

THE NATIONAL FOSTER PARENT ASSOCIATION

COUNCIL OF STATE AFFILIATES

RULES (Draft Proposed, 2017 version 2)

ARTICLE 1 – AUTHORIZATION

The Council of State Affiliates is authorized under the National Foster Parent Association (The NFPA) By-Laws, ARTICLE IV – BOARD OF DIRECTORS, COMMITTEES AND ADVISORY COUNCILS; SECTION 10, COUNCIL OF STATE AFFILIATES. There shall be a Council of State Affiliates, which shall serve as an advisory council to the Board of Directors. The council shall consist of one (1) representative from each state affiliated member, said representative to be designated in writing to the Council Chairperson annually. The Chairperson of the Local Affiliates is also a representative of the Council of State Affiliates. The representatives shall be a regular member of the NFPA.

ARTICLE II – MEMBERSHIP

Section 1.

Affiliate membership is defined in the NFPA Bylaws, ARTICLE II, SECTION 2, TYPES OF MEMBERSHIP, B. Organizational Membership

NFPA Affiliate Membership

Affiliate membership shall be available to all local, county, regional, state or other types of foster parent associations. The benefits of this membership include auditing meetings and receiving mailings, for local affiliates, one representative vote on the Council of Local Affiliates; for state affiliates, one representative vote on the Council of State Affiliates – each an advisory council to the NFPA Board of Directors. This membership does not include corporate voting rights or individual membership enrollment for members of affiliated organizations.

A member of the Council of State Affiliates shall be an organization representing the interests of foster parents within their US state or territory that has the following characteristics:

- Is a formally organized body with bylaws, elected board of directors and officers;
- Has status as a 501 (c) (3) organization
- Represents the interest of a group of foster parents and not of an individual(s)

- Agrees to abide by the rules and bylaws of the Council and the NFPA
- Defines in their articles of incorporation or bylaws that foster parents from the entire state or territory are eligible for membership in the organization
- Are paid in full as an NFPA Affiliate member
- Appoint a representative to the Council that is a regular member of NFPA

Section 2:

The contact information of state affiliate representatives, affiliate designees, and (when applicable) the main contact person for the state affiliate (i.e. Executive Director) shall be maintained. The contact information includes: Name, role, mailing addresses, phone numbers, email addresses, and fax numbers. Contact information will be submitted by the Council Chairperson to the NFPA Secretary and the NFPA administrative office. This list shall be updated on a regular basis by the Council Chairperson not to exceed one (1) year through contact with the NFPA Office to verify the affiliated organization's membership status and membership status of the listed state representative or designee.

Section 3:

The Affiliated State President, Chairperson or Designated Representative may appoint another regular member of NFPA to attend and represent their state organization at any Council of State Affiliates meetings as long as that person presents to the Council's Chairman, a letter that identifies that person as appointed representative of that state organization.

Section 4:

Each State Affiliate shall have only one (1) representative serve on the Council of State Affiliates, even if the representative becomes an officer of the Council.

ARTICLE III – ELECTIONS/APPOINTMENTS

Section 1:

ELECTIONS AND QUALIFICATIONS:

- A. Chairperson: The Council of State Affiliates Representatives shall elect a Chairperson for a 2-year term on odd numbered years (i.e. 1991, 1993). The election shall be held at the National Foster Parent Association Conference. The Chairperson must have been a Council Representative within the past three (3)

years prior to election to the first term of office and must be an active regular member of NFPA. The Chairperson may only be elected for three (3) consecutive terms.

- B. Vice Chairperson: The Council of State Affiliates shall elect a Vice Chairperson for a 2-year term at the same meeting it selects the Chairperson under Section 1. The Vice Chairperson must have been a Council Representative within the past three (3) years prior to election to the first term of office and must be an active regular member of NFPA. The Vice Chairperson may only be elected for three (3) consecutive terms.

APPOINTMENTS AND QUALIFICATIONS:

- A. Secretary: A secretary shall be appointed by the Chairperson of the Council of State Affiliates. The secretary does not need to be a council member, however, must be a regular member of the NFPA. The secretary serves under the direction of the Chairperson and may be removed by the Chairperson at any time.

ARTICLE IV – OFFICERS/TERMS OF OFFICE

Section 1:

CHAIRPERSON: The Chairperson of the Council of State Affiliates shall have the following duties and responsibilities:

- A. Preside at all Council of State Affiliates meetings which at a minimum shall be four (4) hours in length at the NFPA Annual Conference.
- B. Notify all known representatives of the Council meetings at least 30 days in advance of those meetings.
- C. Provide all known representatives of the Council with an agenda at least ten (10) days prior to any meeting.
- D. Appoint a secretary who will record the minutes at the Council meetings and complete other secretarial duties as assigned by the Chairperson.
- E. Maintain a record of all past Council of States Affiliates meeting minutes and a copy of the most recent Council Rules. This record shall be forwarded to the incoming Chairperson at the election of new officers or within 30 days of leaving office. The Chairperson shall maintain a backup record of council minutes, Rules, and official correspondence pertaining to that office, and forward to the NFPA administrative office.
- F. Be responsible for the disbursement of funds available to the Council of State Affiliates according to the Council of State Affiliates Rules Article V Funding. The Council Chairperson shall keep detailed records including receipts as deemed necessary by the NFPA Treasurer.
- G. Serve as the Council of State Affiliates representative on the NFPA Board of Directors with voting rights.
- H. Appoint an Alternate Vice Chairperson.

- I. Inform the Vice-Chairperson when unable to participate in a Council or NFPA Board of Directors meeting.
- J. Perform other duties as assigned by the Council, which are appropriate to the purposes of the Council of State Affiliates.

