



# The Foster Parent Association

## Nipissing-Parry Sound

### By-Laws

# **The History of the Foster Parents Association**

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## **Definitions**

**FPA** ----- The Foster Parent Association Nipissing and Parry Sound

Membership--- All Resource Families which are Foster and Kin Care Parents of the Children's Aid Society La Societe d'aide a l'enfance Nipissing & Parry Sound

Foster Parent---- A foster parent may be a single or a two-parent family for four or fewer children and may or may not have parented previously. Some families are only able to provide relief care whereas others want to be busy with a full house.

Therapeutic Parent -As Therapeutic parents you are required to be treatment agents for the child/children and to take part in ongoing training.

Kinship Care Parent- An extended family member or a community member that is child specific who may be a single or a two- parent family

**C.A.S.** ----- Children's Aid Society La Societe d'aide a l'enfance Nipissing & Parry Sound

Agency----- Children's Aid Society La Societe d'aide a l'enfance Nipissing & Parry Sound

CFSA \*Child and Family Service Act -- The act that governs the Children's Aid Society

Foster Children - Any child in care of the Children's Aid residing in a foster or kin care home.

Foster Home -- A home where four or fewer children reside under the supervision of a license through the ministry of children and youth services. A home that gives a child or teen the time to grow and develop in a stable family atmosphere.

Therapeutic Home - Therapeutic Home Program. This program is geared to children or youth with special behavioral and/or emotional needs.

Kinship Care Home - Bill 210 permits C.A.S. to start involving extended families at intake without consents.  
"Out of Care" means voluntary service agreement or supervision order where child is placed with its own extended family.  
"In Care" means C.A.S. will place into a Provisionalized home a child whom has a Wardship Status.  
"Custody Care" is with First Nations

## **Mandate**

*The mandate of The Foster Parent Association Nipissing-Parry Sound*

- 1 ) To represent the interests of the Foster Parents Association (FPA) members within the CAS if applicable, the provincial foster parent advocacy group as voted by the FPA.
- 2) Promote good communication and working relationships between Resource Parents and the Nipissing-Parry Sound Children's Aid Society.

## **Objectives**

- 1 ) Provide structure through monthly and yearly meetings of the FPA
- 2) Provide information and tools for the FPA and its membership through education
- 3) Provide and portray a positive image of and for the FPA and membership in the community
- 4) Provide and portray a positive image of the Nipissing-Parry Sound Children's Aid Society & Children Services in the community
- 5) Seek representation on Nipissing-Parry Sound Children's Aid Society Committees in relation to Standards, Guidelines, and Training as to protect and act in the best interests of Foster Parents, Foster Children within the Resource Homes
- 6) To provide a forum for Resource Families to meet on a regular basis and to discuss/debate mutual issues regarding policies and procedures within the foster care program

## **Membership**

All Foster and Kin Care Homes that have been approved and have signed a service agreement are considered open homes. This includes homes on hold by the Nipissing-Parry Sound Children's Aid Society which are automatically members of the Foster Parent Association.

All FPA members are intern members of the provincial foster parent advocacy group as voted by the FPA and the United Foster Parents of Canada Corporation if applicable.

The secretary, with the consent to contact each member if needed, shall keep a confidential record of membership in the minute book updated annually when service agreements are signed.

Every member shall have the right to vote at the Annual General Meeting and all general monthly meetings.

All members shall have the right to hold an executive position if voted in.

All shared information falls under confidentiality but our duty to report any information that may be deemed as contrary to the mandate of the CAS must be adhered to.

## **Termination of Membership**

A voluntary closure of a Resource Home shall terminate membership when upon written receipt of such.

The CAS shall terminate membership immediately upon the closure of the Resource Home and notify the secretary of such closure.

## **OFFICERS AND POSITIONS**

### **Executive Positions:**

- 1 ) President
- 2) 1 st Vice President
- 3) Past President
- 4) Secretary
- 5) Treasurer
- 6) Area representatives ... 1 from Burks Falls, 1 from Parry Sound and 2 from North Bay

All Executive positions are voted in by the general membership

All Executive positions shall be for the duration of three (3) years with review of positions annually.

**FURTHERMORE, NO PERSON SHALL AND CANNOT HOLD MORE THAN ONE (1) EXECUTIVE POSITION.**

No person shall for more than six (6) years hold an Executive position UNLESS acclaimed in the said position by the GENERAL MEMBERSHIP.

