



Texas Foster Family Association

By-laws & Constitution

**Texas State Foster Parents, Inc.
DBA: Texas Foster Family Association**

Texas State Foster Parents, Inc.

ARTICLE I.

CORPORATE INFORMATION

SECTION 1

CORPORATE NAME: The name of the corporation shall be known as the TEXAS STATE FOSTER PARENTS, INC., sometimes referred to in these bylaws as the ASSOCIATION.

SECTION 2

NATURE: This ASSOCIATION shall be incorporated, self-governing, non profit, nonpartisan, nonsectarian and voluntary.

SECTION 3

PROHIBITED ACTIVITIES: The ASSOCIATION shall not engage in activities other than those which would be in the furtherance of the purposes set for the in ARTICLE 1 of these bylaws and in no event shall any such activities be in contravention of law or of provisions of the Internal Revenue Code pursuant to which the ASSOCIATION may be granted tax-exempt status by the Internal Revenue Service.

SECTION 4

POLICIES:

A. The ASSOCIATION shall not discriminate against any person regardless of sex, race, creed, religion or national origin. The ASSOCIATION shall solicit and receive funds for the accomplishment of the purposes stated in these bylaws.

SECTION 5

PURPOSES. The purposes for which the ASSOCIATION is formed are as follows:

- A. To establish a State Association bringing together all Foster Parents, agency representatives and all community people who wish to work together for the purposes hereinafter set forth.
- B. To promote and enhance mutual coordination, cooperation, and communication among Foster Parents, Foster Parent Association's and all child care agencies.
- C. To work in cooperation with public and private child care agencies in improving foster care services.
- D. To encourage recruitment and retention, education and training of Foster Parents and others working in the foster care programs.
- E. To inform the membership of the ASSOCIATION and others of the general public interested in foster care, of current information pertaining to the well-being of all children and, in particular, children needing foster care services.

SECTION 6

MOTTO: The motto of the ASSOCIATION shall be "United in Progress for Foster Families."

SECTION 7

DISSOLUTION: If the corporation shall be dissolved, upon such dissolution all assets of the corporation shall be dedicated to a use and

purpose for the benefit of children which is tax-exempt pursuant to the Internal Revenue Code in effect.

ARTICLE II

MEMBERSHIP: The membership committee shall determine the classification of potential members of this ASSOCIATION, as set forth in these bylaws.

SECTION 1

FOSTER PARENT DEFINED: A “foster parent” shall be defined, for purposes of these bylaws, as a person verified by a certified child-placing agency of the state of Texas, caring for children in a family home, non-institutional in character or closed in good standing.

SECTION 2

MEMBERSHIP CLASSIFICATIONS: There shall be the following classes of membership available in the ASSOCIATION as follows:

- A. **REGULAR:** A regular membership shall be available to all individual Foster Parents. Regular members shall have the right to vote on all matters brought to the members of the ASSOCIATION for vote pertaining to the provisions of these bylaws or applying to set rules. Each member shall receive all mailings and information about the various activities of the ASSOCIATION. Each regular member shall be eligible to be a candidate for any elective office of the ASSOCIATION or to be appointed to serve as a chair and/or member of any of the standing or special committees of the ASSOCIATION, according to these bylaws.
- B. **AGENCY CHILD CARE:** Agency child care membership shall be available to all child care personnel and other individuals directly associated with the fields of service to the needs of children. The benefit of this membership includes attending all meetings of the ASSOCIATION and receiving all mailings. This membership does not include voting rights or eligibility for holding office in the ASSOCIATION.
- C. **ORGANIZATIONAL:** Organizational membership shall be available to all Local, County, and Regional, State or other types of Foster Parent Associations. This membership includes individual memberships for members of the Organization. It also includes individual voting rights for members and it does establish eligibility for holding office within the ASSOCIATION. All members will receive all mailings of the ASSOCIATION.
- D. **SUPPORTIVE:** Supportive membership shall be available to individuals and organizations, other than Foster Parents and Foster Parents Organizations, wishing to support the purposes and efforts of this ASSOCIATION. The benefits of this membership include attending all meetings of the ASSOCIATION and receiving all mailings. This membership does not include individual membership for members of Organizations nor does it include individual voting rights nor establish eligibility for holding office within the ASSOCIATION.
- E. **HONORARY:** Honorary membership may be awarded by the ASSOCIATION to individuals or to Organizations who have made significant contributions to child care programs and who thereby merit such recognition. Recipients of honorary

membership shall have neither voting rights nor eligibility for holding office within the ASSOCIATION, but may attend all meetings of the ASSOCIATION and shall receive all mailings which contain information about the activities of the ASSOCIATION.

