



*CALIFORNIA STATE FOSTER
PARENT ASSOCIATION, INC.*

OPERATING PROCEDURES

PART II

SUBORDINATE CHAPTERS

Approved January 22, 2018

1 CALIFORNIA STATE FOSTER
2 PARENT ASSOCIATION, INC

3
4 **Operating Procedures - Part II**
5 **Subordinate Chapters**
6

7 **INTRODUCTION:** Part II of the State
8 Association Operating Procedures governs how
9 the Subordinate Chapters are to operate to follow
10 the State By-laws and these Operating Procedures.
11 They shall also comply with the procedures in Part
12 I (to the extent that they apply to the Chapters).
13

14 **ARTICLE I. CHAPTER MEMBERSHIP IN**
15 **STATE ASSOCIATION:**

16
17 **A. CHAPTER APPLICATION AND**
18 **RATIFICATION:**

19 1. Each Chapter shall submit an application
20 form, containing the names, addresses, and
21 telephone numbers of all Chapter executive
22 board members, an initial or renewal fee,
23 membership dues, and a list of members not later
24 than January 15, of each year to the CSFPA
25 Membership Chairperson.

26 2. Chapters shall be ratified at any Board of
27 Directors meeting and their representatives
28 allowed to vote when all application
29 requirements are met and all financial reports,
30 including audits when requested, have been
31 submitted as required by the State Association
32 By-laws and these Operating Procedures.

33 3. A charter, with the CSFPA corporate seal,
34 shall be issued annually to all member Chapters,
35 signed by the President and Membership
36 Committee Chairperson.

37 4. The Chapter shall be classified as a non-profit
38 public benefit association organized for the
39 purposes as specified in Section 501(c)(3) of the
40 Internal Revenue Code.

41 a. Have goals and purposes that support the
42 CSFPA purposes and goals.

43 b. Comply with the State Association By-laws
44 and Parts I and II of the State Association's
45 Operating Procedures.

46 c. A Chapter may create their own By-laws and
47 Operating Procedures and shall forward them to
48 the State Association By-laws Chairperson for
49 review and identification of any conflicts with the
50 State Association By-laws and Operating
51 Procedures.

52 d. State By-laws Chairperson shall make

53 recommendations to the Executive Board who
54 shall have final approval authority to direct
55 changes or approve changes as submitted.

56 e. Once submitted and approved, these By-
57 laws and Operating Procedures do not have to be
58 resubmitted, unless they have been changed. If
59 the Chapter By-laws or Operating Procedures
60 have been changed, they must be re-approved
61 before a Chapter can be ratified at the State
62 Association Board of Directors meetings.
63

64 5. Chapters shall, in addition to complying with
65 the requirements of paragraph 1 and 2 above:
66

67 a. Submit a proposed budget and a listing of
68 all non-cash assets owned by the Chapter (if any),
69 to arrive not later than January 15th and annually
70 thereafter.

71 b. Submit a letter, signed by all members of the
72 Chapter's Executive Board, certifying that they
73 have read, understand, and will comply with all
74 requirements as specified in the State Association
75 By-laws and Parts I, and II of these Operating
76 Procedures.

77 6. Chapters shall renew their membership in the
78 State Association by January 15th of each year.
79 Chapters shall automatically be placed in a
80 "Suspension" status if the renewal application is
81 not received by February 1st and shall not use the
82 State Association non-profit status for any activity
83 involving the raising or dispensing of funds.

84 a. They may continue to utilize the CSFPA non-
85 profit status for the sole purpose of collecting and
86 forwarding membership dues during the month of
87 January. The Chapter shall not conduct any other
88 business involving the collection or disbursement
89 of funds involving the use of the CSFPA non-
90 profit status until the Chapter membership is
91 ratified.

