

**Bylaws  
of the  
The Connecticut Valley Foster and Adoptive Parents Association**

**Mission**

The Connecticut Valley Foster and Adoptive Parents Association supports foster and adoptive children and the individuals and agencies that care for them.

**Article I  
Membership**

**A. Qualifications and Duration**

All licensed foster parents and adoptive parents who live in New Hampshire District 2 are voting members of the Association. Nonvoting associate members include anyone interested in assisting the Association in its mission.

**B. Membership Roster**

The Secretary/Treasurer shall maintain a roster of current members. The roster shall contain the names, addresses telephone numbers, e-mail addresses and the date each person became licensed for foster care or adopted a child.

**Article II  
Membership Meetings**

**A. Regular Meetings**

The Chair shall set regular meetings based on a consensus of the members. Effort will be made to select dates, times and locations that are most convenient and can remain the same throughout the year.

The Secretary shall send a record of major topics of discussion and the decisions made during the monthly meetings to every member. The record shall also contain the date, time and location of the next meeting.

**B. Annual Meetings**

The annual membership meeting will be at the same time and location as the October monthly meeting.

1. Association officers shall be elected at the annual meeting. Persons interested in any office must notify the Secretary no later than two weeks prior to the annual meeting. The Secretary/Treasurer shall mail a proposed ballot to the members.
2. The Secretary/Treasurer shall prepare a financial statement for the annual meeting. The statement will include
  - a. Present balance,
  - b. Money used for direct services to foster and adoptive children,
  - c. Money used to help foster and adoptive children indirectly, and
  - d. Operating expenses.

**C. Board Meetings**

The officers may meet at other times and locations as determined by the Chair.

**D. Special Meetings**

The Chair may call a special meeting of the membership as he finds appropriate. The secretary shall give notice to members by mail, fifteen (15) days in advance.

**E. Quorum**

A quorum shall consist of a simple majority of the members present.

**Article III  
Election of Officers**

**A. Eligibility**

Any individual member may seek any office. Incumbent officers may be elected to the same or another office. The Chair and at least one other elected officer shall be voting members.

**B. Term**

All positions are for one year.

**C. Board Positions and Responsibilities**

**Chair**

1. Acts as the executive officer for the Association
2. Schedules meetings of the membership and its officers
3. Develops the annual calendar of events
4. Presides over meetings and prepares the meeting agendas
5. Delegates duties to subcommittees
6. Acts as liaison to other organizations and may delegate limited duties to an agent
7. Prepares the annual report to members

**Assistant Chair**

1. Primarily assists the Chair in the operation of the Association
2. Presides over meetings in the Chair's absence

**Secretary/Treasurer**

1. Maintains a record of official meetings
2. Presides over meeting in the absence of the Chair and Assistant Chair
3. Makes and receives all correspondence for the Association
4. Assists the Chair and Assistant Chair in the operation of the Association
5. Assists the Chair in preparing the annual report
6. Prepares a proposed ballot in August based on nominations from members
7. Receives and dispenses funds on behalf of the Association
8. Obtains approval from at least one other officer before receiving or dispensing Association funds in excess of two hundred dollars (\$200.00)
9. Controls all financial accounts for the Association
10. Maintains financial records for the Association
11. Prepares an annual report of finances

12. Assists the Chair in the financial aspects of the operation of the Association

**Two Board members at large**

1. Participate in meetings
2. Perform various Board duties to support the Association mission
3. Represent the Association at the New Hampshire Foster and Adoptive Parents' Association

**D. Voting**

Voting will be by ballot. Members unable to attend may request and submit their votes on the proposed ballot or in writing to the Secretary/Treasurer in advance of the annual meeting.

**E. Vacancy**

The Assistant Chair shall complete the term of the Chair if it becomes vacant. The Chair will seek nominations and appoint a member to complete the term of other vacant positions.

**Article IV  
Fiscal Year**

The fiscal year shall be from October 1 to September 30.

**Article V  
Indemnity**

The Association shall indemnify and hold harmless the Officers and members from all liability arising from the execution or omission of their duties performed in good faith. Illegal acts or intentional misconduct shall not be indemnified.

**Article VI  
Amendments**

These Bylaws may be amended by a vote of the members at the annual meeting or at a special meeting called for that purpose.

**Article VII  
Disassociation**

In the event that this Association dissociates, the remaining funds shall be given to the New Hampshire Foster and Adoptive Parents' Association.

**Article VIII  
Adoption of These Bylaws**

These revised Bylaws were accepted at a meeting of the Association membership on October 12, 2004.

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Secretary