



*CALIFORNIA STATE
FOSTER PARENT
ASSOCIATION*

By - Laws

OCTOBER 22, 2015

1 **ARTICLE I: NAME, ADDRESS, PURPOSE, REGIONS**

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3 **SECTION 1 Name**

4 The name of the corporation shall be California State Foster Parent Association, Inc.,
5 sometimes referred to in these By-Laws as the Association.

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7 **SECTION 2 Address**

8 The principal address of the Association shall be that of the President.

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10 **SECTION 3 Purpose**

11 **A.** To establish a central Association bringing together all Foster Parent Associations
12 who wish to work together for the same purposes as set forth in these By-laws and the
13 Articles of Incorporation.

14 **B.** To promote the general welfare of children that need protective care everywhere; at
15 home, in the communities, in institutions and in public, private and religious schools.

16 **C.** To develop a better understanding of the issues and challenges of foster home care,
17 both by the persons involved in caring for children and by the general public.

18 **D.** To encourage the training and education of personnel for work in the field of foster
19 care, and to encourage the recruitment and retention of foster and adoptive homes.

20 **E.** To inform our membership of the current information pertaining to the welfare of
21 children.

22 **F.** Notwithstanding the above statements, the Association shall not, except to an
23 insubstantial degree, engage in any activities or exercise any powers that are not in
24 furtherance of the primary purpose.

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26 **SECTION 4 Regions**

27 **A. Region 1 Northern:** Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino,
28 Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity.

29 **B. Region 2 North Costal:** Alameda, Contra Costa, Marin, Monterey, Napa, San
30 Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

31 **C. Region 3 Central:** Alpine, Amador, Calaveras, Colusa, El Dorado, Mariposa,
32 Merced, Mono, Nevada, Placer, Sacramento, San Joaquin, Sierra, Stanislaus, Sutter,
33 Tuolumne, Yolo, and Yuba.

34 **D. Region 4 Valley:** Fresno, Inyo, Kern, Kings, Madera, San Luis Obispo, Santa
35 Barbara, and Tulare, Ventura.

36 **E. Region 5 Southern:** Los Angeles, Riverside, San Bernardino, Imperial, Orange, and
37 San Diego.

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39 **ARTICLE II: MEMBERSHIP**

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41 **SECTION 1 “Foster Parent” Defined**

42 A “foster parent” shall be defined for purposes of these By-laws as a person licensed or
43 recognized by a child-placing agency to care for children in a family home, non-
44 institutional in character.

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46 **SECTION 2 Types of Membership**

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A. Chapter Membership:

- 1. **Affiliated Chapter:** A Foster Parent Association that operates under its own non-profit status.
- 2. **Subordinate Chapter:** A Foster Parent Association that operates under the Association's non-profit status.
- 3. All chapters shall adhere to these By-laws.
- 4. Chapters may adopt their own By-laws that shall not conflict with the Association's By-laws.
- 5. Chapter By-laws can supplement but shall not supersede the Association's By-laws.

B. Individual Membership:

- 1. **Regular Member:** A licensed or certified foster parent who pays the specified dues and applies for membership through an affiliated or subordinate chapter of the Association. He/she may vote at the annual meeting and hold office.
- 2. **Associate Member:** Any other interested person who pays the specified dues and applies to join the Association. They may join through an affiliated or subordinate chapter, or they may apply directly to the Association for membership. They may vote only at the annual meeting unless they hold an elected/appointed position of the Association, in which case they may vote at any board meeting. They may hold any office other than President, Vice-President or Regional Vice-President.
- 3. **Ex-officio Member:** Agency personnel who act as liaisons between a Foster Parent Association (i.e. a chapter) and the agency and they may be invited to join the Association. They may vote at the annual meeting, but do not pay dues or hold office.
- 4. **Honorary Member:** An honorary membership may be awarded to a person who has rendered a notable service to the Association and shows an extraordinary interest or support in promoting its well-being. The name and recommendation of the candidate for honorary membership shall be presented to the Board of Directors for approval. Honorary members do not pay dues, nor may they vote or hold an office based on their Honorary Membership status. Honorary Membership shall be recognized for one year from the date of presentation.
- 5. **Lifetime Member:** A lifetime membership may be awarded to a person who has rendered notable service to the Association and shows an extraordinary interest or support in promoting its well-being. Lifetime members do not pay dues, but may hold office and are members of the Board of Directors for life and as such may vote at all meetings (board and annual). The name and recommendation of a candidate for lifetime membership shall be presented to the Executive Board for approval.