- SECTION 3 DUES: Dues will be collected — refer to the Policy & Procedure Manual.
- SECTION 4 MEMBERSHIP YEAR: The membership year will be for twelve (12) consecutive months, starting September 1 of any year and ending August 31 of the following year.
- SECTION 5 MEMBERSHIP DUTIES: All members should adhere to the framework of the bylaws, herein set forth, and shall work to further those purposes and objectives of the ASSOCIATION.
- SECTION 6 RESIGNATION: Any member may resign from membership at any time. Upon voluntary resignation from the ASSOCIATION, no refund of dues is made and all rights and titles such a member may have enjoyed in the ASSOCIATION shall be concluded.
- SECTION 7 TERMINATION OF MEMBERSHIP: Any member will have his or her membership concluded for nonpayment of membership dues. Membership dues must be postmarked on or before August 31 to have voting privileges beginning September 1 to August 31 of the new membership year. A reinstatement fee will be assessed if an association's renewal is more than 30 days late. (Refer to Policy & Procedure Manual for reinstatement fees.)

ARTICLE III

MEMBERS MEETINGS

- SECTION 1 ANNUAL MEETING: The members of the ASSOCIATION shall meet at least once annually at the time of the Texas State Foster Parents, Inc. Conference at such location and times as the Board of Directors shall determine.
- SECTION 2 SPECIAL MEETINGS: Special meetings of the members of the ASSOCIATION may be called by the President, by a majority of the Board of Directors, or by written request filed with the Corresponding Secretary which request shall bear the written endorsement of no less than ten (10) percentage (%) of the total voting members of the ASSOCIATION. Upon such call, the President shall fix a suitable time and place for the meeting. The meeting shall be held within sixty (60) days of such a call.
- SECTION 3 NOTICE OF MEETINGS: Notice of members meetings and the agenda of these meetings shall be sent to the members by the Corresponding Secretary at least fifteen (15) days and not more than forty (40) days before the date filed for said meeting.
- SECTION 4 QUORUM: Except as otherwise especially provided by these bylaws, those members of the ASSOCIATION who are present at the call of any meeting of the members, and who are entitled pursuant to these bylaws to vote at such meetings, shall constitute a quorum for the transaction of business.
- SECTION 5 VOTING: Except as otherwise specifically provided by these bylaws, a majority of those members present and entitled to vote shall carry the question at any meeting of the members of the ASSOCIATION.

SECTION 6 PROXY VOTE: Members of the ASSOCIATION shall not be permitted to vote by proxy at any of the meetings of the members of the ASSOCIATION.

SECTION 7 PARLIAMENTARY AUTHORITY: The rules contained in the current edition of 'Robert's Rules of Order Newly Revised' shall govern the ASSOCIATION in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASSOCIATION may adopt.

ARTICLE IV

SECTION 1

BOARD OF DIRECTORS

GENERAL POWERS: The executive authority shall be invested in the Board of Directors which shall be responsible for the day to day management of the ASSOCIATION.

A. EXECUTIVE DIRECTOR: The Board of Directors may appoint an Executive Director to carry out the policies and programs of the corporation. The Executive Director shall manage the day to day programmatic affairs of the corporation and shall report to the Board of Directors.

SECTION 2

BOARD MEMBERS: The Board of Directors shall include the following members:

A. VOTING MEMBERS:

- * The President
- * The 1 Vice president
- * The 2 Vice president
- * The Recording Secretary
- * The Corresponding Secretary
- * The Treasurer
- * The Parliamentarian
- * The Chair of all standing committees of the ASSOCIATION
- * The Regional* Foster Parent Representatives (*= according to current child-placing agency regions)

B. NONVOTING MEMBERS:

- * The Agency Representatives of each Child-Placing agency.
- * The Chair of all special committees of the ASSOCIATION.
- * The Ex-Presidents Advisory Board.
- * Appointed Advisory members.

