

Bryan County Foster Parent Association

ARTICLE I...NAME

The name of this organization shall be, the "*BRYAN COUNTY FOSTER PARENT ASSOCIATION*".

ARTICLE II...MISSION, PURPOSE AND MOTTO

SECTION I – Mission

The Bryan County Foster Parent Association is a non-profit organization, committed to strengthening foster and adoptive families through support, training, public awareness, communication, and advocacy, with the aim of nurturing child safety, well-being, and stability.

SECTION II - Purpose

The purpose of this organization is:

1. Serve as an advocate for the needs of foster parents and foster children.
2. Help direct educational, medical, and developmental resources that will increase opportunities and benefit children in foster care.
3. Continuously improve communications between all Bryan County foster families, the entities that serve them, and the community.
4. Provide support to each other through a buddy system, respite care, referrals to community resources available, etc.
5. Provide education and training to the foster parents of Bryan counties.
6. Assist in fundraising and acquiring gifts to support the education and training needs of the foster families.
7. Promote knowledge and awareness of foster parenting's goals and accomplishments to the general public through positive publicity.
8. Provide recreational activities for foster children and their foster families.

SECTION III - Motto

The Motto of this organization shall be "TO SERVE THE NEEDS OF OUR FOSTER CHILDREN AND THEIR CAREGIVERS"

BYLAWS

We are an Association of prospective, licensed or formerly licensed Foster/Adoptive Parents approved and/or recognized by the State of Oklahoma and Sovereign Tribal Nations residing in Bryan County, Oklahoma. Anyone who becomes a licensed Foster/Adoptive Parent in Bryan County is automatically a member of the *Bryan County Foster Parent Association*. Our mission, purpose, and motto are listed above and we welcome you and your participation to this organization.

ARTICLE III. . . MEMBERSHIP

SECTION I – Membership

Regular Members

Regular membership shall consist of licensed and formerly licensed foster/adoptive parents and any prospective foster/adoptive parents approved and/or recognized by the State of Oklahoma and Sovereign Tribal Nations, who support the mission and follow the purposes and uphold our motto to the fullest as set forth in Article II, Sect. I, II, and III of the Bylaws. *(a husband and wife providing care in the same home may vote separately, in person)*

Honorary Membership

Honorary Membership may be awarded upon approval by the Executive Committee. Current and formerly licensed foster and adoptive parents from other Oklahoma counties, sovereign tribal nations and private agencies may be included. In addition, individuals from the community who have had an extraordinary positive impact on the Association may also receive this status. Recipients of Honorary Memberships shall have no voting rights, but may attend meetings of the Association and may receive mailings containing information about the activities of the Association.

Bryan County Department of Human Services Members

The Bryan County Foster Parent Association Executive Board, along with the input from the Bryan County Department of Human Services, shall appoint one (1) representative to act as a liaison between the Association (BCFPA) and the Agency (DHS). This representative shall have no voting privileges, but will be free to take an active part in all discussions and also act in an advisory capacity to the Executive Board.

SECTION II – Confidentiality

All members of the Association will be required to uphold confidentiality. Any unauthorized disclosure of confidential information, whether disclosed casually or accidentally by not following policy, or unethically by deliberate act, may result in a compromise of safety for a child and possibly disruption of a placement. This places a legal and professional responsibility on each member to handle such confidential information with extreme care. Information shared with a non-member (with exception of schools, and medical professionals) would be inappropriate and could be considered a violation of confidentiality.

SECTION III - Representation

No member of the Association shall represent this Association without the approval of the Executive Board. Before a member undertakes a project, the chairperson of the appropriate committee should be contacted to receive approval from the Executive Board.

SECTION IV – Dues

Regular and Honorary Members are encouraged to contribute annually the sum of twenty dollars per family or ten dollars per single adult family. These dues shall be contributed during January of every year. A reminder will be submitted during notification of the annual election meeting. The dues will support the needs of the Association and the children they serve.

ARTICLE IV. . .MEETINGS

SECTION I – Notice

Notice of all meetings shall be provided by mail, or e-mail, or posted on the Association's website at www.bryancountyfpa.org.

SECTION II - Executive Board Meetings

See Article VI, Sect. II.

