



*CALIFORNIA STATE FOSTER
PARENT ASSOCIATION, INC.*

OPERATING PROCEDURES

PART II

SUBORDINATE CHAPTERS

Approved April 27, 2019

1 CALIFORNIA STATE FOSTER
2 PARENT ASSOCIATION, INC

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

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

14 **ARTICLE 1 – OFFICES**

15 The principal office of this chapter for the
16 transaction of its business is in _____
17 County, California, and shall be the residence of
18 the chapter president, unless specified stated
19 otherwise by the Board of Directors.
20

21 **ARTICLE II - PURPOSES**

22 The primary objectives and purposes of a chapter
23 shall be:

24 **A.** To establish a local chapter of the California
25 State Foster Parent Association bringing together
26 all foster parents, agency personnel and interested
27 community citizens who wish to work together for
28 the same purposes as set forth in Article I Section
29 3 of CSFPA's by-laws.

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

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

38 **D.** To encourage the training and education of
39 personnel for work in the field of foster care,
40 and to encourage the recruitment and retention
41 of foster and adoptive homes.

42 **E.** To inform our membership of the current
43 information pertaining to the welfare of
44 children.

45 **F.** Notwithstanding the above statements, the
46 Association shall not, except to an insubstantial
47 degree, engage in any activities or exercise any
48 powers that are not in furtherance of the primary
49 purpose.
50

51 **ARTICLE III. CHAPTER MEMBERSHIP**
52 **IN STATE ASSOCIATION**

53 **A. CHAPTER APPLICATION AND**
54 **RATIFICATION**

55 1. Each Chapter shall submit an application
56 form, containing the names, addresses, and
57 telephone numbers of all Chapter Executive
58 Board members, an initial or renewal fee,
59 membership dues, and a list of members not later
60 than January 15, of each year to the CSFPA
61 Membership Chairperson.

62 2. Chapters shall be ratified at any State Board
63 of Directors meeting and their representatives
64 allowed to vote when all application
65 requirements are met and all financial reports,
66 including audits, when requested, have been
67 submitted as required by the State Association
68 By-laws and these Operating Procedures.

69 3. A charter, with the CSFPA corporate seal,
70 shall be issued annually to all member Chapters,
71 signed by the President and Membership
72 Committee Chairperson.

73 4. The Chapter shall be classified as a non-profit
74 public benefit association organized for the
75 purposes as specified in Section 501(c)(3) of the
76 Internal Revenue Code.

77 **a.** Have goals and purposes that support the
78 CSFPA purposes and goals.

79 **b.** Comply with the State Association By-laws
80 and Parts I and II of the State Association's
81 Operating Procedures.

82 **c.** A Chapter may create their own By-laws and
83 Operating Procedures and shall forward them to
84 the State Association By-laws Chairperson for
85 review and identification of any conflicts with the
86 State Association By-laws and Operating
87 Procedures.

88 **d.** State By-laws Chairperson shall make
89 recommendations to the Executive Board who
90 shall have final approval authority to direct
91 changes or approve changes as submitted.

92 **e.** Once submitted and approved, these By-
93 laws and Operating Procedures do not have to be
94 resubmitted, unless they have been changed. If
95 the Chapter By-laws or Operating Procedures
96 have been changed, they must be re-approved
97 before a Chapter can be ratified at the State
98 Association Board of Directors meetings.
99

100 5. Chapters shall:

101 **a.** Submit a proposed budget and a listing of
102 all non-cash assets owned by the Chapter (if any),
103 to arrive not later than January 15th and annually
104 thereafter.

105 **b.** Submit a letter, signed by all members of the
106 Chapter's Executive Board, certifying that they
107 have read, understand, and will comply with all
108 requirements as specified in the State Association
109 By-laws and Parts I, and II of these Operating
110 Procedures.

111 **6.** Chapters shall renew their membership in the
112 State Association by January 15th of each year.
113 Chapters shall automatically be placed in a
114 "Suspension" status if the renewal application is
115 not received by February 1st and shall not use the
116 State Association non-profit status for any activity
117 involving the raising or dispensing of funds.