92 b. In the event of suspension for failure to comply
93 with annual renewal requirements, a Chapter shall
94 request a one-month extension to the State
95 Membership Chair. If not corrected the President
96 and Treasurer shall secure all Chapter assets in a
97 safe and secure manner and cease using the
98 CSFPA non-profit status immediately. They shall
99 forward all funds in Chapter savings and checking
100 accounts to the State Association Treasurer. Such
101 funds shall be returned to that Chapter upon
102 presentation of an application for re-instatement
103 and submission of documents showing
104 compliance with the State Association By-laws

105 and Operating Procedures. A re-instatement fee
106 equal to 1/2 of the annual fee shall apply in
107 addition to any other fees. The funds will be held
108 by the State for 3 years and if no reinstatement
109 they will be deposited in the State's General Fund.
110

111 **B. MEMBERSHIP DEFINITIONS AND**
112 **LIABILITY:**

113 1. Chapter membership definitions for
114 individuals joining the Chapter shall be the same
115 as defined in the State Association By-laws and
116 Part I, Section II A of the State Associations
117 Operating Procedures.

118 2. Membership Liability - A member of the
119 Chapter is not, as such, personally be liable for
120 the debts, liabilities, or obligations, provided they
121 are legitimately incurred and approved by
122 appropriate majority vote of the Chapter
123 membership and in compliance with the State
124 Association By-laws and Operating Procedures.
125

126 **C. CHAPTERS SHALL:**

127 1. At the start of each new year, forward a record
128 of all members of the Chapter, showing name,
129 address, and telephone number and emails.
130 Listing shall be sent to the CSFPA Membership
131 Chairperson by January 15th of each year, showing
132 new memberships and renewals as of that date.
133 Any changes in the Chapter board shall be
134 reported to the CSFPA Membership Chairperson
135 within 15 days of the effective date of the change.
136 Thereafter, all additional renewals of individual
137 memberships and/or new individual membership
138 applications and dues shall be sent to the CSFPA
139 Membership Chairperson.

140 2. Maintain a membership listing to be printed at
141 least quarterly that shall be available for review by
142 any State Association or by any Chapter member
143 at any general or special meetings of the
144 membership. Chapter membership lists shall be
145 provided to the respective Regional Vice President
146 by the State Membership Chairperson upon
147 request.

148 3. Registration is not allowed in more than one
149 Chapter. Membership in a Chapter shall
150 automatically require membership in the CSFPA
151 and membership dues shall be paid by the Chapter
152 accordingly. If one member of a licensed or
153 certified foster family couple joins the Chapter,
154 then both members must join the State Association
155 and pay dues accordingly.

156 4. Develop and maintain adequate and correct

157 bank accounts and appropriate records showing
158 the Chapter's assets, liabilities, receipts,
159 disbursements, and business transactions. Advise
160 the State Association Treasurer of the name and
161 address of the financial institution and the account
162 number used by the Chapter. The name and office
163 (if any) of all persons authorized to sign on this
164 account and notification of any changes in these
165 persons authorized access to the account shall be
166 forwarded within 15 days of occurrence to the
167 State Association Treasurer.

168 5. Chapters may supplement but may not
169 supersede or enact other By-laws or Operating
170 Procedures that conflict with the CSFPA By-laws
171 and/or Operating Procedures. Any changes to
172 Chapter By-laws must be submitted to the CSFPA
173 By-laws Chairperson for review and
174 recommendation for approval or disapproval to
175 the State Association Executive Board.

176 6. All Chapters should schedule no less than 6
177 regular meetings per year and submit this schedule
178 to the State Membership Chair.

179 7. Chapters of the CSFPA shall not be allowed to
180 have Sub-Chapters or Subordinate Chapters.
181

182 **ARTICLE II. MEMBERSHIP DUES:**

183 A. All Chapter members shall pay annual State
184 Association membership dues that are due not
185 later than January 15th. These dues are established
186 by the State Association Board of Directors and,
187 once established, remain in effect until changed by
188 that Board. Dues are paid for a calendar year and
189 are not prorated or refundable.

