



*CALIFORNIA STATE FOSTER  
PARENT ASSOCIATION, INC.*

*OPERATING PROCEDURES*

*PART I  
STATE ASSOCIATION*

*Approved April 27, 2019*

1 CALIFORNIA STATE FOSTER  
2 PARENT ASSOCIATION, INC.

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4 **Operating Procedures - Part I**  
5

6 **Introduction:** The CSFPA Operating Procedures are divided  
7 into three parts. Part I provide clarifications and details  
8 which apply primarily to the operation of the State  
9 Association and supplement the operational requirements of  
10 the Association's By-laws. Part II contains basic Chapter  
11 Operational Procedures that govern the operation of  
12 Subordinate Chapters. Application to and participation in the  
13 State Association requires compliance with the Part II  
14 procedures in order to be considered a member Chapter in  
15 good standing. Part III was developed in the form of Chapter  
16 By-laws, which are to be adopted and used by Affiliated  
17 Chapters. Compliance with these Part III requirements is  
18 necessary to ensure that the Affiliated Chapters do not  
19 adversely impact the State Association's non-profit status and  
20 ensures compliance with the state and federal government's  
21 rules for the operation of non-profit organizations. Parts II  
22 and III of these Operating Procedures may be supplemented  
23 by Chapters, but supplements may not conflict with or  
24 supersede these State Association procedures. All  
25 supplements must be approved by the CSFPA Executive  
26 Board before they are implemented.  
27

28 **PART I. STATE ASSOCIATION OPERATING**  
29 **PROCEDURES**  
30

31 **ARTICLE I. STATE ASSOCIATION:**

32 **A. Objectives:** To develop Association goals and objectives  
33 for the year.

34 **B. Insurance:** Shall have a liability insurance policy.

35 **C. Structure:** Shall assign the counties to one of seven  
36 regions as follows:

37 **1.** Northern Region: Butte, Del Norte, Glenn, Humboldt,  
38 Lake, Lassen, Mendocino, Modoc, Plumas, Shasta,  
39 Siskiyou, Tehama, and Trinity.

40 **2.** North Coastal: Alameda, Contra Costa, Marin,  
41 Monterey, Napa, San Benito, San Francisco, San Mateo,  
42 Santa Clara, Santa Cruz, Solano, and Sonoma.

43 **3.** Central Region: Amador, Alpine, Calaveras, Colusa, El  
44 Dorado, Mariposa, Merced, Mono, Nevada, Placer,  
45 Sacramento, San Joaquin, Sierra, Stanislaus, Sutter,  
46 Tuolumne, Yolo, and Yuba.

47 **4.** Valley Region: Fresno, Inyo, Kern, Kings, Madera, San  
48 Luis Obispo, Santa Barbara, and Tulare.

49 **5.** South Coastal Region: Los Angeles and Ventura

50 **6.** Southern Region: Riverside and San Bernardino.

51 **7.** South Border Region: Imperial, Orange, and San Diego.

52 **D. Annual membership meetings:** Shall be rotated every  
53 year between the northern area and the southern area.  
54

55 **ARTICLE II. MEMBERSHIP:**

56 **A. Membership Definitions and Clarifications:**

57 **1. Membership definitions** are contained in Article II of the  
58 Association By-laws. Individuals desiring membership in the  
59 local and State Association shall complete the "Local & State  
60 Membership Application" form. The Chapter Membership  
61 Chairperson shall consolidate membership applications and  
62 forward them with a cover letter to the State Association

63 Membership Chairperson for recording on a master  
64 membership listing. Applications shall be forwarded within  
65 30 days of receipt by the Chapter Membership Chairperson.  
66 Members shall be classified as regular (R) or associate (A)  
67 on all State Association and Chapter membership listings.  
68 These definitions are clarified as follows:

69 **a. Regular (R) member:** A foster parent currently  
70 licensed or certified by a child placing agency to care for  
71 children in a family home, non-institutional in character,  
72 where foster children live in the home as family members.  
73 **b. Associate (A) member:** Any individual who desires to  
74 participate in and support the goals of the Association and  
75 its Chapter(s). This would include, but is not limited to,  
76 individuals with relative placement (grandchildren, uncles,  
77 aunts, nieces, nephews, brothers, sisters, etc.), court  
78 appointed placements where children are cared for without  
79 benefit of a license or certification, guardianship  
80 parents/relatives, group home parents/staff, social workers,  
81 community supporters, individual sponsors, community and  
82 religion affiliated supporters, college associated  
83 trainers/educators, legislative liaison personnel, ILP  
84 coordinators, or any other non-foster home licensed or non-  
85 foster home certified personnel  
86 **c. Member in Good Standing:** a member that reflects  
87 positively on the Association and/or a Chapter or on foster  
88 parenting as a profession. They must not have had their  
89 license revoked nor have been de-certified by a child placing  
90 agency and/or must not have brought discredit upon  
91 themselves or their Chapter which reflects negatively upon  
92 the foster parenting profession.