118 **a.** They may continue to utilize the CSFPA non-
119 profit status for the sole purpose of collecting and
120 forwarding membership dues during the month of
121 January. The Chapter shall not conduct any other
122 business involving the collection or disbursement
123 of funds involving the use of the CSFPA non-
124 profit status until the Chapter membership is
125 ratified.

126 **b.** In the event of suspension for failure to comply
127 with annual renewal requirements, a Chapter shall
128 request a one-month extension to the State
129 Membership Chair. If not corrected the President
130 and Treasurer shall secure all Chapter assets in a
131 safe and secure manner and cease using the
132 CSFPA non-profit status immediately. They shall
133 forward all funds in Chapter savings and checking
134 accounts to the State Association Treasurer. Such
135 funds shall be returned to that Chapter upon
136 presentation of an application for re-instatement
137 and submission of documents showing
138 compliance with the State Association By-laws
139 and Operating Procedures. A re-instatement fee
140 equal to 1/2 of the annual fee shall apply in
141 addition to any other fees. The funds will be held
142 by the State for 3 years and if no reinstatement
143 they will be deposited in the State's General Fund.

145 **B. MEMBERSHIP DEFINITIONS AND** 146 **LIABILITY**

147 **1.** Chapter membership definitions for
148 individuals joining the Chapter shall be the same
149 as defined in the State Association By-laws and
150 State Associations Operating Procedures. Part I,
151 Article II A.

152 **2.** Membership Liability - A member of the
153 Chapter is not, as such, personally be liable for
154 the debts, liabilities, or obligations, provided they
155 are legitimately incurred and approved by
156 appropriate majority vote of the Chapter

157 membership and in compliance with the State
158 Association By-laws and Operating Procedures.

160 **C. CHAPTERS SHALL**

161 **1.** At the start of each new year, forward a record
162 of all members of the Chapter, showing name,
163 address, and telephone number and emails.
164 Listing shall be sent to the CSFPA Membership
165 Chairperson by January 15th of each year, showing
166 new memberships and renewals as of that date.
167 Any changes in the Chapter board shall be
168 reported to the CSFPA Membership Chairperson
169 within 15 days of the effective date of the change.
170 Thereafter, all additional renewals of individual
171 memberships and/or new individual membership
172 applications and dues shall be sent to the CSFPA
173 Membership Chairperson.

174 **2.** Maintain a membership listing to be printed at
175 least quarterly that shall be available for review by
176 any State Association or by any Chapter member
177 at any general or special meetings of the
178 membership. Chapter membership lists shall be
179 provided to the respective Regional Vice President
180 by the State Membership Chairperson upon
181 request.

182 **3.** Registration is not allowed in more than one
183 Chapter. Membership in a Chapter shall
184 automatically require membership in the CSFPA,
185 and membership dues shall be paid by the Chapter
186 accordingly. If one member of a licensed or
187 certified foster family couple joins the Chapter,
188 then both members must join the State Association
189 and pay dues accordingly.

190 **4.** Develop and maintain adequate and correct
191 bank accounts and appropriate records showing
192 the Chapter's assets, liabilities, receipts,
193 disbursements, and business transactions. Advise
194 the State Association Treasurer of the name and
195 address of the financial institution and the account
196 number used by the Chapter. The name and office
197 (if any) of all persons authorized to sign on this
198 account and notification of any changes in these
199 persons authorized access to the account shall be
200 forwarded within 15 days of occurrence to the
201 State Association Treasurer.

202 **5.** Chapters may supplement but may not
203 supersede or enact other By-laws or Operating
204 Procedures that conflict with the CSFPA By-laws
205 and/or Operating Procedures. Any changes to
206 Chapter By-laws must be submitted to the CSFPA
207 By-laws Chairperson for review and
208 recommendation for approval or disapproval to

209 the State Association Executive Board.
210 **6.** All Chapters should schedule no less than 6
211 regular meetings per year and submit this schedule
212 to the State Membership Chair.

213 **7.** Chapters of the CSFPA shall not be allowed to
214 have Sub-Chapters or Subordinate Chapters.

