

# Maryland Foster Parent Association

## Bylaws

### Article I: Name

The name of this organization shall be the Maryland Foster Parent Association Inc., (MFPA) dba Maryland Resource Parent Association (MRPA), hereafter referred to as the "Association".

### Article II: Disclaimer

- A. The Association is incorporated, self-governing, non-profit, non-partisan, and non-sectarian and shall not discriminate against any person on the grounds of gender, sexual orientation, race, creed, religion or national origin.
- B. In the event of the dissolution of the Association, all assets and holdings of the association shall be disbursed with payment being made to creditors and all remaining assets being distributed to other 501©(3) non-profit Foster, Kinship, Adoptive Permanent organizations, under the provisions of the Internal Revenue Code Section 501© (3).

### Article III: Mission Statement

Maryland Foster Parent Association provides support service to all Resource Families in the state of Maryland.

(Amended 05/02/2008)

### Article IV: Goals

- A. To network and support all Maryland Resource Families in collaboration with community partners who share similar goals.
- B. To advocate for legislative changes and policies to improve services for Resource families.
- C. To promote communication between Resource families and local, state and national organizations.
- D. To promote the recognition of contributions made by Maryland Resource parents.
- E. To encourage and assist in the recruitment and retention of Resource families in the state of Maryland.

### Article V: Membership

Membership in the Association shall be open to all Maryland Resource Parents, which shall include but not be limited to foster, kinship, adoptive and private agency parents. (amended 10/27/2012)

### Article VI: Board of Directors and Committees

## Section 1. Board of Directors

The authority of the Association shall be vested in the Board of Directors, which shall be responsible for the management of the Association.

### A. Members of the Board

**The Board shall consist of the following members.** (Amended 1/26/2013) Amended 4/20/13)

1. The Executive Officers
2. President of Maryland Resource Parent PTSA.
3. One representative from each jurisdiction (amended 4/20/13)
4. Six (6) Elected representatives from Community

Elected Officers and Representatives from Community shall serve a two (2) year term and may serve three (3) consecutive terms in the same position. (Amended 10/27/2012) (change in wording 1/30/2015)

Election of Officers and Community Representatives shall be held bi-annually in odd years.

1. Applicant for election as a Community Representative must have experience in working with children and with non-profit associations. Applicant must include references pertaining to their expertise and be submitted to By-Laws & Nominating Committee who will then present it to Board of Directors for a vote.

### B. Meetings of the Board

The Board of Directors shall meet at least quarterly. A minimum of (3 days notice shall be given to Board members of such meeting.

### C. Voting Privileges

The following positions shall have voting privileges: (Amended 1/26/2013)

1. Executive officers with the exception of the President who shall only vote in the event of a tie vote.
2. Elected Representatives from Community
3. MDPTSA President or Representative
4. One member from each local jurisdiction

## Section 2. Committees

The President shall appoint chairpersons of standing committees. A chairperson shall only be allowed to chair (1) one standing committee and serve as co-chair of (1) one other committee. The chairperson of each standing committee shall recommend to the President additional members who will serve on their committee. When a chair is vacant, the President and or Vice President shall have the authority to direct the work of a committee until such time as a new chairperson is appointed.

Standing committees shall include but not be limited to: (Amended 1/26/2013)

- A. Executive Committee
- B. Legislative and Advocacy
- C. Education and Training and Conference
- D. By-Laws and Nominating and Policy and Procedure
- E. Finance
- F. Communication
- G. Parent Education Engagement Committee (PEEC)
- H. Strategic Planning Committee

Ad Hoc Committees shall be appointed by the President "as needed" and shall serve until such time as a resolution for their purpose has been reached. The chair of such committees shall have no vote.

## **Article VII Officers and Duties**

### **Section 1. Executive Officers and Qualifications**

#### **A. Executive Officers**

**The Executive officers of the Association shall be President, President Elect, Vice President, Secretary, Treasurer and Assistant Treasurer.**

#### **B. Qualifications**

**Qualifications for the nomination to be an officer include:**

- 1. The nominee shall be a member in good standing of the Association.**
- 2. The Nominee shall, at the time of the election be approved as a resource parent in accordance with SSA standards.**
- 3. The nominee shall be nominated by a member in good standing.**

4. The nominee shall be a representative of their local jurisdiction/association.

A nominee for President must also have:

1. Proven leadership qualities
2. Basic parliamentary knowledge

A nominee for President Elect and Vice President must also have:

1. Proven leadership qualities
2. Basic parliamentary knowledge
3. The ability to assume the President's duties in his/her absence

## **Section 2. Duties of the Executive Officers**

Each outgoing officer must forward all records of the office to the incoming officer within thirty days after the last day in office.

### **A. President**

The President shall be the chief executive officer, whose duties and responsibilities shall include:

1. Preside at all regular and special meetings of the Board, executive committee and general membership.
2. Be responsible for the general membership and supervision of the affairs and operation of the Association.
3. Have the authority to appoint the chair of all standing committees and ad hoc committees as needed by the Association, except for the nominating committee. (The President cannot be appointed chair of any committee.
4. Cast the deciding vote in the event of any tied issue at the Board of Directors or General Membership meeting.
5. Officially and publicly represent the Maryland Foster Parent Association.
6. Perform such duties as provided by these bylaws or as commonly appertain to the office of President.
7. The past President may agree to remain as a non-voting advisory member of the Board of Directors for a period of one year.