SECTION 3 Admission/suspension/expulsion of members/chapters and chapter dissolution

- A. Admission:** Any person or group requesting membership who is qualified for membership under these By-laws shall be admitted only on the approval of the Board of Directors (or Membership Committee duly authorized by the Board of Directors to admit members). They shall submit an application and pay such fees as prescribed in these By-

93 laws and Operating Procedures.

94 **B. Transfer of Membership Rights:** Neither membership in the Association, nor any
95 rights in the membership, may be transferred, except the right to vote at a Board of
96 Director's meeting whereby the chapter President has delegated their right to vote in
97 writing to one of its Chapter members attending the meeting in their place.

98 **C. Suspension:** Members or Chapters that fail to pay dues and/or comply with other
99 financial and reporting requirements as specified in these By-laws and/or the
100 Association's operating procedures shall automatically be suspended and lose all
101 privileges until re-instated. Suspended Subordinate Chapters shall automatically lose the
102 right to use the Association's non-profit status. Affiliated Chapters shall automatically be
103 suspended for failure to maintain their non-profit status or for failure to provide required
104 financial reports as specified in the Association's operating procedures. Compliance with
105 the Association's By-laws and operating procedures, including compliance with reporting
106 requirements and/or payment of dues, shall entitle the member or Chapter to be re-
107 instated at the next Board of Directors meeting. Board members (or the representatives)
108 of suspended Chapters may not vote at Board of Directors meetings. However, individual
109 members of a suspended Chapter may vote at the annual meeting.

110 **D. Expulsion:** Any member or member Chapter who is found to have acted in a
111 manner detrimental to the Association may be expelled from the Association by a two-
112 thirds vote of the Board of Directors. A certified letter shall be sent to any such member
113 or Chapter that has been recommended for expulsion. The member or Chapter may
114 address the Board of Directors at its next quarterly meeting. All expulsions shall be
115 ratified at the annual meeting. The expelled member or Chapter has the right to be heard
116 before the expulsion ratification vote. Once expelled, that member or Chapter loses all
117 privileges of the Association.

118 **E. Dissolution of a Chapter:** A Chapter shall be dissolved upon presentation of a
119 petition to dissolve, signed by a majority of the members of record of the Chapter. The
120 petition shall be presented to the Association Executive Board for approval. Upon the
121 dissolution or winding up of a Chapter, its assets remaining after payment or provision
122 for payment, of all Chapter debts and liabilities shall be turned over to the Association in
123 accordance with the Association's Operating Procedures.

124 **SECTION 4 Dues:**

125 Annual dues for all types of membership will be determined and set by the Board of
126 Directors of the Association and ratified by a majority of the members present and voting
127 at the annual meeting and shall be effective the following January first.

128 **SECTION 5 Representation:**

129 No member shall represent the Association without approval of the Executive Board.
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131 **ARTICLE III: OFFICERS AND COMMITTEE CHAIRS**

132 **SECTION 1 OFFICERS**

133 **A. Identification**

134 The elected officers, (Executive Board), of the Association shall be President, Vice
135 President, Secretary, Treasurer and five (5) Regional Vice Presidents. The Past
136 President (if qualified) remains on the Executive Board,
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138 **B. Qualifications**

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1. General

- a. The nominee shall be a member in good standing of CSFPA.
- b. The nominee, with the exception of the Secretary and Treasurer (if not a foster parent), shall, at the time of election, be recognized as a foster parent in good standing in accordance with their local governing body regulations and retain that standing throughout their term to remain in their elected office and shall have foster children in placement or be open for placement in their local county.
- c. The nominee shall be nominated by another member in good standing.
- d. The nominee shall have held an elected office on the Board of Directors for at least one term and fully attended six (6) quarterly meetings with in the past two years.

2. A nominee for President must also have:

- a. Proven leadership qualities and basic parliamentary knowledge, or ability to obtain it.
- b. Held an elected office on the State Executive Board for at least one term.
- c. Not accepted nominations for any other office.

3. A nominee for Vice President must also have:

- a. Proven leadership qualities and basic parliamentary knowledge, or ability to obtain it.
- b. Held an elected office on the State Executive Board for at least one term and may hold a current office, except President, Secretary or Treasurer, but if elected will only have one vote.
- c. The ability to assume the President's duties in the President's absence.

4. A nominee for Secretary must also have:

- a. Experience in producing detailed minutes and basic computer knowledge.
- b. Does not have to be a foster parent.