215
216 **D. MEMBERSHIP DUES**

217 **1.** All Chapters shall pay annual State
218 Association membership dues for each Chapter
219 member that are due not later than January 15th.
220 These dues are established by the State
221 Association Board of Directors and, once
222 established, remain in effect until changed by that
223 Board. Dues are paid for a calendar year and are
224 not prorated or refundable.

225 **2.** Amount of local Chapter annual dues shall be
226 as recommended by the Chapter's Board of
227 Directors and shall be approved by the Chapter
228 membership. Upon receipt of dues, the Treasurer
229 will forward the prescribed amount of the State
230 Association dues to the State Association
231 Membership Chairman, who will then register the
232 applicant as a member of the California State
233 Foster Parent Association. A State Association
234 Membership card for the applicant will be sent to
235 the Chapter Membership Chairperson.

236
237 **ARTICLE IV. OFFICERS**

238
239 **A. COMPENSATION** Chapter officers and
240 members shall participate in the Chapter activities
241 without compensation except they may be
242 allowed and paid reasonable direct out-of-pocket
243 costs as reimbursement for expenses incurred in
244 the performance of their regular duties.

245
246 **B. NUMBER OF OFFICERS**

247 **1.** Chapters shall have a minimum of five
248 members on their Executive Board. The officers
249 of the Chapter shall be a President, two or more
250 Vice Presidents, a Secretary and a Treasurer. The
251 Chapter may also have, as determined by the
252 Board of Directors, other elected officers provided
253 the number of elected officers and standing
254 committee chairpersons is an odd number. No
255 person may hold more than one elected office.

256 **2.** Vacancies on the Chapter Board of Directors
257 shall exist **(a)** on the death, resignation or removal
258 of any director or officer and **(b)** whenever the
259 number of authorized directors is increased.

260 **3.** Vacancies shall be filled through appointment

261 by the President, subject to approval of the
262 Chapter membership.

263
264 **C. TERMS OF OFFICE** The officers shall be
265 elected by the membership only at an annual
266 meeting, except for new Chapters, which may
267 hold elections at the time of formation. The term
268 of office shall be two years, beginning January
269 first of the following year. The President, and
270 second Vice President, shall be elected in even-
271 numbered years and take office in the following
272 odd-numbered year. The first Vice President,
273 Secretary and Treasurer shall be elected in odd-
274 numbered years and take office in the following
275 even-numbered year. Additional Vice Presidents,
276 if any, will be elected in the term as determined by
277 the Chapter membership.

278
279 **D. QUALIFICATIONS AND ELECTIONS**

280 **1.** The Chapter Presidents and first Vice-
281 President shall be licensed or certified foster
282 parents, shall be in good standing with their local
283 placing or foster family certifying agency at the
284 time of election, and have been a regular member
285 of the Chapter for a minimum of one year and
286 residents of that Chapter's county. Good standing
287 shall mean that there are no administrative actions
288 pending concerning the license or certification,
289 nor is the home on a "Plan of Correction" for
290 licensing or certification deficiencies." If any
291 Chapter, new or existing, does not have a licensed
292 or certified foster parent willing to serve as
293 President, that Chapter may apply to the State
294 Executive Board for ratification on a case-by-case
295 basis.

296 **2.** Secretary or Treasurer - must be a member in
297 good standing with the Chapter for at least one
298 year except that they do not have to be licensed or
299 certified.

300 **3.** Spouses may be elected and jointly hold the
301 same office but may not hold different elected
302 offices. In such cases the couple shall have one
303 vote.

304 **4.** A majority of the Chapter's Board of Directors
305 shall be foster parents.

306 **5.** If an officer of a Chapter should have their
307 license or certification revoked, they shall no
308 longer be eligible to continue to serve in that
309 office, although they may retain their Chapter
310 membership. They shall be allowed to remain in
311 office until final action is taken relative to
312 license/certification revocation, however they

313 shall resign or be removed from office within 15
314 days of the date of the notice of revocation.
315 Whenever a license/certification is surrendered,
316 the officer shall also resign their position.

