**** **MISSION STATEMENT**

Bruce Grey Foster Parent Association Association

We are committed to supporting and representing the voices of Foster Parents, their Families and the Children they care for.

**Bruce Grey Foster Parent Association (BGFPA)**

**By-Laws**

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**ARTICLE 1.0 DEFINITIONS**

1.1 **“Acclaim”** refers to the act of attaining an elected position on the Executive without a contender.

1.2 **“Active”** refers to those foster parent(s) who are approved homes for

Bruce Grey Child and Family Services.

1.3 **“Ad Hoc”** refers to those committees established for a particular task.

1.4 **“Adjourn”** refers to the formal pause or closure of a meeting.

1.5 **“Agenda”** refers to a list of items of business to be considered at a meeting.

1.6 **“BGCFS”** refers to Bruce Grey Child and Family Services.

1.7 **“BGFPA”** refers to Bruce Grey Foster Parent Association.

1.8 **“Board”** refers to the Board of Directors governing Bruce Grey Child and

Family Services.

1.9 **“By-Laws”** refers to the rules, regulations and guidelines known as BY-LAWS

of BRUCE GREY FOSTER PARENT ASSOCIATION, ratified by the membership

at an Annual General Meeting and used for the General Operating and Governance of

the membership body.

1.10 **“Chair”** refers to the member facilitating Meetings e.g. Executive Meetings,

Membership Meetings, Committee Meetings.

1.11 **“Committee”** refers to a committee, standing or ad hoc as established in

Accordance with this General Operating By-Law.

1.12 **“Confidentiality Statement**” is the statement we sign annually with the Bruce Grey

Child and Family Services.

1.13 **“Convener”** refers to the person appointed or elected to arrange a meeting for

a common purpose.

1.14 **“Delegate(s)”** refers to individual member(s) selected by the BGFPA to

attend, represent and vote at a general meeting of a Provincial Association.

1.15 **“Director”** refers to the members of the Board of Directors of BGCFS.

**“Director”** refers to the Foster Parent selected to represent BGFPA on a

Provincial Board of Directors.

1.16 **“Employee”** refers to any full or part time paid personnel or service provider who

is deemed to be an “employee” under the Income Tax Act.

1.17 **“Ethical”** refers to a moral, honourable standard of conduct.

1.18 **“Ex officio”** means by virtue or status of his/her position (i.e. President of

Bruce Grey FPA) is automatically a member of all standing and ad hoc Committees.

1.19 **“Executive”** refers to the body of Foster Parents elected at an Annual General

Meeting for the purpose of governing the BGFPA.

1.20 **“FPPA”** refers to a Foster Parent Provincial Association of choice.

1.21 **“Fiscal Year”** refers to that period of time within a year to budget for BGFPA

Operating Expenses. This shall coincide with the fiscal year of BGCFS which

is APRIL 1st to MARCH 31st.

1.22 **“In camera”** refers to those closed meetings or portion thereof held in private

that may occur from time to time in dealing with sensitive issues protected

by Confidentiality.

1.23  **“Kin in Care”** refers to the program whereby Family Members or recognized

Friends of Children in care may apply and upon approval, may resume the role of

Fostering within the jurisdiction of Bruce Grey Child and Family Services. They

are entitled to all rights and privileges of Foster Parents.

1.24 **“Member”** refers to the status of BGFPA as a member of a Provincial

Association.

“**Member”** refers to a Foster Parent who is an individual BGFPA

member.

1.25 **“Membership”** refers to the body of Foster Parents who belong to BGFPA.

1.26 **“Notion of motion”** refers to a written motion prepared and handed in to the

Secretary for discussion.

1.27 **“Officer”** refers to the elected person holding a position of trust in an official

capacity working on behalf of BGFPA.

1.28 **“Professional”** refers to an honourable standard of ethics and competence in the

execution and performance of his/her duties working on behalf of the BGPFA.

1.29  **“Resolution”** refers to a change, substitution or deletion of Operating By-Laws in

effect for BGFPA passed by membership at a General Meeting.

1.30 **“Staff”** refers to paid employees of BGCFS.

1.31 **“Standing”** refers to those committees established to deal with an ongoing task.

**ARTICLE 2.0 OBJECTIVES**

2.1 To establish a professional and ethical working relationship with the Board of

Directors of BGCFS, BGCFS Staff, BGCFS Volunteers and any Foster Parent

Provincial Association (FPPA).

2.2 To encourage understanding, communication, fellowship and co-operation among

Foster Parents.