190 B. Amount of Chapter annual dues shall be as
191 recommended by the Chapter's Board of Directors
192 and shall be approved by the Chapter
193 membership. Upon receipt of dues, the Treasurer
194 will forward the prescribed amount of the State
195 Association dues to the State Association
196 Membership Chairman, who will then register the
197 applicant as a member of the California State
198 Foster Parent Association. A State Association
199 Membership card for the applicant will be sent to
200 the Chapter Membership Chairperson.
201

202 **ARTICLE III. OFFICERS**

203
204 **A. COMPENSATION:** Chapter officers and
205 members shall participate in the Chapter activities
206 without compensation except they may be
207 allowed and paid reasonable direct out-of-pocket
208 costs as reimbursement for expenses incurred in

209 the performance of their regular duties.

210

211 **B. NUMBER OF OFFICERS:**

212 1. Chapters shall have a minimum of five
213 members on their Executive Board. The officers
214 of the Chapter shall be a President, two or more
215 Vice Presidents, a Secretary and a Treasurer. The
216 Chapter may also have, as determined by the
217 Board of Directors, other elected officers provided
218 the number of elected officers and standing
219 committee chairpersons is an odd number. No
220 person may hold more than one elected office.

221 2. Vacancies on the Chapter Board of Directors
222 shall exist (1) on the death, resignation or removal
223 of any director or officer and (2) whenever the
224 number of authorized directors is increased.

225 3. Vacancies shall be filled through appointment
226 by the President, subject to approval of the
227 Chapter membership.

228

229 **C. TERMS OF OFFICE:** The officers shall be
230 elected by the membership only at an annual
231 meeting, except for new Chapters, which may
232 hold elections at the time of formation. The term
233 of office shall be two years, beginning January
234 first of the following year. The President, and
235 second Vice President, shall be elected in even-
236 numbered years and take office in the following
237 odd-numbered year. The first Vice President,
238 Secretary and Treasurer shall be elected in odd-
239 numbered years and take office in the following
240 even-numbered year. Additional Vice Presidents,
241 if any, will be elected in the term as determined by
242 the Chapter membership.

243

244 **D. QUALIFICATIONS AND ELECTIONS:**

245 1. The Chapter Presidents and first Vice-
246 President shall be licensed or certified foster
247 parents, shall be in good standing with their local
248 placing or foster family certifying agency at the
249 time of election, and have been a regular member
250 of the Chapter for a minimum of one year and
251 residents of that Chapter's county. Good standing
252 shall mean that there are no administrative actions
253 pending concerning the license or certification,
254 nor is the home on a "Plan of Correction" for
255 licensing or certification deficiencies." If any
256 Chapter, new or existing, does not have a licensed
257 or certified foster parent willing to serve as
258 President, that Chapter may apply to the State
259 Executive Board for ratification on a case-by-case
260 basis.

261 2. Secretary or Treasurer - must be a member in
262 good standing with the Chapter for at least one
263 year except that they do not have to be licensed or
264 certified.

265 3. Spouses may be elected and jointly hold the
266 same office but may not hold different elected
267 offices. In such cases the couple shall have one
268 vote.

269 4. A majority of the Chapter's Board of Directors
270 shall be foster parents.

271 5. If an officer of a Chapter should have their
272 license or certification revoked, they shall no
273 longer be eligible to continue to serve in that
274 office, although they may retain their Chapter
275 membership. They shall be allowed to remain in
276 office until final action is taken relative to
277 license/certification revocation, however they
278 shall resign or be removed from office within 15
279 days of the date of the notice of revocation.
280 Whenever a license/certification is surrendered,
281 the officer shall also resign their position.

282 6. In those instances where no one on the current
283 Executive Board of an existing Chapter is
284 qualified or willing to run for President, the
285 Chapter may elect, as their President, a foster
286 parent that has been an active member and in good
287 standing with their agency for a minimum of two
288 years.