## **NOMINATION AND ELECTION OF OFFICERS**

Elections will be held on/or before June thirtieth (30) every three (3) calendar years or as needed with open executive positions.

Nominations of Officers of the Executive Committee shall and will be taken from the floor at an Annual General Meeting

Nominees must be present or give written consent and consulted whether they are willing to stand for the position.

All voting will be done by secret ballot.

The new Executive will be installed at the first meeting following the Annual Meeting.



## **DUTIES OF OFFICERS**

### **PRESIDENT**

- 1 ) Call meetings of the Executive Committee.
- 2) Call monthly membership meetings.
- 3) To preside at all meetings of the Executive and the monthly general Membership meetings.
- 4) Ensure fairness, subjectivity and objectivity of matters occurring at such meetings.
- 5) To ensure successful contact with our CAS.
- 6) The President shall initiate and sign any correspondence coming from the Foster Parent Association.
- 7) Presidents' vote is reserved for tie breaking.
- 8) The President shall be our correspondent with all voted organizations of our FPA and shall report all information received from these organizations back to the association if the Director of that voted organization is not available.
- 9) The President shall provide leadership and support to all members of our FPA.
- 10) If, for any reason, the President is unable to fulfill their duty the President must then contact the 1<sup>st</sup> Vice President and he/she shall commence such duty.

## **1<sup>st</sup> VICE PRESIDENT**

- 1 ) Should the President be unavailable for any reason, the Vice President shall assume the duties of the President.
- 2) The Vice President shall carry out the duties of the President as per the President's Duties.
- 3) Should there may be a need for correspondence by the FPA of the Nipissing-Parry Sound during the absence of the President, it would be deemed the Vice President's duty to inform the President within a 48-hour period immediately after the Executive or General Membership meeting.
- 4) To perform other duties as per the President's instructions

The 1 st Vice President shall hold voting privilege on all Executive Committee business.

## **PAST PRESIDENT**

To sit on the Executive Committee in an Advisory position in a non-voting capacity.

## **SECRETARY**

- 1 ) To keep all minutes of the Executive meetings
- 2) To keep all minutes of the General Membership meetings
- 3) To prepare all correspondence on behalf of the FPA
- 4) To assure proper notification of time and place of Executive Meetings and General Membership Meetings
- 5) Be the custodian of all minutes and correspondence of the Executive and General Membership meetings
- 6) To perform other duties as per Executive Committee's directions
- 7) The Secretary shall hold voting privilege on all Executive Committee business.

## **TREASURER**

- 1) Be the custodian of books of accounts and financial records of the FPA including fundraising events
- 2) To deposit monies on behalf of the FPA
- 3) To disburse funds of the FPA as may be directed by the Executive Committee
- 4) To submit a monthly financial report to both the Executive and the General Membership meetings and a written financial report biannually January and June.
- 5) Deposit and keep a statement of all in house 50/50 draws
- 6) Treasurer must receive a written financial statement and deposit the monies from all fundraising chairpersons
- 7) Internal annual financial exam must be completed and presented at the Annual General Meeting
- 8) The Treasurer shall hold voting privilege on all Executive Committee business.

### **Area Representatives**

- 1) There shall be Area Representatives from each office, including [one from Parry Sound, one from Burks Falls and two from North Bay. Area Representatives will report from support groups any information to the FPA Executive and General meetings
- 2) Area Representatives will report back to support groups information from the General meetings
- 3) Area Representatives are responsible for facilitating the Annual General Meeting
- 4) Area Representatives are responsible for facilitating Video Conferencing for all General Meetings
- 5) Area Representatives shall hold voting privilege on all Executive Committee business

### **Non-Executive Representatives**

Director, provincial or federal body providing legal advice or services to assist foster parents who have had allegations made against them as voted by the FPA membership.

- 1) Will attend meetings of this organization.
- 2) Ensure successful contact with the the organization.
- 3) To provide feedback to the FPA of minutes of the meetings.
- 4) To act as the liaison to [in] all matters between the organization and all resource homes in regards to allegations/charges.

The position of Director will be voted by the FPA at the Annual General meeting. The Director will complete an annual review of accomplishment at the Annual General Meeting of the organization.

The Director position will be held for duration of three years with yearly review.