SECTION III - General Association Meetings

General Membership meetings of this Association shall be held in January, March, May, July, September, and November; on the third (3rd) Tuesday. A General Membership meeting may be suspended or rescheduled by a majority vote of the Executive Board.

SECTION IV – Annual Election Meetings

The Association shall hold a meeting of it's members annually in the month of January, at a designated time and place within the Association's jurisdiction for the purpose of holding elections, for the consideration of reports, and for any other transaction of business that may properly come before this meeting.

SECTION V - Special Meetings

Special meetings of the General Association may be called by the Executive Board. Members of the Association may submit a written request for a special meeting, subject to approval by the Executive Board.

SECTION VI – Quorum

A quorum for the transaction of business at any General, Special, or Annual meeting of the Association shall be the Active members present in person.

SECTION VII – Voting

Each active member shall be entitled to one vote, being present in person.

ARTICLE V. . ELECTIONS, TERMS AND DUTIES OF EXECUTIVES OFFICERS**Section I – Election and Term of Office**

The election of officers shall be held every year. The offices of President and Secretary will be elected on alternating years with the Vice President and Treasurer being elected on the opposite year. Each officer will serve a two year term. This will ensure a smooth transition from year to year. The names of nominees shall be submitted to the Bryan County Foster Parent Association Nomination Committee by the November meeting. Nominations shall also be accepted from the floor at January's Annual Meeting. Election shall be by ballot, or by a show of hands. Elected officers shall assume their duties immediately following the election. A special election shall be held in the event any elected officer is removed from office or resigns. In order to begin this alternating system, the newly elected President and Secretary of 2006 will serve a 1 year term. The Vice President and Treasurer will serve a two year term. From then on, the President and Secretary will be elected on odd years, while the Vice President and Treasurer will be elected on even years. All officers may serve a maximum of 2 terms (4 years, consecutively).

SECTION II - Censure of Officers and Committee Chairperson

An elected officer or a committee chairperson of the Association can be censured for the following reasons:

1. Failure without good reason to attend three (3) consecutive meetings of either the Association or the Executive Board.
2. Failure to conduct required duties as set forth in the Bylaws.

The Executive Board is instructed to give serious thought before taking action to censure any elected and appointed officer or committee chairperson.

SECTION III - Executive Officers

1. The elected officers of the Association shall be President, Vice President, Secretary and Treasurer.
2. All officers must be active members of the Association at the time of his or her election.
3. It is expected that the officers shall attend all Executive Board meetings.
4. It is encouraged that all board members will attempt to attend all General Membership meetings, with the mandatory presence of at least one Executive Board member.
5. All officers shall notify the President as far in advance if unavailable to attend any required meeting.

SECTION IV - Term of Office

Vacancies in any of the Executive Officers are to be filled by a special election. In the event that the vacancy occurs within (6) months of the next Election, the Executive 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. This can be waived by a majority vote of the Executive Board in a case where no other qualified individual is willing to serve.

SECTION V – Duties of the Officers

President: The President's duties are as follows:

1. Attend and conduct order of business at all Executive Board meetings.
2. Make sure all General Membership meetings are attended by one Executive Officer.
3. Subject to the approval of the Executive Board, appoint the Chairperson of all committees.
4. Cast the deciding vote in the event of any tie issue at Executive Board meetings or General Association Meetings.
5. Officially and publicly represent the Association.
6. With the Secretary, prepare an Agenda for all meetings and furnish it to all members of the Association at the start of each scheduled meeting.
7. Call for an audit of the financial records when desired and/or needed.
8. Be the second signature on all checks.

Vice President: Duties of the Vice President are as follows:

1. Assume all duties of the President in his/her absence or in the event of a vacancy in that office.
2. Attend all Executive Board meetings and any other meetings such as Annual Elections and Special meetings when voting by membership is expected.

