



*CALIFORNIA STATE FOSTER
PARENT ASSOCIATION, INC.*

*OPERATING PROCEDURES
PART III
AFFILIATE CHAPTERS*

Approved April 27, 2019

1 CALIFORNIA STATE FOSTER
2 PARENT ASSOCIATION, INC.

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4 **Operating Procedures - Part III**
5

6 **Introduction:** This CSFPA Operating Procedures
7 form the chapter by-laws of any and all Affiliate
8 Chapters and shall govern the operation of their
9 chapter-

10
11 **ARTICLE 1 – OFFICES:**

12 **SECTION 1. PRINCIPAL OFFICE:**

13 The principal office of this chapter for the
14 transaction of its business is located in
15 _____ County, California, and
16 shall be the residence of the chapter president unless
17 specified otherwise by the Board of Directors.

18 **SECTION 2. CHANGE OF ADDRESS:** The
19 Board of Directors may change the principal office
20 from one location to another within the named
21 county by noting the changed address and effective
22 date on the last page of these by-laws.
23

24 **ARTICLE II - PURPOSES**

25 The primary objectives and purposes of this chapter
26 shall be:

27 **A.** To establish a local chapter of the California
28 State Foster Parent Association bringing together all
29 foster parents, agency personnel and interested
30 community citizens who wish to work together for
31 the same purposes as set forth in the Bylaws and
32 Articles of Incorporation of the CSFPA.

33 **B.** To promote the general welfare of children that
34 need protective care everywhere: at home; in the
35 communities; in institutions; and in public, private,
36 and religious schools.

37 **C.** To develop a better understanding of the problem
38 of foster home care by the persons and agencies
39 involved in caring for children and the general
40 public by encouraging and maintaining
41 communications, and the interchange of ideas and
42 cooperation between foster parents, county
43 agencies, and the local communities.

44 **D.** To encourage the training and education of
45 personnel for work in the field of foster care, and to
46 encourage the recruitment and retention of foster
47 homes.

48 **E.** To inform ourselves of the current information
49 pertaining to the welfare of children.

50 **F.** Notwithstanding the above statements, the
51 chapter shall not, except to an insubstantial degree,
52 engage in any activities or exercise any powers

53 that are not in furtherance of the primary purpose.

54

55 **ARTICLE III - MEMBERSHIP AND DUES**

56 **SECTION 1.**

57 **MEMBERSHIP DEFINITIONS:**

58 **A. Chapter Membership** - is open to all foster
59 parents (including licensed, adoptive, group home,
60 certified and guardianship parents), agency
61 personnel and interested community citizens.

62 **B. Honorary Membership** - A recipient of the
63 Honorary Membership award is a person who
64 renders a notable service to the chapter and shows
65 extra-ordinary interest in its well-being. The name
66 and recommendation of the candidate for honorary
67 membership shall be presented to the chapter
68 membership. They, in turn, vote to accept or reject
69 the candidate. Honorary members in such capacity
70 pay no dues, may not hold a chapter office and may
71 not vote based on their honorary membership
72 status, but may otherwise participate as active
73 regular members. A chapter membership card
74 shall be issued marked "HONORARY." Honorary
75 membership awards shall be limited to one (or two
76 where a married couple are both honored) each
77 year. An honorary chapter membership does not
78 confer membership in the California State Foster
79 Parent Association unless the chapter pays the
80 applicable annual state membership dues.

81 **C. Membership Termination** - The information
82 under Article IV. Section 4 of the State Association
83 Bylaws and under the State Association Operating
84 Procedures Part II, Article IV, Section F
85 Removal/Expulsion, shall also apply to chapter
86 members.

87 **D. Membership Liability** - A member of this
88 chapter is not, as such, personally liable for the
89 debts, liabilities, or obligations of the chapter,
90 provided such debts, liabilities and obligations are
91 legitimately incurred and approved by majority vote
92 of the chapter membership at a regularly scheduled
93 meeting and in compliance with the chapter and
94 State Association Bylaws and Operating Procedures

95 **E. Regular and Associate Members:** Shall be as
96 defined in State Association Operating Procedures
97 Part I, Article II, A, 1.