5. A nominee for Treasurer must also have:

- a. Served as Treasurer of other organizations or previously provided professional accounting services.
- b. Knowledge of general accounting principles and practice as they pertain to non-profit corporations.
- c. Experience with budgets over \$50,000, preferably with non-profit organizations
- d. A working knowledge of contracts and grants.
- e. The ability to be bonded for a minimum of \$150,000.00.
- f. Does not have to be a foster parent.

6. A nominee for Regional Vice-President must:

- a. Reside in their respective region when nominated and/or while serving as a Board member.
- b. Be nominated by another member residing in their respective region.

C. 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.

1. President

- a. Is the chief executive officer.

- 185 **b.** Preside at all regular, special or called meetings of the Board of Directors,
186 Executive Board, and the general membership.
- 187 **c.** Be responsible for the general management and supervision of the affairs and
188 operation of the Association.
- 189 **d.** Have the authority to appoint the chairmen of all-standing committees and ad
190 hoc committees as needed by the Association, except the nominating committee.
- 191 **e.** Be an ex-officio member with a vote on all the committees except the
192 nominating committee but cannot be a chairperson.
- 193 **f.** With the elected Treasurer, sign all contracts for obligations authorized by the
194 Board of Directors.
- 195 **g.** If not voting at the call, cast the deciding vote in the event of any tied issue at
196 the Board of Directors or general membership meetings.
- 197 **h.** Officially and publicly represent the Association.
- 198 **i.** Perform such other duties as provided by these By-laws or as commonly
199 appertain to the office of President.
- 200 **2. Vice President**
- 201 **a.** Perform the duties of the President when the President is absent or otherwise
202 unable to serve.
- 203 **b.** Perform other such duties as delegated by the state President.
- 204 **3. Secretary**
- 205 **a.** Keep all the records of the Board of Directors' meetings and general
206 membership meetings to include a voice recording of all sessions of the Executive
207 Board and Board of Directors for a period of five (5) years.
- 208 **b.** Submit to the President, members of the Executive Board, Board of Directors
209 and those that the President might designate, a copy of minutes taken.
- 210 **c.** Be prepared, on call, to inform the President of the number of members in
211 good standing at Executive Board, Board of Directors and general membership
212 meetings as informed by the Membership Chair.
- 213 **d.** Perform such other duties as provided by these By-laws or as commonly
214 appertain to the office of Secretary, such as notices of meetings.
- 215 **4. Treasurer**
- 216 **a.** Be responsible for collecting and safeguarding all the funds of the
217 Association.
- 218 **b.** Be responsible for all disbursement of the Associations funds as authorized by
219 the Board of Directors with a voucher in conjunction with the Budget and Finance
220 Committee.
- 221 **c.** Have for review upon request all financial records.
- 222 **d.** Make regular reports to the general membership at the quarterly and annual
223 meetings of the Association.
- 224 **e.** Be properly bonded at the discretion of the Board of Directors.
- 225 **5. Regional Vice President**
- 226 **a.** Chair the respective Regional meetings.
- 227 **b.** Represent the interests of the foster parents within the respective region.
- 228 **c.** Assist in the development and growth of local Foster Parent Associations.
- 229 **d.** Perform such other duties as provided by these By-laws or as commonly
230 appertain to the office of Regional Vice President

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SECTION 2 COMMITTEES

- A.** The Board of Directors shall establish such standing 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 committees shall be on a motion, seconded and carried by a majority of the voting members present.
- C.** The authority of each committee terminates and the committee dissolves every year.
- D.** All Committee Chairpersons except Nominating shall be appointed, as needed, by the President with the approval of the Executive Board.
- E.** The Nominating Committee Chairperson shall be elected by the new Nominating Committee at their first meeting.
- F.** Committee Chairpersons shall serve at the pleasure of the President and may be removed at the President's discretion with approval from the Executive Board.
- G.** The majority of chairpersons shall be foster parents.

SECTION 3 NOMINATION AND ELECTION

A. Nomination Committee

- 1.** Identify candidates for election to the Board of Directors.
- 2.** Made up with five (5) members and five (5) alternates, each chosen from their respective regions as described in Article I Section 4.
- 3.** The Regional Vice Presidents will present the chosen members and alternates to the Board of Directors for approval.
- 4.** Any member of the Nominating Committee may be nominated for an office. However, they will be replaced by their alternate.

B. Election Process

- 1.** The election of the Association Officers shall be by a ballot sent to the total regular membership by the Nominating Committee Chair.
- 2.** The ballots shall be mailed no later than September 1st of each calendar year and return postmarked no later than October 1st of each year.
- 3.** The election of Regional Vice-Presidents shall be by a ballot sent to the members of that specific Region.
- 4.** The President, Vice-President and Regional Vice-Presidents from Regions 1, 3, 5, shall be elected in even-numbered years and take office in the following odd-numbered year. The Secretary, Treasurer and Regional Vice-Presidents from Regions 2, and 4 shall be elected in odd-numbered years and take office in the following even-numbered year.
- 5.** The candidate for each office receiving the plurality of votes cast shall be elected to that office.