93 **2. Ex-Officio members:**

94 **a.** The Board of Directors may invite representatives from  
95 agencies to become ex-officio members.

96 **b.** These persons shall act as liaisons between the association  
97 and the agencies they represent.

98 **c.** Ex-officio members shall have full voting privileges in the  
99 association in which they are members but pay no dues.  
100 However, ex-officio members of Chapter associations are not  
101 considered members of the CSFPA unless invited as such by  
102 the CSFPA Board of Directors.

103 **d.** Upon instruction by the Board of Directors, they may  
104 present proposals to their agencies and, as directed, submit  
105 reports of their activities.

106 **3. Honorary members/awards:**

107 **a. Distinguished Service Award:** a Distinguished Service  
108 Award may be awarded annually to a person or group that  
109 has provided exceptional service in support of the goals of  
110 the CSFPA.

111 **b. Honorary Membership:** The CSFPA shall be limited to  
112 electing one honorary member to the Association each year,  
113 except a married couple may be selected as honorary  
114 members.

115 **c. Honorary membership** to Chapter associations may be  
116 granted to individuals by majority vote of the Chapter  
117 membership. However, these individuals will not be  
118 recognized as honorary members of the CSFPA unless  
119 submitted in accordance with the guidance in the By-laws  
120 (Article II, Section 2.B.4). Chapter Associations will be  
121 responsible for paying annual CSFPA dues if they desire to  
122 have the honorary Chapter members be considered a member  
123 of the CSFPA.

124 **B. Membership dues, fees, and financial accounting**

125 **requirements:**

126 **1.** Dues and Fees: The CSFPA operational costs are paid  
127 through the assessment of annual Chapter fees and  
128 membership dues.  
129 **2.** The initial fee for newly Affiliated or Subordinate  
130 Chapters to join the Association shall be \$50.00. It must be  
131 paid at the time of application.  
132 **3.** All Chapters shall pay an annual fee, which is due not  
133 later than January 15. These fees are as follows:  
134 **a.** Affiliated Chapters that have their own non-profit status  
135 shall pay an annual fee of \$25.00 each year.  
136 **b.** Subordinate Chapters that use the CSFPA's non-profit  
137 status shall pay an annual fee of \$50.00 each year.  
138 **4.** State Association membership dues and control of funds:  
139 **a.** Subordinate and Affiliated Chapters shall establish their  
140 own membership dues, if any.  
141 **b.** Each Chapter shall collect annual dues of \$15.00 per  
142 individual from each Subordinate or Affiliate Chapter  
143 member for membership in the State Association (except  
144 for State Association lifetime members, agency assigned  
145 liaison personnel. All membership dues shall be forwarded  
146 to the CSFPA Membership Chairperson at the end of the  
147 month during which they were collected. If two foster  
148 parents are licensed or certified on the same license, **both**  
149 must join as regular members and the Chapter shall submit  
150 \$15.00 for each foster/certified parent. Individual Chapter  
151 members shall not be considered members of the State  
152 Association until their dues have been received by the State  
153 Membership Chairperson, nor shall they be eligible to vote  
154 or receive other benefits derived from State membership  
155 until then.  
156 **c.** Individuals may apply to join the CSFPA as Associate  
157 members without joining through an Affiliated or  
158 Subordinate Chapter. They shall be classified as  
159 "Associate" members of the State Association. Their dues  
160 shall be \$50.00 per person per year. However, individuals  
161 are encouraged to join a local Chapter Association  
162 whenever possible to lend support to Article II of the  
163 Bylaws. These individual memberships must be ratified by  
164 the CSFPA at a Board of Director's meeting.  
165 **d.** Membership in the State Association and its' Chapters is  
166 granted on a calendar year basis and runs from January 1 to  
167 December 31 of each year. Collected dues are to be paid by  
168 January 15 of each year for renewals. State annual  
169 membership dues are not pro-rated.  
170 **e.** Dues for new members received at or after the CSFPA's  
171 or Chapter's annual meeting in October or November shall be  
172 applied toward the next year's dues. These new members  
173 shall not be allowed to vote at the annual meeting until the  
174 next year. Chapters shall decide whether to allow new  
175 members that join and pay Chapter dues during November or  
176 December to participate in Chapter activities through the end  
177 of that year  
178 **f.** Individual members that join the CSFPA or Chapter  
179 association and pay their dues at one meeting shall not be  
180 allowed to vote until the next meeting. CSFPA Board  
181 members may vote at State meetings only after the Chapter  
182 has been ratified.  
183 **g.** CSFPA membership cards shall be sent to the Chapter  
184 President or Chapter Membership Chairperson for  
185 distribution.  
186 **5.** All funds (including dues, cash donations, checks, and

