

Resource Family Advisory Board

Bylaws

ARTICLE I – NAME

The name of the organization shall be **Resource Family Advisory Board**, sometimes referred to in these bylaws as the **RFAB**.

ARTICLE II – MEMBERSHIP

SECTION 1 – TYPES OF MEMBERSHIP

A. Board membership

Board membership shall be available to all resource parents, child welfare personnel and other individuals concerned with the welfare of children in the foster care system.

Regular members shall have the right to vote on all matters brought to the members of the organization and each shall receive all information and notifications about state activities of the RFAB.

Board membership is obtained through an application process and review by the current Board.

B. Associate Membership

Associate membership shall be available to all current state resource families (foster or adopt). The benefits of this membership include auditing meetings and receiving notifications. This membership does not include RFAB voting rights.

SECTION 2 – MEMBERSHIP YEAR

All regular memberships shall be for a period of 24 consecutive months commencing with the month of approval by the Board. All Associate memberships shall be for a period of 6 consecutive months.

ARTICLE III – OFFICERS AND DUTIES

SECTION I – ENUMERATION AND QUALIFICATIONS

A. Officers

The elected officers of the RFAB shall be the Chairman, Co-Chairman, Treasurer and Administrative.

B. Qualifications

Qualifications for nomination to be an officer include:

1. The nominee shall be a member in good standing of RFAB and the state Office of Children's Services.
2. The nominee for Chairman shall at the close of nominations, be recognized as an active foster parent, or have been recognized as a foster parent for a minimum period of three years in the past, in accordance with their local governing body regulations, and whose home was not closed by the licensing agency with substantiated allegations. The nominee for Co-Chairman shall be a current representative of the Office of Children's Services.
3. The Chairman nominee shall be nominated by a regular member of the current Board.
4. Nominees for Chairman must have served on the current RFAB for at least one year. The Co-Chairman shall be assigned by OCS with Board approval.

As prescribed in the current Policy and Procedures Manual:

A nominee for President must also have:

1. Proven leadership qualities
2. Basic parliamentary knowledge, or ability to obtain it

A nominee for Vice-President must also have:

1. Proven leadership qualities
2. Basic parliamentary knowledge, or ability to obtain it
3. The ability to assume the President's duties in the President's absence

The Administrative function shall be carried out by a representative of the Alaska Center for Resource Families as assigned by ACRF, with Board approval.

SECTION 2 – DUTIES OF THE OFFICERS

Each outgoing officer must forward all records of the office to the incoming officer within the specified time frame identified in the Policy & Procedure Manual for that office.

A. Chairman

The Chairman, whose duties and responsibilities include:

1. Preside at all regular, special or called meetings of the board, executive committee and the general membership.
2. Be responsible for the general management and supervision of the affairs and operation of the RFAB.
3. Nominate chairmen for standing committees for ratification by the Board of Directors and appoint ad hoc committees as necessary.
4. Be a member ex-officio with a vote on all the committees.
5. Cast the deciding vote in the event of any tied issue at the Board of Directors or general membership meetings.
6. Officially and publicly represent the Board.
7. Perform such other duties as provided by these bylaws or as commonly appertain to the office of Chairman.

B. Co-Chairman

The Co-Chairman shall:

1. Perform the duties of the Chairman when the Chairman is absent or otherwise unable to serve.
2. Perform other such duties as delegated by the Chairman.

C. Admin

The Admin shall:

1. Keep all the records of the Board of Directors' meetings and general membership meetings.
2. Perform such other duties as provided by these bylaws or as commonly appertain to the office of Secretary.
3. Administrative the grant funding process on behalf of the RFAB.

SECTION 3 – NOMINATIONS AND ELECTION

A. Election Process

The officers of the Board will be elected by the current Directors at the Board meeting held during the second (2nd) quarter of the calendar year. The candidate for each office receiving the plurality of Board votes cast shall be elected to that office.

B. Term of Office

The term of office for elected officers of the RFAB shall be for two years.

The term of office for regular RFAB members shall be for two years.

The Chairman and Co-Chairman shall serve no more than three (3) consecutive two (2) year terms in the same office.

C. Vacancies

Any vacancy occurring in the RFAB and any position to be filled by reason of an increase in the number of members will be filled, upon recommendation of a qualified candidate by the nominations committee (or whatever committee assigned by the Board), by the affirmative vote of the majority of the Board. A Director elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office.

D. Resignation

A Director may resign at any time by filing a written resignation with the Chairman of the Board.

E. Removal

The Board may remove any Officer or Director for cause by two-thirds (2/3) vote of all Directors then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Director proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer or Director shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

ARTICLE IV – BOARD OF DIRECTORS, COMMITTEES

SECTION 1 – AUTHORITY

The authority of the RFAB shall be vested in the Board, which shall be responsible for the financial health, management, public image and property of the RFAB. The Board of Directors shall at a minimum consist of the following members:

- A. Chairman and Co-Chairman;
- B. Board member at Large

The Board will consist of between eleven (11) and twenty-one (21) Directors. At least eighty (80%) of the Board members must currently be or have been resource parents.