98 **SECTION 2. DUES:**

99 **A.** Amount of dues is recommended by the
100 Chapter Executive Board and shall be approved by
101 the membership. Upon receipt of dues payment,
102 the chapter treasurer shall forward the prescribed
103 amount to the State Association Membership
104 Chairman who shall also register the applicant as

105 a member of the California State Foster Parent
106 Association. A chapter membership card will be
107 sent to the applicant.

108 **B.** All members shall pay annual State Association
109 and chapter membership dues, which are due not
110 later than January 15. Dues are paid for a calendar
111 year and are not prorated or refundable.

112

113 **ARTICLE IV - GOVERNING BOARDS**

114 **SECTION 1. DEFINITIONS:**

115 **A. Chapter Executive Board** – shall consist of the
116 elected officers of the chapter and the immediate
117 past president.

118 **B. Chapter Board of Directors** - Shall be
119 composed of the chapter Executive Board, chapter
120 lifetime members, and the standing committee
121 chairpersons duly appointed by the president and
122 approved by the membership. Agency personnel
123 may serve as board members as approved by the
124 membership.

125 **SECTION 2. POWERS:** The activities and affairs
126 of this chapter shall be conducted, and all chapter
127 powers shall be exercised by or under the direction
128 of the Board of Directors, with the approval of the
129 membership. All such activities shall be subject to
130 the provisions of the California Nonprofit Public
131 Benefit Corporation law and the State Association
132 Articles of Incorporation and Bylaws.

133 **SECTION 3. DUTIES:** It shall be the duty of the
134 directors to:

135 **A.** Perform any and all duties imposed on them
136 collectively or individually by law, by the Articles
137 of Incorporation of the CSFPA, or by these Bylaws
138 and the CSFPA Operating Procedures.

139 **B.** Appoint and remove, employ and discharge, and,
140 except as otherwise provided in these Bylaws,
141 prescribe the duties of all officers, agents and
142 employees of the chapter.

143 **C.** Supervise all officers, agents and employees of
144 the chapter to assure that their duties are performed
145 properly.

146 **D.** Meet at such times and places as required by
147 these Bylaws.

148 **E.** Register their addresses with the secretary of
149 the chapter and notices of meetings mailed to them
150 at such addresses shall be valid notice thereof.

151 **SECTION 4. TERMS OF OFFICE:** The officers
152 shall be elected by the membership at the annual
153 meeting. The term of office shall be two years,
154 beginning January first of the following year. The
155 president, second vice president, and treasurer's
156 terms of office shall begin in the even numbered

157 years. The first vice president and secretary terms
158 of office shall begin in the uneven numbered years.
159 Additional vice presidents, if any, will be elected in
160 the term as determined by the chapter membership.
161 Vacancies shall be filled through appointment by the
162 president, subject to approval of the chapter
163 membership. A vacancy in the office of president
164 shall be filled by the first vice-president.

165 **SECTION 5. ANNUAL MEETINGS:** There shall
166 be an annual meeting of the membership in October
167 or November.

168 **SECTION 6. BOARD OF DIRECTORS**
169 **MEETINGS:** Meeting dates, times, and locations
170 shall be as arranged by the Board of Directors. A
171 Board of Directors meeting shall be held at least
172 quarterly.

173 **SECTION 7. BUSINESS MEETINGS:** All
174 business meetings shall be conducted with an
175 agenda.

176 **SECTION 8. SPECIAL MEETINGS:**

177 **A. Board of Directors:** Special meetings of the
178 Board of Directors may be called by the president
179 or by any three directors. Such meetings shall be
180 held at the place designated by the person or
181 persons calling the meeting, and in the absence of
182 such designation, at the principal office of the
183 chapter.

184 **B. Membership:** Special meetings of the
185 membership shall be called within 30 days by the
186 president upon request presented by 10 percent of
187 the membership.

188 **SECTION 9. NOTICE OF MEETINGS:** Regular
189 meetings of the Board of Directors may be held
190 without notice. Special meetings of the Board of
191 Directors shall be held upon four (4) days' notice by
192 first-class mail or forty-eight (48) hours' notice
193 delivered personally or by telephone. If sent by mail
194 the notice shall be deemed to have been delivered on
195 its deposit in the mails as of the next business day.
196 Such notices shall be addressed to each director at
197 his or her address as shown on the books of the
198 chapter. In the event that a meeting is adjourned
199 prior to completing the purpose for which called,
200 notice of time and place of holding an adjourned
201 meeting need not be given to absent directors if the
202 time and place of the adjourned meeting are fixed at
203 the meeting adjourned and if such adjourned
204 meeting is held no more than twenty-four (24) hours
205 from the time of the original meeting. Notice shall
206 be given of any adjourned regular or special meeting
207 to directors absent from the original meeting if the
208 adjourned meeting is held more than twenty-four

209 (24) hours from the time of the original meeting.

