

The Constitution





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CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I - Name

The name of the association shall be The League of Ontario Foster Families, referred to in this Constitution as "LOFF."

ARTICLE II - Purpose

The purposes for which the Association is formed are:

1. To serve as an advocate for the needs of Ontario's Foster Families and Foster Children.
2. To promote and enhance mutual cooperation, coordination and communication among Foster Parents, Foster Parent Associations, all childcare agencies and other interested parties.
3. To encourage the training and education of Foster Parents, Foster Families and others working in the field of foster care.
4. To encourage contact and the exchange of ideas and provide support to each other through Support and Business Meetings, Advocacy guidance, verbal referrals, where appropriate, to community resources available, etc. to assist and retain Foster Parents.
5. To encourage and promote community education/awareness of Foster Parenting's goals and the recruitment and retention of individuals to serve as Foster Parents or to work in the field of Foster Family care.
6. To seek viable reforms in the foster care environment and Family Foster care.
7. To provide competent lobby to promote constructive social action and viable reform to bring about improvements in child welfare systems and in legislation pertaining to children and Foster Families.
8. To assist in fundraising and the acquisition of gifts for the benefit of Foster Children to support the education and training needs of the Foster Families

ARTICLE III - Nature of the Association

The League of Ontario Foster Families is Not an Incorporated Association

LOFF is not an incorporated association. The LOFF Executive Committee is self-governing and shall not discriminate against any person on the grounds of sex, race, creed, religion or national origin. LOFF has a budget that incorporates making use of paid dues and may do limited fundraising in conjunction and cooperation with LOFF for the accomplishment and furtherance of the Constitution and Bylaws.

Governing Legislation

The Executive Committee shall not engage, nor counsel any LOFF Member or the Executive Committee to engage in any activities or exercises that are contrary to law or to the primary purposes for which this League was formed.



LOFF Dissolution

In the event of the dissolution of LOFF, all assets and holdings will be disposed of or held as directed by the LOFF membership at the time of dissolution.

ARTICLE IV - Qualifications of Members

Membership shall consist of Foster Parents as approved by the League of Ontario Foster Families (referred to in this document as "LOFF") who are in good standing with their Caregiver Association with such qualifications, rights and obligations as shall be set forth in the Bylaws of LOFF.

ARTICLE V – Officers: Executive Committee

The Executive Committee will consist of the Executive Officers of LOFF. The duties of the Executive Committee shall be as set forth in the Bylaws of LOFF.

ARTICLE VI - Meetings

Meetings shall be held at the call of the Executive Committee or as set forth in the Bylaws of LOFF.

ARTICLE VII - Amendments

The Constitution and Bylaws may be amended by the membership. A member of the Executive Committee will conduct or form a committee to conduct an annual review of the Constitution and Bylaws to ensure that they remain accurate and current. If changes are deemed necessary, the committee will report needed changes to the Executive Committee for approval. Once changes are approved by a majority of the Executive committee, the revised Constitution and/or Bylaws will be presented for approval at the Annual Meeting of LOFF. Passage of changes to the Constitution or Bylaws requires a majority of the votes of those present at the Annual Meeting.

Typically, the Constitution and Bylaws will not be submitted for changes more than once per year. The notification of any changes will be published in the next issue of the LOFF communication and revised documents will be available at following LOFF General Meetings.



League Of Ontario Foster Families

BYLAWS

ARTICLE I - Name

The name of the organisation shall be The League of Ontario Foster Families, referred to in this Constitution as "LOFF". The LOFF shall establish a budget using received funds as dues for the accomplishment and furtherance of these bylaws. LOFF shall not engage in any activities or exercise any powers that are contrary to law or violate the primary purposes for which it was formed.

ARTICLE II – Membership

Types of Membership

Regular membership shall be available to all individual Foster Parents in good standing with their FPA's who have been approved by LOFF. Foster Parents are automatically members of LOFF with the approval of their FPA. There is allowance for members (ex Foster Parents) who have been retained as consultants. The types of memberships are as follows:

Associate Membership. Fees paid by FPA/FFA

Individual Membership. Shall be available to anyone who is an Active Foster parent but who is not a member of any FPA/FFA affiliated to LOFF. Individual members shall be entitled to all rights and privileges of Associate members Annual fee of \$150 (\$200 for a couple) and full conference fees.