SECTION 2 – BOARD MEETINGS

The Board of Directors shall meet monthly. At least two meetings per year should be in person at such location and time as the Board shall determine. The Board may, without meeting together, transact business by electronic methods or mail at the discretion of the Chairman. The Board shall also meet at the call of any Director having the written request of six (6) additional Directors. The Chair/Co-Chair shall decide the time, method and location of any additional called meeting within a reasonable timeframe.

- A. Notice of meetings

Notice of the time and place of all meetings of the board shall be sent to each Director and member and posted on the RFAB website, for 6 month timeframes, in January and July of each year. Notification may be made electronically.

SECTION 5 - VOTING

The Directors of the RFAB may, without meeting together, transact business by mail or electronic mail by voting upon proposed RFAB resolution/position statements.

SECTION 6 – DUTIES

Duties of the Board of shall be:

- A. Attend Monthly Board Meetings** (Telephonic and in Person)
- B. Actively participate in meetings and projects
- C. Represent your part of the state – seek information from community members
- D. Be a sounding board for Office of Children Services (OCS) policy, changes, etc.

- E. Help identify ways to support foster parents
- F. Be willing to work with the Office of Children Services (OCS) and the Alaska Center for Resource Families (ACRF)
- G. Assist in developing common themes for Board members to be able to present publically
- H. Commit to training and learning about ongoing changes to OCS policy, etc.
- I. Commit to fulfill time/term limits as part of the Board.
- J. To interpret and enforce the provisions of the Bylaws of the RFAB.
- K. To nominate and ratify an RFAB member to fill any unexpired or vacant office, or Director.
- L. To maintain the financial health and public image of the Association.
- M. To ratify nominations of standing committee chairs.

SECTION 7 – EXECUTIVE COMMITTEE

The Executive Committee of the Board shall consist of the Chairman, Co-Chairman and Administrative.

The executive authority of the Board shall be vested in the Executive Committee. The Executive Committee shall be responsible for supervision and oversight to personnel matters, when applicable, and for the management, public image and property of the RFAB. The Executive Committee will report as directed to the Board of Directors.

SECTION 8 – QUORUM

The Board of Directors shall have a quorum when one-half (1/2) plus one of its members is present.

Except as otherwise specifically provided by law, the bylaws, a simple majority of those Directors present and entitled to vote shall carry the question at any Board meeting of the RFAB. Board members of the RFAB shall not be permitted to vote by proxy.

ARTICLE V – *MEMBERSHIP MEETINGS*

SECTION 1

The members of the Board shall meet monthly telephonically and preferably twice (2) each year in person.

SECTION 2

Notice of RFAB meetings shall be sent to the members, electronic mail, by the Admin or Chairman's designee, and posted on the RFAB website at least thirty (30) days prior to the meeting.

SECTION 3

The members of the RFAB may, without meeting together, transact business by mail or electronic mail by voting upon proposed Board resolutions/position statement(s) emailed or mailed to them by the Admin or Chairman's designee with the approval of the Chairman. Such voting shall be by secure electronic methods. If within ten (10) days thereafter a majority of votes received are in favor of such resolutions/position statement(s), said resolutions/position statement(s) shall be deemed carried. Otherwise it shall fail.

ARTICLE VI – AMENDMENT

SECTION 1

The bylaws of the RFAB may be added to, amended or repealed, in whole or in part, by a two thirds (2/3) majority vote of the Board present at any regular or additional called meeting, where quorum has been established, provided notice of the intent to add to, amend or repeal the bylaws in whole or in part has been sent to each Director, by electronic mail or mailed to the address on file with the RFAB office, at least thirty (30) days prior to the scheduled meeting.

SECTION 2

Proposed bylaw amendments from regular members must be submitted in writing to the Chairman for consideration by the Board.

ARTICLE VII – POLICY

SECTION 1

The RFAB shall be self-governing, nonpartisan and nonsectarian, and shall not discriminate against any person on account of sex, race, creed, religion, sexual orientation, or national origin.

SECTION 2

The RFAB may solicit and receive funds for the accomplishment and furtherance of these bylaws.

SECTION 3

The RFAB shall not engage in any activities or exercise any powers that are contrary to law or to the primary purposes for which this Board was formed.

SECTION 4 – FISCAL YEAR

The fiscal year of the RFAB shall be determined by the Board in the best interest of the RFAB.

ARTICLE VIII – COMPENSATION

No Director or their immediate family members shall profit from, enter into a contractual agreement for profit with or receive salary from the RFAB while serving as a Board member.

ARTICLE IX – DISSOLUTION

Upon the dissolution of the RFAB, all assets and property will be disbursed with payment being made to creditors and all remaining assets distributed for one or more exempt purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code), i.e. other nonprofit Foster, Kinship, Adoptive or Permanent Parent Organizations.

However, if the named recipient is not in existence or is no longer a qualified recipient, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501(c) 3 of the Internal Revenue Code (or corresponding section of any future Federal tax code).

The RFAB will abide by all record retention requirements as required by state and federal law.