C. Term of Office

The term of office for elected officers of the Association shall be for two years beginning on January 1st after the election and ends the last day of the 2nd year.

D. Vacancies

- 1.** Shall be appointed by the President with the approval of the Executive Board.
- 2.** The office of President shall be filled by the Vice-President.
- 3.** In the event an officer dies or resigns prior to taking office, the position shall be

- 277 filled in the same manner as a vacancy.
278 4. The member shall meet the requirements for the office in which they are being
279 appointed.
280 5. Half a term shall be considered a full term.

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282 **ARTICLE IV: BOARD OF DIRECTORS:**

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284 **SECTION 1 MEMBERS**

285 The authority of the Association shall be vested in the Board of Directors, which shall be
286 responsible for the management and property of the Association.

287 **A. Executive Board**

288 1. Consisting of the President, Immediate Past President (if qualified), Vice President, five
289 (5) Regional Vice Presidents, Secretary and Treasurer.

290 2. Have the authority to conduct emergency business transactions between regularly
291 scheduled business meetings via conference calls, written correspondence, or special
292 meetings. Such business shall be approved by majority vote of the Executive Board and will
293 be reported at the next regularly scheduled board meeting.

294 **B. Committee Chairs**

295 **C. All chapter Presidents.**

296 **D. Lifetime Members.**

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298 **SECTION 2 ALL MEMBERS OF THE BOARD OF DIRECTORS**

299 **A.** Must be members of the Association.

300 **B.** The majority of the Board of Directors voting on any issue must be foster parents.

301 **C.** May, without meeting together, transact business by voting upon proposed resolutions
302 sent to them by the Secretary with the approval of the President.

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304 **SECTION 3 DUTIES OF THE BOARD OF DIRECTORS**

305 **A.** Interpret and enforce the provisions of the Articles of Incorporation and By-laws of
306 the Association.

307 **B.** Promote by attitude and action, constructive social action needed to bring about
308 changes and improvements in child welfare systems and legislation pertaining to all children and
309 families.

310 **C.** Act as an information center and research body regarding constitutional matters,
311 finance, education and legislative actions and to disseminate such information.

312 **D.** Provide a vehicle for communication among foster parents, local Foster Parent
313 Associations, and Child Welfare agencies.

314 **E.** Cooperate with other organizations which have similar objectives in whole or in part
315 to those of this Association.

316 **F.** Formulate such rules and regulations as in the opinion of the Board of Directors are
317 essential to the interests and objective of the Association.

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319 **SECTION 4 REMOVAL OF ELECTED BOARD MEMBERS**

320 **A.** Elected Board Members of the Association may be recalled by a majority vote of
321 members at an annual or special meeting for failure to attend two consecutive Board of
322 Directors meeting without good reason or by being excused and/or for failure to perform
323 the duties of their office or if a Regional Vice-President, by a majority vote of the Regional

324 membership.

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326 **ARTICLE V: MEETINGS**

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328 **SECTION 1 ANNUAL MEETINGS**

329 **A.** The Association shall have an annual training conference at such location and
330 time as the Conference Committee shall determine.

331 **B.** The members of the Association shall have an annual meeting at this conference
332 with time and place mentioned in the brochure or flyer mailed to each member by the
333 Conference Committee at least thirty (30) days prior to the date of the meeting.
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335 **SECTION 2 QUARTERLY MEETINGS**

336 Notice of quarterly meetings shall be sent to the Board of Directors by the Secretary at
337 least 30 days prior to the meeting.

338 **SECTION 3 SPECIAL MEETINGS**

339 **A.** The Board shall also meet at the call of any member having the written request of eight
340 (8) additional members of the Board of Directors of the Association.