187 proceeds from fund raising activities) collected for or in the  
188 State Association's name shall be turned over to the State  
189 Association Treasurer (or the Chapter Treasurer, as  
190 applicable) within five business days of receipt and the  
191 Treasurer shall deposit all funds received into the State  
192 Association's (or Chapter) bank account(s) within five  
193 business days of receiving them. The Association Treasurer  
194 is strongly encouraged to accept only checks or money  
195 orders made out to the Association. However, cash  
196 transactions may be allowed provided a proper duplicate  
197 receipt is issued that is counter-signed by two non-related  
198 State Association board members specifically authorized in  
199 writing by the Association to issue such receipts. The  
200 Treasurer shall not be authorized to issue such receipts for  
201 cash. The duplicate copy of the receipt shall be maintained  
202 in the Treasurer's records.  
203 **6.** All disbursements or reimbursements for expenses  
204 incurred in support of the Association's activities shall be  
205 paid within 15 days if included in the approved budget.  
206 Urgent items of expense not included in the approved budget  
207 shall be paid if approved by the Executive Board, provided  
208 the urgency has been approved by a majority vote of the  
209 Executive Board, properly recorded by the Secretary, and  
210 presented at the next Board of Directors meeting and the  
211 budget adjusted accordingly. All changes in the budget,  
212 subsequent to the annual approval, must be approved by the  
213 Board of Directors. Reimbursement shall only be made by  
214 check, drawn on the Association's account(s), and signed by  
215 at least two non-related members authorized to sign such  
216 checks. The payee on the check shall not be one of the  
217 people who sign the authorization. No cash reimbursements  
218 shall be allowed, regardless of amount.  
219 **7.** Expenses in an amount not to exceed \$200.00 shall be  
220 allowed to be incurred by the Executive Board in the event of  
221 an emergency or unforeseen situation. Such expenses shall  
222 be reported to the Board of Directors at the next regularly  
223 scheduled meeting.  
224 **C. Suspensions:**  
225 **1.** Any subordinate shall be suspended from the Association  
226 membership and lose all CSFPA non-profit privileges and  
227 status for failure to furnish, upon request and within 30 days,  
228 all necessary financial information to the Treasurer as  
229 required by state and federal tax agencies, and/or the State  
230 Executive Board.  
231 **2.** A reinstatement fee shall be paid which shall be one-half  
232 the initiation fee and shall accompany the written request for  
233 reinstatement.  
234 **3.** The Executive Board, by majority vote, may suspend a  
235 Chapter and prohibited it from using the State Association's  
236 non-profit status for failure to comply with the State  
237 Association Bylaws and/or Operating Procedures.  
238 **4.** Any suspension shall remain in effect until all conditions  
239 that caused the suspension are corrected and accepted by the  
240 Executive Board. Failure to keep adequate financial records  
241 and provide an audit trail is deemed to be grounds for  
242 suspension.  
243 **D. Elected officers:**  
244 **1.** The State Association shall elect officers as required by  
245 Article III of the Association By-laws and election results  
246 shall be announced at the annual meeting.  
247 **2.** Neither the President nor the President's spouse shall  
248 serve on the Nominating Committee.

249 **3.** Only members of the Chapter may be designated to  
250 represent the President or the Chapter with the public or at  
251 State Association meetings.

252 **4.** Requirements that apply to State Association elections:  
253 **a.** In order to be elected to a position on the State Executive  
254 Board, a member must have attended a minimum of four  
255 Regional and/or State Board meetings within the past two  
256 years.  
257 **b.** Nominations for Regional Vice-President shall be made  
258 only by the Chapters in their respective regions and members  
259 shall vote for a Regional Vice-President for their region only.  
260 **c.** The State Association Nominating Committee shall  
261 consist of a member from each region elected by the  
262 membership of that region at a Regional meeting held prior  
263 to the annual meeting.  
264 **d.** Vacancies in an elected position or committee shall be  
265 filled through appointment by the President, subject to  
266 approval of the Board of Directors. A vacancy in the office  
267 of the President shall be filled by the State Association Vice-  
268 President.

269 **5. Elections:**  
270 **a.** Each term of office shall be for two years, beginning  
271 January first of the following year. Half a term shall be  
272 considered a full term.  
273 **b.** The term of office for the President and Vice President  
274 and Regional Vice Presidents of the Northern (1), Central  
275 (3), South Coastal (5), and South Border (7) Regions shall  
276 **begin** in the odd numbered years. The term of office for the  
277 Secretary, Treasurer, and Regional Vice Presidents of the  
278 North Coastal (2), Valley (4), and Southern (6) Regions shall  
279 **begin** in the **even** numbered years.  
280 **c.** The Nominating Committee's primary function is to  
281 conduct a fair election and show no favoritism, nor  
282 discriminate against one nominee over another for any  
283 position.  
284 **d.** The Nominating Committee Chairperson shall be elected  
285 from within and by the committee.  
286 **e.** The Nominating Committee shall distribute nomination  
287 forms and written ballots. The nomination committee shall  
288 validate the eligibility of all persons nominated for office but  
289 shall not recommend or favor any one nominee over another.  
290 **f.** Each office shall be filled by the person receiving a  
291 majority of the votes received.

