

# **NEW HAMPSHIRE FOSTER & ADOPTIVE PARENT ASSOCIATION BYLAWS**

## **ARTICLE I**

### **NAME**

**The name of this Association is the New Hampshire Foster & Adoptive Parent Association, herein referred to as the Association.**

## **ARTICLE II**

### **PURPOSE**

**The mission of the New Hampshire Foster & Adoptive Parent Association is to support foster parents, and remain a consistent strong voice on behalf of all children.**

- ◆ To bring together foster parents, agency representatives and community people who wish to work together to improve the foster care system and enhance the lives of all children and families.**
- ◆ To promote mutual coordination, cooperation and communication among foster parents, Foster Parent Associations, childcare agencies and other child advocates.**
- ◆ To encourage the recruitment and retention of foster parents.**
- ◆ To inform the membership and general public of current issues regarding foster care.**

## **ARTICLE III**

### **MEMBERSHIP**

**All currently licensed Foster Parents and all Adoptive Parents of former Foster Children in the State of New Hampshire shall be considered members of the Association.**

## **ARTICLE IV**

### **EXECUTIVE BOARD**

- Section 1. The Authority of this Association shall be vested in the Executive Board. The Executive Board shall consist of the legally nominated and appointed officers five (5) Members at Large.**
- Section 2. Duties of the Executive Board shall include:**
- A. To interpret and enforce the provisions of The Articles of Incorporation and Bylaws of the Association.**
  - B. To appoint a member of the Executive Board to fill any vacant office of the Executive Board, and to recruit and appoint the initial members of the Area Council.**
  - C. To promote by attitude and action constructive social action needed to bring about changes and improvements in Child Welfare Systems and in Legislation pertaining to all Children and Families.**

- D. To act as an information center and research body regarding Child Welfare matters and to disseminate such information.**
  
- E. To provide a vehicle for communication among Foster and Adoptive parents, Local Foster and Adoptive Parent Associations and Child Welfare Agencies.**
  
- F. To cooperate with other Organizations which have similar objectives in whole or in part to those of this Association.**
  
- G. To formulate such rules and regulations as in the opinion of the Executive Board are essential to the interests and objectives of this Association**
  
- H. To work cooperatively with DCYF and other Agencies to develop and design trainings for Foster and Adoptive Parents and the Local Associations.**
  
- I. Three unexcused absences during the calendar year may result in dismissal from the Board at the discretion of the Board**

### Section 3. Terms of Office

- a. The President, Vice President, Treasurer and Secretary will each serve a term of 2 years. Each officer may be re-elected for an additional two terms. Officers may serve a maximum of three consecutive two-year terms for any one office.
- b. The 5 members at large will be elected to serve a term of two years.
- c. Members at large may serve a maximum of three consecutive two-year terms.
- d. In the event of resignation, incapacity, ineligibility of NHFAPA membership or death of the President, the Vice President shall become President for the unexpired portion of the term. Vacancy in any other office besides the President shall be filled for the unexpired term by the Executive Board.

### Section 4. Elections

- a. Elections shall be held every year at the annual meeting of the membership.
- b. At the annual meeting the President and Secretary shall be elected to serve the term of the office beginning in 2004.
- c. At the alternate annual meeting, the Vice-President and Treasurer shall be elected to serve the term of office beginning in 2005.

d. Three members at large shall be elected each year at the annual meeting beginning in 2004.

e. At the alternate annual meeting, two members at large shall be elected beginning in 2005.

## **ARTICLE V**

### **OFFICERS**

**Section 1. The Officers of the Executive Board shall be a President, Vice-President, Treasurer, and Secretary. There will also be five (5) Directors who are Members at Large and who shall be Liaisons to/and members of the Area Council.**

**Section 2. Officer Responsibilities:**

**A. The President shall be the Chief Executive Officer, whose duties and responsibilities shall include:**

- 1. Preside at all regular, special or called meetings of the Executive Board.**
- 2. Be responsible for the general management and supervision of the affairs and operation of the Association.**
- 3. Have the authority to appoint chairpersons of all standing committees as needed by the Association.**
- 4. Be a member ex-officio of all committees.**

5. **With the Treasurer sign all contracts or obligations authorized by the Executive Board.**
6. **Officially and publicly represent the Association.**
7. **Perform such other duties as provided by the Bylaws or as may be designated by the Executive Board.**

**B. The Vice-President shall:**

1. **In the absence of the President, chair all meetings of the Executive Board**
2. **Assume the office of the President should the office be vacated.**
3. **Perform such other duties as provided by these Bylaws or as may be designated by the President and/or the Executive Board.**
- ~~4.~~ **Be responsible for the organization of the Area Council. To be the Executive Board Liaison to the Area Council and attend all Area Council meetings with a voice but no vote.**

**C. The Secretary shall:**

1. **Keep all records of the Executive Board meetings.**
2. **Submit to the President, and others the President might designate, a copy of the minutes taken.**
3. **Perform such other duties as provided by these Bylaws or as may be designated by the President and/or the Executive Board.**