210 **SECTION 10. CONTENTS OF NOTICE:** Notice
211 of special meetings shall specify the purpose, place,
212 day and hour of the meeting. Business conducted at
213 a special meeting shall be limited to the specific
214 purpose for which it was originally called.

215 **SECTION 11. QUORUM FOR MEETINGS:** A
216 quorum at a Board of Directors meeting shall consist
217 of a minimum of two-thirds (2/3) of the Board of
218 Directors. No business shall be considered by the
219 board at any meeting for which a quorum, as herein
220 defined, is not present, and the only motion that the
221 chair shall entertain at such meeting, is a motion to
222 adjourn. However, a majority of the directors
223 present at such meeting may adjourn from time to
224 time until the appointed time for the regular meeting
225 of the board.

226 **SECTION 12. CONDUCT OF MEETINGS**

227 **A.** Meetings of the Board of Directors shall be
228 presided over by the president of the chapter or, in
229 his or her absence, by the vice presidents in
230 chronological order. The secretary of the chapter
231 shall act as secretary of all meetings of the board,
232 provided that, in his or her absence, the presiding
233 officer shall appoint another person to act as
234 secretary of the meeting.

235 **B.** Meetings shall be governed by Roberts Rules of
236 Order Revised, insofar as such rules are not
237 inconsistent or in conflict with these by-laws and
238 with the CSFPA's Articles of Incorporation, or with
239 provisions of law.

240 **C.** Each member shall be allowed one vote at a
241 chapter membership meeting.

242 **SECTION 13. VACANCIES:**

243 **A.** Vacancies on the Board of Directors shall exist
244 (1) on the death, resignation or removal of any
245 director, and (2) whenever the number of authorized
246 directors is increased.

247 **B.** The Board of Directors may declare vacant the
248 office of a director who has been declared of
249 unsound mind by a final order of court, or convicted
250 of a felony, or been found by a final order or
251 judgment of any court to have breached any duty
252 under Section 5230 and following of the California
253 Nonprofit Public Benefit Corporation Law. The
254 Board of Directors shall, within 15 days of its
255 occurrence, declare vacant any office for which the
256 incumbent has had their license revoked or be de-
257 certified if a foster family agency home.

258 **C.** A person appointed to fill a vacancy as provided
259 by this section shall hold office until the next annual
260 election of the Board of Directors or until his or her

261 death, resignation or removal from office.
262 Vacancies on the Board shall be filled in accordance
263 with Article 3, Section 4 of these by-laws.

264
265 **ARTICLE V – OFFICERS**

266 **SECTION 1. COMPENSATION:** All officers
267 and chapter members shall serve without
268 compensation except they may be allowed and
269 paid reasonable reimbursement for expenses
270 incurred in the performance of their regular duties.

271 **SECTION 2. NUMBER OF OFFICERS:** The
272 officers of the chapter shall be a president, a 1st
273 vice president, one or more additional vice
274 presidents, a secretary and a treasurer. The chapter
275 may also have, as determined by the Board of
276 Directors, other elected officers provided the
277 number of elected officers and standing committee
278 chairpersons is an odd number. No person may
279 hold more than one elected office and no family
280 shall have more than one member in an elected
281 position.

282 **SECTION 3. QUALIFICATION, ELECTION,
283 AND TERM OF OFFICE:**

284 **A.** Chapter presidents and first vice president must
285 be foster or certified parents in good standing with
286 their licensing agency, a member of the chapter for
287 a minimum of one year and residents of this
288 chapter's county. The nominees shall be licensed or
289 certified foster parents who either have foster
290 children in placement or are open to placement by
291 their local county or certifying agency at the time of
292 election to office.

293 **B.** Spouses may be elected and jointly hold the same
294 office but may not hold different elected offices. In
295 such cases the couple shall have one vote. No more
296 than one member of the same licensed family shall
297 be on the Executive Board.

298 **C.** A majority of the Board of Directors shall be
299 foster parents.