**Director, provincial foster parent advocacy group, if applicable.**

- 1) Will attend the meetings that are held a year of the provincial foster parent advocacy group.
- 2) Ensure successful contact with the provincial foster parent advocacy group.
- 3) To provide feedback to the FPA of minutes of the General and Annual General meetings.
- 4) To keep the FPA executive apprised of all correspondence from the provincial foster parent advocacy group] either verbally or by forwarding the correspondence.
- 5) To act as the liaison between the FPA, provincial foster parent advocacy group and CAS.

The position of Director will be voted by the FPA at the Annual General meeting. The Director will complete an annual review at the Annual General Meeting of the accomplishments made by the provincial foster parent advocacy group.

The Director position will be held for a duration of three years with yearly review.

In addition:

- 1) The Executive may ask or appoint a Standing Committee
- 2) **AD-HOC Committee**  
AD-HOC Committee would exist for the duration of the task at hand. Upon completion of such task, positions and Committee would be dissolved. The Executive Committee could appoint these positions or accept volunteers to these committees.
- 3) **Agency Committee Representatives**  
Will sit on such committee for the duration of the task at hand. Upon completion of such task position will be dissolved.
- 4) **CAS Representative** may attend all general meetings and give reports from the CAS and take any questions or concerns back to the CAS on behalf of the FPA. This representative has no voting privileges but will receive a copy of the General FPA minutes

Each Committee shall elect/appoint a Chair to represent their committee to the general membership.

## **Resignation/Removal of Executives**

If upon resignation of an individual who holds an Executive Position, all efforts shall be made to fill the said position in as quickly as possible.

The Executive Committee shall appoint an interim person to fill the vacant Executive position for the remainder of the term.

## **Removal of Executive**

An individual shall be deemed removed from office when:

- 1 ) At end of term
- 2) Conduct unbecoming
- 3) Voluntary resignation
- 4) The Resource home of the individual is closed
- 5) Missing three (3) consecutive meetings without valid explanation to an executive member

## **Meetings**

### **GENERAL MEETINGS**

All meetings and carrying out of the FPA's business and daily ongoing practices shall be in accordance with the Robert's rule or orders.

- 1) General Meetings shall be called no less than four (4) times and no more than (ten 10) TIMES PER ANNUM which includes one (1) Annual General Meeting.

General Meetings' minutes shall be recorded and be made available to the Executive and are distributed to all open Resource Homes, agency resource staff, and upper management in order to keep communication open

General meeting quorum shall consist of five (5) members including executive.

General meetings will be made available by way of electronic availability when possible.

- 2) There may be a need for the President to call a special meeting.

## **ANNUAL MEETINGS**

An annual general meeting shall be called in June of each calendar year.

An annual meeting shall be one of the general meetings with the following insertions:

- 1) Secretary will distribute the minutes of the last Annual General Meeting and notify members if it is an election year one month prior to the Annual General Meeting
- 2) President's written report of the FPA activities of that calendar year
- 3) The Treasurer's written financial report for that calendar year of the operation of the FPA
- 4) The financial examiners report
- 5) Area representatives will facilitate this meeting and give their written reports
- 6) Nomination Committee will be appointed

## **EXECUTIVE COMMITTEE MEETINGS**

FPA Executive meetings shall be held at the call of the President or in his/her absence, the Vice President, upon three (3) day's notice to **ALL** Executive Committee members.

The Secretary shall record all minutes and report of these minutes shall be made available to the Executive Committee

Quorum for the Executive Committee Members shall consist of three (3) members of the said Executive



## **Support Group Meetings**

All 3 areas - North Bay, Burk's Falls and Parry Sound shall have support groups as requested by their area resource families.

These meetings can be called by your area representative to a maximum of ten times per year.

If education is asked for at these meetings the area representative will arrange and confirm with the CAS representative.

The mileage will be paid by the CAS for all Executive, General and Support Group meetings and if babysitting is required the CAS will also cover this cost.

## **Amendments to By-Laws**

Amendments shall be made available to all FPA members in writing with a minimum of thirty (30) days before the next FPA monthly meeting.

Amendments to the By-Laws shall be approved by a vote of at least two-thirds (2/3) of the members of the FPA who are present.

## **Training**

When the FPA pays for training of its member's, consideration and/or preference shall be given to members that are more active over non-active members to attend such training.