C. VACANCIES: Board members elected or appointed to fill a vacancy shall be elected or appointed for the unexpired term of the predecessor in that office.

SECTION 3

MEETINGS: The Board of Directors shall hold annual meetings at the time of the Texas State Foster Parents, Inc. Conference.

SECTION 4

SPECIAL MEETINGS: Special meetings of the Board of Directors may be called by the President, or upon written request filed with the Secretary, which shall bear the written endorsement of no less than a majority of the voting members of the Board of Directors.

SECTION 5

NOTICES OF MEETINGS: A written notice of the day, time and place of all meetings of the Board of Directors shall be sent to each member of

- the Board by the Secretary not less than fifteen (15) days before the date of the meeting.
- SECTION 6 QUORUMS: Except as otherwise provided by these bylaws, those members of the Board of Directors who are present at the call of any meeting of the Board and who are entitled to vote at such meeting shall constitute a quorum for the transaction of business thereat.
- SECTION 7 VOTING: Except as otherwise specifically provided by these bylaws, a majority of the Board members present and entitled to vote shall carry the question at any meeting of the Board of Directors of the ASSOCIATION.
- SECTION 8 ACTIONS THROUGH MAIL/EMAIL BALLOT: In lieu of holding a special meeting of the Board, any matter properly coming before the Board may be submitted to the Board of Directors for a ballot by mail (land or electronic) when such action is approved by the President and conforms to the following guidelines:
- A. The mail ballot shall include the following items:
 - 1. A clear statement of the question.
 - 2. A place to clearly indicate the Director's Vote.
 - 3. A place for comments.
 - 4. A place for the signature of the voting Director.
 - 5. A place for the date of the vote.
 - 6. A self-addressed envelope or an electronic address for the return of the mail ballot.
 - B. The Corresponding Secretary shall prepare and distribute the mail ballots to each voting member of the Board of Directors by certified mail or electronic address on file in the official membership roster.
 - C. Mail ballots indicating the Director's vote on the question must be returned to the Corresponding Secretary within fifteen (15) calendar days from the date of which the ballot was mailed, such date to be noted on the ballot form.
 - D. The receipt card from the certified mail (if applicable) shall be considered as an absent vote, if no ballot is returned. The vote of the majority of the Directors voting shall carry the question.
- SECTION 9 PROXY VOTE: Members of the Board of Directors shall not be permitted to vote by proxy at any meeting of the Directors.
- SECTION 10 TELEPHONE VOTE: Members of the Board of Directors may vote by telephone on questions coming before the Directors under the following guidelines:
- A. The telephone conversation shall be of the conference call type.
 - B. Two-thirds (2/3) of the Board of Directors shall constitute a quorum for a telephone vote.
 - C. A roll call vote is taken.
 - D. A tape recording of the vote is made and retained for the records for one (1) year, if not contested.
- SECTION 11 PARLIAMENTARY AUTHORITIES: All meetings of the Board of Directors shall be conducted according to the current version of 'Robert's Rules of Order Newly Revised.'

SECTION 12

REMOVALS OF DIRECTORS: Any elected or appointed member of the Board of Directors may be removed from the Board whenever, in its judgment, the best interest of the ASSOCIATION would be served thereby.

The following guidelines shall prevail when the Board is to consider such removal action:

- A. The action shall be formally scheduled for the next forthcoming meeting of the Board of Directors.
- B. Written documentation must be supplied to all Board members who are in attendance at such a meeting. Special efforts shall be made to insure attendance at such a meeting. Special efforts shall be made to insure that the personal privacy of all is respected and protected.
- C. That portion of the Board meeting which is to consider the removal action is closed to all except the voting members of the Board and those who are directly involved in such action.
- D. The individual against whom the removal action is directed shall have the opportunity to refute any accusations and to present evidence which will support his position. This includes the calling of testimony.
- E. The vote to remove a Director shall be two-thirds (2/3) majority of all members present and eligible to vote.

