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ADMINISTRATIVE AND STRUCTURAL POLICIES AND PROCEDURES

ESTABLISHING AN FCAA CHAPTER

Groups interested in establishing an FCAA chapter complete an application process to apply to become an FCAA chapter. This includes:

- Obtaining and documenting support and commitment from an organizing committee of at least 7 people, the majority of whom are alumni of foster care
- Acceptance and adoption of the FCAA Chapter Charter, Articles of Organization, and Chapter Policies and Procedures
- Completion of the FCAA Chapter Application form

FCAA will accept applications to establish a Chapter at scheduled intervals, approximately twice each year. At the beginning of each year, FCAA will announce the application schedule on its website and post the application form and other relevant information for groups interested in forming a Chapter. All applications will be reviewed by the FCAA Chapter Committee, which will make recommendations to the FCAA Board of Directors. The Board of Directors will make the final decision to approve the application of a new Chapter.

Upon acceptance of a group as an FCAA Chapter, the Chapter will be provided all of the benefits, supports and resources available to FCAA Chapters.

ANNUAL REVIEW OF CHAPTER

Each Chapter's Charter is subject to review on each anniversary date of its formation. The review process is a formal time where FCAA national and the FCAA Chapter assess progress, strengths, challenges, and plans. The annual review includes:

- review of the Chapter's activities during the preceding year
- internal audit of the Chapter's compliance with FCAA policies and procedures
- evaluation of the Chapter by the responsible FCAA staff member working with chapter officers and members
- evaluation by the Chapter of the support received from FCAA national
- development and review of fundraising and support plans for the upcoming year
- celebration of Chapter success

A description of the review process and the necessary forms will be provided at least 3 months prior to the chapter's review date to provide time for completion.

The Chapter will be provided with a written report of the results of the review, including a description strengths and successes as well as of challenges identified during the review and a proposed plan for correction if appropriate. The Chapter will have with an opportunity to comment on the report and (if applicable) proposed plan for correction of any issues identified in the report. If the issues are sufficiently serious or if a plan of correction is not agreed upon or initiated and completed by the Chapter, the Chapter may be referred to the Chapter Committee for potential corrective action under the procedures for probation, revocation or withdrawal of Chapter status.

CHAPTER MEMBERSHIP

Any person over the age 18 who is a member of Foster Care Alumni of America may become a member of a Chapter. There are two categories of membership:

- Chapter members who are alumni of foster care are "Alumni Members." An alumnus of foster care is a person who spent time in out-of-home placement as a child or youth.
- All other members shall be designated as "Ally Members."

"Active Members" of a Chapter are those Alumni and Ally Members who attend the greater of two or one-third of the Chapter's general meetings each fiscal year. To maintain good standing as a

Chapter, a least sixty percent (60%) of a Chapter's Active Members should be Alumni Members. For the first two fiscal years after a Chapter is established, all Chapter members shall be deemed Active Members.

Persons under age 18 may not become Chapter members, but may attend Chapter meetings and participate in Chapter activities as determined by each chapter and in compliance with all FCAA policies and procedures.

CHAPTER MEETINGS

Each Chapter of FCAA must have at least three general meetings each fiscal year. General meetings shall be called by one or more of the Officers of the Chapter or by any six or more Active Members with at least ten (10) days written notice specifying the time, place and purposes of the meeting. The Chapter will decide what constitutes a quorum for purposes of voting at a meeting. No matter requiring a vote of Active Members may be acted upon at a meeting unless such a quorum is present. Proxy voting shall not be permitted. The Chapter will record attendance and ensure that minutes are taken at each meeting. Records of attendance and draft minutes of each meeting will be provided to FCAA national within 30 days following the meeting. Draft minutes should be reviewed and approved by the membership present at the next meeting of the Chapter. Following approval, the final form of the minutes should be promptly provided to FCAA national.