300 **D.** All officers shall be chapter members in good
301 standing at the time of election and shall remain
302 members in good standing in order to retain their
303 elected office.

304 **SECTION 4. REMOVAL/EXPULSION:**

305 **A.** Any officer may be removed by the chapter
306 membership at any time, by a two-thirds (2/3)
307 majority vote of the chapter membership. Any
308 officer whose license is revoked shall resign their
309 elected position or be removed from office within 15
310 days of the date of the revocation.

311 **B.** Other board members may be removed for
312 failure to perform their duties as specified in these

313 Bylaws.

314 **C.** Any chapter member who is found to have acted
315 in a manner detrimental to this chapter or the
316 CSFPA can be expelled from the chapter by a two-
317 thirds vote of the membership.

318 **D.** Membership shall be terminated upon a failure of
319 a member to renew his or her membership by paying
320 dues on or before their due date, such termination to
321 be effective thirty days after a written notification of
322 delinquency is given personally or by mail. A
323 member may avoid such termination by paying the
324 delinquent dues within a thirty (30) day period
325 following the date of notification of delinquency.

326 **E.** Procedure for Removal/Expulsion. The
327 procedures as contained in Part I, Article II.D shall
328 be followed in removing or expelling an officer or
329 member. All rights of a member in the chapter shall
330 cease on termination of membership as herein
331 provided. All rights of an officer removed from
332 office are terminated. All chapter records and assets
333 shall be turned over to the Board of Directors
334 effective immediately upon removal.

335 **SECTION 5. DUTIES OF PRESIDENT:** The
336 president shall be the chief executive officer of the
337 chapter and shall, subject to the control of the Board
338 of Directors, supervise and control the affairs of the
339 chapter and the activities of the officers. He or she
340 shall perform all duties incident to his or her office
341 and such other duties as may be required by law, or
342 by these by-laws, or as may be prescribed from time
343 to time by the Board of Directors.

344 **A.** The president shall preside at all official
345 meetings of the boards and of the members. Except
346 as otherwise expressly provided by law, or by these
347 by-laws, he or she shall, in the name of the chapter,
348 execute all legal documents or other instruments that
349 may from time to time be authorized by the Board
350 of Directors.

351 **B.** The president shall appoint standing committee
352 chairpersons, as needed, subject to approval of the
353 chapter membership. The committee chairpersons
354 shall serve at the discretion of the president.

355 **C.** The president shall be an ex-officio member of
356 all committees except nominating committee.

357 **D.** The president shall appoint a parliamentarian at
358 own discretion.

359 **E.** The president shall appoint legal council subject
360 to approval of the Executive Board.

361 **F.** The president shall abstain from voting except to
362 cast the deciding vote in the event of a tied issue at
363 board meetings and official meetings of the
364 members.

365 **G.** The president shall officially and publicly
366 represent the chapter. The president may designate
367 other chapter members to officially represent the
368 chapter for specified purposes, such as at quarterly
369 meetings of the CSFPA Board of Directors. Only
370 members of the chapter may be designated to
371 represent the president or the chapter.

372 **H.** As immediate past president, maintain an
373 advisory position on the Executive board with full
374 voting privileges.

375 **SECTION 6. DUTIES OF FIRST VICE**
376 **PRESIDENT:** In the absence of the president, or
377 in the event of his or her inability or refusal to act,
378 the first vice president shall perform all the duties of
379 the president, and when so acting shall have all the
380 powers and perform such other duties as may be
381 prescribed by law, or by these by-laws, or as may be
382 prescribed by the Board of Directors.

383 **SECTION 7. DUTIES OF SECOND VICE**
384 **PRESIDENT:** In the absence of the president and
385 the first vice president, or in the event of their
386 inability or refusal to act, the second vice president
387 shall perform all the duties of the president, and
388 when so acting shall have all the powers and
389 perform such other duties as may be prescribed by
390 law, or by these Bylaws, or as may be prescribed by
391 the Board of Directors.

392 **A.** The second vice president shall also serve as
393 focal point for legislative matters at the local and
394 state governmental levels.

395 **B.** The second vice president shall maintain a
396 current list of county and state legislative
397 representatives.

398 **C.** The second vice president shall develop a line of
399 communications with any person(s) or group having
400 the ability to provide the chapter with current
401 legislative information on foster care and related
402 fields.