292 **6. State Association Nomination Procedures:**  
293 **a.** Nominations must be received by the third quarterly  
294 board meeting (usually July). Nominations may be received  
295 from the floor at the third quarterly board meeting, provided  
296 all required documentation is also submitted prior to the  
297 nomination. Nominations received from the floor at the third  
298 quarterly meeting shall be accepted, subject to presentation  
299 of all necessary supporting documents at the meeting, and  
300 subsequent verification of eligibility. Nominations will be  
301 closed at the end of the call for nominations during the  
302 meeting. Nominees must meet qualifications and present a  
303 written resume, a statement that they are in good standing  
304 with their local County or Certified Foster Family Placing  
305 Agency (which must be subsequently verified by the  
306 Nominating Committee) and a written agreement to serve, if  
307 elected.  
308 **b.** The slate of officers shall be presented by the Nominating  
309 Committee Chairperson. A nomination or slate of  
310 nominations once presented and seconded with no opposition

311 for the office, and nominations have been closed, shall  
312 constitute an automatic election for that particular office.

313 **c.** The nominating committee shall verify all nominees have  
314 a current California State community care license or current  
315 FFA Certification if the position requires it and shall also  
316 verify that nominees are in good standing with their local  
317 placing or certifying agency.

318 **7. State Association Election Process:**  
319 **a.** Election will take place by written ballot distributed  
320 through the newsletter or by separate mailing.  
321 **b.** Each ballot, once marked or voted, shall be placed in a  
322 blank envelope and sealed. The sealed envelope (along with  
323 a sealed envelope from the spouse, if applicable) will, in turn,  
324 be enclosed in an outer envelope. The outer envelope must  
325 include the return address of only those personnel whose  
326 ballots are enclosed. Only two sealed envelopes containing a  
327 single ballot each are allowed per outer envelope containing  
328 a couple's return address. If only one person is voting, the  
329 return address shall contain only one name and only one  
330 sealed envelope containing a single ballot is allowed.  
331 **c.** Mail-in ballots will be sent to the address designated by  
332 the Nomination Committee to arrive not later than five  
333 business days prior to the first day of the annual meeting.  
334 Ballots arriving after that date shall not be included.  
335 **d.** Mail in ballots and voting shall be handled as follows:  
336 **(1)** Names on outer envelope will be validated as being on  
337 the Association membership list and checked off  
338 accordingly, showing that these personnel have voted. If  
339 names are not on the membership list, envelope will be set  
340 aside until membership has been confirmed (and the ballot  
341 subsequently included) or denied (and the ballot discarded).  
342 **(2)** Unopened outer envelopes will be maintained in a secure  
343 container/place and transported to the annual meeting where  
344 they will be opened and counted by the nomination  
345 committee.  
346 **(3)** Election winners will be announced during the annual  
347 meeting after ballots have been counted and winners  
348 confirmed. The ballots shall be maintained in a secure  
349 place and manner and destroyed at the end of the business  
350 meeting.

351 **ARTICLE III, ASSOCIATION AWARDS:**  
352 **A.** The Association may recognize individuals for  
353 outstanding service by formally presenting them with awards  
354 for various categories of outstanding services or support  
355 provided to the Association. The following award categories  
356 are recognized:  
357  
358

- 359 1. CSFPA Outstanding Foster Parent Award
- 360 2. Outstanding Social Worker Award
- 361 3. Life-time Membership Award
- 362 4. Outstanding Service Award
- 363 5. Outstanding Administrator's Award
- 364 6. Outstanding Kinship Award
- 365 7. LaVerne Adolfo Excellence in Advocacy Award
- 366 8. Adolfo Scholarship Award
- 367 9. CSFPA President's Award

368  
369 **B.** Uniform and standardized criteria shall be developed and  
370 implemented by the Scholarship/Awards committee. New  
371 awards may be added upon approval of the Board of  
372 Directors. It is not necessary that all these awards be

373 presented each year as they should be based on merit rather  
374 than presenting an award for the sake of presenting an award.

375  
376 **ARTICLE IV. AUTONOMY:**

377 **A.** The Association shall not dictate territorial limits with  
378 respect to individual Chapters.

379 **B.** Protocol for addressing issues to the CSFPA:

380 **1.** Issues or concerns that cannot be resolved within a  
381 Chapter shall be presented to that Chapter's Regional Vice  
382 President for advice and/or action.