289 7. All nominees must be active in association
290 meetings and should have attended at least 50% of
291 the meetings within the past two years prior to
292 nomination.

293 **8. Chapter Elections:**

294 a. Proxy ballots shall not be allowed at the
295 Chapter elections.

296 b. Nominees (including those that may be
297 absent from the annual meeting) must, prior to
298 the meeting, agree in writing to serve, if elected.

299 c. To vote, members shall have joined and paid
300 membership dues at least 30 days prior to the
301 meeting at which the elections are held.

302

303 **E. REMOVAL/EXPULSION:**

304 1. Any board member may be removed for failure
305 to perform their duties as specified in the
306 Association and Chapter By-laws and Operating
307 Procedures.

308 2. Any Chapter member who is found to have
309 acted in a manner detrimental to the Chapter or the
310 CSFPA may be expelled from the Chapter by a
311 two-thirds vote of the Chapter membership.

312 3. Membership shall be terminated upon a failure

313 of a member to renew his or her membership by
314 paying dues on or before their due date, such
315 termination to be effective thirty days after a
316 written notification of delinquency is given
317 personally or by mail. A member may avoid such
318 termination by paying the amount of delinquent
319 dues within a thirty (30) day period following the
320 mailing of the notification of delinquency.

321 **4. Procedure for Removal/Expulsion:** Following
322 the determination that a member or officer should
323 be removed or expelled, the following procedures
324 shall be implemented:

325 **a.** A notice shall be sent by certified or
326 registered mail to the last address of the member
327 or officer as shown on the Chapter records,
328 setting forth the removal/expulsion and the
329 reasons therefore. Such notice shall be sent at
330 least fifteen (15) days before the proposed
331 effective date of the removal/expulsion.

332 **b.** The member or officer being
333 removed/expelled shall be given an opportunity
334 to be heard, either orally or in writing, at a
335 hearing to be held not less than five (5) days
336 before the effective date of the proposed
337 removal/expulsion. The hearing will be held by
338 the membership in accordance with the quorum
339 and voting rules set forth in the By-laws and
340 Operating Procedures. The notice to the member
341 or officer of his or her proposed
342 removal/expulsion shall state the date, time, and
343 place of the hearing of his or her proposed
344 removal/expulsion.

345 **c.** Following the hearing, the membership shall
346 decide whether the member or officer shall be
347 removed/expelled, suspended, or sanctioned in
348 some other way. The decision of the membership
349 shall be final.

350 **d.** All rights of a member in the Chapter shall
351 cease on termination of membership as herein
352 provided. All rights of an officer removed from
353 office are terminated except the right to
354 membership unless this is included in his
355 Removal/Expulsion. All Chapter records and
356 assets shall be turned over to the Chapter's Board
357 of Directors effective immediately upon removal.

358 **ARTICLE IV.COMMITTEES:**

359 The Board of Directors may adopt rules and
360 regulations pertaining to the conduct of meetings
361 of committees to the extent that such rules and
362 regulations are not inconsistent with the
363 provisions of these By-laws.
364

365

366 **A.STANDING COMMITTEES:** Committee
367 Chairman are appointed by the President, subject
368 to approval of the membership, and serve at the
369 pleasure of the President. The standing
370 committees are established by a vote of the
371 membership to serve as an ongoing committee.
372 The committee members shall be selected by and
373 serve at the discretion of the Committee
374 Chairperson. All Standing Committee
375 Chairperson's terms of office shall run
376 concurrently (and terminate) with the President's
377 term of office. The Standing Committee shall not
378 obligate the Chapter to financial or other
379 commitments without approval of the Chapter
380 membership.

381
382 **B.ADHOC COMMITTEES:** ADHOC
383 committees may be formed from time to time as
384 determined by the Board of Directors. These
385 committees shall be formed for specific purposes
386 and shall be dissolved upon the resolution or
387 completion of the purpose(s) for which they were
388 formed. The Chairman shall be appointed and
389 serve at the discretion of the President. Any
390 recommended actions developed by these
391 committees shall be presented to the Board of
392 Directors for approval and implementation.