Alumni Membership. Shall be available to persons who have served the organization, and are continuing to serve the organization; alumni members shall be entitled to all rights and privileges of Associate Membership Annual fee of \$50, reduced conference fees to be agreed by upon by the conference committee.

Reduced Membership. Shall be available to persons who have reduced from all fostering in the association or related field, and who shall remain reduced from fostering. Reduced members shall be entitled to all rights and privileges of Associate membership except to hold office. Annual fee of \$75 (\$100 for a couple). 25% discount on conference fees.

Honorary Membership.

Honorary membership is being extended to only the five founding families of LOFF, these being:

Mike and Suzanne Paquette
Hans and Diane Vonbornhoy
Sara and Dennis Hay
Heather and Richard Legault
Elaine and Richard Porter

Termination of Membership

1. If a FPA withdraws approval of any Foster Parent, or any Foster Family resigns from its FPA, membership is automatically terminated.
2. The FPA may withdraw approval of a Foster Family under some circumstances (see Censure section).



Membership Records and Executive Officer Records

The Treasurer will consult with member FF/PA's who will provide the number of "open homes" for funding received. Membership records are also used for fees deducted at source and forwarded by Agencies for payment of fees due for membership. The membership records are also used for fees payable for membership dues in other organisations at that current time such as the CFFA (Canadian Foster Family Association, the CWLC (Child Welfare League of Canada or any other Provincial or National Association or group while LOFF is affiliated with or a member paying dues in the organisation.

1. Executive Officer and Committee records indicating name, office, title or position held and committee information will be maintained.

Confidentiality

Due to the highly sensitive nature of information available to Foster Families, extreme caution must be used. LOFF's Confidentiality agreements will be the overriding document, however, confidential information from meetings are also included when referring to information that may identify an individual or breach confidentiality. Any information that was publicly identified during a LOFF meeting or as a result of any other information regarding a Member, Foster Family Member, Foster child or his or her family must be protected and kept confidential.

This information also includes mailing addresses and email addresses of Foster Families. Steps to protect information must be used. "Blind" email addresses should be used to protect information and further security information will be developed.

LOFF will not intentionally contact Closed Homes/resigned registered voting members to respect privacy and confidentiality.

Censure of FPA Members

A Member can be censured by the Executive for the following reasons:

1. Persistently refusing or neglecting to comply with provision or provisions of these rules; or
2. Persistently and wilfully acting in a manner prejudicial to the interests of LOFF; or
3. An egregious act prejudicial to the interests of LOFF.

The Executive may, by resolution:

1. Immediately expel the Member from LOFF; or
2. Immediately suspend the Member from membership of LOFF for a specified period; or
3. Schedule a hearing within 21 days where the Member may address the Officers.

The Executive will send a written notification of any decision within 14 days.

Censure of Members shall be confirmed or revoked by a majority vote of the Executive members present at the meeting that considers the censure.



Membership Rights and Duties

1. To vote at an Election meeting, usually the Annual General Meeting, to decide the Executive Committee of the FPA.
2. To vote in any Business Meeting on motions presented by the Executive Committee.
3. To have access to a trained Foster Parent Advocate.
4. To bring concerns to the Executive for resolution.

No Member of LOFF shall publicly represent LOFF without the approval and consent of the Executive Committee. Any official representative will be provided with a letter stating the representative is authorised by LOFF and the letter will include a set period of authorization.

ARTICLE III – LOFF Goals

LOFF shall be structured to work effectively with Foster Parents and the children in their care, and with the Ministry directives as we become aware of them. The Purpose of LOFF is described in detail in the Constitution, Article II Purpose section (located at the start of this document) and the simplified primary goal of LOFF as advocate for the needs of Foster Parents, Foster Families and Foster Children.