CHAPTER ELECTIONS ELECTIONS

The membership of each Chapter of FCAA shall elect at least 3 members who will serve as its Officers. Each Officer will be elected for a term of one year. A chapter shall adopt a process for nomination of Active Members to serve as Officers; provided that such process shall provide a reasonable opportunity for any member to nominate an Active Member for election as an Officer. In addition, at a reasonable time prior to any election, each member shall be notified of the nomination and election process. The election of a Chapter's officers shall take place annually at a general meeting at which the election of Officers is a stated purpose of the meeting and a quorum is present. All Active Members shall be entitled to vote in the election of Officers and the member receiving a plurality of votes shall be elected. The results shall be made available to the membership as soon as the ballots have been counted.

REMOVAL OF OFFICERS; VACANCIES

A Chapter officer may be removed from his or her position by vote of a majority of Active Members at a general meeting called for that purpose at which a quorum is present. Any vacancy occurring in a Chapter's officer team may be filled for the unexpired term by a vote of the majority of Active Members at a general meeting called for that purpose.

VOTING

Only Active Members may vote in the election of Chapter officers. A Chapter may establish procedures for voting on other matters that includes all members.

CHAPTER OFFICERS

Each chapter will elect a minimum of 3 officers, a majority of whom are Alumni Members. Any officer with responsibility for handling funds, including accepting donations, will be required to complete a background check for financially-related crimes, including identity theft and fraud, and a credit check showing no significant credit issues during the preceding three years as a condition of holding office. The process and expense associated with required background checks will be the responsibility of FCAA national.

Chapter officers will be responsible for compliance with the Chapter Articles of Organization, these policies and FCAA financial, reporting, communications and tracking requirements. These requirements include:

- Maintenance of chapter financial records, including in-kind donations of goods and services.
- Compliance with cash controls policies to include submission of records of all income and expenditures.
- Maintenance of chapter membership information to include categories of members and member contact information.
- Maintenance of chapter website content.
- Convening chapter meetings and recording and submitting meeting minutes to FCAA national.
- Tracking and reporting volunteer hours for chapter members on a quarterly basis.
- Participation in the development and implementation of national campaigns.
- Tracking and reporting relevant issues and topics in foster care for the area the chapter serves.

Chapters are responsible for determining how duties are assigned to each officer and are required to submit officer job descriptions and titles, along with contact information for each officer. *A suggested outline of job descriptions and titles is included in the Chapter Handbook*

FINANCIAL CONTROL POLICIES AND PROCEDURES: **FUNDRAISING**

Fundraising is coordinated through FCAA national to serve the best interests of the organization overall. This means that it may be appropriate, for example, for donation requests to corporations with multiple state locations to be coordinated and managed by FCAA national, rather than individual Chapters. It may also mean that FCAA national will take the lead in applying for certain grants or soliciting large contributions from individuals or conducting direct mail campaigns. It also means that FCAA national will support the efforts of Chapters to raise funds in their local communities. Except for grants, FCAA national will not retain any portion of funds raised locally.

As part of the application process and annually thereafter, each Chapter will submit a fundraising plan to FCAA national, describing the Chapter's plans for fundraising over the next twelve months. The plan may include donation requests of individuals and companies, sales of FCAA merchandise, proposed grant requests, and any other means of raising funds permissible under applicable law. However, a Chapter may not charge any type of membership dues. FCAA national will review a Chapter plan and may suggest changes to the plan. Upon approval by FCAA national, the Chapter will be authorized to raise funds in substantial compliance with the plan and these Policies and Procedures. A Chapter may seek to amend its fundraising plan at any time.

A Chapter that wishes to raise funds from a source other than an individual in an amount more than \$5000 or in a manner not described in its plan, must submit a proposal to FCAA national for review and approval.

GRANTS

FCAA National will approve all grant applications prior to submission and will administer all grants obtained by or benefiting chapters. Grant applications and the resulting grants should meet the following requirements:

- Applications are developed in consultation with national staff and are consistent with FCAA's mission and purposes and any other necessary requirements.
- Grant applications must include specific line-item expenses to cover the administrative and support services provided by FCAA national.
- Grant reports are reviewed by national staff prior to submission to the funder.
- FCAA national retains the authority to negotiate all grants on behalf of the organization as a whole or any individual Chapter.
- The grant must apply to the geographic area which the chapter serves.
- Grant funds must be expended in full compliance with the terms of the grant.