2.3 To assist BGCFS in determining and providing relevant education and training programs

for Foster Parents.

2.4 To be a Member in good standing of a FPPA (Foster Parent Provincial Association).

2.5 To raise public awareness of the dedicated services of Foster Parents whose

objectives are in the best interest of Children placed in Foster Care.

2.6 To promote and maintain comparable and acceptable standards and rates for the

care of Foster Children in Foster Homes.

**ARTICLE 3.0 MEMBERSHIP**

3.0.1 Membership includes all Foster Parents who are open with BGCFS.

3.0.2 Membership to the BGFPA is automatic for all Foster Parents.

3.0.3 To be in good standing of a Foster Parent Provincial Association if it is the choice

of the membership.

3.0.4 Members in Good Standing shall be deemed eligible to attend outside paid Training

Events which are partially funded by the BGFPA.

3.0.5 Members in Good Standing have attended 5 BGFPA or BGFPA/BGCFS Meetings.

3.1. **MEMBERSHIP FEES**

3.1.1 The FPA will be responsible for ensuring fees are paid toany provincial Foster

Parent body we may be part of. E.g. LOFF

3.1.2 United Foster Parents of Canada Corporation (UFPCC) fees are deducted

according to the number of Foster Children placed in your home.

3.2 **RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP IN BGFPA**

3.2.1 Membership in BGFPA shall include the following rights and responsibilities:

a) To further the objectives of BGFPA as outlined in Article 2.0.

b) To respect and abide by the procedures of BGFPA as outlined in the Operating

By-Laws, ratified by the Membership.

c) To receive notice, attend, speak and participate at all Committee and

Membership Meetings.

d) Each member has the right to a single vote at all Membership Meetings.

3.3 **TERMINATION OF MEMBERSHIP**

3.3.1 All Members who resign, terminate or are deemed closed by BGCFS will be

granted access to an Advocate.

**ARTICLE 4 MEETINGS**

4.0 **GENERAL MEMBERSHIP MEETINGS**

4.0.1 There will be at least one meeting of the General Membership per calendar year.

4.0.2 The BGFPA Executive may call as many General Membership Meetings as is deemed

necessary over and above the mandatory ANNUAL GENERAL MEETING.

4.0.3 The Chair of General Membership Meetings shall be the BGFPA President. In the

event he/she is unable to do so, the Vice President or a member of the

executive shall preside in his/her absence.

4.1 **ANNUAL MEMBERSHIP MEETING**

4.1.1 One mandatory Annual Membership meeting shall be for the purpose of:

a) Electing executive members.

b) Approving and accepting the upcoming year’s operating budget proposal.

c) Receiving Committee Reports.

d) Selection of a Provincial Director(s) to an FPPA as required.

e) New Business.

4.1.2 In the event there is only the Annual General Meeting, a recruited member who is

not running for a position on the Executive shall chair the Elections if possible.

4.1.3 Notice of the Annual, General, and/or Special Meetings, will take place at least

4 weeks prior to the Meeting Date by one of the following means;

a) by mail

b) by newsletter

c) by telephone

d) by email

4.1.4 Notice shall include the Date, Time, Location and Purpose of the Meeting and

provide information for the Membership to make informed decisions.

4.1.5 Emergency Meetings called as required are exempt from Notice.

4.2 **EXECUTIVE MEETINGS**

4.2.1 The time and location of Executive meetings shall be at the call of the Chair as set

out at the first meeting.

4.2.2 The Chair of Executive Meetings shall be the BGFPA President. In the event he/she

is unable to do so, the Vice President shall preside in his/her absence.

4.2.3 All Executive meetings are closed. However any member of the BGFPA can bring

a written/signed issue forward by asking to have it put on the agenda.

4.2.4 A Staff liaison may be included in all meetings and is considered an Agency Resource.

4.3 **COMMITTEE MEETINGS**

4.3.1 Committee Meetings may take the form of “Standing Committees” and

“Ad Hoc Committees” approved and recognized by the Executive at the call of

the Committee Chair.

4.3.2 The Executive may appoint a Member from the Executive or from the Membership

to chair a By-Law Committee as a Standing Committee for the express purpose

of keeping the By-Laws updated and pertinent to the General Operation of the

BGFPA.

4.4 **BOARD MEETINGS**

4.4.1 When BGCFS Board meetings are called the BGFPA President and or

the Foster Parent Designate will attend and report back to the Executive and

the Membership concerning the outcome(s) of all such meetings.