ARTICLE IV - Meetings

All meetings shall be conducted according to the most recent version of **Robert's Rules of Order**. Meetings are to be conducted in a business-like manner and procedure must be followed to avoid conflicts which are out of order and not permitted. The Chair may request an out of order Member to leave the meeting.

Minutes

Minutes will be recorded at General, Special and Annual General Meetings.

Meetings – Frequency and Notification

Notification of Annual General Meetings will be a minimum of 2 months in advance through a LOFF Newsletter and/or email. General/Business Meetings are monthly, with the exception of July and August, usually with standard timings of the month, through a virtual platform. Reminder notification should occur by email. Special Meetings may, by nature, be more urgent and therefore the advance notification will be 2 weeks whenever possible through email and/or telephone contact. Executive Meetings will be regularly scheduled with any additional Meetings coordinated by the Executive Committee.

GENERAL Meetings

Purpose and Agenda

General Meetings normally occur monthly except for July and August. (see above) General Meetings cover the basic activities of the organisation and are held to inform all voting Members of LOFF to be involved and aware of issues of concern. An agenda will be presented and followed. If time permits, the floor can be opened for discussion following agenda business. A Member can request that an area of concern be covered in a meeting and the Executive Committee will determine the scheduling feasibility. The issue may be scheduled on the agenda if sufficient notice is provided and timing permits, or it may be carried over to the next meeting.



Voting Process - Proxy Votes will not be accepted.

Procedures for voting are as follows:

1. A Motion is presented from the floor.
2. The Motion is seconded.
3. The Motion is stated by the chair and recorded by the Secretary.
4. An opportunity is given for each speaker to address the Chair regarding the Motion.
5. The wording of the Motion is amended if necessary.
6. A call to end the discussion is made by The Chair. At this time, the Motion is either voted on or another Motion to “carry over” the Motion and all its amendments to the next meeting can be made. If the motion is voted on, the Chair counts the votes and the count is recorded. If there is a motion to “carry over”, the Chair counts those votes and a count is recorded.
7. If required, the Motion to “carry over” the Motion and its amendments is then declared by The Chair. The Motion and all its amendments must be finalized during the next meeting.
8. The Chair, ensuring that each person present understands what will be voted on, restates the Motion.
9. The Vote then occurs with the Chair counting the votes and the Secretary or recorder making a record of the results of those in favour, opposed and abstaining.
10. The Chair declares the Motion as passed or defeated.

Quorum

1. A quorum for the transaction of business at any General Meeting shall be a minimum of 6 FPA members present and the support of 2 Members of the Executive.
2. A majority vote is required for the adoption of resolutions.
3. A quorum is required to alter the Constitution except those areas altering syntax or type errors.

SPECIAL Meetings

Purpose

1. The Executive may, from time to time, convene Special Meetings, if required or if deemed beneficial. The purpose of the meeting will be announced, and business other than the announced purpose will not be covered unless deemed beneficial and agreed to by a majority vote.

Voting Process

The Voting Process is the same as for General Meetings.

Quorum - The Quorum is the same as for General Meetings.



ANNUAL GENERAL Meetings

Purpose

The Annual General Meeting of LOFF shall be held in the month of May or June each year with the goal to:

1. Elect the LOFF Executive Officers.
2. Read the Minutes of the previous Annual General Meeting.
3. Read the Treasurer's report of previous year's Financial Activities and the coming year's budget information.
4. Read a report from each Committee regarding Activities during the previous year.
5. Read a report from LOFF regarding accomplishments and difficulties, and in a Non-Election year, the Future Goals or Direction of LOFF.
6. Cover any other business as may be required.

Voting Process

The Voting Process is the same as for General Meetings except with respect to Elections where Elections cannot be carried over and must be completed.

Quorum

The Quorum is the same as for General Meetings.