383 **2.** The Regional Vice-President will attempt to resolve the  
384 issue at that level. If the issue is of concern to more than one  
385 Chapter, the Regional Vice President may call a Regional  
386 meeting of the Chapters involved/concerned and use the  
387 regional resources to help resolve the issue.

388 **3.** If the issue cannot be resolved satisfactorily at the  
389 regional level, it may be elevated to the State Association  
390 Executive Board for evaluation and action. The Executive  
391 Board may act as follows:

392 **a.** Evaluate and resolve the issue. If appropriate, provide  
393 direction per a majority vote of the Executive Board.

394 **b.** Refer the issue to a special committee, appointed by the  
395 President (subject to the Executive Board's approval) to study  
396 the issue and make recommendations to be presented at the  
397 next quarterly meeting or as otherwise directed by the  
398 Executive Board.

399 **c.** Refer the issue to the Board of Directors for discussion  
400 and approval/disapproval by majority vote.

401 **C.** Attendance at Board meetings and voting rights:

402 **1.** Chapter representatives shall be allowed to vote at CSFPA  
403 board meetings only after their Chapter has been ratified as  
404 being in full compliance with the application procedures and  
405 will have been issued a voting card. Voting cards shall be  
406 controlled by the Secretary.

407 **2.** Chapter Presidents may delegate their right to vote, in  
408 writing, only to another member of their Chapter. This  
409 delegation of the right to vote is restricted to Chapter  
410 Presidents who are also elected members of the State  
411 Association Executive Board or to Chapter Presidents that  
412 cannot attend the board meeting.

413 **3.** Committee members and lifetime members shall not  
414 delegate their right to vote.

415

416 **ARTICLE V. DUTIES OF OFFICERS:**

417 **A. PRESIDENT:** shall be the Chief Executive Officer  
418 (CEO) of the Association and (1) preside at all meetings of  
419 the Executive Board, Board of Directors, and membership  
420 meetings; (2) be an ex-officio member of all committees  
421 except the Nominating Committee; (3) with the Treasurer or  
422 Vice-President of record, counter-sign all contracts and  
423 obligations authorized by the Board of Directors or  
424 membership; (4) appoint legal counsel with Board of  
425 Director's approval; (5) appoint a Parliamentarian at own  
426 discretion; (6) appoint a Presidential advisor at own  
427 discretion, subject to Board of Director's approval; (8)  
428 appoint an office Secretary to help with the duties; (9)  
429 appoint committee chairperson as needed, with duties as  
430 described below, and (10) perform other duties as commonly  
431 appertain to the office of President.

432 **B. VICE PRESIDENT:**

433 **1.** Perform the duties of the President when the President is  
434 absent or otherwise unable to serve.

435 **2.** Perform other duties as delegated by the President.

436 **C. REGIONAL VICE-PRESIDENT:** shall assist the  
437 President in the performance of duties (1) act as the liaison  
438 and Regional Vice-President to the Chapters assigned to each  
439 region per Article I of these Operating Procedures; (2)  
440 represent their Chapters in their assigned region as a member  
441 of the Executive Board; (3) organize the Chapters within  
442 their region for the purpose of supporting training  
443 conferences and other special projects of a regional nature;  
444 (4) support and assist in the forming of new Chapters within  
445 their region; (5) provide guidance and monitor Chapters to  
446 ensure compliance with State By-laws and Operating  
447 Procedures, filing of required financial reports, and provide  
448 assistance to Chapter Presidents or members as needed or  
449 requested; (6) host membership or Board of Directors  
450 meetings when held in their Regional area; (7) nominate  
451 members from their Region to serve on the Nominating  
452 Committee and Awards Committee (8) assist and ensure that  
453 Chapters in their Region renew their Chapter membership by  
454 the January 15 (deadline of each new year) (9) reasonable to  
455 hold 4 Regional meetings yearly (10) notify Chapters of  
456 Quarterly meetings

457 **D. SECRETARY:** shall take minutes of all Association  
458 meetings, including Board of Directors meeting, Executive  
459 Board meetings and general membership meetings, which  
460 are to be published within 45 days of the meeting and  
461 forwarded to Board members, Executive Board, and others as  
462 directed by the Board of Directors; and (1) publish notices of  
463 meetings as provided by the By-laws; (2) maintain a separate  
464 "book of motions", recording there-in all motions made by  
465 the Association or Board of Directors, including date, exact  
466 wording of the motion, by whom made and seconded, and a  
467 minority report if requested to be made a matter of record;  
468 (3) be prepared to inform the President and/or Board of  
469 Directors of any prior motions; and (4) maintain a list of all  
470 meeting attendees, including name address, and telephone  
471 numbers. Minutes shall be maintained for a minimum of  
472 three years, after which they may be discarded, and (5)  
473 maintain control over the voting cards used at Board of  
474 Director's meetings.

