



Citrus County Foster Parent Association, Inc.
5474 S. Suncoast Blvd.
Homosassa, Florida 34446
www.citruscountyfosterparents.org
“Supporting foster, adoptive and kinship families since 1981”

By-Laws Revision adopted on 01/08/2023

Article One

Name

Association name shall be known as The Citrus County Foster Parents Association, Inc. or Citrus County Foster Parent Association, Inc.

Article Two

Objective

The Citrus County Foster Parents Association, Inc. is a not for profit organization and is organized under chapter 617 of the Florida statutes. The purpose for which the Citrus County Foster Parents Association, Inc. is organized under the 501(C)(3) status of the Internal Revenue Service code of 1986 or the corresponding provision of any future United States revenue laws.

Article Three

Membership

Membership in this association shall be available to all current foster parents, foster-adoptive parents, foster or foster- adoptive parents having held license in other states, parents of non-relative foster placement and kinship care placements by court of jurisdiction and are committed to promoting the aforementioned purposes of this association. All members must reside in Citrus County, or in an adjacent county to Citrus County.

Article Four

Meetings

Monthly General meetings are held on the 3rd Tuesday of every month (excluding June & July.) at 6:30pm at the CCFPA Office, located at 5474 S. Suncoast Blvd. Homosassa, FL 34446.

The Annual meeting of this organization for the purpose of electing officers shall be held on the regular meeting date in December to take effect January 1st, each and every year. The President shall cause the notification to each member, during previous month's meeting.

Article Five

Voting

At all meetings, except for the election of officers and directors, all votes shall be via voice. Paper ballots shall be provided for the election of officers and directors as described in the Election Guidelines.

The President may appoint a nominating committee two months prior to the election which shall decide/nominate a first and second choice for each position on the board. The Chairperson shall notify the committee's first selection of their nomination. In the event the first person declines, the Chairperson shall notify the second choice. Nominations may be made from the floor at the time of the election meeting.

Florida solicitation Registration Number: CH50924 Tax EIN 59-2858475

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Article Six

Order of Business

Call to order
Reading and approval of prior meetings minutes
Report of the financials
Report of the committees
Report of Officers and Directors
Unfinished (OLD) Business
New Business
Attendance sheet to be signed and verified
Training, if applicable
Adjournment

Article Seven

Board of Directors

The Business of this association shall be managed by a Board of Directors consisting of two directors and 4 officers. The officer positions are to include President, Vice-President, Secretary/Treasurer and Event Coordinator.

The term of elected office for all directors and officers shall be for 2 years. In the odd numbered years, elections are to be held for President, Secretary/Treasurer and Director #1. In the even number years elections shall be held for Vice President, Event Coordinator and Director #2. The Board of Directors shall each have 1 vote, and such voting may be done by proxy in case of emergency, illness or annual vacation. The Board of Directors may make such rules and regulations covering its monies, meetings and daily business as it may in its discretions deemed necessary. The President of the association, by virtue of his/her office, shall be the chairperson of the Board of Directors.

A Director or Officer may be removed by ballot vote of not less than 2/3 vote of a quorum of the membership of this association. A quorum shall be deemed present when a majority of the total number of individual members are present to vote. The board of directors may entertain charges against any Director or Officer. The Director or Officer may be represented by counsel at any removal hearing. The Board of Directors shall adopt such rules as necessary, in the best interest of this association.

No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influencing legislature, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, this association shall not carry on activities not permitted to be carried on by an association exempt from federal income tax under section 501(C)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue law.

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Article Eight Officer/Director Position Requirements and Guidelines

The Officer positions of this association are: President, Vice President, Secretary/Treasurer and Event Coordinator.

The Duties of the President:

The President shall preside at all membership meetings, shall by virtue of the office be chairperson of the Board of Directors. Shall present at each annual meeting of the association and annual report of the work of the association. Shall see that all books, reports and certificates, required by law, are properly kept and filed. Shall be one of the officers who may sign checks or drafts of the association. Shall be a signer of all legal matters pertaining to the association and shall cause notices to be mailed out to members when required. The President shall have such powers as may reasonably be construed as belonging to any chief executive of any association including the power to appoint to fill a position deemed necessary by the Board of Directors. Shall review all financial reports, secretary reports and committee reports.

The Duties of the Vice President:

The Vice President shall, in the event of the absence of the president or the inability to exercise his/her office, become the temporary acting President of the organization with all rights, privileges and powers of the office of the President. The Vice President shall be one of the three unrelated officers that may sign checks and drafts of the association. The President may assign additional related duties and delegate responsibilities to the Vice President as he/she deems necessary. Vice President shall oversee all committees and report to President.

The Duties of Event Coordinator:

The Event Coordinator will actively look for and set up events for recruitment, organize and orchestrate all fundraisers & research and plan all family events for members. All event proposals are subject to Board approval. The event coordinator will oversee members and volunteers for such events.

