

Kansas Foster and Adoptive Parent Association By-Laws

Article I: NAME

The name of the corporation shall be the Kansas Foster and Adoptive Parent Association, sometimes referred to in these bylaws as the Association or KFAPA.

Article II: MISSION STATEMENT

The mission of KFAPA is to empower, support and advocate for Kansas families by promoting safety, permanency, and well-being of our children.

Article III: PURPOSE OF THE ORGANIZATION

The purpose of the Kansas Foster and Adoptive Parent Association is to support foster and adoptive families, relatives or caregivers who share parenting with the birth family while seeking to find permanence, safety and stability for the child. These individuals are willing to provide a permanent connection for the child as the child reunifies with the birth family. They play an active role in linking the child to their past as well as guiding their future.

Article IV: MEMBERSHIP

Section 1 “Foster Parent” Defined

A foster (resource) parent shall be defined for purposes of these bylaws as a person licensed or recognized by a child-placing agency to care for children in a family home, non-institutional in character. This category shall consist of all foster (resource) parents which will be defined as licensed foster care providers, relative care (kinship) providers and adoptive providers.

Section 2 Types of Membership

Membership is obtained by completing an Association membership application and upon payment of established dues.

A. Regular Membership – Voting Membership

Regular (voting) membership shall be available to all foster (resource) parents, adoptive parents, and other individuals concerned with the welfare of children in the foster care system.

B. Affiliate Membership - Non-Voting Membership

1. A non-voting membership shall consist of any interested individual, child welfare personnel or entity approved by the voting membership.

C. KFAPA Local Affiliate (Regional Chapter) Membership

A regional chapter affiliate shall be an organization representing the interests of foster (resource) parents within their region and shall follow the geographical borders established by the Kansas Department of Social and Rehabilitation Services (SRS). Each region shall be an organization representing the interest of KFAPA within their region that has the following characteristics:

* represents the interests of a group(s) of KFAPA and not of an individual(s)

- * agrees to adhere to the rules of bylaws of the State and National organization and
- * shall be represented on the KFAPA Board of Directors by an elected Region Vice President.

Affiliate membership shall be available to all local associations regardless of their relationship to KFAPA. The benefits of this affiliate membership include auditing meetings and receiving mailings. This membership does not include corporate voting rights or individual membership enrollment for members of the affiliate or regional chapter organizations.

D. Honorary Membership

The Association may award honorary membership from time to time. Recipients of honorary memberships shall have full regular membership privileges, except the right to vote on all matters brought to the members of the Association, and each shall receive all information and mailings about local, state and national activities of the Association. To be an honorary member, a person must have been actively involved in some form of child welfare in the state of Kansas.

Section 3 Dues

Annual dues for all types of membership will be determined and set by the Board of Directors of the Association and ratified by the members at the annual meeting.

Section 4 Membership Year

All regular, supporting and affiliate memberships shall be for a period of twelve months, beginning July 1 and ending June 30.

Article V – OFFICERS AND DUTIES

Section 1 Enumeration and Qualifications

A. Officers

The elected officers of the Association shall be President, Vice President, five (5) Regional Vice-Presidents, Secretary and Treasurer.

B. Qualifications

Qualifications for nomination to be an officer include:

1. The nominee shall be a member in good standing of NFPA and KFAPA.
2. The nominee shall, at the close of nominations, be recognized as a foster (resource) parent, or have been recognized as a foster (resource) parent for a period of 3 (three) years in the past 10 (ten) years, in accordance with their local governing body regulations, and whose home was not closed with substantiated allegations by SRS and/or KDHE.
3. The nominee shall be nominated by a member in good standing.
4. The nominee shall have the ability to be bonded.
5. The nominee shall be present at the time of nominations to accept or decline, or present a letter of nomination acceptance to the President or Secretary.

A nominee for President must also have:

1. proven leadership qualities and
2. basic parliamentary knowledge, or ability to obtain it.

A nominee for Vice President must also have:

1. proven leadership qualities
2. basic parliamentary knowledge, or ability to obtain it and
3. the ability to assume the president's duties in the president's absence.

A nominee for Secretary must also have:

1. experience in producing detailed minutes and
2. basic computer knowledge.

A nominee for Treasurer must also have:

1. knowledge of general accounting principles and practice as they pertain to a non-profit corporation, or ability to obtain it
2. experience with budgets, preferably with non-profit organizations
3. a working knowledge of contracts and grants, or ability to obtain it.

A nominee for Regional Vice President must reside and be nominated by a member residing in their respective region when nominated and/or while serving as a board member.

C. Regions

Regions are determined by KFAPA, based on the Kansas Department of Social and Rehabilitation Services and may be revised at that agency's discretion. This will allow KFAPA to have control.

Section 2 Duties of the Officers

Each outgoing officer must forward all records of the office to the incoming officer within thirty (30) days after the last day in office.