Secretary: The duties of the Secretary are as follows:

1. Attend all Executive Board meetings and any other meetings, such as Annual Elections and Special meetings when voting by membership is expected.
2. Prepare an agenda with the President for all meetings and furnish it to all members of the Association at the start of each scheduled meeting.
3. Keep accurate and complete records of all such meetings.
4. Once minutes are reviewed, changes are made, and approval given by the President, the Executive Board and/or the Association, then the records are stored.
5. Provide a copy of the minutes to each member of the Executive Board within three weeks of each meeting.
6. Make available at each General Membership meeting copies of the minutes from previous Executive Board meetings.

Treasurer: The Treasurer's duties are as follows:

1. Attend all Executive Board meetings and any other meetings such as Annual Elections and Special meetings when voting by membership is expected.
2. Collect and safeguard all funds.
3. Keep all financial records, i.e. ledgers, receipt books, checkbook and register, and deposit slips, current and up to date. Any deviation from established bookkeeping shall be pre-approved by the Executive Board. All records must be continuously kept in a legible fashion.
4. Pay all bills as approved by the Executive Board. Authorized to be the first signatory on Association checks.
5. Prepare to give a verbal and written financial report during all Executive Board meetings of current year's transactions.
6. Submit all financial records for review when requested by the President.
7. Assist with an audit prior to each Annual Election meeting.
8. Present a financial report to the Association at the Annual Election meeting showing all transactions during the former year.
9. Prepare a proposed annual budget and present it to the Association for acceptance at each Annual Election meeting.

ARTICLE VI. . .EXECUTIVE BOARD

SECTION I - Composition

The Executive Board shall consist of the Association's four (4) Officers.

SECTION II - Meetings

The Executive Board shall hold meetings at least quarterly and at special times as called by the President or two members of the Executive Board. A regularly scheduled meeting may be suspended by a majority vote of the Executive Board.

SECTION III - Authority

The Executive Board shall have the authority to transact business for the Association.

SECTION IV - Quorum

A Quorum of the Executive Board shall be considered three (3) out of the four (4) Executive Board members present.

SECTION V – Voting by the Executive Board

Except as otherwise specifically prescribed in these Bylaws, all decision at any meeting of the Executive Board shall be by majority vote of those present in person. Once a Quorum has been determined, business may be conducted and each member present in person shall be entitled to one vote. Voting by proxy shall not be permitted. In the event of a tie, the President shall make the final decision keeping in mind the betterment of this Association and the children they serve.

ARTICLE VII...BUDGET AND EXPENDITURES**SECTION I - Annual Budget**

A proposed annual budget will be prepared and presented to the Association for acceptance within the first quarter of the calendar year beginning in 2008.

SECTION II - Expenditures

1. No member shall obligate the Association beyond the limits of items in the budget as accepted by the Association, or actual funds available, without specific authority in written form from the Executive Board. Approved minutes would provide documentation.
2. All expenditures not accounted for in the annual budget, or above the budgeted item, must be approved by a majority of the Executive Board.

ARTICLE VIII. . . COMMITTEES AND THEIR DUTIES**SECTION I – Committees**

The Committees of this Association shall be:

1. Bylaw Committee
2. Resource Planning Committee

The Chairpersons of all committees shall be appointed by the President subject to approval of the Executive Board. Each Committee Chairperson is

responsible to pull together their team and report to the Executive Board when requested.

In the event that a committee is not chaired, the Executive Board will assume the duties until the vacancy can be filled or be discontinued based on the needs and desires of the Association and its Board Members. New standing committees may be created by resolution of the Executive Board.

SECTION II – Duties of the Committees

1. **Bylaw Committee:** Will meet annually or as directed by the Executive Board, and make recommendations for revisions and/or changes to the Bylaws.
2. **Resource Planning Committee:** Organize and carry out all approved fund-raising projects. Coordinate with Bryan County Department of Human Services and other know child welfare agencies on projects as not to duplicate efforts and events that benefit foster children and their caregivers.

ARTICLE IX. . DISSOLUTIONS

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X. . AMENDMENTS

Any amendments or revisions to these Bylaws must be submitted in written form to the Executive Board. They must be submitted to the General Membership and accepted by a majority of those members present at the next General Association meeting after all members have receive one (1) month's written notice of the amendments or revisions.

Adopted: 11/07/06
Amended: 03/18/08

Bryan County Foster Parent Association

President
 Jim Coleman

Secretary
 Lisa Robinson