EXECUTIVE Meetings

The Executive Committee shall hold regular Meetings. Other Meetings may be held when scheduled by agreement of the majority of the Executive Committee, making every effort, however, to accommodate work schedules by holding Meetings in the evening if required. Members of the board should notify the President and the Secretary of LOFF at least 24 hours in advance if they are not able to attend. Board Members who miss 3 consecutive Meetings in a row may be asked to resign from the board – refer to Censure of Officers and Committee Chairperson.

Voting Process

For details Refer to **Executive Officer Voting Privileges**

Quorum

A quorum at an Executive meeting will have the support of 3 Members of the Executive, including 1 of the Vice Presidents, or the President.



ARTICLE V - THE BOARD

Board Functions

LOFF shall have a Table of Elected voting representatives, with representation from each FPA/FFA in the organisation. All positions in the Executive Committee and other committees are on a volunteer basis and are not for financial compensation. Some travel may be required and reasonable expenses for authorised representatives to attend authorised, scheduled functions or meetings will be reimbursed for travel, mileage and hotel accommodations. Reimbursement or meal allowances will be established and some basic incidentals may be reimbursed.

Subject to these Rules and to any resolution by LOFF, in a General Meeting, the Board:

1. Shall control and manage the affairs of LOFF.
2. May exercise all such functions of LOFF.
3. Has the power to perform acts that appear to the Board to be necessary or desirable for the proper management of LOFF

The Executive

The Executive is comprised of the following offices:

1. President (Elected)
2. First Vice President (Elected)
3. Second Vice President (Elected)
4. Treasurer (Elected)
5. Secretary (Elected)

Election - Board Nominations and Nominations Chair

The following shall apply as it relates to nominations for Executive office:

1. Ideally, not later than 2 months prior to the Annual General Meeting, the membership shall elect a Nominations Chair at a General meeting or the Executive may, in lieu of a Nomination Chair Election, appoint the Chair. The Chair shall appoint assistants from among the membership as may be required.
2. The Nominations Chair will serve as Chair of the Elections meeting.
3. Prior to the Election, the Chair will announce a call for Board Nominations from the membership at a General Meeting, by email notification and/or other means as determined appropriate.



Constitution and Bylaws

4. During the Elections, the Chair shall present the names of the persons nominated for each position, then make a Call for any Nomination from the Floor. The Chair will ensure that each nominee accepts the nomination.
5. The Nominations Chair will then:
 - a) Ensure that each nominee is given an opportunity to speak to the membership prior to a vote.
 - b) Ensure that Elections are held by secret ballot.
 - c) Ensure that Members whose names do not appear on any ballot scrutinise the count of ballots.
 - d) Tally the votes
 - e) Once tabulated, and the winning results are announced, the Chair shall ensure that the ballots are destroyed once a motion to do so is made and accepted by the membership.
6. Any Member of the Executive may only hold 1 office at any given time.

Election of Officers and Term

Executive Officers of LOFF are expected to demonstrate leadership qualities in addition to the ability to conduct themselves in a caring, professional and business-like manner as a representative of the League of Ontario Foster Families. Each officer shall be a Member in good standing with LOFF at the time of Election and for the duration of his/her term in office. In order to avoid a conflict, or the appearance of a conflict, Elected Officers of LOFF should not be closely related, although nominations may be made. A relative may be a spouse, parent, child, sibling or in-laws of the aforementioned. In the event of the risk of losing strong candidates, a motion to vote on the exception to the rule may be considered by the Executive and a majority vote will be required. In accordance with legal requirements, Executive Officers must be a minimum of 18 years of age and not bankrupt.

The Election of Officers will take place at the Annual General Meeting every second year (alternate years) and the following shall apply:

1. The newly elected Executive shall take office upon adjournment of the meeting.
2. Each officer shall serve a 2 year term. The Executive shall consist of 5 elected representatives:
 - a) President
 - b) First Vice President
 - c) Second Vice President
 - d) Secretary
 - e) Treasurer
3. Candidates for the office of The President will have preferably served on the Executive for a 2 year term and have at least 2 years of experience as a Foster Parent.
4. Any officer who wishes to resign shall give written notice of intent.
5. When a position becomes available prior to the next Elections, a capable Member may be appointed to the vacant office at an Executive meeting with the exception of the office of the President or the First Vice President.
6. When a position becomes available for the office of President, the First Vice President will move into the President's office, and the Second Vice President will move into the First Vice President's office. If the First Vice President's office is vacant, the Second Vice President will move into the office.