A. President. The President shall be the chief executive officer, whose duties and responsibilities include:

1. Preside at all regular, special or called meetings of the board, executive committee and the general membership
2. Be responsible for the general management and supervision of the affairs and operation of the Association.
3. Have the authority to appoint the chairmen of all standing committees and ad hoc committees as needed by the Association, except the nominating committee. (The President cannot be appointed chairperson of any committee.)
4. Be a member ex-officio with a vote on all the committees except the nominating committee.
5. With the elected treasurer, sign all contracts on obligations authorized by the Board of Directors.
6. Cast the deciding vote in the event of any tied issue at the Board of Directors of general membership meetings.
7. Officially and publicly represent the State Association.
8. Perform such other duties as provided by these bylaws or as commonly appertain to the office of president.

B. Vice President

1. The Vice President shall perform the duties of the President when the President is absent or otherwise unable to serve.
2. The Vice President shall perform other such duties as delegated by the state President.

C. Regional Vice Presidents

The Regional Vice President(s) shall:

1. Chair the respective regional meeting(s).
2. Represent the interests of the foster parents within the respective region.
3. Assist in the development and growth of the Region Association.
4. Perform such other duties as provided by these bylaws or as commonly appertain to the office of Vice President.

D. Secretary

The Secretary shall:

1. Keep all the records of the Board of Directors' meetings and general membership meetings.
2. Submit to the President, members of the Board and those others the President might designate, a copy of minutes taken.
3. Be prepared, on call, to inform the President of the number of members in good standing at board, executive committee or general membership meetings.
4. Perform such other duties as provided by these bylaws or as commonly appertain to the office of Secretary.
5. Receive, record and safeguard all debts and money of the Association, and submit to the Treasurer for payment or deposit.

E. Treasurer

The Treasurer shall:

1. Be responsible for collecting from the Secretary and safeguarding all the funds of the Association.
2. Be responsible for all disbursement of state funds as authorized by the Board of Directors.
3. Be prepared, on call, to inform the President of the number of members in good standing at board, executive committee or general membership meetings.
4. Make regular reports to the general membership at the annual meetings.
5. Be properly bonded at the discretion of the Board of Directors.

Section 3 Nomination and Election

A. Nomination Committee

There shall be a nominating committee of five (5) members, one from each of the regions as defined in Article V, Section C. Members of the nominating committee and their alternates shall be elected for a two-year term in the same years as the regional vice presidents in the respective regions, by the members attending the regional meetings held at the annual meeting. Nominations will be made at the third quarterly meeting prior to the annual meeting.

It shall be the role of the nominating committee to identify candidates for election to the Board of Directors.

B. Election Process

The election of KFAPA Board members and officers shall be by ballot mailed to each voting member with the nominates for the offices to be elected. The office of President, Treasurer, and Regional Vice Presidents 1, 3, and 5 will be held on the even numbered years, and the Vice President, Secretary, and Regional Vice Presidents 2 and 4 will be held on the odd numbered years. The candidate for each office receiving the majority of votes cast will be elected to that office. Officers will be elected at the regular meeting held on October 27, 2007 and will retain that office until regular nominations and elections can be held.

C. Terms of Office

The term of office for elected officers of the Association shall be for two years, beginning on July 1 of the election year and ending on the 30th of June two years thereafter.

Article VI- BOARD OF DIRECTORS, COMMITTEES & ADVISORY COUNCILS

Section 1

The authority of the Association shall be vested in the Board of Directors, which shall be responsible for the management and property of the Association. The Board of Directors shall consist of the following members:

- a. President, Vice President, five (5) Regional Vice Presidents, Secretary and Treasurer; and
- b. Chairpersons of the standing committees.

Section 2 Advisors

There shall be five (5) regional advisors, one designated by each regional vice-president, to serve the regional vice president and the Board in an advisory capacity. The regional advisors shall be from the child welfare profession. There shall be one (1) presidential advisor designated by the president to serve the president and Board in an advisory capacity. Advisors are non-voting members of the Board.

Section 3 Standing Committees

The standing committees shall be:

- * Nominations/Elections
- * Budget/Finance
- * Advocacy/Public Policy
- * Membership/Public Relations
- * Training & Education/Annual Conference
- * Resource Development
- * By-Laws (Ad Hoc)^

^ The Bylaws Committee will meet to insure conformity with NFPA By-Laws and when a Bylaws change has been requested.

- A. The Board of Directors shall establish additional standing or ad hoc committees as deemed necessary to further the goals of the Association and carry out the objectives of the Board in performing its duties.
- B. Establishment of such additional committees shall be on a motion, seconded and carried by a majority of the Board.
- C. Standing committees shall meet as regularly as necessary to accomplish the goals and objectives of KFAPA. Meeting times and dates shall be set by the Chairperson of the committee and can be held at times other than Board or Executive Committee meetings.
- D. The authority of each standing committee terminates and the committee dissolves every two years, on the even numbered years, at the close of the annual meeting. (Provisions of Article V, Section 3C will apply.)

Section 4

All members of the Board of Directors must be members of the National Foster Parent Association and KFAPA. The majority of the Board of Directors' members voting on any issue must be foster (resource) parents.