Chapters may not apply for federal government grants. However, FCAA national, at its discretion, may apply for federal government grants and subcontract some or all activities and related grant funds to one or more chapters. Chapters are encouraged to track grant opportunities and notify FCAA national of relevant opportunities.

CONTRACTS

All contracts or commitments to pay more than \$500 (whether from petty cash or otherwise) must be approved by FCAA national with the Executive Director's written authorization.

CHAPTER ASSETS

All assets of a Chapter, including the funds that it raises, belong to FCAA as a whole. No Chapter has any ownership interest in such assets and upon revocation of a charter or the withdrawal of a Chapter from chapter status, all such assets remain the property of FCAA.

CASH CONTROLS

All purchases by chapters must comply with FCAA purchasing guidelines and must lead toward accomplishing FCAA's mission. All funds raised by a Chapter will be submitted to FCAA national during the monthly income and expense reporting by the 15th day of the month following receipt. FCAA national will maintain records of such funds for each Chapter and make balance information available to the Chapter upon request. A request for disbursement of funds must be made to FCAA national which will coordinate the disbursement. FCAA national maintains separate account tracking for each chapter and will make transaction and balance information available to chapters. FCAA national is committed to maintaining responsive systems to meet each Chapter's needs for access to funds raised by it.

REPORTING

For each calendar month, each Chapter shall report all income and expenditures, including purchases from petty cash, made during that month to FCAA national by the 15th day of the following month. All expenditures will be accompanied by original receipts unless the purchase was made directly by FCAA national on behalf of the Chapter.

PETTY CASH

Chapters may maintain a petty cash account (administered by the appropriate chapter officer(s)) of up to \$500 with the following requirements:

- The petty cash account funds must come from local fundraising efforts—chapters will not be given these funds by FCAA national, but rather will have access to money raised locally. Advances are not available.
- All petty cash expenditures must be accompanied by an original receipt that is submitted to FCAA national along with the appropriate form by the 15th of the following month.

EXPENSE APPROVAL PROCESS

Chapters must establish a written approval policy and process for expenses incurred by the chapter. This policy will be submitted to FCAA national and the chapter will comply with the policy it has developed. Chapters may not approve expenses for which the chapter does not have available, locally-raised funds to cover. A sample policy and procedure are included in the Chapter Handbook for reference.

REIMBURSEMENT OF APPROVED EXPENDITURES

Chapter expenditures over \$500 or otherwise not using petty cash can be done in one of two ways:

1. A Chapter may request approval from FCAA national for expenditure. Upon approval, the Chapter member may make the approved expenditure and submit the original receipt for reimbursement to FCAA national from Chapter funds; or

2. The Chapter may request approval of the expenditure and request that FCAA national pay it directly, deducting the payment from Chapter funds.

PUBLIC RELATIONS AND COMMUNICATIONS POLICIES AND PROCEDURES: **USE OF FCAA NAME, TAGLINE AND LOGO**

The FCAA name, logo and tagline are trademarks of FCAA and are protected by applicable law. Each Chapter has a non-exclusive license to use the name, logo and tagline solely in compliance with FCAA policies and in furtherance of the FCAA mission and purpose. No chapter may modify, manipulate or distort the FCAA name, logo or tagline.

PUBLIC STATEMENTS

With the prior approval of FCAA national, a Chapter may issue a public statement on behalf of FCAA and/or the Chapter including issuing a press release, providing comment in response to inquiries from the media, and conference and other speaking engagements. Public statements do not include newsletters, fund development materials, new member solicitations and similar materials directed to Chapter members and prospective members, and to donors. The Chapter Handbook contains samples and guidelines for newsletters, fund development materials, new member solicitations and similar materials.

