



ByLaws

Article I. Name

The name of the association shall be the Madison County Foster & Adoptive Parent Association (MCFAPA).

Article II. Purpose and Mission Statement

Section 1. Purpose

The purpose of MCFAPA is to benefit and improve the quality of life for children that are involved in the foster care system. MCFAPA provides meaningful support for foster, adoptive, and relative families. We are dedicated and committed to promoting community awareness. Our goal is to improve education, training and communication between foster, adoptive, relative families, Department of Human Resources (DHR) staff, and other community members.

Section 2. Mission Statement

The mission of the MCFAPA is to empower, support an advocate for foster, adoptive and relative families who enrich the quality-of-life for Madison County children.

Article III. Membership

Section 1. Types of Membership:

(A) Regular Membership

- Regular Membership shall be available to all foster parents licensed by the State of Alabama, kinship parents, and adoptive parents residing in Madison County Alabama.
 - **This membership will undergo a vetting process to ensure legitimacy.**
- Regular Members shall have the right to vote on all matters brought to the members of the association.
 - Active Regular Membership is based on:
 - Payment of established dues

- Attendance of at least two (2) monthly meetings throughout the year or a waiting period of 90 days after payment of dues.
- Regular membership is obtained by applying with MCFAPA as well as payment of established dues.

(B) Friend of MCFAPA

- A “Friend of MCFAPA” Membership shall be available to individuals and/or organizations wishing to support the purposes and efforts of this Association.
- The benefits of this membership include being able to attend business meetings as well as receive information about the activities and events of the association.
- “Friends of MCFAPA” do not have voting rights.
- This membership is obtained by submitting an application with MCFAPA as well as payment of established dues.

(C) Honorary Membership

- Honorary Membership may be awarded from time to time by the Association to individuals who have demonstrated an interest in the welfare of foster, adoptive and birth families and their children.
- Recipients of Honorary Memberships shall have full regular membership privileges, including right to vote on all matters brought to the Members of the Association, and each shall receive all information and notifications about national activities of the Association.
- Honorary Membership is given by a majority vote of the elected officers.
 - Honorary Membership shall be limited to a one (1) year term.
 - Honorary Members are not permitted to serve as an elected officer
 - Reinstatement of Honorary Membership can be given by a majority vote of the elected officers.

Section 2. Dues:

Annual dues for all types of membership will be determined and set by the Board of Directors of the Association.

Currently, Regular Members shall pay annual dues in the amount of \$25 per individual (includes one (1) free t-shirt) or \$15 per individual without a shirt.

Family Membership dues are \$40 per couple (includes two (2) free t-shirts) or \$25 per couple without shirts.

Section 3. Membership Year:

The membership year shall be for a period of twelve consecutive months starting from the day dues were received. The Associations Chapter membership is separate from MCFAPA active regular, community, or honorary memberships and shall be paid each fiscal year for AFAPA.

Article IV. Officers and Duties

Section 1. Enumeration and Qualifications

- (A) The elected officers of the association shall be one President, up to three Vice Presidents, a Secretary and a Treasurer.
- (B) Quantity of Vice Presidents is based upon association needs and availability of individuals to fill the roles.
- (C) Each officer must be an active member during their term in office and be in good standing with the Madison County Foster & Adoptive Parent Association.
- (D) Honorary Members are not permitted to serve as an elected officer.
- (E) Members-at-Large may be appointed to the Board of Directors by the executive committee for a minimum term of one (1) year. Members-at-Large will be individuals who have demonstrated an interest in the welfare of foster, adoptive and birth families and their children. Each member-at-large will be a voting member of the Board of Directors receiving one (1) vote.
- (F) No more than two (2) liaisons from the Madison County Department of Human Resources will be designated by MCFAPA, with the approval of the association's Board of Directors. The DHR liaison(s) will serve in an advisory capacity as a non-voting, ex officio member and will attend meetings and conferences as requested.