Executive Officer Voting Privileges

Voting privileges of the Executive relate to motions presented during the Executive Meetings, General Meetings, Special Meetings and the Annual General Meetings.

Limited or Full Voting privileges apply to all types of meetings, and are as follows:

1. The President has Limited Voting privileges and can vote only for the purposes of breaking a tie or to establish a quorum during a General, Special or Annual General Meeting. In all other instances during these meetings, the President shall abstain from casting a vote. However, during an Executive Meeting, the President has Full Voting privileges.
2. The First Vice President has Full Voting privileges.
3. The Second Vice President has Full Voting privileges.
4. The Treasurer has Full Voting privileges.
5. The Secretary has Full Voting privileges.

There will be no voting by Proxy at Executive Meetings

Quorum

As noted in the “Executive Meeting” section, a quorum at an Executive meeting will have the support of 3 Members of the Executive, including 1 of the Vice Presidents, and the President.

Financial Business

The Financial Officers of the Executive shall be from among the following, and each operating account of the FPA shall have a minimum of 2 signatures present, 1 of whom shall be the Treasurer, on each method of disbursing funds:

1. President
2. Vice President
3. Second Vice President
4. Treasurer
5. Secretary



The Executive is authorised to disburse funds from the operating accounts of the FPA provided that the following is adhered to:

1. The requisition is for LOFF approved business expense or reimbursement for LOFF business expense.
2. Requisition of funds is presented to the Executive for a vote or approved by the President in consultation with the Executive and is signed by any 2 Officers. Routine expenses for basic office supplies or standing annual membership dues are exceptions.

Expenditures

1. No Member shall obligate LOFF beyond the limits of items in the budget as accepted by LOFF, or actual funds available, without specific authority in written form from the Executive Board (Approved Minutes provide adequate documentation) and;
2. All expenditures not accounted for in the annual budget, or above the budgeted item, must be approved by a majority of the Executive Board.
3. No Executive or LOFF Member can profit directly or indirectly from LOFF without declaring a Conflict of Interest. See "Conflict of Interest" Section.



DUTIES OF THE OFFICERS

All Officers have the duty to interpret and enforce the provisions of the Constitution and Bylaws of LOFF and to enhance and guard the reputation of LOFF from questionable or disreputable activities.

The President shall preside at all meetings of LOFF and shall be responsible for the general management and supervision of the affairs and operations of all committees. The President shall be an ex-officio Member of all committees, except the Nominating Committee. An ex-officio Member is a Member who by means of virtue of office has membership on other committees within the FPA.

President – The President shall:

1. Serve as Officer of the LOFF.
2. Attend and preside at all meetings including Executive meetings, or delegate this to another Member.
3. Cast deciding votes in the event of a tie.
4. Assist the Treasurer in preparing the LOFF Annual Budget.
5. Schedule meetings.
6. Prepare an agenda for each meeting in collaboration with the Secretary.
7. Perform Public Relations for LOFF.
8. Keep informed of the MCCSS (Ministry of Children, Community and Social Services), the CFFA (Canadian Foster Family Association) or any other Provincial or National Association developments.
9. Sign all financial or other obligations with another officer such as the Treasurer or an alternate Officer.
10. Ex-officio Member of all committees. (An ex-officio Member is a Member who by means of virtue of office has membership on other committees within LOFF)
11. With Executive approval, appoint a Chair for each committee and if required, a Chair to oversee all committees.
12. Keep informed of all committee work.
13. Inform the MCCSS, CFFA or any other Provincial or National Association of changes in the Executive.
14. Remit all LOFF property to the Executive upon conclusion of duties.
15. In the event that an Executive Position is vacated, appoint someone to fill that position until it can be voted on and ratified at the next AGM



First Vice President

The First Vice President shall assist the President in the performance of his/her duties and shall, by appointment, assume all responsibilities of the President if the President is absent;

1. Serve as Officer of LOFF.
2. Assume all duties of The President in his/her absence.
3. Assist in the administration of LOFF.
4. Assist in public relations.
5. Assist in overseeing all major LOFF events.
6. Attend all meetings.
7. Serve on, and Chair committees assigned by the Executive.
8. Assist in the preparation of the Annual Budget.
9. Remit all LOFF property to the Executive upon conclusion of duties.