SECTION 13

DUTIES: The duties of the members of the Board of Directors shall be:

- A. To interpret and enforce the provisions of these bylaws.
- B. To promote, by attitude and action, constructive social action needed to cause changes and improvements in child welfare systems and in the legislation pertaining to all children and families.
- C. To act as an information center and research body regarding constitutional matters, finance, education and legislative action as pertains to Foster Care Programs and to disseminate such information.
- D. To provide a vehicle for communication among Foster Parents, Local Foster Parent Associations, other State Foster Parent Associations and Child Welfare Agencies and Organizations.
- E. To cooperate with other organizations which have similar objectives, in whole or in part, to those of this ASSOCIATION.
- F. To insure that before taking a position on matters of importance, each Director is given reasonable opportunity to poll himself (and his constituency) on the matter and be able to report such results to the Board before the final vote on such important matters, if possible.
- G. To formulate such rules and regulations as in the opinion of the Board of Directors are essential to the interests and objectives of the ASSOCIATION. Board of Directors must attend a minimum of two-thirds (2/3) of all regularly scheduled meetings per year. Failure to comply with the minimum attendance

guidelines may be grounds for a Directors removal from the board according to Article VI, Section 12.

ARTICLE V.

SECTION 1

OFFICERS

DESIGNATION OF OFFICERS:

The elected of the ASSOCIATION shall be:

- * The President
- * The First Vice president
- * The Second Vice president
- * The Recording Secretary
- * The Parliamentarian
- * Additional officers may be created by the Board of Directors if it deems such necessary and appropriate.

The appointed of the ASSOCIATION shall be:

- * The Treasurer
- * The Corresponding Secretary

SECTION 2

QUALIFICATIONS: Each officer of the ASSOCIATION must be an individual member, in good standing, of this State ASSOCIATION and must be a verified (certified as eligible for a placement), or formerly verified (closed in good standing) Foster Parent at the time of election and meet qualifications as listed in the Policy & Procedure Manual.

- A. Candidate for the office of President must have served a minimum of one (1) term as a member of the Full Board.

SECTION 3

TERM OF OFFICE:

- A. The term of office for all elected officers of the ASSOCIATION shall be for two (2) consecutive years, starting with the installation of new officers at the close of business of the annual meeting of members. No officer shall serve more than three (3) consecutive terms (for up to six [6] years) in the same elected office. An officer who has served more than half of a term shall be considered as to have served a full term. Effective October 1992, the term of office for President, Vice President and Recording Secretary shall be extended for one (1) year. Thereafter, the elections for the office of President, Second Vice President and Recording Secretary shall be held in odd-numbered years, beginning in October 1993. The elections for the office of First Vice President and Parliamentarian shall continue to be held in even numbered years.
- B. The term of office for the Treasurer and Corresponding Secretary is for two (2) years. No limit is set for consecutive terms. The offices of Treasurer and Corresponding Secretary shall be appointed at the Texas State Foster Parents, Inc. Annual Conference by the President in conjunction with the elected members of the Executive Committee and approved by a majority vote of the Full Board.

SECTION 4

RESIGNATION: Any elected or appointed member of the Boards may resign their position at any time.

- A. Resignation from any board member shall be made in writing to the Executive Committee through the President.

- B. Resignation from the Board is effective by the official notification sent to all members of the board by the Corresponding Secretary. No further action of the Board is necessary.
- C. Upon voluntary resignation from the Board, no refund of dues is made and all rights and title such members may have enjoyed as a member of the Board shall be concluded.

SECTION 5

VACANCIES: Any unfilled office, with exceptions otherwise noted in these bylaws, may be left vacant until the next meeting of the Board, or it may be filled for the unexpired term by a majority vote of the voting members of the Board.

ARTICLE VI

DUTIES OF OFFICERS:

All out going officers must forward all records of their office to the incoming officer within 30 days after the installation of new officers.

SECTION 1

PRESIDENT: The President shall be the Chief Executive Officer of the ASSOCIATION whose duties and responsibilities shall include:

- A. To preside at all meetings of the Boards, all meetings of the Membership and at the Texas State Foster Parents, Inc. Annual Conference.
- B. To be responsible for the general management and supervision of the affairs and operations of the ASSOCIATION.
- C. To have the authority to appoint, with the approval of the Executive Committee, the Chair of all standing Committees except for the Election Committee.
- D. To be a member, ex-officio, with a vote, on all the committees of the ASSOCIATION, except for the Election Committee.
- E. To cast the deciding vote if there is any tied issues at the meetings of the Board or of the members.
- F. To officially and publicly represent Texas State Foster Parents, Inc.
- G. To perform such other duties as provided by these bylaws or as commonly appertained to the office of President.