CHAPTER RECORDS

Chapters must keep and maintain a set of records of their activities as described in these Policies and Procedures. These records include all corporate documents, financial records, meeting minutes, a record of actions, and records of volunteer hours. In addition to the records discussed elsewhere, Chapters will submit copies of the following to FCAA national:

- Any newsletters and printed materials distributed to members, prospective members of donors by the 15th day of the month following the end of a calendar quarter
- Any press releases [note: these should have already obtained approval from FCAA national]
- Meeting minutes including a list of attendees
- Volunteer hour tracking forms by the 15th day of the month following the end of a calendar quarter
- Reports of injuries during chapter events within 24 hours of the injury

CHAPTER WEBSITE, EMAIL, VOICEMAIL

Chapters will be assigned a mailbox on the FCAA voicemail system and an email box through the FCAA server. Chapter officers have a responsibility to ensure that email and voicemail are regularly checked and responded to. In addition, FCAA national will assist each Chapter to establish a website linked to and part of the FCAA national website. Once the website is established, each Chapter will be responsible for keeping the information on its website up to date.

TRACKING LOCAL ISSUES

FCAA chapters have a responsibility to track and report local/state issues related to our mission.

POLITICAL ACTIVITIES

No FCAA chapter or any member of FCAA on behalf of such chapter or FCAA as a whole shall participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. This activity is strictly prohibited by our status as a 501(c)(3) organization.

CHAPTER-LEVEL LOBBYING

Lobbying may be an important tool in furthering FCAA's mission to transform foster care. Generally, "lobbying" is an attempt to influence pending legislation. However, as FCAA (and its Chapters) is a public charity, lobbying may not be a substantial part of its activities, either at the

national level or state level. What is or is not considered “lobbying” can be difficult to determine. In addition, because similar issues may arise in several states in which FCAA has Chapters or arise at the national and at state levels, it is important to coordinate the positions and activities undertaken by FCAA in “lobbying” for or against particular pending legislation. For these reasons, a Chapter that wishes to engage in activities in an attempt to influence legislation pending at the local or state level within the territorial boundaries of the Chapter by grassroots lobbying or otherwise must first discuss the proposed activities with FCAA national and obtain approval. FCAA national will determine whether and to what extent the Chapter can engage in the proposed lobbying activities. No Chapter may engage in activities in an attempt to influence legislation pending at the national level or local or state level outside the territorial boundaries of the chapter without the advance, express consent of FCAA national with the Executive Director’s written authorization.

DUE TO RESTRICTIONS IN OUR CURRENT FUNDING STREAM, FCAA AND ITS CHAPTERS MAY NOT CURRENTLY ENGAGE IN ANY LOBBYING ACTIVITY.

CHAPTER-LEVEL ADVOCACY

A Chapter may engage in advocacy at the state and local level within the territorial boundaries of the Chapter, including advocacy at state administrative agencies, analyses of social problems affecting foster care alumni and youth in care, providing technical advice or assistance and other activities as authorized in advance by FCAA national. No Chapter may engage in advocacy at the national level without the advance, express consent of FCAA national with the Executive Director’s written authorization.

SAFETY AND CHILD PROTECTION POLICIES AND PROCEDURES: **INJURY AND FIRST AID**

Chapters will be provided with a first aid kit and will be required to ensure it is available during all chapter meetings and events.

Any injuries sustained during an FCAA activity must be reported to national within 24 hours with the appropriate form.

ALCOHOL AT FCAA CHAPTER FUNCTIONS

In the event that alcohol is served at FCAA chapter functions, the following requirements apply:

- FCAA Chapters will post a card with a statement materially similar to: “Please be responsible in your use of alcohol. Don’t drink and drive”.
- The Chapter is required to guard against underage drinking.
- FCAA funds can not be used to pay for alcohol.
- Serving and consumption of alcohol must comply with all requirements of state and local laws.
- No alcohol will be served when youth are present.

YOUTH ATTENDANCE AT CHAPTER FUNCTIONS

FCAA recognizes that youth may attend Chapter meetings and other activities in two capacities. A youth may attend with a parent, foster parent, close relative or custodial agent who may or may not be a member of the Chapter. A youth may also attend because of an independent interest in the mission of FCAA and the activities of the Chapter. When youth attend without a parent, foster parent, close relative or custodial agent, a Chapter will comply with the following:

- The youth must have a chaperone at the meeting or event
- a custodial agent of the youth must agree, in writing (including email), to the youth’s participation and to the identity of the chaperone. Chapter officers shall maintain copies of the custodial agent’s written agreement in the Chapter records.

