



National Association of State Foster Care Managers

National Association of State Foster Care Managers By-Laws

Original Text Adopted October 5, 1990

Amended October 3, 1991

Review November 5, 2003

Amended October 17, 2007

Available on-line at www.nasfcm.org

Article 1

Name and Principal Office

- a) The name of this organization shall be the "National Association of State Foster Care Managers".
- b) The principal office of the Association shall be located at the work location of the President of the Association.

Article 2

Purpose

The purpose of the National Association of State Foster Care Managers is to provide an opportunity for the State Foster Care Managers, as designated by your state and hereafter referred to as State Foster Care Manager, to pool their expertise for the progressive improvement of the quality of care to children in out-of-home care and share information and expertise about issues that affect the safety, permanency and well-being of children in out of home care and their families.

Article 3

Membership and Voting Rights

- a) All states, District of Columbia and United States Territories are eligible to be members of the Association. The representatives to this Association shall be the State Foster Care Managers.

- b) Each state, the District of Columbia and the United States Territories shall have one vote.
- c) Affiliation may be granted to individuals or agencies, upon request, which have national influence on the quality of foster care. This membership status includes selective participation in meetings and receipt of mailings. This status does not include voting rights. The Board shall have the option to determine which parts of the annual meeting will be open to affiliates.

Article 4

Officers

- a) The President shall be the Chief Executive of the Association. The President shall preside at all meetings of the membership and the Executive Board.
- b) The Vice President shall act as President during the absence or disability of the President. The Vice President shall perform any other duties as assigned by the President.
- c) The Secretary shall act as clerk of all meetings of the members and the Executive Board. The Secretary shall keep a record of all proceedings of each meeting for inspection by the members. The Secretary's record shall also include the current by-laws.
- d) The Treasurer shall be responsible for overseeing the management of all Association funds. The Treasurer shall ensure that a record of budget and financial statements is kept for inspection by the members and shall present these reports annually to the Executive Board.
- e) The term of the officers shall be two years, or until their successors are elected.
- f) After leaving office, each officer shall deliver all books and/or records to the incoming officers within one month of the election.
- g) The offices of President, Vice President and Secretary shall not be held by one (1) person for the second consecutive term. The office of the Treasurer may be held for an indefinite number of terms.
- h) Only State Foster Care Managers shall be eligible to be officers.
- i) Elections shall proceed in the following manner:
 - 1) At alternate business meetings, the President and Vice President shall be elected.

- 2) At alternate business meetings, the Secretary and Treasurer shall be elected.
- j) In the event of death, resignation, or incapacity of the President, the Vice President shall become President for the unexpired portion of the term. Vacancies in offices other than the President shall be filled for the unexpired term by the Executive Board.

Article 5

Executive Board

- a) The Executive Board shall consist of the Association officers and four (4) members-at-large who are State Foster Care Managers who are elected by the membership. The Association immediate past president, a representative of the Children's Bureau of the U.S. Department of Health and Human Services (HHS), and the Director or a designee of the applicable National Resource Center related to foster care shall also be non-voting members of the Executive Board.
- b) The Association President shall act as the Chairperson of the Executive Board. The Chairperson will abstain from voting except in the case of a tie vote.
- c) The representative from (HHS) the Children's Bureau of the U.S. Department of Health and Human Services shall be recommended by the Executive of the Children's Bureau of Health and Human Services and approved by the Executive Board of this Association. This representative shall serve as a liaison between the Association and HHS and shall have no voting rights.
- d) The representative from the National Resource Center shall be approved by the Executive Board of this Association. This representative shall serve as a liaison between the Association and other identified resources and shall have no voting rights.
- e) The Association immediate past president shall serve as an advisor to the President and shall have no voting rights.
- f) The Executive Board shall be responsible to see that all of the requirements of the by-laws and all directives of the membership are faithfully enforced.
- g) Meetings of the Executive Board may be held at the call of the President with one (1) week notice. A quorum for the transaction of business shall consist of a simple majority (5) of the Executive Board voting members. Meetings may be held via teleconference.
- h) Two members-at-large shall be elected each year.
- i) The term for members-at-large shall be two (2) years.

- j) In the event of death, resignation, or incapacity of all Board positions except the President, the Board shall appoint a new member to complete the term. The appointed member is eligible to serve another consecutive term if elected by a majority of the membership at the annual business meeting.

Article 6

Meetings

- a) Meetings of the Executive Board will be conducted no less than bimonthly to conduct business. These meetings may be held via teleconference.
- b) The Association's annual meeting will be held at a time and place designated within 60 days of the previous annual meeting. Notices will be mailed to each member at least eight (8) weeks prior to the meeting.
- c) Annual Business Meeting – At least 90 minutes will be set aside during the annual meeting to discuss business of the Association. A copy of the by-laws will be available to each participant. At a minimum, the Executive Board will consider including the following agenda items:
- Approve affiliates list
 - Disbursement of funds and the identified fiscal agent
 - Review Treasurer's reports
 - Report on functions of the Executive Committee over the year,
 - Elections
 - The subsequent year's annual meeting location and date

Article 7

Procedures

- a) These by-laws may be amended by a simple majority vote of members present at any membership meeting and/or by absentee ballot providing that written notice of such proposed amendments is furnished to all members at least thirty (30) days prior to the date of such meeting.
- b) The Executive Board shall have the power to prescribe rules for the conducting of business at all membership meetings.
- c) Disbursement of any and all Association funds shall be governed by the Executive Board.

Article 8

Dissolution

- a) In the event of dissolution, all assets must be distributed in accordance with Section 1.501-C(3)-1 of the I.R.S. Regulations. No assets can inure to the benefit of any individual.
- b) In case of dissolution, the Association, through its officers, is directed to assign all assets to a national non-profit organization recognized as serving the interest of foster care for children.

Article 9

Amendments

The adoption of these by-laws renders null and void any by-laws under which this Association previously operated.

Adopted at the annual meeting of the membership on November 5, 2003.

Amended at the annual meeting of the membership on October 17, 2007.

President

Vice President

Secretary

Treasurer