475 **E. TREASURER:** shall, (1) be responsible for collecting,  
476 safeguarding, and disbursing funds provided by an approved  
477 budget or the Board of Directors; (2) receive all deposit slips  
478 of funds due to be paid to the Association, including Chapter  
479 and individual membership dues forwarded from the State  
480 Membership Chairperson; (3) ensure that all bills are backed-  
481 up by receipts provided at or prior to payment and pay bills  
482 in a timely manner (normally within 15 days of receipt of  
483 necessary documentation); (4) make quarterly reports on all  
484 income and disbursements which are itemized; (5) submit all  
485 financial reports to the Board on call or for audit; (6)  
486 maintain accurate and up-to-date accounts and records of the  
487 Association's assets and liabilities, including a file of all  
488 financial reports received from each Chapter; (7) make all  
489 financial reports for the Association and Subordinate  
490 Chapters as required by the state and federal governments;  
491 (8) prepare a "Letter of Authority" which formally authorizes  
492 each Chapter to utilize the Association's non-profit status in  
493 their activities for tax exempt reporting purposes and non-  
494 profit organization activities; (9) keep the President,  
495 Executive Board, and Budget and Finance Chairman  
496 apprised of the financial status of the Association including

497 Bank Statements as needed; (10) be bonded at the discretion  
498 of the Board of Directors; and (11) review Chapter budgets  
499 for compliance with basic budgeting and accounting  
500 procedures. The State Treasurer shall have the right to  
501 inspect the books, records, and/or minutes or proceedings of  
502 any Chapter, including membership listing, income and  
503 expense accounts, fund raising contracts, and any other  
504 financial records as requested, at any reasonable time and  
505 upon five (5) days written notice to the Chapter. Subordinate  
506 Chapters shall make quarterly financial reports to the CSFPA  
507 Treasurer as directed by the State Association Bylaws and  
508 Operating Procedures. An annual Chapter budget shall be  
509 submitted with the financial report due in January of each  
510 year to the Treasurer. Treasurer will forward any  
511 membership applications, board rosters, and other  
512 membership-oriented records that are received with dues and  
513 assessments to the Membership Chairperson within five  
514 business days of receipt. The Treasurer shall deposit all  
515 funds received within five business days of receipt and pay  
516 all properly executed demands for payment (or bills) within  
517 15 days of receipt.

518 **F. PARLIAMENTARIAN:** Shall perform those duties as  
519 described in Roberts Rules of Order Revised (latest edition).

520 **G. ALL OFFICERS:** In addition to performing their  
521 specific duties as called out in these operating procedures, all  
522 officers shall (1) furnish written reports pertaining to their  
523 office to the Secretary; (2) submit an estimate of the  
524 anticipated future cost to carry out their duties by August 1st  
525 each year to the Budget and Finance Chairperson; and (3),  
526 outgoing officers shall submit all records pertaining to their  
527 office to their successor or the President within 30 days  
528 following expiration of their term of office. Officers shall  
529 serve without compensation but may be reimbursed for direct  
530 out-of-pocket expenses incurred on the State Association's  
531 behalf, provided copies of original receipts are submitted for  
532 payment.

#### 534 **ARTICLE VI. COMMITTEE TERMS OF OFFICE:**

535 The President shall appoint new committee chairs or  
536 reappoint committee chairs at each new year's first quarterly  
537 meeting for approval by the Board of Directors. The  
538 previous committee chairperson's term of office will then  
539 terminate at the close of business at the first quarterly Board  
540 of Director's meeting.

#### 542 **ARTICLE VII. DUTIES OF CHAIRPERSONS:** In

543 addition to preparing budget estimates, committee  
544 chairpersons shall submit a written report to Association  
545 Secretary at the beginning of the meeting to ascertain  
546 eligibility for reimbursement. Make an oral report at the  
547 Board of Director's meeting on activities and  
548 accomplishments since the last meeting and attend all  
549 business meeting sessions unless excused by the President.  
550 In addition, specific committee responsibilities are as  
551 follows:

552 **A. ALLEGATIONS:** Assist the Association in defining  
553 foster care issues, problems, and complaints relative to foster  
554 care rules and regulations. Recommend policy and  
555 procedural changes related to such issues for the Board for  
556 action.

557 **B. BUDGET AND FINANCE:** Prepare annual budget  
558 with assistance of Treasurer. Submit proposed annual

559 budget to Board of Directors 30 days prior to annual  
560 meeting at which time budget is submitted for approval.  
561 Keep account of money spent for each item. Recommend  
562 when funds need to be transferred from one account to  
563 another to the Board. Assist subordinate Chapters with  
564 budgeting and record keeping guidance as requested.

