



## **By-Laws**

### **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 primarily involved in the foster care system. MCFAPA provides meaningful support for foster, adoptive, and kinship families. We are dedicated and committed to promoting community awareness. Our goal is to improve education, training, and communication between foster, adoptive, kinship families, Department of Human Resources (DHR) staff, and other community members.

#### **Section 2. Mission Statement**

The mission of MCFAPA is to empower, support and advocate for foster, adoptive and kinship 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 MCFAPA.
  - Active Regular Membership is based on:
    - Payment of established dues

- Attendance of at least two (2) monthly meetings in the past 12 months or a waiting period of 60 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 MCFAPA.
- The benefits of this membership include being able to attend business meetings as well as receive information about the activities and events of MCFAPA.
- “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 MCFAPA to individuals who have demonstrated an interest in the welfare of foster, adoptive and kinship 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 MCFAPA, and each shall receive all information and notifications about activities.
- 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 MCFAPA.

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 (includes two (2) free t-shirts) or \$25 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. MCFAPA's Chapter membership is separate from MCFAPA's active regular, community, or honorary memberships and shall be paid each fiscal year to AFAPA.

## **Article IV. Officers and Duties**

### **Section 1. Enumeration and Qualifications**

- (A) The elected officers of the association shall be one President, one Vice President (with up to three (3) total VP roles), a Secretary and a Treasurer.
- (B) Quantity of Vice Presidents is based upon MCFAPA's 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 MCFAPA.
- (D) Honorary Members are not permitted to serve on the Executive Committee.
- (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 one (1) liaison from the Madison County Department of Human Resources will be designated by MCFAPA, with the approval of the Board of Directors. The DHR liaison 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 MCFAPA,
  - 2) Be responsible for the general management and supervision of the affairs and operation of MCFAPA,
  - 3) Have the authority to appoint the chairman of all standing committees and appoint committees as needed, and
  - 4) Perform other duties as provided by these by-laws.
- (B) The 1<sup>st</sup> Vice President shall:
  - 1) Act in the stead of the President whenever necessary or whenever the presidency is declared vacant,
  - 2) Attend the meetings and events of MCFAPA.

- 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 (2<sup>nd</sup> and 3<sup>rd</sup>) Vice President(s) shall:
- 1) Co-coordinate works of designated committees,
  - 2) Attend the meetings and events of MCFAPA.
  - 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 & Executive Committee Meetings,
  - 2) Record the minutes of all the meetings of MCFAPA,
  - 3) Capture the attendance of the members attending each meeting.
    - i. Provide Continuing Education Unit Certificates (CEUs) to those that were in attendance,
  - 4) Submit to the MCFAPA Board of Directors a copy of all minutes taken within four (4) weeks of said meeting,
  - 5) Be prepared to inform the President of the number of qualified members at all meetings
    - i. Assist in communication of upcoming membership renewals,
  - 6) Update Bylaws and any other association documents making necessary changes as approved by the Executive Committee
  - 7) Perform the duties as designated by the President
- (E) The Treasurer shall:
1. Be responsible for collecting and safeguarding all funds of MCFAPA,
  2. Be responsible for the timely disbursement of association funds as authorized by the President,
  3. Make quarterly financial reports to the MCFAPA Board of Directors, 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 (30) days.
- (F) The Executive Committee 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 two (2) calendar years (Jan-Dec).

- (A) Elections for MCFAPA Executive Committee shall be held every two (2) years.
- (B) Nominations for Executive Committee shall be held at the November monthly meeting, one month prior to the election.

- (C) Elections for Executive Committee shall be held at the December monthly meeting.
- (D) If 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 (2<sup>nd</sup> and 3<sup>rd</sup>) 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 MCFAPA by a majority vote of the Executive Committee. Voting privilege for member removal is only granted to those members who have been active for a minimum of two (2) 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 vote in the event of a voting tie of the Executive Committee.

## **Article V. Meetings**

### **Section 1.**

- (A) The members of MCFAPA 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.
- (H) The meeting date and time 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 seven (7), 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 MCFAPA can call a special meeting when requested by at least ten (10) active members.

### **Section 3.**

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

### **Section 4.**

- (D) 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 MCFAPA shall not be permitted to vote by proxy at any meeting of the members.

## **Article VI. Policy**

### **Section 1.**

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

### **Section 3.**

(A) MCFAPA 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 MCFAPA may be added to, amended, repealed, or revised in whole or in part by a majority vote of the MCFAPA Executive Committee, 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 Board Member at least seven (7) days prior to voting. The bylaws shall be added to, amended, repealed, or revised only by a majority vote of the MCFAPA Board of Directors. Notification of changes shall be made to membership through various means, not limited to, website update, messaging, etc.