**D. The Treasurer shall:**

- 1. Be responsible for collecting and safeguarding all funds of the Association.**
- 2. Be responsible for disbursements of funds as authorized by the President, and/or the Executive board.**
- 3. Submit financial records to the Executive Board for an audit on call.**
- 4. Perform such other duties as provided by these Bylaws or as may be designated by the President and/or the Executive Board.**
- 5. Be responsible for the filings of financial documents pertaining to the Association and for maintaining the integrity of all contract obligations.**
- 6. With the President, sign all contracts.**

**Section 3. Area Council**

- A. Membership to the Area Council shall consist of no more than three (3) members per the Local Catchment Areas. The total membership of the Area Council shall be limited to thirty six (36) active members.**
- B. Representatives of the Area Council shall be nominated by their local association or by the Executive Board.**

- 1. The purpose of the Area Council Reps. shall be to serve as Liaisons between the Association and the Local Association Support Groups, Community Resource Organizations, and the Executive Board.**
  
- 2. The members of the Area Council shall be required to meet with the Executive Board a minimum of three (3) times per year. The Executive Board will submit dates for these combined meetings. The Advisory Board Liaison will maintain monthly contact and interactions with them. The Vice President will provide assistance that may be necessary. The Council shall elect its own Chairperson and determine their procedural rules**

**Section 4. Committees**

- A. The Executive Board shall appoint committees to meet the purpose of the Association and delegate to them enumerated powers and responsibilities.**
  
- B. Standing committees of the Association shall at least include:**
  - Executive Board**
  
  - Area Council**
  
  - Nominations**
  
  - Training**
  
  - F.I.R.S.T.**
  
- C. The President, with the advice and consent of the Executive Board may appoint other Committees and task forces. These committees and task forces shall report to the Executive Board.**
  
- D. One member of each committee shall be selected chair by the committee.**

**Section 5. The Nomination/Appointment Process**

- A. The Executive Board shall designate/elect a total of four (4) members to be the nominating committee. The Nominating Committee shall make a call for nominations to the members of the Association.**
  
- B. To be nominated a person's name must be submitted to the nominating committee. An Executive Board nominee must be a current member of the Association.**
  
- C. The nominating committee shall interview and place prospective member names up for legal nomination to the membership at the annual meeting. The current Association members will make their selections by written ballot. A majority of the legally cast vote is necessary for election**

**ARTICLE VI**

**MEETINGS**

**Section 1. The Executive Board shall meet at least six (6) times per year and then as called by the President and/or as determined by the Executive Board.**

**Section 2. The Executive Board, Area Council and Advisory Board shall have a quorum when one half plus one of its members are present.**

**Section 3. The members of the Association shall meet at least once a year at such location and time, as the Executive Board shall determine.**

**Section 4. The members in attendance at the annual meeting shall constitute a quorum.**

-

**Section 5. Special meetings of the Association shall be held as called by the President and/or as determined by the Executive Board.**

## **ARTICLE VII**

### **PARLIAMENTARY AUTHORITY**

**All Executive and annual meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised, current edition.**

## **ARTICLE VIII**

### **BUDGET AND FINANCING**

**Section 1. The Executive Board shall be responsible for all financial revenue and disbursements. The duties of the Treasurer as outlined in Article V Section 2 will include the recording and reporting of all financial transactions. A published Treasurer's report will be available at each Board meeting.**

**Section 2. Remuneration: Executive Board members shall not receive any compensation for their services as members of the Board, but the Executive Board may authorize payment by the Association of the expenses of the members for attendance at regular or special meetings of the board and other board business.**

**Section 3. A budget shall be presented at the annual meeting.**

**Section 4.** The Association may derive financing from voluntary contributions, grants, earned income, in-kind services and donations, and fundraising efforts. All financing must however, conform to the 501 (c) (3) regulations of the IRS Code and the State of New Hampshire, and the Charitable Trust Division of the NH Attorney General's Office.

## **ARTICLE IX**

### **CONFLICT OF INTEREST POLICY**

**Section 1.** All members of the Executive Board and the Area Council must read and sign the established policy as required by the State of New Hampshire and the Charitable Trust Division of the NH Attorney General's Office as enacted into Law effective August, 1996. This requirement is for all non-profit organizations and the Association requires all Board and Council members to sign it as part of the membership requirements.

-

## **ARTICLE X**

### **CHANGING BY LAWS**

The NHFAPA bylaws may be amended by a majority vote of members in attendance at the NHFAPA Annual or Special Meeting provided that the proposed bylaws amendment has been published and distributed to members at least three weeks prior to the meeting.

## **ARTICLE XI**

### **DISSOLUTION**

**Said corporation is organized exclusively for any purposes for which an organization may be exempt from federal taxation under Section 501 (c)(3) of the Code including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Code, or corresponding section of any future federal tax code.**

**Amended April 12, 2002**

**October 2004**

**February 4, 2008**