Second Vice President

The Second Vice President shall assist the President in the performance of his/her duties and shall, by appointment, assume all responsibilities of the President and/or the First Vice President if either is absent;

1. Serve as Officer of LOFF.
2. Assume all duties of The President / Vice President in his/her absence.
3. Assist in the administration of LOFF.
4. Assist in public relations.
5. Assist in overseeing all major LOFF events.
6. Attend all meetings.
7. Serve on, and Chair committees assigned by the Executive.
8. Assist in the preparation of the Annual Budget.
9. Remit all LOFF property to the Executive upon conclusion of duties.



Treasurer

The Treasurer shall be responsible in all matters pertaining to the funds of LOFF. The Treasurer shall be required to present a concise financial report at each Meeting and an audited/reviewed report at the Annual General Meeting (if completed);

1. Serve as Officer of LOFF.
2. Maintain proper electronic financial records of LOFF and submit electronic records for an audit when requested by the President or Executive.
3. Prepare an electronic printout of financial records for presentation during all Meetings and for submitting to Secretary for the Minutes.
4. Maintain records for a minimum of 7 years and if possible, in perpetuity.
5. Manage LOFF financial assets and accounts in accordance with policy and pay bills, Provincial or National (CFFA, CWLC) membership dues or fees etc. as requested by the Executive. Keep all financial records, i.e., bank statements, ledgers, receipt books, cheque books etc. up to date and in accordance with established bookkeeping procedures.
6. Authorized to be the first Signature of 2 for any LOFF cheques issued, however, if the Treasurer is unavailable, 2 alternate Executive signatures can be used in accordance with bank account signatures established.
7. Assist in the administration of LOFF.
8. Assist in public relations.
9. Assist in overseeing all major LOFF events.
10. Attend all meetings.
11. Serve on, and Chair committees assigned by the Executive.
12. Assist in the preparation of the Annual Budget.
13. Remit all LOFF property to the Executive upon conclusion of duties.



Secretary

The Secretary shall keep the Minutes of all Meetings. The Secretary shall have available at all LOFF meetings a list of any current Standing or Special Committees and their Members. The Secretary shall maintain Record Books in which the Bylaws, Policy and Procedures Manual and Minutes are entered, with any Amendments to these documents properly recorded, and to have current Record Books on hand at every LOFF Meeting;

1. Serve as Officer of the LOFF.
2. Maintain proper Records / Minutes of LOFF in a printed hardcopy version in a binder and maintain an electronic backup copy.
3. Provide a printout or electronic copy (email) of the Minutes to the Executive, and have printout versions of the previous Meeting available for LOFF Member approval at each General Meeting. Electronic versions can also be emailed to Members if requested.
4. Control and allocate LOFF letterhead.
5. Prepare Annual Report to be presented at the Annual General Meeting.
6. Manage correspondence to and from LOFF.
7. Assist in the administration of LOFF.
8. Assist in Public Relations.
9. Assist in overseeing all major LOFF events.
10. Attend all meetings.
11. Serve on, and Chair committees assigned by the Executive.
12. Assist in the preparation of the Annual Budget.
13. Remit all LOFF property to the Executive upon conclusion of duties.

Business Transactions

The Executive Committee may perform business transactions in person, by secure electronic mail or postal mail. Telephone business calls other than to schedule meetings or for brief points are to be discouraged on the basis that the same information and detail is to be disseminated to the entire Executive Committee in a professional manner, preferably in a written format.