565 **C. BY-LAWS:** Maintain an up-to-date copy of Association  
566 by-laws and Operating Procedures. Provide copies for new  
567 Chapters; review and make recommendations on revisions,  
568 provide copies of revisions as necessary (after approval).  
569 Aid in developing and/or reviewing supplements to Part II  
570 and Part III Operating Procedures as requested. Review all  
571 Chapter By-laws and Operating Procedures to ensure no  
572 conflicts with State Association By-laws and Operating  
573 Procedures.

574 **D. CONFERENCE CHAIRPERSON:** Supervise  
575 planning of conferences. Arrange hotel contract. Supervise  
576 hotel arrangements. Proofread materials going to public and  
577 participants before printing of any materials. Decide for  
578 planning meetings and send meeting agenda to committee  
579 members. President and Chairperson *sign* all contracts with  
580 approval of the Executive Board. Budget must be approved  
581 by the Executive Board and presented to the Treasurer. All  
582 bills to be paid must have the approval of Conference  
583 Chairperson(s).

584 **E. EDUCATION:** Study and evaluate all means of  
585 providing effective educational experience for members.  
586 Develop and maintain a statewide training mandate for foster  
587 parents. Create and maintain a meaningful foster parent  
588 training curriculum. Coordinate adoption and  
589 implementation of training objectives with the  
590 Legislative/Government Relations Committee.

591 **F. GRIEVANCE:** Maintain current information (supplied  
592 by each Chapter) regarding availability of review procedures  
593 for foster parents in each county. Become knowledgeable of  
594 all state regulations and directions on this subject. Be  
595 available to advise and assist Chapters with problems in this  
596 area. Prepare suggestions and recommendations for Board  
597 approval to be submitted to proper agencies for a viable  
598 review procedure plan.

599 **G. GUARDIANSHIP, PERMANENCY PLANNING  
600 AND ADOPTION:** Seek out and maintain current  
601 information on the national, state, and local policies in these  
602 two fields, especially as they relate to involvement of foster  
603 families. Maintain a liaison with Adoptions Section of State  
604 Department of Health and with State  
605 Legislation/Governmental Relations Chairperson to obtain  
606 latest legislative information in these two areas.

607 **H. INSURANCE:** Maintain familiarity with whatever  
608 insurance program is currently in force by CSFPA. Serve as  
609 a resource person to provide the Association and member  
610 Chapters with needed information as to coverage, reporting  
611 of claims, etc. Work with brokers and other members of the  
612 insurance industry to secure broadest coverage possible.  
613 Work to secure coverage for any and all specialized needs  
614 based on surveys or questionnaires designed to reveal the  
615 needs and desires of all foster parents. Attend or obtain  
616 information on meetings of State Insurance Committee and  
617 report findings and recommendations to Executive Board.  
618 Report to the Executive Board about events and activities  
619 relating to insurance.

620 **I. KINSHIP/RELATIVE CARE GIVERS:** Collect

621 information and report on kinship related activities and  
622 regulatory efforts; evaluate issues impacting kinship  
623 responsibilities and training requirements; and report on the  
624 identification and provision of support efforts (such as respite  
625 care, babysitting, mental and medical health services,  
626 educational services, etc.) related to the care and supervision  
627 of kinship placements. Identify and report on issues of  
628 concern to kinship and relative caregivers.

629 **J. LEGISLATION/GOVERNMENTAL RELATIONS:**

630 Maintain an active awareness of proposed bills/laws and  
631 report significant activities to Executive Board. Develop  
632 lines of communication with any person or groups having  
633 ability to provide the Association with current information on  
634 foster care and related fields. Maintain a calendar of current  
635 committee meetings and hearings of interest to the  
636 Association. Maintain a current roster of legislators.  
637 Distribute list of bills with author and paragraph of content to  
638 governmental relations chairpersons in each county. Send  
639 copies of all correspondence to state President. Orchestrate  
640 letter-writing campaigns.

641 **K. MEMBERSHIP:** Develop and maintain a listing of all  
642 eligible voting members by Chapter affiliation or direct  
643 membership and whether the member is a regular(R) or  
644 Affiliate (A) member. Arrange for periodic updates of this  
645 list. Maintain current roster of all officers and committee  
646 chairpersons in each Chapter. Coordinate with membership  
647 chairpersons from each Chapter to develop and implement  
648 plans for increasing State membership. Maintain a list of  
649 separate categories as designated by the Board. Be  
650 responsible for supplying member Chapters with proper seal  
651 affixed charters and membership cards. Keep President,  
652 Secretary, and Treasurer informed of delinquent Chapter  
653 dues and initiation fees. Delinquent date is February 1st.  
654 Membership Chairperson shall forward a copy of the  
655 membership listing to the Secretary and be prepared to  
656 inform the President of the number of eligible voting  
657 members present at the meeting.