- The approved chaperone assumes all responsibility for ensuring the well-being of the youth participant at FCAA meetings and events.
- Chapters must present policies and practices to national to protect the confidentiality, safety, and well-being of youth participants.
- No alcohol will be served when youth are present.

PRIVACY POLICIES AND PROCEDURES: **MAINTENANCE OF PRIVATE RECORDS**

Chapter officer(s) are required to maintain member and chapter records in a safe and secure manner. This includes insuring the Chapter funds and records, especially cash donations, petty cash, and donor credit card or other personally identifying information, shall be kept in a locked drawer if in hard copy or maintained on a password protected computer if in soft copy. Chapter officers shall not leave laptops containing Chapter records or hard copies of Chapter funds or records in a vehicle, whether or not the vehicle is locked. These records may not be shared with or sold to other entities.

Any chapter member or officer in control of or in contact with confidential and personally identifiable information is required to sign an agreement to keep such information confidential.

PROBATION, REVOCATION OF CHAPTER STATUS, AND WITHDRAWAL

A Chapter may be placed on probation on such terms and conditions as the FCAA Board of Director shall determine are appropriate or the charter of a Chapter may be revoked by the FCAA Board of Directors if (i) a Chapter violates its charter, any of the policies and procedures in this document, or any other policies or procedures of FCAA, (ii) action of a Chapter materially deviates from that approved by FCAA national, or (iii) a Chapter engages in conduct that is adverse to the interests of FCAA, including acts that are materially prejudicial to the organization, are illegal or immoral.

PROCEDURES

If grounds appear to exist for probation, suspension, or revocation of a chapter's charter, the FCAA Executive Director will, convene the Chapter Committee to make recommendations to the FCAA Board of Directors. Should the Chapter Committee determine that action is necessary; the Executive Director shall notify the FCAA Board of Directors in writing of the proposed action, and the procedures below will be followed:

- a. The chapter shall be given fifteen (15) days prior notice of the proposed action and the reasons therefore. Notice shall be given by any method reasonably calculated to provide actual notice and shall include a proposed date on which the proposed action shall become effective.
- b. The chapter shall be given an opportunity to be heard, either orally or in writing, before the effective date of the proposed action. The hearing shall be held, or the written statement considered by the FCAA Chapter Committee, At the conclusion of its considerations, the Chapter Committee shall confirm, revise or withdraw its recommendation for action to the Board of Directors.
- c. The Board of Directors shall promptly consider the recommendation of the Chapter Committee and shall make the final decision at to the appropriate action, if any, to be taken. As appropriate, the Board of Directors may request additional information from the Chapter Committee or chapter prior to making its final decision. Except in the event of an emergency or as otherwise decided by the Board of Directors, no probation, suspension or revocation shall be come effective until the Board of Directors has made a final decision. The decision of the FCAA National Board of Directors shall be final.

EMERGENCY TEMPORARY SUSPENSION

The Executive Director may suspend a chapter's Charter pending completion of the procedures outlined above in any case in which he or she deems such temporary suspension to be in the best interests of FCAA. A chapter will be notified of a temporary suspension in writing by the Executive Director and shall immediately suspend its activities.

CHAPTER WITHDRAW FROM CHAPTER STATUS

A Chapter whose Active Members wish to withdraw from FCAA chapter status must follow the outlined procedure:

- a. The Chapter shall notify its Active Members of a general meeting called for the purpose of voting upon a voluntary withdrawal from membership at least thirty (30) days prior to the date of the meeting. FCAA national shall be provided with a copy of such notice. This notification shall include the reasons for the proposed action.
- b. The Chapter shall act on the decision of the majority vote of its Active Members at the scheduled meeting. The Chapter shall consider any oral and/or written statements made by FCAA national during deliberations prior to the vote.
- c. If the Active Members determines that the chapter will withdraw from FCAA chapter status, all organizational assets must be returned within 10 days to FCAA national and the Chapter must immediately cease operating under the Foster Care Alumni of America name and all activities.
- d. FCAA reserves the right to initiate a new chapter in that region after a vote to withdraw by the existing Chapter.