Duties of the Secretary/Treasurer:

The Secretary/Treasurer will record all minutes of monthly Board of Officers meeting and General meeting, to then be read and approved at following months meeting. Keeping accurate records of proposals and discussions is crucial.

The Secretary/Treasurer will handle all association money with high standards and set a tone of integrity. Accurate oversight of cash, checks, and deposits is vital. If you can't always be present when money is changing hands, be visible enough that others know that you're engaged.

The Secretary/Treasurer will write checks with other designee per board. All incoming checks should receive immediate restrictive endorsement and be deposited within a week, with no cash back. All outgoing checks must be supported by an approved invoice, receipt, or a voucher prepared by the volunteer if a receipt or invoice isn't available. Prepare the monthly reports for board meeting and members meetings.

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The Secretary/Treasurer will manage the local, state and government filings. File Form 990 – Except for churches and certain religious organizations, all nonprofits must file an IRS Form 990 annually. For fiscal years beginning in 2010, organizations with income less than \$50,000 need only file the online “e-Postcard,” Form 990-N. File Form 1099 – Obtain an IRS Form W-9 from those providing paid services who are not your employees. File Form 1099-MISC to report payments totaling more than \$600 per calendar year to such persons. Register with charitable solicitation agencies – Yearly filing with department of Agriculture. Work with President on filing every year.

The Secretary/Treasurer will identify and manage risk. Take the lead in safeguarding association assets, data, and personal information.

The Secretary/Treasurer will confirm all charitable contributions. A prompt thank you letter that includes what donors need for tax purposes is an effective way to keep your contributors up to date on the great work you’re doing. The IRS says it’s okay to send this information by email.

Directors and Officers, by virtue of their office, are members of the Board of Directors. No board member, for reason of his/her office, receive any salary or compensation; but nothing herein shall be construed to prevent an Officer or Director from receiving any compensation from the association for duties other than that of an Officer or Director.

Duties of the Directors:

The Directors of this organization shall constitute part of the Board of Directors. Directors will be assigned selected duties by the President or the Board of Directors to include chairing certain committees deemed necessary by the President or the Board of Directors.

Article Nine

Dissolution

Upon dissolution of the association, assets shall be 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, or shall be distributed to the federal government, or to the State or local government, for public purposes. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such association as said court shall determine, which are organized and operated exclusively for such purposes.

Article Ten

Committees

All committees of this organization shall be appointed by the Vice President, and their terms of office shall be for a period of two years or less, unless sooner terminated by the action of the Board of Directors. Permanent committees shall be determined by the President from time to time.

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Article Eleven

Dues

There are currently no membership dues required at this time. Childcare dues are \$1 per child, for childcare needed during general meetings.

Article Twelve

Audit

All books of this organization will be audited on an annual basis, no later than March 1st of each year, by the President or a member delegated by the President to perform the audit.

Article Thirteen

Amendments

These by-laws may be altered, amended, portions repealed, portions deleted or added to by an affirmative vote of the majority of the members in attendance at a meeting for which notice has been sent to all members by the Board of Directors.

(These by-laws were adopted at the first meeting of the Board of Directors which was held in January of 1981, updated and changed by a majority of the membership at the meeting in October of 1994, January of 1995, February of 2002, March of 2007, January of 2020 and most Recently in January of 2023.)

Article Fourteen

Attendance of Meetings/Volunteer Requirements

As of January 1st 2023, it is the requirement of all members, to have good attendance. At least 1 adult household member must attend a minimum of 8 out of the 10 monthly general meetings within the last 12 months. New members are automatically given the status of Good Standing, until it is forfeited. Members are also required to volunteer, to aid in the progression of the association as a whole. Members must also commit to volunteering at a minimum of 3 events throughout the calendar year and must participate in all association fundraisers. Absences may be excused for legitimate reasons by notifying a board member at least a minimum of 2 hours prior to start of meeting/event and acceptance/denial will be voted on by Board of Directors. The Board of Directors reserves the right to make exceptions to this rule as deemed necessary, to benefit the association.

Article Fifteen

Membership Benefits/Forfeiture of Benefits

As of January 1st 2023, to be eligible to receive benefits, such as Summer Vacation, School Clothing Allowance, our Christmas Programs, etc. members must be in Good Standing. A member in Good Standing is any member who has met the requirements set forth in Article Fourteen of these by-laws, (Attendance of Meetings/Volunteer Requirements) and who has not violated any other provision of these by-laws or any association guidelines, is therefore eligible to receive all benefits associated herein.