SECTION 2

PRESIDENTIAL VACANCIES: Not having the President in attendance or if there is the President's resignation, the First Vice president shall assume all the duties and responsibilities of the President.

SECTION 3

FIRST VICE PRESIDENT: The duties and responsibilities of the First Vice President shall include:

- A. To act in the place of the President, whenever designated by the President. Whenever the Presidency is declared vacant, the First Vice President shall complete the unexpired term.
- B. To assume such duties as may be assigned by the President.
- C. To perform such other duties as provided by these bylaws or as commonly appertained to the office of the First Vice President.
- D. To coordinate the development and functioning of the standing Committee Chairpersons.

SECTION 4

FIRST VICE PRESIDENT VACANCIES: Whenever the position of First Vice President is declared vacant, the Second Vice President shall assume all duties and responsibilities of the First Vice President.

SECTION 5

SECOND VICE PRESIDENT: The duties and responsibilities of the Second Vice President shall include:

- A. To act in the place of the First Vice President or the President whenever designated by the President. Whenever the First Vice President is declared vacant, the Second Vice President shall assume all the duties and responsibilities of the First Vice Presidency.
- B. To coordinate the development and functioning of the Regional Representatives.
- C. To coordinate and correlate all written reports of the Regional Representatives and report such to the boards.
- D. To perform such other duties as provided by these bylaws or as commonly appertained to the office of the Second Vice President.

SECTION 6

SECOND VICE PRESIDENT VACANCIES: In the case of a vacancy in the office of the Second Vice President, a new Second Vice President shall be chosen by the Executive Committee, with approval by the Full Board. Such action should be taken within thirty (30) days of such declared vacancy.

SECTION 7

REGIONAL REPRESENTATIVES: Each region will be responsible for the establishment of funding for their regional representatives to carry out their duties and to attend the Texas State Foster Parents, Inc. Annual Conference. Odd numbered regions shall have their elections held in odd numbered years, beginning October 1993. Even numbered regions shall have their elections held in even numbered years, beginning October 1994. Elections will be conducted during the Texas State Foster Parents, Inc. Annual Conference. *See Appendix A for Regional Map.

- A. To represent the ASSOCIATION within the Geographical areas of their region.
- B. To assist the development and growth of local Foster Parent Associations.
- C. To keep informed on any matters concerning Foster Care programs in their regions and on a statewide basis.
- D. To assist in an information network designed for the rapid dissemination of high priority information to the foster parents in the region.
- E. To work closely with the Agency Regional Representatives of their region to cause better agency-foster parent relationships.
- F. To report to the Editor of the Association's Texas Progress Report concerning Foster Parent business from their region.
- G. To elect one of their members to serve on the election committee.
- H. To make a quarterly report to the Second Vice President regarding activities of their regions.
- I. To perform such other duties as provided by these bylaws or as commonly appertained to the office of Regional Representative.
- J. To be responsible for securing representation to Regional Child Welfare Board meetings as a liaison of the ASSOCIATION.
- K. To promote attendance of local Child Welfare Board meetings by Foster Parents and to promote attendance of Child Welfare Board members to local Foster Parent Association meetings.