393 **C.NOMINATING COMMITTEE:**

394 **1.** The Chapter nominating committee shall be
395 responsible for seeking out and determining
396 qualifications of election nominees for all Chapter
397 offices as provided in these By-laws and
398 Operating Procedures. The committee shall seek
399 out and present eligible candidates from the
400 Chapter membership and its Chairperson shall be
401 elected by the Chapter membership prior to the
402 annual meeting. The nominating committee shall
403 present all candidates who are qualified to the
404 membership for each office up for election,
405 prepare ballots and conduct the elections.
406 Candidates presented must be Chapter members
407 in good standing and must have agreed to serve if
408 elected.
409

410 **2.** The President shall not be appointed to or be
411 allowed to serve on the Nominating Committee.
412 The President's spouse shall not serve on the
413 Nominating Committee.

414 **ARTICLE V. CHANGES TO CHAPTER** 415 **OPERATING PROCEDURES:** 416

417 Parts 1, II, and III of the State Association
418 Operating Procedures may be changed or new
419 Operating Procedures enacted and approved at
420 any State Association Board of Director's
421 meeting and shall be effective immediately.
422 However, supplemented Chapter Operating
423 Procedures may be changed only by a two-
424 thirds vote at the Chapter's annual meeting,
425 provided the proposed changes or new
426 Operating Procedures are stated in full in a
427 notice to the membership given in person or
428 mailed 30 days prior to the meeting approved
429 by State Executive Board.

431 **ARTICLE VI. PARLIAMENTARY**
432 **PROCEDURES:**

433 Parliamentary procedure will, in most cases, be
434 on an informal basis, except in times of dissention,
435 when ROBERT'S RULES OF ORDER,
436 REVISED shall govern, or when they are
437 inconsistent with the By-laws of the Chapter.
438 Robert's Rules of Order Revised will be in order
439 at the discretion of the President.

441 **ARTICLE VII. OFFICER DUTIES:**

442
443 **A.DUTIES OF PRESIDENT:** The Chapter
444 President shall be the Chief Executive Officer of
445 the Chapter and shall, subject to the control of the
446 Board of Directors, supervise and administer the
447 affairs of the Chapter and the activities of the
448 officers. He or she shall ensure compliance with
449 the State Association By-laws and Operating
450 Procedures always. He or she shall perform all
451 duties incident to his or her office and such other
452 duties as may be required by law, or by these By-
453 laws, or as may be prescribed from time to time
454 by vote of the Chapter membership. In addition,
455 the President shall: (1) Preside at all official
456 meetings of the boards and of the members.
457 Except as otherwise expressly provided by law,
458 or by these By-laws and Operating Procedures,
459 he or she shall, in the name of the Chapter,
460 execute all legal documents or other instruments
461 that may from time to time be authorized by the
462 Chapter membership. (2) Appoint standing
463 committee Chairpersons, except Nominations, as
464 needed subject to approval of the Chapter
465 membership. The Committee Chairpersons shall
466 serve at the discretion of the President. (3) Be an
467 Ex-Officio member of all Committees except
468 Nominating Committee. (4) Appoint a

469 Parliamentarian at own discretion. (5) Appoint
470 legal counsel subject to approval of the Executive
471 Board. (6) Abstain from voting except to cast the
472 deciding vote in the event of a tied issue at board
473 meetings and official meetings of the members.
474 (7) Officially and publicly represent the Chapter.
475 The President may designate other members
476 and/or alternates to officially represent the
477 Chapter for specified purposes. (8) Ensure that
478 Chapter funds are not spent except in strict
479 accordance with the approved budget or by
480 majority vote of the membership after the budget
481 is approved. (9) As immediate Past President (if
482 qualified), maintain an advisory position on the
483 Chapter Executive Board with full voting
484 privileges.