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The forfeiture of any member's benefits must be approved by a majority vote of the Board of Directors. Any members failing to meet the requirements necessary to be considered in Good Standing will receive notification in writing. Therefore, member benefits will be forfeited throughout the remainder of the calendar year. The member's standing will be eligible to be renewed upon the beginning of the next calendar year. All members have the right to request a review in front of the Board of Directors within 2 weeks of receiving written notice. All decisions made by the Board of Directors are final.

Benefits

The following Benefits are subject to available funds and changes can be made by Board of Directors at any time.

Individual Activities- sign up sheets, with cut off dates, will be announced during general meetings.

Summer Trip – Often referred to as “Trip of a Lifetime”. Trips will be organized and sign ups will be required.

School Clothing Allowance – A minimum of \$100 per school aged child. All members Children (Adopted and Kinship and Non-kinship) are eligible. All current Foster children receive a School Clothing Allowance directly from KCI.

School Supplies – We typically receive a large supply of donated school supplies. Parents of school aged children are welcomed to take what they need.

Thanksgiving Assistance- Gift Cards will be distributed, to aid in the cost of large Thanksgiving meals.

Fostering Hope Tree Tags - all members Children (Current Foster, Adopted and Kinship and Non-kinship and biological) are eligible to fill out tree tags. Tags will be distributed during October meeting and must be submitted by November meeting. No exceptions. Tag criteria: List 3 wishlist items under \$25 each. No duplicate items permitted on tags, except disposable items, ie: shampoo, conditioner, deodorant, etc. All submitted tags are subject to review of criteria by the Board of Directors and disbursement is at the discretion of the Board of Directors.

Christmas Wishlists (For individual Sponsors) – All members Children (Current Foster, Adopted and Kinship and Non-kinship and biological) are eligible to fill out 1 wishlist. Wishlists will be distributed during October meeting and must be submitted by November meeting. No exceptions. Wishlist criteria: Wishlists are designed to be used for the slightly larger ticket items that the children desire. The maximum monetary value of these wishlists is limited to \$100. All submitted wishlist are subject to review of criteria by the Board of Directors and disbursement is at the discretion of the Board of Directors.

Holiday Dinner (Christmas) – As a family oriented association, we enjoy spending time together during the Holidays. A family style dinner will be organized and sign ups will be required.

Any and all other benefits offered throughout the year will be announced and sign ups provided at meeting.

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Abuse of Benefits – No such sale, or resale of any gifts will be tolerated. If identified, the member will be removed from the benefit program and receive possible loss of membership.

Article Sixteen Code of Conduct

The Board of Directors, at any time, can suspend any and all benefits/membership for conduct unbecoming of an association member.

Personal and Professional Integrity

All members, board members and volunteers of the association act with honesty, integrity and transparency in all their dealings with each other and as representatives of the association. The association promotes a working environment that values respect, fairness, integrity, collaboration, family, love and normalcy.

Support of Mission

The association has a clearly stated mission and purpose, approved by the Board of Directors, in pursuit of the public good. All of its programs support that mission and all who work for, or on behalf of the association understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the association and are of value to the society at large.

Governance and Accountability

The association has an active Board of Directors that is responsible for setting the mission and strategic direction of the association and oversight of the finances, operations, and policies of the association. The association will: Exercise reasonable care, good faith, loyalty and due diligence in all association affairs; Ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed for the protection and benefit of the association; Ensures that the association conducts all transactions and dealings with integrity and honesty; Ensures that the association promotes working relationships with board members, members, and program beneficiaries that are based on mutual respect, fairness and openness; Ensures that the resources of the association are responsibly and prudently managed; and, Ensures that the association has the capacity to carry out its programs effectively.

Legal Compliance

The organization is knowledgeable of and complies with all applicable laws, regulations and international conventions.

Financial Stewardship

The organization manages its funds responsibly and prudently. This includes the following considerations: It spends a reasonable percentage of its annual budget on programs in pursuit of its mission; It has reasonable fundraising costs, recognizing the variety of factors that affect such costs; It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and, It ensures that financial reports are complete and accurate in all material respects.

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Transparency and Disclosure

The association provides comprehensive and timely information to the public and all members and is responsive in a timely manner to reasonable requests for information. All information about the association will fully and honestly reflect the policies and practices of the organization. All financial, organizational, and program reports will be complete and accurate in all material respects.

Program Evaluation

The association regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The association is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities in the field. The association is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

Fundraising

In raising funds from the public, the association will respect the rights of donors, as follows:

To be informed of the mission of the organization, the way the resources will be used and its capacity to use donations effectively for their intended purposes;

To be informed of the identity of those serving on the association’s Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;

To have access to the association’s most recent financial reports;

To be assured their gifts will be used for the purposes for which they were given;

To receive appropriate acknowledgement and recognition;

To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;

To expect that all interactions with individuals representing the organization will be professional in nature;

To have the opportunity for their names to be deleted from mailing lists that the organization may intend to share; and

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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