4.4.2 Any Foster Parent may attend openBruce Grey Child and Family Services Board

Meetings.

4.4.3 The BGFPA President or Designate may be invited to sit on a Board Committee.

4.5 **MEETING MINUTES**

4.5.1 All General Meetings and Executive Meetings shall have a Recording

Secretary for the purpose of logging and recording the business of the meeting

as “Minutes of the Meeting” for future reference.

4.5.2 Minutes will be provided at the following Meeting.

4.6 **AGENDA for MEETINGS**

4.6.1 The Agenda is developed by the President or Chair of the Committee and will

be presented at the meeting.

4.7 **ATTENDANCE at MEETINGS**

4.7.1 Members are required to notify the President or Secretary if they cannot attend an

Executive meeting.

4.7.2 If an Executive or Committee Member misses 3 consecutive meetings, the Chair

or President may ask them to resign.

4.8 **CONFIDENTIALITY at MEETINGS**

4.8.1 All Executive and Committee Members shall observe the need for Confidentiality

when dealing with matters declared ‘in camera’.

4.9 **ADJOURNMENT of MEETINGS**

4.9.1 All official Meetings shall be declared “adjourned” for the purpose of recording

the minutes. Any discussion will be considered “off the record and not recorded.

**ARTICLE 5 VOTING PROCEDURES**

5.0 **VOTING RIGHTS OF MEMBERSHIP**

5.0.1 All Foster Parents in attendance at any Membership Meeting will be entitled to

cast one Vote on each motion put forth.

5.0.2 Each motion shall be passed by a majority Vote.

5.1 **VOTING PROCEDURES**

5.1.1 At Membership and Executive Meetings, every motion put forward shall be declared

“in favour of” or “against” and decided by a show of hands of the Members present.

5.1.2 In the case of a Secret Ballot being requested, Voting slips will be handed out and

collected in a ballot box for count by two designated parties.

5.1.3 The Chair Votes only when there is a tie.

5.2 **QUORUM**

5.2.1 Any Resolution which Changes the existing Operating By-Laws must be put forth in

writing to the Executive Committee and forwarded to the full membership at least

30 days in advance of a Membership Meeting.

5.2.2 A simple Majority of 51% is needed to conduct an Executive Meeting.

Consensus of those present shall prevail.

The same Consensus applies to General Members Meetings and/or the Annual

General Meeting.

5.3 **NOMINATIONS**

5.3.1 Any Declarations for any FPPA or mandatory Executive Positions for BGFPA

shall be put forth in writing 30 days prior to election.

**ARTICLE 6.0 ELECTIONS**

6.0 **ELECTIONS**

6.0.1 The following mandatory executive positions shall be elected from the membership:

-President

-Vice President

-Secretary

-Treasurer

6.0.2 The following Additional Positions shall be Elected from the Membership.

-Goodwill Convener

-Social Convener/Special Events

-Public Relations/Communications Officer

-Website Administrator

- BGCFS Board Liaison

6.0.3 In the event there are not enough people to stand for election,

Positions may be combined.

6.0.4 The position of Past President will be filled by the immediate prior President

of BGFPA.

6.0.5 The term of Mandatory Positions shall rotate if possible.

6.0.6 Elected positions are held for 2 years from June to June.

6.0.7 A Member may stand for re-election and be acclaimed if there are no other

contenders for that position.

**ARTICLE 7.0** **EXECUTIVE**

7.0.1 **MANDATORY EXECUTIVE POSITONS** of the BGFPA shall include:

President

Vice President

Secretary

Treasurer

Past President

7.0.2 **DUTIES OF EXECUTIVE SHALL INCLUDE:**

a) The Executive shall be comprised in whole or part of the above positions for

the purpose of conducting the affairs of the BGFPA relevant all Foster

Parents.

b) The Executive Members shall administer the BGFPA in accordance with

the Rules, Regulations and Guidelines as outlined in the General Operating

By-laws in effect and ratified by the General Membership.

c) The Executive Members shall adhere to the “Objectives” of the BGFPA

as outlined in Article 2.

d) The Executive shall determine its Budget needs annually.

* 1. **DUTIES OF THE PRESIDENT SHALL INCLUDE THE FOLLOWING:**

1. To call and preside/chair over meetings of the Executive and General Membership.

b) To ensure that all matters pertaining to BGFPA are handled with a sense of

professionalism, fairness, completeness, commitment and to ensure that

all directives and resolutions of the Membership and Executive are

carried out.

c) To be a member “ex officio” on all BGFPA Committees.

d) To report back to the Executive and Membership on all matters pertaining to

the operation of the BGFPA.

e) To attend all Meetings of BGPFA and BGCFS as required and represent

the needs of Foster Parents when negotiating with Bruce Grey Child and

Family Services.