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

345 **SECTION 4 ORDER**

346 All meetings shall be conducted in accordance with the current edition of Robert's Rules
347 of Order New Revised.

348 **SECTION 5 QUORUM**

349 Except as otherwise specially provided by law, the Articles of Incorporation or these By-
350 laws, those members of the Association who are present at the call of any meeting of the
351 Association shall constitute a quorum for the transaction of business thereat. Except as
352 otherwise specially provided by law, the Articles of Incorporation or these By-laws,
353 members of the Association shall not be permitted to vote by proxy at any meeting of the
354 members.
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356 **ARTICLE VI: AMENDMENT**

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358 **SECTION 1 BYLAWS**

359 Proposed By-laws amendments must be submitted in writing to the President, at least 30
360 days prior to the annual membership meeting. These By-laws may be amended or new
361 By-laws enacted by a two-thirds(2/3) vote of the members present at the annual meeting
362 of the Association, provided the proposed amendments or new By-laws are stated in full
363 in a notice to the membership mailed thirty (30) days prior to the annual meeting. Any
364 changes proposed subsequent to the thirty (30) day notice of the annual meeting shall be
365 approved by a two-thirds (2/3) vote at the annual meeting. Amended or new By-laws
366 shall take effect immediately upon adoption.

367 **SECTION 2 OPERATING PROCEDURES**

368 The Operating Procedures of this Association may be added to, or repealed, in whole or
369 in part, by a majority vote of the members present at any regular or special meeting.
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371 **ARTICLE VII: POLICY**

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373 **SECTION 1 STANDING**

374 The Association shall be self-governing, nonprofit, nonpartisan and nonsectarian, and
375 shall not discriminate against any person on account of sex, race, creed, religion or
376 national origin.

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378 **SECTION 2 FUNDING**

379 The Association shall solicit and receive funds for the accomplishment and furtherance of
380 these By-laws.

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382 **SECTION 3 ACTIVITIES AND POWERS**

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

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386 **SECTION 4 NONPROFIT STATUS**

387 The Association is organized for nonprofit purposes and the individual members will not
388 derive profit there from. The property of the Association and its Subordinate Chapters is
389 irrevocably dedicated to charitable purposes and no part of the net income or assets of the
390 Association or a Chapter shall ever inure to the benefit of any Director, Officer, or
391 member thereof or to the benefit any person.

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393 **SECTION 5 POLITICAL LIMITATIONS**

394 No substantial part of the activities of the Association shall consist of carrying on
395 propaganda or otherwise attempting to influence legislation, and the Association shall not
396 participate or intervene in any political campaign (including the publishing or distribution
397 of statements) on behalf of, or in opposition to, any candidate for public office.

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399 **SECTION 6 HOLD HARMLESS**

400 Each Subordinate and Affiliate Chapter of the CSFPA agrees that it shall indemnify,
401 defend and hold harmless the officers, director, employees, agents, members and
402 shareholders from and against any costs, expenses (including, among other expenses,
403 reasonable attorneys' fees and expenses), losses, damages (specifically excluding
404 consequential, exemplary, special, indirect or punitive damages), suits, claims, or
405 liabilities incurred and arising from or relating to customer's use of the CSFPA services.

406 **SECTION 7 OTHER ACTIVITIES**

407 Notwithstanding any other provision of these articles, the Association shall not carry on
408 any other activities not permitted to be carried on (a) by an Association exempt from
409 federal income tax under section 501(c)(3) or the Internal Revenue Code of 1986 (or
410 corresponding provisions of any future United States Internal Revenue law) or (b) by
411 Association contributions which are deductible under Section 170(c)(2) of the Internal
412 Revenue Code of 1986 (or corresponding provisions of any future United States Internal
413 Revenue law.

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415 **SECTION 8 DISSOLUTION**

416 Upon the dissolution or winding up of the Association, its assets remaining after
417 payment, or provision for payment, of all debts and liabilities for the Association shall be
418 distributed to a nonprofit fund, foundation, or corporation which is organized and
419 operated exclusively for charitable purposes and which has established its tax exempt
420 status under 501(c) (3) of the Internal Revenue Code.

421 **SECTION 9 FISCAL YEAR**

422 The fiscal year of the Association shall be January 1 thru December 31.

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- 425 Proposed: August 23, 1976
- 426 Adopted: October 9, 1976 in Fresno, CA
- 427 Amended: October 28, 1978 in San Francisco, CA
- 428 Amended: October 5, 1985 in Anaheim, CA
- 429 Amended: October 24, 1987 in Los Angeles, CA
- 430 Amended: November 3, 1990 in San Jose, CA
- 431 Amended: November 6, 1993 in Sacramento, CA
- 432 Amended: October 19, 1996 in Sacramento, CA
- 433 Amended: October 17, 1998 in Oakland, CA
- 434 Amended: October 11, 2003 in Los Angeles, CA
- 435 Amended: October 9, 2004 in Fresno, CA
- 436 Amended: October 7, 2011 in Ontario, CA
- 437 Amended: October 16, 2014 in Concord, CA
- 438 Amended: October 22, 2015 in Ontario, CA