A. Membership Requirement

Any state Board member whose dues are in arrears for 45 days or more will be removed from office on the Board. If the position was elected by the membership, the full Board will appoint a replacement to fill the remainder of the term. If the position was an appointed one, the president will appoint another person to fill the remainder of the term; and if the position has a vice chair, the vice-chair will assume the vacant position for the remainder of the term of office.

Section 5

The Board of Directors shall hold quarterly meetings with one of them being held during the annual meeting. A written notice of the time and place of all meetings of the Board shall be sent to each member of KFAPA by the Secretary not less than twenty (20) days prior to the date of the meeting. Additionally, the Board of Directors shall meet at the call of the President or any Board member having the written request of four (4) additional Board members with thirty(30) days' written notice to the board. The Board of Directors may, without meeting together, transact business by voting upon proposed resolutions sent to them by the Secretary with the approval of the President via phone, mail or electronic means. Such resolutions shall be sent to the Board of Directors twenty (20) days prior to the requested vote.

A. Attendance

A KFAPA Board member can be removed from office for three (3) unexcused absences from general membership and/or board meetings.

Section 6 Duties of the Board of Directors shall be:

- * To interpret and enforce the provisions of the Articles of Incorporation and bylaws of the Association.
- * To promote by attitude and action constructive social action needed to bring about changes and improvements in child welfare systems and legislation pertaining to all children and families.
- * To act as an information center and research body regarding constitutional matters, finance, education and legislative actions and to disseminate such information.
- * To provide a vehicle for communication among foster parents, local and regional foster parents associations, and child welfare agencies.
- * To cooperate with other organizations which have similar objectives in whole or in part to those of this Association.
- * To elect a Kansas Foster and Adoptive Parents Association member to fill any unexpired or vacant office, except the office of president which is provided for in Article III, Section 2-B-1.
- * To formulate such rules and regulations as in the opinion of the Board of Directors are essential to the interests and objectives of the Association.

Section 7 Executive Committee

The executive committee of the Association shall consist of the president, vice president, secretary, treasurer, and the regional vice presidents.

The executive authority of the Association shall be vested in the executive committee. The executive committee shall be responsible for the management and property of the Association, and will report as directed to the Board of Directors.

Section 8 Quorum

The Board of Directors or Executive Committee shall have a quorum when one half (1/2) plus one of its members are present.

Section 9 Council of Regional Chapter/Local Affiliates

There can be a Council of Regional chapter/Local Affiliates which shall serve as an advisory council to the Board of Directors. The council shall consist of one (1) representative from each affiliated local chapter, said representative to be designated in writing to the secretary annually. The representative shall be a regular member of the Association.

Section 10 Removal From Office

Any member (officer or board member) is subject to removal from office at any time by a two-thirds (2/3rds) vote of the Board of Directors. Any vote to remove an officer or board member before her/his term expires must follow Roberts Rules of Order, Revised.

Article VII – MEETINGS

Section 1 The members of the Association shall meet quarterly with the annual meeting being held in June at such location and time as the Board of Directors shall determine.

Section 2 The Secretary shall send notice of meetings and the agenda to the members at least thirty (3) days prior to the meeting.

Section 3 All meetings shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised.

Section 4 Except as otherwise specially provided by law, the Articles of Incorporation or these bylaws, those members of the Association who are present at the call of any meeting of the members and who are entitled pursuant to these bylaws to vote at such meetings shall constitute a quorum for the transaction of business thereat.

Except as otherwise specially provided by law, the Articles of Incorporation or these bylaws, those members of the Association who are at the call of any meetings of the members and who are entitled pursuant to these bylaws to vote at such meetings shall constitute a quorum for the transaction of business there at.

There shall be no voting by proxy at any meeting of the members.

Section 5 Members of the Association may, without meeting together, transact business by mail by voting upon proposed resolutions mailed to them by the Secretary with the approval of the President. If within forty (40) days thereafter a majority of the members vote in favor of such resolution, said resolution shall be deemed carried; otherwise it shall fail.

Article VIII – AMENDMENT

Section 1 The bylaws of this Association may be added to, or repealed, in whole or in part, by a majority vote of the members present at the annual meeting, provided however that written notice of intention to add to, amend, or repeal the bylaws in whole or in part has been given to each member at least thirty (30) days prior to the annual meeting.

Section 2 Proposed bylaws' amendments must be submitted in writing to the President, in accordance with policy, ninety (90) days prior to the annual membership meeting. The President will submit requested bylaw changes to the bylaw committee sixty (60) days prior to the annual meeting.

Article IX – POLICY

Section 1 The Association shall be self-governing, non-profit, nonpartisan and nonsectarian, and shall not discriminate against any person on account of sex, race, creed, religion or national origin.

Section 2 The Association shall solicit and receive funds for the accomplishment and furtherance of these bylaws.

Section 3 The Association shall not engage in any activities or exercise any powers that are contrary to the law or to the primary purposes for which this Association was formed.

Section 4 The fiscal year of the Association shall be July 1 to June 30.

Section 5 *The Association shall follow the conflict of interest policy outlined in Appendix A.*

Article X – DISSOLUTION

Upon the dissolution of this 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.

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