Section 2:

VICE CHAIRPERSON: The Vice Chairperson shall have the following duties and responsibilities:

- A. Preside over any Council meeting when the Chairperson is absent.
- B. Perform the Chairperson's duties as listed under Section 1 above, if the Chairperson resigns or for any other reason the Chairperson's office is vacant, fill the un-expired term of the Chairperson until the next election (term).
- C. Perform other duties as assigned by the Council Chairperson or the Council, which are appropriate to the purposes of the Council of State Affiliates Representatives.

FIRST ALTERNATE VICE CHAIRPERSON: The First Alternate Vice Chairperson shall have the following duties and responsibilities:

- A. During each election year, the elected Chairperson shall appoint a First Alternate Vice Chairperson. This person shall serve, and carry out the duties as outlined above, in the event the Vice-Chairperson is unable to fulfill their expired term of office.

Section 3:

SECRETARY: The Secretary's duties and responsibilities include:

- A. Record the minutes at the Council of State Affiliates meetings and distribute these, in thirty (30) days to all council Representatives and the NFPA office.
- B. Maintain a record of all past Council of State Affiliates meeting minutes and a copy of the most recent Council Rules. This record shall be forwarded to the incoming Chairperson at the election of new officers or within 30 days of leaving office.
- C. Perform other duties as assigned by the Council Chairperson or the Council which are appropriate to the purposes of the Council of State Affiliates.

TERM OF OFFICE: The term of office shall begin July 1st immediately after the NFPA annual conference. The term will be for two years.

ARTICLE V – MEETINGS

Section 1:

Annual Meeting: The Council of State Affiliates shall hold an annual meeting during the National Foster Parent Association Annual Education Conference. The time of the annual meeting shall appear in the conference schedule. A notice to all Council of State Affiliates Representatives shall be sent at least 30 days in advance of the meeting. The duration of the annual meeting shall be at least four (4) hours.

Section 2:

Mid-Year: The Council of State Affiliates during the annual meeting or at any regular meeting may schedule another regular meeting as long as it is scheduled at least 30 days in advance and all Affiliated State Representatives are given notice by {mail or} e-mail, as published at least 30 days in advance of the meeting. The Mid-Year Meeting may be via teleconferencing.

Section 3:

Special Meetings: The Council of State Affiliates Chairperson may call a Special Meeting to complete unfinished business prior to the next regular meeting and/or address an issue that needs immediate attention. All Council State Affiliated Representatives must be given ten (10) days notice of the Special Meeting via electronically. Special Meetings may be held via teleconferencing.

Section 4:

A meeting quorum is constituted by 1/3 of the Council of State Affiliate Representatives present at the meeting.

Roberts Rules, Revised, will apply at all Meetings.

ARTICLE VI - FUNDING

Section 1:

Authorization of Funding: The NFPA makes the following provision for funding of the Council of State Affiliates: The NFPA Treasurer shall ensure that 2/3 of each state affiliate's annual membership dues are put in a restricted accumulating account to be used by the Council of State Affiliates Representatives.

Section 2:

Disbursement of Funds: The NFPA makes the following provisions for the disbursement of funds for the Council of State Affiliates:

- A. The Chairperson of the Council of State Affiliates shall be responsible for the disbursement of funds available to the Council of State Affiliates to cover administrative not exceeding the amount of \$200. Expenditures authorized under this provision include but are not limited to: photocopying costs, and costs of materials utilized by the Council during the annual and mid-year meetings.
- B. Allocations exceeding \$200 shall be approved by a majority vote of the Council of State Affiliates and then final approval is given by the NFPA Board of Directors. Allocations and expenditures authorized by this provision include but are not limited to: travel, long distance telephone calls, lodging, grants, and guest speaker fees. Considerations under this provision shall use the following principle: The distribution of funds that exceed \$200 shall provide benefit to the collective bodies of the Council of State Affiliates and the NFPA.
- C. All expenditures under \$200 are first approved by the Chairman. Reimbursements for expenses are submitted to NFPA and must be accompanied by a receipt that documents the exact nature of the expenditure and a statement justifying the administrative use of the funds associated to Council meetings.
- D. All approved allocation of funds over \$200 are submitted in a proposal format to the NFPA Board of Directors for final approval.

Section 3:

Financial Report: The Chairperson shall prepare an annual itemized statement of income and expenses for the past year. The report shall be distributed to Council of State Affiliate members at the annual Council meeting.

ARTICLE VII – AMMENDMENT

Section 1:

The rules of the Council of State Affiliates may be added to, amended or repealed in part or in whole by a majority vote of the Council members present at the Mid-Year or Annual Meeting; if the following provisions are met:

- 1) There is a quorum of at least 1/3 of the Council of State Affiliate Representatives present at the meeting.
- 2) The amendment is not in contradiction to the NFPA By-Laws, Constitution or a specific action of the NFPA Board.

- 3) Council members are notified at least 30 days in advance by {mail or} e-mail of any proposed changes in the Rules of any meeting under Article IV (all proposed amendments).

ARTICLE VIII – POLICY

Section 1:

The Council of State Affiliates shall serve as an advisory council to the NFPA and as such shall be non-profit, non-partisan and non-sectarian and shall not discriminate against any person on account of sex, race, creed, religion or national origin.

Section 2:

The Council Chairperson ends their tenure on the NFPA Board of Directors when a new Chairperson is elected. If the outgoing Chairman wants to remain on the NFPA Board of Directors, the outgoing Chairperson must submit an application and be selected as a new board member.

Section 3:

The Council of State Affiliates shall not engage in any activities or exercise any powers that are contrary to the law or to the primary purpose for which NFPA was formed.

Section 4:

Recommendations of modifications to the NFPA By-Laws on behalf of the Council of State Affiliates may be submitted as a proposal to the NFPA Board, after a majority vote by the Council.