Standing Committees

Standing Committees shall have a Chairperson appointed by the President who serves at the pleasure of the President. The only exception from this procedure is any Committee handling financial matters where the Treasurer shall be the Chairperson. The Chairperson of each committee shall be responsible for selecting other Members of that committee. When a chair is vacant, the President and/or Vice Presidents shall have the authority to direct the work of a committee until such time as a Chairperson is appointed.

Standing committees may be created, changed or dissolved by common consent of the Executive Committee.



Appointed Committees

Any appointed committee shall report their actions or decisions to the Executive and LOFF Members. The committee will disband after the final report is accepted by the Board. If, after a period of 6 months no action has been taken or report filed by an appointed committee, the committee will be disbanded.

Conflict of Interest

No LOFF Executive or Member is to profit directly or indirectly without declaring a Conflict of Interest. All Members shall avoid any conflict between their respective personal, professional or business interests and the interests of the LOFF in any and all actions taken on behalf of the LOFF in their respective capacities.

If any Executive Officer or Member of LOFF has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with LOFF, including but not limited to:

1. the sale, purchase, lease or rental of any property or other asset;
2. employment, or rendition of services, personal or otherwise;
3. the award of any grant, contract, or subcontract;

such person shall give notice of such interest or relationship and will refrain from discussing or voting on that particular transaction, or otherwise attempting to exert any influence on LOFF in the decision regarding the transaction.

Censure of Officers, Committee Chairperson and Committee Members

An Elected Officer, a Committee Chairperson or a Committee Member of LOFF can be Censured for the following reasons:

1. For an Elected Officer or Committee Chairperson, failure without good reason and/or without notification to attend 3 consecutive regularly scheduled Meetings of LOFF and/or the Executive Board, or failure to attend for any reason 1/3 of regularly scheduled Meetings. Regularly scheduled Meetings do not include emergency Special or short notice Meetings. Every effort will be made to accommodate work schedules by holding Meetings in the evening if required.
2. Failure to conduct required duties as set forth in the Bylaws.
3. Abuse or misuse of position or access to confidential information for any purpose other than that for which it was provided, that is used for personal gain or for unauthorized purposes.

The Executive Board is instructed to give serious thought before taking action to censure any elected and appointed officer or committee chairperson.



ARTICLE VI - Officer Recall

When at least half of the Executive Committee perceives an officer to be unable to fulfil the duties and obligations of office as outlined in the appropriate job description, the President or person assigned by the President will counsel the officer regarding the existing deficiencies. If satisfactory resolution is not achieved to allow the officer to fulfil the duties and obligations properly, then the officer will be asked to resign the position.

If the officer does not resign as requested within fourteen 14 days, a special meeting of the Executive Committee will be called to recommend a Bill of Recall. The recall will become valid with a majority vote of the Executive present. The officer being considered for recall may not vote.

The results of the vote shall become a permanent record of the Executive Committee's proceedings, however, it will be considered to be confidential. The officer in question will be advised of the results by written notification of any decision within 14 days.

ARTICLE VII - Amendments

The Constitution and Bylaws may be amended by the LOFF membership. A member of the Executive Committee of the Board will conduct, or form a committee to conduct, an annual review of the Constitution and Bylaws to ensure that they remain accurate and current to serve the needs of Foster Parents and Foster Children. If changes are deemed necessary, the Executive or committee will report needed changes to the Executive Committee for approval. Once changes are approved by a majority of the Executive, the revised Constitution and/or Bylaws will be presented for approval at a General Meeting or the Annual General Meeting of LOFF. Passage of changes to the Constitution or Bylaws requires a majority of the votes of those present at the Meeting.

Typically, the Constitution and Bylaws will not be submitted for changes more than once per year. The results of any changes will be published by email.

ARTICLE VIII – Dissolution

In the event that the Executive Committee feels they can no longer continue or be responsible for the operations of LOFF, an announcement will be made as soon as possible. If other Members do not volunteer to take over the operation of the LOFF, then LOFF will be dissolved. Any funds will be disbursed in agreement with legal requirements.