403 **SECTION 8. DUTIES OF SECRETARY:** The
404 secretary shall:

405 **A.** Certify and keep at the principal office of the
406 chapter, the original, or a copy of these by-laws as
407 amended or otherwise altered to date. Make a copy
408 of the State Association Bylaws and Operating
409 Procedures available to any member (upon receipt
410 of payment for copying cost, if necessary).

411 **B.** Maintain a book of minutes of all chapter
412 meetings of the directors, and meetings of
413 committees, recording therein the time and place of
414 holding, whether regular or special, how called, how
415 notice thereof was given, the names of those present
416 or represented at the meeting, and the proceedings

417 thereof. Keep such records at the principal office of
418 the chapter or at such other place as the board may
419 determine.

420 **C.** Shall maintain a separate "Book of Motions",
421 recording therein all motions passed at all official
422 meetings, including date and exact wording of the
423 motions as passed. All expenses not previously
424 included in the annual budget shall be authorized for
425 payment upon proper presentation of a motion,
426 approval by the membership, and recorded by the
427 secretary.

428 **D.** See that all notices are duly given in accordance
429 with the provisions of these by-laws.

430 **E.** Keep such records at the principal office of the
431 chapter. Maintain a membership book containing
432 the name and address of each all members, and, in
433 the case where any membership has been
434 terminated, he or she shall record such fact in the
435 membership book together with the date on which
436 such membership ceased.

437 **F.** Exhibit at all reasonable times to any director
438 and/or member of the chapter on written request
439 thereof, the by-laws, the membership book, and the
440 minutes of the proceedings of the directors of the
441 chapter.

442 **G.** In general, perform all duties incident to the
443 office of secretary and such other duties as may be
444 required by law, or by these by-laws, or which may
445 be assigned to him or her from time to time by the
446 Board of Directors.

447 **SECTION 9. DUTIES OF TREASURER:** The
448 treasurer shall:

449 **A.** Have charge and custody of, and be responsible
450 for, all funds and securities of the chapter and
451 deposit all such funds in the name of the chapter in
452 such banks, trust companies, or other depositories
453 as shall be selected by the Board of Directors.

454 **B.** Receive, and give receipt for, all monies due and
455 payable to the chapter from any source whatsoever.

456 **C.** Disburse, or cause to be disbursed, the funds of
457 the chapter as may be directed by the Board of
458 Directors, obtaining and maintaining proper
459 vouchers or receipts for and prior to all
460 disbursements. Such disbursements shall be made
461 only after they have been included in the annual
462 budget or as subsequently approved by 2/3 majority
463 vote of the membership.

464 **D.** Keep and maintain adequate and correct
465 accounts of the chapter's business transactions,
466 including accounts of its assets, liabilities, receipts,
467 disbursements, gains and losses.

468 **E.** Maintain and make available all records as

469 required to support an annual audit.

470 **F.** Exhibit at all reasonable times the books of
471 account and financial records to any director of the
472 chapter on written request thereof.

473 **G.** Make a report of the chapter's financial status at
474 all regularly scheduled meetings, identifying any
475 income received and expenses incurred since the last
476 report. Render to the president and directors,
477 whenever requested, an account of any or all of his
478 or her transactions as treasurer and of the financial
479 condition of the chapter.

480 **H.** Prepare, or cause to be prepared, and certify, or
481 cause to be certified, the financial statements as
482 required. Submit financial statements to the CSFPA
483 as may be directed by the parent association.

484 **I.** In general, perform all duties incident to the
485 office of treasurer and such other duties as may be
486 required by law, or by these Bylaws, or which may
487 be assigned to him or her from time to time by the
488 Board of Directors.

489

490 **ARTICLE VI. COMMITTEES**

491 **SECTION 1.** The Board of Directors may adopt
492 rules and regulations pertaining to the conduct of
493 meetings of committees to the extent that such rules
494 and regulations are not inconsistent with the
495 provisions of these by-laws.

496 **SECTION 2. STANDING COMMITTEES:**

497 The standing committees are established by a vote
498 of the membership to serve as an ongoing
499 committee. The committee members shall be
500 selected by and serve at the discretion of the
501 committee chairperson. All standing committee
502 chairperson's terms of office shall run concurrent
503 with the president's term of office. The standing
504 committee shall not obligate the chapter to financial
505 or other commitments without approval of the
506 Board of Directors.