- SECTION 8 L. All Foster Parent Regional Representatives are required to be an individual member of the ASSOCIATION.
- CORRESPONDING SECRETARY: The duties and responsibilities of the Secretary shall include:
- A. To compose all communication as directed by the President, the Boards, and these bylaws.
 - B. To keep a record of, and see that the President and those he or she might designate have a copy of all official correspondence of the ASSOCIATION sent and received.
 - C. To coordinate all “social” correspondence of the ASSOCIATION, e.g., Thank You’, etc.
 - D. To perform such other duties as provided by these bylaws or as commonly appertained to the office of Corresponding Secretary.
- SECTION 9 E. Vacancies: Refer to Article V. Section 3B Term of Office
- RECORDING SECRETARY: The duties and responsibilities of the Recording Secretary shall include:
- A. To keep a record and see that the President and those he or she might designate have a copy of all official records of the ASSOCIATION.
 - B. To keep all the official records of the meeting of the Board and members of the ASSOCIATION.
 - C. To record the minutes of the Full Board Meetings and the annual meeting of the membership.
- SECTION 10 D. Vacancies: Refer to Article V. Section 3A Term of Office
- TREASURER: The duties and responsibilities of the Treasurer shall include:
- A. To be responsible for the collecting and safeguarding of all funds of the ASSOCIATION.
 - B. To be responsible for the distribution of all funds as authorized by the Boards.
 - C. To submit all financial records to the Boards for audit, on call.
 - D. To make regular financial reports to all regular meetings of the Boards and of the members of the ASSOCIATION.
 - E. To be properly bonded and/or audited at the discretion of the Boards.
 - F. To provide the President with a copy of all official correspondence sent and received.
 - G. To serve as an Ex-Officio member (with vote) of the Finance Committee.
 - H. To perform such other duties as provided by these bylaws or as commonly appertained to the office of Treasurer.
- SECTION 11 PARLIAMENTARIAN: The duties and responsibilities of the Parliamentarian shall include:
- A. To insure that all meetings of the Boards and of the members of the ASSOCIATION are properly conducted.
 - B. To act as custodian of the official ASSOCIATION book of Parliamentary Authority current version of, ‘Robert’s Rules of Order’ newly revised.

- C. To serve as Chair of the Bylaws Committee.
- D. To perform such other duties as provided by these bylaws or as commonly appertained to the office of Parliamentarian.
- E. Vacancies: Vacancies should be referred to the Executive Committee who will make recommendation to the full board at the next meeting for approval to fill an unexpired term.

ARTICLE VII

SECTION 1

EXECUTION OF INSTRUMENTS

CONTRACTS: The Board may authorize, by resolution, within the limits and intent of the Articles of Incorporation and these bylaws, any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specifics.

SECTION 2

LOAN: No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specifics.

SECTION 3

CHECKS: All checks or drafts of order for payment of money issued in the name of the corporation shall be signed by the officer(s) as shall be determined by the Board of Directors.

SECTION 4

GIFTS: The Board of Directors may accept any contribution, gift, bequest or device for general purposes or for any special purpose of the ASSOCIATION.

ARTICLE VIII

SECTION 1

COMMITTEES

STANDING COMMITTEES: The following committees shall constitute the standing committees of the ASSOCIATION:

- A. The Bylaws Committee
- B. The Communication Committee
- C. The Conference Committee
- D. The Education/Training Committee
- E. The Scholarship Committee
- F. The Legislative / Policy Review Committee
- G. The Membership Committee
 - 1. The Election Committee
- H. The Retention/Recruitment Committee
- I. The Special Events Committee

SECTION 2

STANDING COMMITTEE RULES: The following rules shall govern all standing committees of the ASSOCIATION, except as otherwise provided in these bylaws,

- A. **Members:** Each standing committee shall have a minimum of three members.
 - 1. These members should represent the entire geographic area of the ASSOCIATION.
 - 2. At least one (1) Agency Representative shall be requested to serve on each Standing Committee.
 - 3. The President of the ASSOCIATION is an ex-officio member (with vote) of all standing committees of the ASSOCIATION except for the election committee.
- B. **QUALIFICATIONS:** Refer to the Policy & Procedures Manual.

- C. **SELECTION OF MEMBERS:** The President, in conjunction with the Executive Committee, shall appoint the Chair of each of the standing committees.
 - 1. Each member shall select to serve on two standing committees; one from designated group 'A' and one from designated group 'B.'
 - 2. The committee's members shall, at the first meeting of committee, elect one of their members to serve as Vice Chair and one to serve as Recording Secretary.
- D. **REMOVAL:** Any Chair or member of standing committees may be removed from their position by the Executive Committee when in its judgment the best interest of the ASSOCIATION would be served thereby. Unexcused absences from two (2) consecutive meetings of a standing committee shall be adequate grounds to initiate removal of any Chair or member. The same guidelines as specified in ARTICLE 4, SECTION 12 (Removal of a Director) shall apply in the removal of a standing committee Chair or member.
- E. **RESIGNATION:** The same guidelines as specified in ARTICLE V, SECTION 6 (Resignation) shall apply in the resignation of a standing committee Chair or member.
- F. **QUORUM:** Those members of a standing committee, who are present at the call of any meeting of a standing committee, shall constitute a quorum for the transaction of business.
- G. **VOTING:**
 - 1. A majority of those members present and voting shall carry the question at any regular or special meeting of the standing committee.
 - 2. To prohibit immediate family members (spouse, siblings, parents) from serving on a committee together. Special notice will have to be taken of the ex-officio status of the President, in that except for the Executive Committee & the Election Committee, the President will be exempt from conflict under this provision for all other committees.
- H. **MEETINGS:** Standing committees shall have a regular meeting at the time of the Texas State Foster Parents, Inc. Annual Conference.
 - 1. Special meetings of the standing committees may be called by the Chair or by written request for such a meeting, signed by at least two (2) of the committee members.
 - 2. There shall be no presumption regarding the restitution of travel expenses for such a special meeting.
 - 3. All committee members (including the President) must be notified by mail (land or electronic) at least ten (10) days before any meetings of the committee.