7.2 **DUTIES OF THE VICE-PRESIDENT SHALL INCLUDE THE FOLLOWING:**

a) To carry out the duties of the President in his/her absence as the

BGFPA official designate and other such duties from time to time.

7.3 **DUTIES OF THE SECRETARY SHALL INCLUDE THE FOLLOWING:**

a) To record official Minutes of all Executive and Membership Meetings.

b) To prepare for presentation official Minutes for approval and acceptance at

all Executive and Membership Meetings.

c) To carry out all correspondence on behalf of the BGFPA arising from such

Meetings.

d) To be custodian of all records, minutes and correspondence which is handed

over to the next Secretary immediately following elections.

e) To keep an official list of the ongoing Membership.

f) To perform other duties as may be required from time to time.

g) In the absence of the Secretary, the President shall temporarily appoint

a designate to fulfill those duties

7.4 **DUTIES OF THE TREASURER SHALL INCLUDE:**

a) To maintain all official accounting books and account records for BGFPA.

b) To be the designated Signatory on all BGFPA bank accounts along with two

other signatories.

c) To deposit all monies/cheques in the name of BGFPA in such chartered

Bank or Trust Company established for the transaction of any business

conducted on behalf of BGFPA.

d) To disperse all authorized funds as required in the operation of BGFPA.

e) To prepare and present an Annual Budget Report with the help of the

Executive for Membership approval and acceptance.

f) To report the financial position of BGFPA at all meetings.

g) To carry out other duties as may be required from time to time.

h) In the short term absence of the Treasurer, the President will temporarily

appoint a designate to fulfill the duties.

7.5 **DUTIES OF THE PAST PRESIDENT SHALL INCLUDE:**

a) To ensure the transition of authority and pertinent information to the

incoming President.

b) To provide ongoing expertise and support to the incoming President and

Executive

7.6 **DUTIES OF THE PUBLIC RELATIONS/COMMUNICATIONS OFFICER**

**SHALL INCLUDE:**

a) To promote the BGFPA and its members through various means.

b) To attend Retention and Recruitment Committees to represent the FPA.

7.7 **DUTIES OF THE WEBSITE ADMINISTRATOR SHALL INCLUDE:**

a) To maintain the BGFPA Website. <https://www.brucegreyfpa.com>

7.8 **DUTIES OF THE GOODWILL CONVENOR SHALL INCLUDE:**

a) To send out expressions of goodwill on behalf of the BGFPA to individual

Members as the need arises, such as sympathy, condolences,

congratulations, fostering anniversaries etc.

7.9 **DUTIES OF THE SOCIAL CONVENER/SPECIAL EVENTS SHALL INCLUDE:**

a) To plan and organize a volunteer refreshment list as needed for Membership

Meetings.

b) To organize Special Events for the Membership as needed. E.g. Holiday

parties, Great Wolf Lodge etc.

7.10 **DUTIES OF THE ADVOCACY LIAISON SHALL INCLUDE:**

a) To provide updates and non-confidential feedback to the BGFPA.

7.11 **DUTIES OF THE BOARD LIAISON SHALL INCLUDE:**

a) To compile an approved report from BGFPA Meetings to present at the

BGCFS Board of Directors Meeting and vice versa.

**ARTICLE 8.0** **FINANCE**

8.0.1 The proposed Budget shall be determined by the Executive.

8.0.2 The Fiscal Year for the BGFPA shall coincide with the official fiscal year of the

Bruce Grey Child and Family Services (April 1st – Mar 31st).

8.0.3 The Treasurer will present a year-end report to Members outlining the status

of the existing budget.

8.0.4 The Treasurer shall present the proposed Budget to the General Membership

for acceptance and approval for operation of the BGFPA for the upcoming year.

8.0.5 All cheques and financial documents are to be signed by 2 out of the 3

signing authorities.

8.0.6 Two (2) auditors shall be appointed at the Annual General Meeting.

**ARTICLE 9.0** **DISSOLUTION**

9.0.1 In the event of Dissolution of the BGFPA, all remaining funds and assets will be

turned over to the BGCFS, to be held in trust in the event of the formation of

a new Foster Parent Association.

These By-Laws were presented and approved at the BGFPA Meeting on June 18, 2019.