317 **6.** In those instances where no one on the current
318 Executive Board of an existing Chapter is
319 qualified or willing to run for President, the
320 Chapter may elect, as their President, a foster
321 parent that has been an active member and in good
322 standing with their agency for a minimum of two
323 years.

324 **7.** All nominees must be active in association
325 meetings and should have attended at least 50% of
326 the meetings within the past two years prior to
327 nomination.

328 **8. Chapter Elections**

329 **a.** Proxy ballots shall not be allowed at the
330 Chapter elections.

331 **b.** Nominees (including those that may be
332 absent from the annual meeting) must, prior to
333 the meeting, agree in writing to serve, if elected.

334 **c.** To vote, members shall have joined and paid
335 membership dues at least 30 days prior to the
336 meeting at which the elections are held.

337

338 **E. OFFICER DUTIES**

339

340 **1 DUTIES OF PRESIDENT** The Chapter
341 President shall be the Chief Executive Officer of
342 the Chapter and shall, subject to the control of the
343 Board of Directors, supervise and administer the
344 affairs of the Chapter and the activities of the
345 officers. He or she shall ensure compliance with
346 the State Association By-laws and Operating
347 Procedures always. He or she shall perform all
348 duties incident to his or her office and such other
349 duties as may be required by law, or by these By-
350 laws, or as may be prescribed from time to time
351 by vote of the Chapter membership. In addition,
352 the President shall: **(a)** Preside at all official
353 meetings of the boards and of the members.
354 Except as otherwise expressly provided by law,
355 or by these By-laws and Operating Procedures,
356 he or she shall, in the name of the Chapter,
357 execute all legal documents or other instruments
358 that may from time to time be authorized by the
359 Chapter membership. **(b)** Appoint standing
360 committee Chairpersons, except Nominations, as
361 needed subject to approval of the Chapter
362 membership. The Committee Chairpersons shall
363 serve at the discretion of the President. **(c)** Be an
364 Ex-Officio member of all Committees except

365 Nominating Committee. **(d)** Appoint a
366 Parliamentarian at own discretion. **(e)** Appoint
367 legal counsel subject to approval of the Executive
368 Board. **(f)** Abstain from voting except to cast the
369 deciding vote in the event of a tied issue at board
370 meetings and official meetings of the members.
371 **(g)** Officially and publicly represent the Chapter.
372 The President may designate other members
373 and/or alternates to officially represent the
374 Chapter for specified purposes. **(h)** Ensure that
375 Chapter funds are not spent except in strict
376 accordance with the approved budget or by
377 majority vote of the membership after the budget
378 is approved. **(i)** As immediate Past President (if
379 qualified), maintain an advisory position on the
380 Chapter Executive Board with full voting
381 privileges.

382

383 **2. DUTIES OF FIRST VICE PRESIDENT**

384 In the absence of the President, or in the event of
385 his or her inability or refusal to act, the First Vice
386 President shall perform all the duties of the
387 President, and when so acting shall have all the
388 powers and perform such other duties as may be
389 prescribed by law, or by these By-laws, or as may
390 be prescribed by the Board of Directors.

391

392 **3. DUTIES OF SECOND VICE PRESIDENT**

393 In the absence of the President and the first Vice
394 President, or in the event of their inability or
395 refusal to act, the second Vice President shall
396 perform all the duties of the President, and when
397 so acting shall have all the powers and perform
398 such other duties as may be prescribed by law, or
399 by these By-laws, or as may be prescribed by the
400 Chapter membership.

401

402 **4. DUTIES OF SECRETARY**

403 The Secretary shall: **(a)** Certify and keep at the principal office
404 of the Chapter the original, or a copy of these By-
405 laws as amended or otherwise altered to date. **(b)**
406 Maintain a book of minutes of all meetings of the
407 directors, and, if applicable, meetings of
408 committees of directors and of members,
409 recording therein the time and place of holding,
410 whether regular or special, how called, how
411 notice thereof was given, the names of those
412 present or represented at the meeting, and the
413 proceedings thereof. Keep such records at the
414 principal office of the Chapter or at such other
415 place as the board may determine. **(c)** Maintain a
416 separate "Book of Motions", recording therein all

417 motions passed at all official meetings, including
418 date and exact wording of the motions as passed.
419 **(d)** See that all notices are duly given in
420 accordance with the provisions of these By-laws
421 or as required by law. **(e)** Keep such records at the
422 principal office of the Chapter. Maintain a
423 membership book containing the name and
424 address of each member.