Section 2. Duties of the Officers

- (A) The President shall be the Chief Executive Officer whose duties and responsibilities include:
 - 1) Preside at all meetings of the association,
 - 2) Be responsible for the general management and supervision of the affairs and operation of the association,
 - 3) Have the authority to appoint the chairman of all standing committees and appoint committees as needed by the association, and

- 4) Perform other duties as provided by these by-laws.
- (B) The 1st Vice President shall:
- 1) Act in the stead of the President whenever necessary or whenever the presidency is declared vacant,
 - 2) Attend the meetings of the association.
 - 3) Co-coordinate works of designated committees,
 - 4) Submit quarterly reports on their activities, and
 - 5) Perform other duties as designated by the President.
- (C) The supporting (2nd and 3rd) Vice President(s) shall:
- 1) Co-coordinate works of designated committees,
 - 2) Attend the meetings of the association.
 - 3) Submit quarterly reports on their activities, and
 - 4) Perform the duties as designated by the President
- (D) The Secretary shall:
- 1) Keep all the records of the general membership meetings,
 - 2) Record the minutes of all the meetings of the association.
 - 3) Capture the attendance of the members attending the association meetings.
 - 4) Submit to the association a copy of any and all minutes taken within four weeks of said meeting,
 - 5) Be prepared to inform the President of the number of qualified members at any and all meetings
 - 6) Update Bylaws and any other association documents making necessary changes as approved by the association
- (E) The Treasurer shall:
1. Be responsible for collecting and safeguarding all funds of the association,
 2. Be responsible for the timely disbursement of association funds as authorized by the President of the association,
 3. Make regular financial reports to the association at the general membership meetings, and
 4. Perform other duties as assigned by the President.
- (E) All officers must forward all records of their office to the incoming officers within thirty days.
- (F) The elected officers shall meet at least one time each quarter.

Section 3. Nomination and Election

The term of office for each officer shall be for a period of one (1) year.

- (A) Elections for MCFAPA elected officers shall be held annually.

- (B) Nominations for association elected officers shall be held at the November Monthly meeting, one month prior to the election.
- (C) Elections for association elected officers shall be held at the December monthly meeting, the month prior to the beginning of the new membership year.
- (D) In the event that only one individual is nominated or volunteered by the December monthly meeting, for a position, that individual shall be appointed to that position without a vote
- (E) A special election may be called to add supporting (2nd and 3rd) Vice Presidents if the need, or available individuals was not present at the annual elections.
- (F) Any elected officer or committee member may be relieved of duties and removed from office because of misconduct of a nature that reflects discredit on himself or on the association by a majority vote of the elected officers. Voting privilege for member removal is only granted to those members who have been active for a minimum of three months. If for any reason an elected officer cannot complete a term, membership shall elect a person to complete the term, with the exception of the President, which is described in these bylaws.
- (G) The President shall receive a second vote in the event of a voting tie of the elected officers

Article V. Meetings

Section 1.

- (A) The members of the association shall meet monthly.
 - a. Board of Directors shall meet quarterly unless immediate action is needed, then an emergency meeting shall be requested by the President.
- (B) The meeting shall be on the 1st Monday of every month, normally occurring at 6:00pm.
- (C) The meeting date can be modified for a month where conflicts or special circumstances occur.

Section 2.

- (A) Notice of special meetings shall be sent to the members at least two weeks, if possible, prior to the meeting.
- (B) A majority vote of the elected officers can call a special meeting of the association.
- (C) The members of the association can call a special meeting when requested by at least 10 active members.

Section 3.

(A) Parliamentary Procedures for all meetings will be governed by Roberts Rules of Order.

Section 4.

(A) Except as otherwise specifically provided by the bylaws, a simple majority of those members present and entitled to vote shall carry the question at any meeting of the members of the association. Members of the association shall not be permitted to vote by proxy at any meeting of the members.

Article VI. Policy

Section 1.

(A) The association shall be self-governing, non-profit, non-partisan, and non-sectarian, and shall not discriminate against any person on account on sex, race, creed, religion, or national origin.

Section 2.

(A) The association shall solicit and receive funds for the accomplishment and furtherance of these bylaws.

Section 3.

(A) The association shall not engage in any activities or exercise any powers that are contrary to the law of to the primary purposes for which this association was formed.

Article VII. Amendment

(A) The bylaws of this association may be added to, amended, repealed, or revised in whole or in part by a majority vote of the members present at any regular or special meeting, provided that written notice of intention to add, amend, repeal or to revise the by-laws in whole or in part has been given to each active member at least thirty days prior to scheduled meeting.