507 **SECTION 3. ADHOC COMMITTEES:**

508 ADHOC committees may be formed from time to
509 time as determined by the Board of Directors. These
510 committees shall be formed for specific purposes
511 and shall be dissolved upon the resolution or
512 completion of the purpose(s) for which they were
513 formed. The chairman shall be appointed and serve
514 at the discretion of the president. Any
515 recommended actions developed by these
516 committees shall be presented to the Board of
517 Directors for approval and implementation.

518 **SECTION 4. NOMINATING COMMITTEE:**

519 The nominating committee shall be responsible for
520 seeking out and determining qualifications of

521 election nominees for all chapter offices as
522 provided in these by-laws. The committee shall be
523 selected from within the chapter membership and
524 its chairperson shall be elected by the chapter
525 membership prior to the annual meeting. The
526 nominating committee shall present all candidates
527 who are qualified to the membership for each
528 office up for election, prepare ballots and conduct
529 the elections. Candidates presented must be
530 chapter members in good standing and must have
531 agreed to serve if elected. Chapter presidents shall
532 be in good standing with their local placing or
533 certifying agencies at the time of election. Once
534 elected, officers may remain in office in the event
535 of allegations or a filed complaint until such time
536 as their license is revoked or they are no longer
537 certified.

538

539 **ARTICLE VII. CHAPTER RECORDS**

540 **SECTION 1.** The record of names and addresses
541 of the members of this chapter shall constitute the
542 membership list of this chapter and shall not be used,
543 in whole or part, by any person for any purpose not
544 reasonably related to a member's interest as a
545 member.

546 **SECTION 2. INSPECTION:** Any member of
547 the Board of Directors or any chapter member shall
548 have the right to inspect all chapter records at
549 reasonable times, upon five (5) business days prior
550 written notice that shall state the purpose of the
551 inspection.

552 **SECTION 3. COPIES:** Copies of any records
553 (including list of members names, addresses and
554 phone numbers) shall not be provided without
555 prior approval of the Board of Directors.

556

557 **ARTICLE VIII, BUDGET AND FINANCE**

558 **SECTION 1. SUBORDINATE CHAPTER**
559 **USE OF STATE ASSOCIATION NON-**
560 **PROFIT STATUS:** Subordinate chapters shall
561 submit a letter annually requesting authority to use
562 the CSFPA non-profit status in financial matters
563 involving an activity whose gross receipts could
564 amount to \$1000 or more. The chapter shall also
565 certify that they will comply with the necessary
566 financial reporting requirements as directed by the
567 CSFPA treasurer and as contained in the State
568 Association and chapter by-laws and operating
569 procedures. Chapters are not authorized to use the
570 CSFPA non-profit status until written approval is
571 received. The State Association Executive Board
572 has the right to terminate this privilege at their

573 discretion.

574 **SECTION 2. ANNUAL BUDGET:** An annual
575 budget for the coming year shall be submitted to the
576 chapter Board of Directors 30 days prior to the
577 annual meeting. A majority vote by the membership
578 at the annual meeting shall adopt the budget.

579 **A.** Items included in the approved budget do not
580 need further authorization for disbursement of the
581 funds, other than submission of receipts or vouchers
582 as required to be submitted to the treasurer.

583 **B.** No member of the Board of Directors shall
584 obligate the chapter beyond the items in the budget
585 without specific authority of the membership.

586 **C.** All expenditures over 50 dollars not budgeted
587 shall be approved only in the event of an emergency
588 (that cannot await the next scheduled membership
589 meeting) by a majority vote of the Executive Board.
590 These expenditures shall be reported in the next
591 financial report to the membership.

592 **SECTION 3. CHAPTER PROFITS:** No
593 member, director, officer, or other person connected
594 with this chapter, or any private individual, shall
595 receive, at any time, any of the net earnings or
596 pecuniary profit from the operations of the chapter
597 for their own personal/family benefit. This
598 provision shall not prevent payment as
599 reimbursement for expenses as included in the
600 approved budget.

601 **SECTION 4. EXECUTION OF**

602 **INSTRUMENTS:** The Board of Directors, except
603 as otherwise provided in these by-laws, may (by
604 resolution) authorize any officer or agent of the
605 chapter to enter into any contract or execute and
606 deliver any instrument in the name of and on behalf
607 of the chapter, and such authority may be general
608 or confined to specific instances. Unless so
609 authorized, no officer, agent, or employee shall
610 have any power or authority to bind the chapter by
611 any contract or engagement or to pledge its credit
612 or to render it liable monetarily for any purpose or
613 in any amount.