425 **(f)** Exhibit at all reasonable times to any
426 member of the Chapter on written request
427 therefore, the By-laws, the membership book, and
428 the minutes of the proceedings of the directors of
429 the Chapter or membership. **(g)** In general,
430 perform all duties incident to the office of
431 Secretary and such other duties as may be required
432 by law, or by these By-laws, or which may be
433 assigned to him or her from time to time by the
434 Board of Directors.

435
436 **5. DUTIES OF TREASURER** The Treasurer
437 shall: **(a)** Have charge and custody of, and be
438 responsible for, all funds and securities of the
439 Chapter and deposit all such funds in the name of
440 the Chapter in such banks, trust companies, or
441 other depositories as shall be selected by the
442 Board of Directors. **(b)** Receive, and give receipt
443 for, all monies due and payable to the Chapter
444 from any source whatsoever. **(c)** Disburse, or
445 cause to be disbursed, the funds of the Chapter
446 only in accordance with the approved budget
447 and/or by a motion approved by a majority vote of
448 the membership, obtaining and maintaining
449 proper vouchers or receipts for and prior to all
450 disbursements. **(d)** Keep/maintain adequate and
451 correct accounts of the Chapter's business
452 transactions, including accounts of its assets,
453 liabilities, receipts, disbursements, gains and
454 losses. **(e)** Maintain and make available all records
455 as required to support an annual audit. **(f)** Exhibit
456 at all reasonable times the books of account and
457 financial records to any member of the Chapter on
458 written request, therefore. **(g)** Make a report of the
459 Chapter's financial status at all regularly
460 scheduled meetings, identifying any income
461 received and expenses incurred since the last
462 report. Render to the President and directors,
463 whenever requested, an account of any or all of his
464 or her transactions as Treasurer and of the
465 financial condition of the Chapter. **(h)** Prepare, or
466 cause to be prepared, and certify, or cause to be
467 certified, the financial statements as required.
468 Submit financial statements to the CSFPA as may

469 be directed by the parent association. **(i)** In
470 general, perform all duties incident to the office of
471 Treasurer and such other duties as may be required
472 by law, or by these By-laws, or which may be
473 assigned to him or her from time to time by the
474 Board of Directors.

475 **F. REMOVAL/EXPULSION**

476 **1.** Any board member may be removed for failure
477 to perform their duties as specified in the
478 Association and Chapter By-laws and Operating
479 Procedures.

480 **2.** Any Chapter member who is found to have
481 acted in a manner detrimental to the Chapter or the
482 CSFPA may be expelled from the Chapter by a
483 two-thirds vote of the Chapter membership.

484 **3.** Membership shall be terminated upon a failure
485 of a member to renew his or her membership by
486 paying dues on or before their due date, such
487 termination to be effective thirty days after a
488 written notification of delinquency is given
489 personally or by mail. A member may avoid such
490 termination by paying the amount of delinquent
491 dues within a thirty (30) day period following the
492 mailing of the notification of delinquency.

493 **4.** Procedure for Removal/Expulsion: Following
494 the determination that a member or officer should
495 be removed or expelled, the following procedures
496 shall be implemented:

497 **a.** A notice shall be sent by certified or
498 registered mail to the last address of the member
499 or officer as shown on the Chapter records,
500 setting forth the removal/expulsion and the
501 reasons, therefore. Such notice shall be sent at
502 least fifteen (15) days before the proposed
503 effective date of the removal/expulsion.

