

**FOSTER PARENT ADVISORY BOARD
CONSTITUTION & BYLAWS
KVC KANSAS**

ARTICLE I: NAME

The name of the board shall be the Foster Parent Advisory Board of KVC Kansas (FPAB).

ARTICLE II: MISSION

The mission of the KVC FPAB is to address and resolve issues and create opportunities for improved communication between KVC and foster parents.

ARTICLE III: NATURE OF THE BOARD

SECTION 1. The board shall be incorporated, self-governing, non-profit, nonpartisan, and non-sectarian and shall not discriminate against any person on grounds of gender, race, creed, sexual orientation, religion or national origin.

SECTION 2. The board shall not engage in any activities or exercises that are contrary to law or to the primary purpose of which the board was formed. Nor shall any event or activity violate any laws or provisions of the Internal Revenue Code, section 501 (c) 3, 509 (a)(2), which allows KVC its tax-exempt status.

ARTICLE IV: MEMBERSHIP AND DUTIES

SECTION 1. Membership of the board shall include: President, Vice President, Secretary, and 12 members of the Board of Directors. The 12 Board of Directors will consist of representation from the various counties KVC sponsors foster homes in. There will be no more than 4 representatives from each county and there will be a minimum of 2 representatives from each CPA coverage area (SEK, North, and Metro).

SECTION 2. The board shall be structured to work effectively with KVC Kansas to provide support for adoptive and foster parents and the children in their care.

SECTION 3. ELECTION, TERMS OF OFFICE AND REPLACEMENT

a) Election

The election of President, Vice President, Secretary and members shall be by private ballot. Eligibility to vote rests with KVC Foster Parent Advisory Board Members.

Candidates must be current KVC licensed foster parents.

Candidates must be approved by the KVC Child Placing Agency (CPA) Director.

All foster parents are eligible to vote for FPAB Officers.

The Board of Directors shall be elected and/or appointed by KVC Foster Parent Advisory Board Officers.

Elections will be conducted on an annual basis in accordance with procedures approved by the board officers and the results announced in writing within two business days of closing of election. Officer election years will be staggered to ensure not all officers overturn the same year.

Notification of subsequent elections will be given 60 days prior to election date via email. Candidates will have 30 days from date of notification to be placed on the ballot.

Ballots will be emailed out 30 days prior to election.

Ballots will need to be submitted by election date set forth by board every year.

Ballots will be tabulated by KVC Director of Community Engagement and verified by the KVC CPA Directors.

A simple majority vote of the ballots will elect each officer.

All ballots and related records of the election will be retained by KVC for one calendar year following the election. Copies of the ballot records can be made available upon request.

Where there is no opposition, the sole candidate can be elected by acclamation. This election by acclamation will be recorded in the minutes of the business meeting and considered the official vote election for this candidate.

b) Terms of Office

All officers shall serve a period of (2) years. The election term will begin in August of current election year and will end the last day of July of the following year.

There are no restrictions for consecutive terms of the same office.

c) Replacement

Upon vacancy of an office, during the term, the board shall seek a replacement.

The President shall have the authority to appoint a member to fill a vacant position with the concurrence of the board and approval of KVC CPA Director.

A board member may voluntarily resign from his/her position on the board via email notification to the President two weeks prior to last committed meeting.

A board member may involuntarily resign from his/her position on the board if he/she is absent three (3) consecutive regular meetings without notice. The secretary of the board will attempt to contact member in question after two (2) consecutive absences via telephone and mail. The member shall have the right to appeal the decision in writing, to be submitted to the FPAB Officers.

ARTICLE V: MEETINGS

SECTION 1. SCHEDULING AND STRUCTURE

a) Scheduling

Meetings will be held quarterly and not to exceed two hours.

b) Structure

Minutes

Minutes shall be recorded by the Secretary of the board.

Notices of minutes shall be made available in writing within two days of the meeting by the Director of Community Engagement via email to foster parents.

Any changes to the minutes may occur during the preceding meeting and require a motion and a secondary motion to alter and/or accept the existing minutes.

All minutes must be approved by a majority vote by the board at the next meeting.

The minutes shall include all motions and seconds correctly declared by any member or members. The roll call of officers and members shall be included in minutes.

Present board members and guest will be recorded in the meeting minutes.

Agendas

The President shall provide a proposed agenda of the upcoming meeting and forward to all board members no less than two weeks prior to meeting.

The agenda will contain "Old Business" and "New Business."

Meeting Proceedings

The President will preside over the meeting; the Vice President will fulfill the presidential duties in the absence of the President.

The meeting will follow the outline of the agenda. Only topics on the agenda shall be discussed. Final Agenda needs to be submitted no later than a week before the scheduled FPAB meeting.

The meeting will start with Old Business, consisting of unresolved topics from the prior meeting.

The meeting will then proceed with New Business to consist of new discussion topics chosen by the FPAB Officers.

Meeting will close with the confirmation of next meeting.

Topic Discussion

Any foster parent may submit discussion topics to the FPAB Officers or by using the FPAB Suggestion box via the KVC website <https://kansas.kvc.org/foster-parent-advisory-board/>

The President will introduce the topic to the board. Board members and guests wishing to participate in discussion may raise their hand and be acknowledged by the President in order to speak.

Board and non-board members may be asked to leave if they cannot follow this protocol.

Guest

KVC will be made aware of any guest that will be attending or speaking at the FPAB meetings.

ARTICLE V: BY-LAWS

KVC Foster Parent Advisory Board, established August 2012, shall establish and hereafter abide by the following rules:

1. All meetings shall consist of a quorum of no less than a majority of the appointed officers and members (8 members).
2. This board will be an open board.
3. The board shall elect a President and Vice President biennially. The President shall preside over all meetings and in his/her absence the Vice President shall preside.
4. An elected officer shall be removed from office with a 2/3 vote of the board members. A member has to provide notification of intention in the preceding meeting.
5. Notices of meetings, minutes of prior meetings, and proposed agenda shall be sent to each member in writing via email by the Secretary in the timelines set forth by the board.
6. Topics need to be submitted in writing to the FPAB Officers to obtain a slot on agenda for discussion. Topics will be placed under "New Business" to be introduced for discussion. The topic will then appear under "Old Business" to be resolved by quorum.
9. The rules of the board may be amended by a reading of the proposed amendment at one meeting and require two thirds vote at the following meeting by board members.