614 **SECTION 5. CHECKS AND NOTES:** Except
615 as otherwise specifically determined by resolution
616 of the Board of Directors, or as otherwise required
617 by law, all checks, drafts, promissory notes, orders
618 for the payment of money, and other evidence of
619 indebtedness of the chapter shall be signed by the
620 treasurer and countersigned by the president or
621 another board member authorized to sign for the
622 chapter. All instruments of disbursements shall be
623 signed by at least two unrelated persons authorized
624 to sign such instruments. No person to which a

625 check is made payable to shall be allowed to
626 countersign that check as one of the authorizing
627 signatures.

628 **SECTION 6. DEPOSITS:** All funds (including
629 dues, cash donations, checks, and proceeds from
630 fund raising activities) collected in the chapter's
631 name and/or through use of the chapter's non-profit
632 status shall be turned over to the treasurer within five
633 business days of receipt. The treasurer shall also
634 deposit within five business days, all funds received,
635 to such banks, trust companies, or other depositories
636 as the Board of Directors may select. Should this
637 chapter become defunct or fail to renew
638 membership in the State Association within the time
639 limit specified, the treasurer shall deposit all
640 remaining chapter funds into the CSFPA treasury to
641 be held in a suspense account for a period not to
642 exceed two years. If not claimed within two years,
643 the funds will be deposited into the State
644 Association general fund.

645 **SECTION 7. CASH TRANSACTIONS:**

646 Chapter treasurers are strongly encouraged to accept
647 only checks or money orders made out to the
648 chapter. However, cash transactions may be
649 allowed, provided a proper duplicate receipt is
650 issued that is counter-signed by two non-related
651 board members specifically authorized in writing by
652 the chapter's board to issue such receipts. The
653 duplicate copy of the receipt shall be maintained in
654 the treasurer's records. Failure to follow these
655 procedures shall be grounds for immediate
656 suspension of the chapter and denial of use of the
657 Association's non-profit status.

658 **SECTION 8. DISBURSEMENTS:**

659 All disbursements or reimbursements for expenses
660 incurred in support of the chapter's activities shall be
661 approved by the membership if they have not been
662 previously approved or included as specific items in
663 the approved annual budget. All changes in the
664 budget, subsequent to the annual approval, must be
665 approved by the membership. Reimbursement shall
666 only be made by check, drawn on the chapter's

667 account(s), and countersigned by at least two non-
668 related members authorized to sign such checks.
669 The payee on the check shall not be one of the
670 people who signs the authorization. No cash
671 reimbursements are allowed, regardless of amount.

672 **SECTION 9. GIFTS:** The Board of Directors
673 may accept on behalf of the chapter any
674 contribution, gift, bequest, or device for the
675 charitable or public purposes of this corporation.
676 No person or persons shall be entitled to share in
677 the distribution of and shall not receive any of the
678 corporate assets on dissolution of the chapter.
679 Assets of dissolved chapters or chapters that have
680 not renewed their membership in the State
681 Association within 90 days of the new year shall
682 revert to the State Association ownership.

683
684 **ARTICLE IX - PART III AMENDMENTS**

685 These chapter Bylaws (as Part III of the State
686 Association operating procedures) may be
687 amended or new Bylaws enacted only by a two-
688 thirds vote at the annual meeting of the chapter,
689 provided the proposed amendments or new by-
690 laws are stated in full in a notice to the membership
691 given in person or mailed 30 days prior to the
692 meeting. New or amended chapter Bylaws shall
693 be approved by the State Association Executive
694 Board before being implemented or acted upon by
695 the chapter.

696 **ARTICLE X-PARLIAMENTARY**
697 **PROCEDURES**

698 Parliamentary procedure will, in most cases, be on
699 an informal basis, except in times of dissention,
700 when ROBERT'S RULES OF ORDER, REVISED
701 (latest edition) shall govern, or when they are
702 inconsistent with the Bylaws of the chapter.
703 Robert's Rules of Order Revised will be in order at
704 the discretion of the president.

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Approved at April 27, 2019
Quarterly Meeting