504 **b.** The member or officer being
505 removed/expelled shall be given an opportunity
506 to be heard, either orally or in writing, at a
507 hearing to be held not less than five (5) days
508 before the effective date of the proposed
509 removal/expulsion. The hearing will be held by
510 the membership in accordance with the quorum
511 and voting rules set forth in the By-laws and
512 Operating Procedures. The notice to the member
513 or officer of his or her proposed
514 removal/expulsion shall state the date, time, and
515 place of the hearing of his or her proposed
516 removal/expulsion.

517 **c.** Following the hearing, the membership shall
518 decide whether the member or officer shall be
519 removed/expelled, suspended, or sanctioned in
520 some other way. The decision of the membership

521 shall be final.

522 **d.** All rights of a member in the Chapter shall
523 cease on termination of membership as herein
524 provided. All rights of an officer removed from
525 office are terminated except the right to
526 membership unless this is included in his
527 Removal/Expulsion. All Chapter records and
528 assets shall be turned over to the Chapter's Board
529 of Directors effective immediately upon removal.

530
531 **ARTICLE V. COMMITTEES**

532 The Board of Directors may adopt rules and
533 regulations pertaining to the conduct of meetings
534 of committees to the extent that such rules and
535 regulations are not inconsistent with the
536 provisions of these By-laws.

537
538 **A. STANDING COMMITTEES** Committee
539 Chairman are appointed by the President, subject
540 to approval of the membership, and serve at the
541 pleasure of the President. The standing
542 committees are established by a vote of the
543 membership to serve as an ongoing committee.
544 The committee members shall be selected by and
545 serve at the discretion of the Committee
546 Chairperson. All Standing Committee
547 Chairperson's terms of office shall run
548 concurrently (and terminate) with the President's
549 term of office. The Standing Committee shall not
550 obligate the Chapter to financial or other
551 commitments without approval of the Chapter
552 membership.

553
554 **B. ADHOC COMMITTEES** ADHOC
555 committees may be formed from time to time as
556 determined by the Board of Directors. These
557 committees shall be formed for specific purposes
558 and shall be dissolved upon the resolution or
559 completion of the purpose(s) for which they were
560 formed. The Chairman shall be appointed and
561 serve at the discretion of the President. Any
562 recommended actions developed by these
563 committees shall be presented to the Board of
564 Directors for approval and implementation.

565
566 **C. NOMINATING COMMITTEE**

567 **1.** The Chapter nominating committee shall be
568 responsible for seeking out and determining
569 qualifications of election nominees for all Chapter
570 offices as provided in these By-laws and
571 Operating Procedures. The committee shall seek
572 out and present eligible candidates from the

573 Chapter membership and its Chairperson shall be
574 elected by the Chapter membership prior to the
575 annual meeting. The nominating committee shall
576 present all candidates who are qualified to the
577 membership for each office up for election,
578 prepare ballots and conduct the elections.
579 Candidates presented must be Chapter members
580 in good standing and must have agreed to serve if
581 elected.

582 **2.** The President shall not be appointed to or be
583 allowed to serve on the Nominating Committee.
584 The President's spouse shall not serve on the
585 Nominating Committee.

586
587 **ARTICLE VI. CHANGES TO CHAPTER**
588 **OPERATING PROCEDURES**

589 Parts I, II, and III of the State Association
590 Operating Procedures may be changed or new
591 Operating Procedures enacted and approved at
592 any State Association Board of Director's
593 meeting and shall be effective immediately.
594 However, supplemented Chapter Operating
595 Procedures may be changed only by a two-
596 thirds vote at the Chapter's annual meeting,
597 provided the proposed changes or new
598 Operating Procedures are stated in full in a
599 notice to the membership given in person or
600 mailed 30 days prior to the meeting approved
601 by State Executive Board.

602
603 **ARTICLE VII. PARLIAMENTARY**
604 **PROCEDURES**

605 Parliamentary procedure will, in most cases, be
606 on an informal basis, except in times of dissention,
607 when ROBERT'S RULES OF ORDER,
608 REVISED shall govern, or when they are
609 inconsistent with the By-laws of the Chapter.
610 Robert's Rules of Order Revised will be in order
611 at the discretion of the President.

612
613 **Approved April 27, 2019**
614 **State Quarterly Meeting**