



Citrus County Foster/Adoptive Association
P.O.Box 1283
Inverness Fl. 34451
WWW.Citruscountyfosterparents.org

By-Laws Revision 01/14/2020

**Article One
Name**

Organization's name shall be known as The Citrus County Foster Parents Association, Inc. or Citrus County Foster/Adoptive Association, Inc.
The Corporation shall have a seal as shown herein

**Article Two
Objective**

The Citrus County Foster Parents Association, Inc. is a not for profit corporation 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 organization 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 the organization. All members must reside in Citrus County, or in an adjacent county to Citrus County.
Members must participate reasonably in fundraisers and events" as determined by board must attend 1 event and participate in 2 fundraisers a year

**Article Four
Meetings**

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 of each member, Via Website and other social media we are involved in. Telling the time and place of such annual meeting, no later than one month prior to the election.

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General meetings are held on the 2nd Tuesday of every month excluding June & July. (Dates may be subject to change with board approval.)

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.

At any regular or special meeting, if a majority of all present so requests, any question may be voted upon in the manner and style provided for the election of officers and directors

Article Six Order of Business

Call to order
Roll Call
Reading and approval of prior meetings minutes
Report of the Treasurer
Report of the committees
Report of officers and Directors
Unfinished (OLD) Business
New Business
Sign in sheet to be distributed
Training
Adjournment

Article Seven Board of Directors

The Business of this organization shall be managed by a Board of Directors consisting of two directors and 3 officers. The officer positions are to include President, Vice-President and Secretary.

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The term of elected office for all directors and officers shall be for 2 years, in the even numbered years elections are to be held for President, Secretary and Director #1. In the Odd number year's elections shall be held for Vice President and Director #2
The Board of Directors shall 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 meetings and daily business as it may in its discretions deemed necessary.

The President of the organization, 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 organization. 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 for this hearing as it may in its discretion consider necessary in the best interest of this Organization

Article Eight Officers

The Officers of this Organization are: President, Vice President, Secretary and Treasurer.

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 organization and annual report of the work of the organization. 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 organization. Shall be a signer of all legal matters pertaining to the organization, 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 organization including the power to appoint to fill a position deemed necessary by the President or 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

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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 organization. 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 Secretary: The Secretary shall keep the minutes of the organization in appropriate books. Of. Shall make copies of such minutes to be handed out to each board member at each meeting prior to the reading of such minutes. Shall keep records organizations member's names, addresses and attendance in a roll book. Shall be the official custodian of records of this organization. Shall pass on to succeeding Secretary all records and books of this organization. Shall perform any other related duty assigned to him/her by the President and/or the Board of Directors.

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.

Duties of the Treasurer:

1. Handle the money with high standards and set a tone of integrity. 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. Be especially scrupulous about keeping personal funds (yours and others') completely separate from organizational funds.

- The Treasurer will write checks, reconcile account with other designee per board.
- Incoming checks should receive immediate restrictive endorsement (preferably a bank stamp, or handwritten "For deposit only, ABC Bank, Account # 123445") and be deposited within a week, with no cash back.
- 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.

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2. Manage the filings

- Keep a calendar of filing requirements and assign responsibility. Late fees and penalties can be very costly and diminish stakeholder confidence.
- 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 (\$25,000 for 2009) 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. Forms and related instructions are available at the IRS website. Otherwise, if the individual is an employee be sure to contact an accountant or other person experienced in employment matters and take all steps required for a new hire.
- Register with charitable solicitation agencies – Yearly filing with department of Agriculture. Work with President on filing every year.

3. Identify and manage risk

Take the lead in safeguarding your organization’s assets, data, and personal information. Risks associated with volunteer screening, vehicle use, and special events are often of particular concern

4. Confirm 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

5. Prepare timely financial reports

Prepare the monthly reports for board meeting and members meeting.

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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 organization for duties other than that of an Officer or Director.

No part of the net earnings of the corporation shall insure to the benefit of, or be distributed to its Members, trustees, officers, directors, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influencing legislature, and the corporation 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 organization shall not carry on activities not permitted to be carried on by an organization 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.

Article Nine Dissolution

Upon dissolution of the corporation, 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

organizations 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 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

The dues of this organization \$25.00 per family per year. All active Foster families licensed fee is waived. New family dues are payable upon joining the association. Dues for existing members shall be paid by the January meeting of each year or membership will be forfeited for that calendar year. Any member who moves away from Citrus County shall have their dues refunded on a prorated basis of \$2.08 per month upon written request.

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, and in January of 1995, and in February of 2002, March of 2007 and most recently in and most recently in January 2020.)

Article Fourteen Attendance of Meetings

There is no attendance requirement as of January 1st 2018. However, it will be the members own responsibility to attain the information from that meeting. Information will be posted on the corporate website www.citruscountyfosterparents.org

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Article Fifteen Membership Benefits/ Forfeiture of Benefits

A Member in Good Standing is any member who has paid their dues in a timely manner as required in Article Eleven, and who has fulfilled, or is reasonably expected to fulfill, the attendance requirement set forth in Article Fourteen of these by-laws, and who has not violated any other provision of these by-laws or any organizational guidelines.

Benefits (subject to available funds and changes can be made by board any time)

Angel tree – all members kids Adopted/bio and kinship and non-kinship shall be added – tags must be submitted by November meeting. We will not hold stuff long term please try to be open to a reasonable time for pick up.

Thanksgiving turkey –sign up at October meeting

All trips we take- sign up with cut off dates will be announced via website all monies will be required by that cutoff date.

Adopted kids clothing allowance of \$100 per kid – sign up at May meeting to receive at August meeting.

School supplies - sign up at May meeting to receive at August meeting or before depending on availability from our donors. We will not hold stuff long term please try to be open to a reasonable time for pick up.

Christmas party – Sign up at November meeting all members welcome. Gifts will be given to all foster children from elks. Any bio kids if you want them to receive something at this event you must bring it.

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

Forfeiture of Benefits: Failure to pay membership dues as required - a loss of all membership.

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

The Board at any time can suspend any and all benefits for conduct

The forfeiture of any member's benefits must be approved by a majority vote of the Board. The member is entitled to request a hearing in front of the Board within two weeks of being notified of the forfeiture of their benefits by postmarked mail.

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Mileage reimbursement for travel for association business. Picking up gifts at Christmas for sponsors and trees from locations. Not for monthly meetings or events we attend as families. All mileage will be submitted as request indicating millage driven times amount allowed per miles at \$0.30 per mile

Article #16
Financial Duties

Checking account

There should be only 3 individuals that have signature authority on checks, Treasurer and President and Vice President being one of them.

Use of card -

must get 2/3 vote of board members for purchases over \$20 (can be oral vote) receipt must be given to Treasurer as soon as possible and added to minutes of next board meeting

Financial Records should be audited each year by two members of the organization. Ask for volunteers and They should prepare a report to be presented at the April meeting

Treasurer shall have no Authorization to approve any expenses on their own (Except in voting) since they will be signing the checks

Monthly financial log to be posted on website for public transparency

[By-Laws are fluid and can be updated by board any time please check back here to refer to changes made.](#)

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