485
486 **B.DUTIES OF FIRST VICE PRESIDENT:**
487 In the absence of the President, or in the event of
488 his or her inability or refusal to act, the First Vice
489 President shall perform all the duties of the
490 President, and when so acting shall have all the
491 powers and perform such other duties as may be
492 prescribed by law, or by these By-laws, or as may
493 be prescribed by the Board of Directors.

494
495 **C.DUTIES OF SECOND VICE**
496 **PRESIDENT:** In the absence of the President and
497 the first Vice President, or in the event of their
498 inability or refusal to act, the second Vice
499 President shall perform all the duties of the
500 President, and when so acting shall have all the
501 powers and perform such other duties as may be
502 prescribed by law, or by these By-laws, or as may
503 be prescribed by the Chapter membership.

504
505 **D.DUTIES OF SECRETARY:** The Secretary
506 shall: (1) Certify and keep at the principal office
507 of the Chapter the original, or a copy of these By-
508 laws as amended or otherwise altered to date. (2)
509 Maintain a book of minutes of all meetings of the
510 directors, and, if applicable, meetings of
511 committees of directors and of members,
512 recording therein the time and place of holding,
513 whether regular or special, how called, how
514 notice thereof was given, the names of those
515 present or represented at the meeting, and the
516 proceedings thereof. Keep such records at the
517 principal office of the Chapter or at such other
518 place as the board may determine. (3) Maintain a
519 separate "Book of Motions", recording therein all
520 motions passed at all official meetings, including

521 date and exact wording of the motions as passed.
522 (4) See that all notices are duly given in
523 accordance with the provisions of these By-laws
524 or as required by law. (5) Keep such records at the
525 principal office of the Chapter. Maintain a
526 membership book containing the name and
527 address of each member.

528 (6) Exhibit at all reasonable times to any
529 member of the Chapter on written request
530 therefore, the By-laws, the membership book, and
531 the minutes of the proceedings of the directors of
532 the Chapter or membership. (7) In general,
533 perform all duties incident to the office of
534 Secretary and such other duties as may be required
535 by law, or by these By-laws, or which may be
536 assigned to him or her from time to time by the
537 Board of Directors.

538

539 **E. DUTIES OF TREASURER:** The Treasurer
540 shall: (1) Have charge and custody of, and be
541 responsible for, all funds and securities of the
542 Chapter and deposit all such funds in the name of
543 the Chapter in such banks, trust companies, or
544 other depositories as shall be selected by the
545 Board of Directors. (2) Receive, and give receipt
546 for, all monies due and payable to the Chapter
547 from any source whatsoever. (3) Disburse, or
548 cause to be disbursed, the funds of the Chapter
549 only in accordance with the approved budget
550 and/or by a motion approved by a majority vote of
551 the membership, obtaining and maintaining
552 proper vouchers or receipts for and prior to all
553 disbursements. (4) Keep/maintain adequate and
554 correct accounts of the Chapter's business
555 transactions, including accounts of its assets,
556 liabilities, receipts, disbursements, gains and
557 losses. (5) Maintain and make available all records
558 as required to support an annual audit. (6) Exhibit
559 at all reasonable times the books of account and
560 financial records to any member of the Chapter on
561 written request therefore. (7) Make a report of the
562 Chapter's financial status at all regularly
563 scheduled meetings, identifying any income
564 received and expenses incurred since the last
565 report. Render to the President and directors,
566 whenever requested, an account of any or all of his
567 or her transactions as Treasurer and of the
568 financial condition of the Chapter. (8) Prepare, or
569 cause to be prepared, and certify, or cause to be
570 certified, the financial statements as required.
571 Submit financial statements to the CSFPA as may
572 be directed by the parent association. (9) In

573 general, perform all duties incident to the office of
574 Treasurer and such other duties as may be required
575 by law, or by these By-laws, or which may be
576 assigned to him or her from time to time by the
577 Board of Directors.

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Approved January 22, 2018
Quarterly Meeting