### **B. President Elect**

The President Elect shall perform the duties of the President when the President is absent or otherwise unable to serve. The President Elect shall succeed the President at the end of the term.

### **C. Vice-President**

The Vice President shall in the absence of the President and President Elect perform the duties of the President. The Vice President shall also be responsible for the coordination of the various committees.

### **D. Secretary**

The Secretary shall record the minutes of all meetings including Executive Board meetings, send out notices of meetings and agendas and handle all other correspondence.

### **E. Treasurer**

The Treasurer shall be responsible for all financial matters involving the Association including expenditures and annual budget. All checks, contracts and grant applications must be signed by two of the following: President, President Elect, Secretary and or Treasurer. The Financial record of the Association shall be audited annually by a three member committee appointed by the President.

### **F. Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in all assigned duties and perform those duties in their absence.

## **Section 3. Nominations and Elections**

A. There shall be a nominating committee composed of three members and a liaison from SSA. The nominating committee will be approved by the members of the Board of Directors.

B. The slate of officers proposed by the nominating shall be distributed to the Board of Directors thirty days in advance of the election.

C. At the election meeting the proposed slate will be presented and nominations will be taken from the floor for each office before nominations are closed. At the time nominations are closed, any uncontested positions will be elected by voice vote. Contested positions will be elected by simple majority through a secret ballot. Two election judges whose names are not on the ballot will distribute, collect and count the ballots, then report the results to the Board.

**D. Officers shall be elected bi-annually.**

## **Section 4. Compensation and Removal from Office**

A. Compensation

No Executive Officer or member shall receive any compensation for their services but may, by resolution of the Board of Directors, be allowed reimbursement for their expenses, actually, reasonably incurred and with receipt on behalf of the Association.

## **B. Removal from Office**

Any Executive Officer may be removed from office, for non-performance of duties, by a two thirds majority of those present and voting at any regular or special meeting of membership with personal notification to the officer ten days in advance.

# **Article VIII Meetings, Quorum and Amendments**

## **Section 1. Meetings**

### **A. General Membership Meetings**

General membership meetings shall be held annually. Meeting location, date and time will be determined by the Board of Directors.

### **B. Special Meetings**

The President and Board of Directors may call for special business meetings of the Association. Only such business for which any special meeting may be called to consider shall be discussed and acted upon.

### **C. Board of Director Meetings**

The Board of Directors shall meet at least quarterly.

### **D. Order of Business**

The order of business and the agenda for any regular meeting shall be as follows:

1. Call to order
2. Proof of notice to meeting
3. Establishment of a quorum
4. Reading and Approval of minutes
5. Receiving communications
6. Report to officers
7. Reports on communications
8. Unfinished business

9. New business

10. Adjournment

## **Section 2. Quorum**

A quorum is required and defined as follows:

- A. **Board of Directors, minimum of five (5) voting members (amended 5/20,2013)**
- B. **Executive Committee, simple majority**
- C. **Association, simple majority present at meeting**

## **Section 3. Parliamentary Authority**

The rules contained in the current edition of **Robert's Rules of order Newly Revised** shall govern this Association in all cases in which they are applicable and in which they are not in conflict with these bylaws, or articles of incorporation.

## **Section 4. Amendments**

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the members at any meeting of the Board of Directors.

**These Bylaws have been amended as of September 12, 2010**

**Amendment #9 Article VII Section 1 Executive Offices and referenced to removal of the elected Parliamentarian from this list will become effective at the conclusion of the current term of office in June 2011.**

**By-Laws have been amended as of October 27, 2012.**

### **Amendments to By-Laws**

- 1. Amended by BOD vote to add President of MRPA/PTSA as a Board of Directors member. November 30, 2011**
- 2. Amended by BOD to add a Standing Committee, Parent Education Engagement Committee (PEEC) November 30, 2011**
- 3. Amended by BOD to allow for a Special Election to fill the vacant offices on the Executive Committee. These offices are: President-Elect; Vice President; Assistant Treasurer. January 6, 2012**
- 4. Amended by BOD to allow for a second Special Election due to resignation of Vice-President and Secretary. March 28. 2012**
- 5. Amended by BOD to add two Standing Committees; Conference Committee, and Strategic Planning Committee.**

### **Amendments made October 27, 2012**

- 1. Under Article V. Section 1.**

**Remove the word APPROVED and the statement shall read:  
Membership in the Association shall be open to Maryland Resource Parents, which shall include but not be limited to foster, kinship, adoptive and private agency parents.**



**2. Under Article VI. Section 1. A. Members of Board**

**Amended to remove #2. Chairperson of standing committees; # 3. Parliamentarian; # 5. One representative from each jurisdiction.**

**3. Amended to Replace with:**

**A. Members of the Board**

**1. Board members shall consist of up to twelve (12) members, plus two (2) at large members. That number shall not include elected executive officers.**

**Appointment to the Board shall be made by the Board of Directors. Members must be nominated by the By-laws & Nominating Committee. Nominees will be selected by the Board. Board members serve a two (2) year term and may be reappointed for three (3) consecutive terms.**

**2. The Executive Committee**

**3. President of MRPA/PTSA**

**4. Amendment was made to hold a Special Election of the Board of Directors in January, 2013.**

**These Bylaws have been amended as of January 26, 2013.**