658 **L. NEWSLETTER:** Gather data, prepare and provide for  
659 distribution of an Association newsletter within time frame  
660 established by the Board. Prepare special bulletins and  
661 notices when necessary. Obtain current mailing list from  
662 Membership Chairperson.

663 **M. NOMINATING:** Be responsible for seeking out,  
664 determining qualifications of election nominees for all  
665 Association offices as provided in the By-laws. Each region  
666 shall elect or appoint a representative to serve on the  
667 Nominating Committee. Written nominations with resumes  
668 for each candidate for slated offices will be sent to the  
669 Nominating Committee. The Nominating Committee shall  
670 prepare ballots and conduct the election in accordance with  
671 Robert's Rules of Order, Revised.

672 **N. PUBLIC RELATIONS/HISTORIAN:** Compose,  
673 prepare and distribute, at the Board's direction, promotional,  
674 informational, and educational pamphlets, booklets, or flyers  
675 describing the history of CSFPA and its goals, activities, and  
676 accomplishments. At Board direction, make such material  
677 available for recruitment to local agencies or for sale where  
678 deemed proper. Prepare and distribute any news releases  
679 pertaining to association activities. Maintain a file of any  
680 press items pertaining to our association or the field of foster  
681 care and child welfare in general. Establish list for speaker's  
682 bureau. Maintain a written and pictorial record of all

683 activities of the Association. Develop picture scrapbook to  
684 trace/record the history of the Association.

685 **O. RESPITE CARE:** Develop and gather information  
686 regarding a need's assessment for a respite care program.  
687 Gather and identify potential funding sources and develop  
688 and implement a respite program on a statewide basis. Write  
689 proposals and obtain funding grants for respite programs.  
690 Develop a statewide respite committee to develop,  
691 implement, and monitor respite services throughout the state.

692 **P. SCHOLARSHIPS/AWARDS:**

693 1. Kenes Adolfo Scholarship Fund: Seek out all available  
694 sources for scholarship funding for children of foster  
695 families. Be responsible for any scholarship activities  
696 developed by the Association.  
697 2. Awards Program: Set up/promote programs to recognize  
698 outstanding support and commitment to foster children. Be  
699 responsible for awards activities developed by/for the  
700 Association.

701 3. Develop/maintain and get approval from the Board of  
702 Directors a set of Operating Procedures and criteria  
703 establishing eligibility for scholarships and special awards in  
704 support of activities of the Association.

705 **Q. SPECIAL NEEDS OF MINORITIES:** Undertake a  
706 study, analysis, and evaluation of the special needs and  
707 problems of minority children in foster care, and of both  
708 minority foster parents and foster parents caring for minority  
709 children. Present to the Board of Directors suggestions for  
710 action deemed necessary to both further clarify and  
711 understand those unique problem areas, or to fulfill our  
712 commitment to improve services to children and foster  
713 parents. Seek out and make available to the Board of  
714 Directors, currently available data and studies on this subject.  
715 Determine directions this organization can take to further  
716 improve its services to minority children and parents.

717 **R. STANDARDS OF CARE:** Seek out and make available  
718 to the Board of Directors applicable standards of foster care.  
719 Develop, adapt, modify, and make available to the Board of  
720 Directors proposals for standards acceptable to this  
721 organization.

722 **S. ENDOWMENT FUND:** The CSFPA Endowment Fund  
723 has been established in the hopes of creating a permanent  
724 fund, that once fully funded will generate a continuing  
725 source of annual operating income for the CSFPA. The  
726 Chairperson is to promote fund raising activities including  
727 seeking donations and grants from individuals, businesses  
728 and corporations. Ideally, the chairperson will have grant  
729 writing experience or seek out training to that end as well as  
730 establish savings and investment accounts in the name of  
731 the CSFPA Endowment Fund. The chairperson will also  
732 chair a subcommittee appointed by the CSFPA Executive  
733 Board to evaluate and recommend investment  
734 opportunities. The Chairperson will recommend procedures  
735 to promote support for funding projects to the CSFPA  
736 Board of Directors for approval.

737 **ARTICLE VIII. SPECIAL APPOINTMENTS:** The  
738 President may make, but is not limited to, the following  
739 appointments, subject to the approval of the Board of  
740 Directors:

741 **A.** Native American

742 **B.** Latino Representative

743 **C.** Sunshine (Arranges to send flowers and/or cards to  
744 members on special occasions.)

745 **D. National Foster Parent Association Liaison:** Act as a  
746 Liaison between the Association and elected Region IX Vice  
747 President. Keep the Association apprised of issues and on-  
748 going activities occurring at the National Foster Parent  
749 Association and represent the Association's interest as/with  
750 the Region IX Vice President.

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Approved: April 27, 2019

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State Quarterly Meeting

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