- I. **VACANCIES:**
 - 1. Vacancies in the standing committee: Chairmanship shall be filled by the President after consultation with the Executive Committee.
 - 2. If a Regional Representative is considered to fill the vacancy of Committee Chair, he or she shall have served currently or in the past, a minimum of one (1) term on the Full Board.
- J. **TERM OF OFFICE:** The term of office for all standing committee chairs and members is for one (1) year. No limit is set for consecutive terms in the same appointment as chair or member.
- K. **REPORTS:** The Chair of each standing committee shall be responsible for the maintenance of the record of work and meetings of the committee. The Committee chair, or designated representative, shall be prepared to present a written report to the First Vice President for the presentation at each board meeting.

ARTICLE IX

BOOKS AND RECORDS

- A. The ASSOCIATION shall keep correct books and records of account and shall also keep minutes of the proceeding of its meetings of members, committees, all Board meetings and shall keep at the office of the Recording Secretary a record of the names and addresses of the members of the ASSOCIATION who are in good standing and entitled to vote in matters pertaining to the ASSOCIATION.
- B. All requests to inspect the books or records must be made in writing, stating in at least general terms what materials are to be inspected. The party requesting the inspection must bear any expenses incurred by such inspection and such inspection shall be at a place determined by the Recording Secretary and/or the Treasurer.

ARTICLE X.

FISCAL YEAR

The fiscal year of the ASSOCIATION shall start on January 1 of each year and shall end on December 31 of the same year.

ARTICLE XI

AMENDMENTS

- A. These bylaws of the ASSOCIATION may be added to, amended, or repealed, in whole or in part, by a majority vote of the members of the ASSOCIATION who are present and voting at any regular and special meeting of the members of the ASSOCIATION; provided however, that written notice of intent to add to or repeal these bylaws in whole or in part has been given each member of the ASSOCIATION at least thirty (30) days prior to such meeting.
- B. The Policy and Procedure manual needs a three-fourths ($\frac{3}{4}$) majority vote of the Full Board present at any regular scheduled meeting to add to, amend or repeal in whole or in part.

ARTICLE XII

SECTION 1

EXECUTIVE COMMITTEE

MEMBERS: The Executive Committee shall include the

following members:

- A. The President
- B. The First Vice President
- C. The Second Vice President
- D. The Recording Secretary
- E. The Corresponding Secretary
- F. The Treasurer
- G. The Parliamentarian

SECTION 2

GENERAL POWERS: The Executive Committee will take action on business of the ASSOCIATION between regular meetings.

- * The Executive Committee will abide by the rules set forth for the Board of Directors in ARTICLE IV of these bylaws.
- * The Executive Committee will take action to better execute and expedite the business of the ASSOCIATION that crosses committee lines.

ARTICLE XIII

EX-PRESIDENT ADVISORY BOARD

SECTION 1

MEMBERS: All Ex-Presidents of the ASSOCIATION are hereby made honorary members of this ASSOCIATION.

SECTION 2

MEETINGS: This Advisory Board is expected to meet at least once or more per year and to be represented at board meetings when it is feasible to do so.

SECTION 3

DUTIES: This Board shall assume the following responsibilities:

- A. To bring recommendations and/or advise the Boards on ways to improve the ASSOCIATION.
- B. To serve on the Election Committee at the Texas State Foster Parents, Inc. Annual Conference in an election year.
- C. To perform such other duties as provided by these bylaws or as directed by the President.