date, time and location as determined by a majority vote of the board.
- 2) The Board of Directors may call special meetings including committee meetings when a regular meeting is not scheduled for the month by agreement of the majority of the Board of Directors.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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: Association Meetings:

- 1) Association meetings shall be held monthly at a date, time and location as determined by the Board of Directors.
- 2) Association meetings may be suspended or rescheduled by a majority vote of the Board of Directors.

Section 3: Committee Meetings of the Board

- 1) 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. The chairperson(s) for each committee must be assigned by September of each year and is responsible for scheduling the committee meetings for the specific event for planning purposes. The board will advertise to the association the different committees and request participation from interested members. 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 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. Chairpersons and Committees are needed the following events each year: Easter, Christmas Party, Christmas Gift and Back to School.

Section 4: Quorum

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

Section 5: Rule of Order

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