

BY-LAWS OF OKLAHOMA FAMILY RESOURCE COALITION

(REVISED July 2007)

ARTICLE I - NAME

The name of the organization shall be the Oklahoma Family Resource Coalition, hereinafter referred to as OFRC.

ARTICLE II - MISSION STATEMENT AND PURPOSE

We believe that families are the primary influence in the lives of children. The mission of the OFRC is to support resources within our communities that build on family strengths to ensure the best possible outcome for Oklahoma families.

The purpose of OFRC shall be:

1. To promote the preventative services to families who are culturally and linguistically diverse;
2. To impact College and University curricula in the fields of child and family disciplines;
3. To provide opportunities for on-going training in the field of Parent Education and Child and Family Development;
4. To offer certification for Child and Parenting Assistants, Practitioners, and Specialists;
5. To facilitate network building among individuals and organizations;
6. To educate the public and policy makers about prevention based, family centered programs.

ARTICLE III - MEMBERS

Section 1. Membership of OFRC shall consist of: Individuals who are supportive of communities and programs in Oklahoma which strengthen and empower families; enhance the capacities of parents, foster the optimal development of infants, children, youth; and promote family intervention at an early age. These individuals must also adopt the mission statement and pay their dues.

Section 2. The Board of Directors of OFRC shall consist of a maximum of 30 members elected by the organizational membership. The Board will represent a diversity of populations with regard to geographic areas, ethnicity, and occupation, and will have a broad spectrum of agencies and organizations both public and private, whose individual and agency/organization philosophy is closely aligned with the mission and purpose of OFRC. The members of the Board must be a member of OFRC. Board members terms will be staggered.

Section 3. Board of Directors shall have general supervision of the affairs of OFRC between its business meetings, fix the hour and place of meetings, and make recommendations for the good of the membership.

Section 4. Retaining membership on the Board of Directors requires attendance at regularly scheduled Board meetings. Any Board member missing three meetings in a fiscal year shall be considered to have resigned. A Board member shall be considered in attendance by sending a designee. In the event that a seat on the Board of Directors is vacated, that position may be filled by the board at the next regularly scheduled meeting by appointment.

Section 5. The Administrative and/or Certification Director will meet all the requirements for Board membership and will collaborate with the Board and Chair of the Certification Committee in fulfilling the responsibilities as stated in the position description.

ARTICLE IV - OFFICERS

Section 1. The officers of the organization shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer, elected by the OFRC Board. Vacant positions on the Executive Committee will be filled by recommendations of the nominating committee and General Board Approval.

Section 2. The President shall preside at all OFRC meetings and all Board meetings. The President shall:

- a) Exercise general governance of OFRC in accordance with policies of the Board of Directors;
- b) Coordinate the work of the Board;
- c) Appoint Committee Chairpersons

Section 3. The President Elect shall:

- a) Act as President in the absence of the President;
- b) Perform all other duties at the request of the President;
- c) Act as Parliamentarian
- d) Chair the nominating committee.

Section 4. The Past President shall:

- a) Provide ongoing consultation to the President to insure continuity of leadership;
- b) Perform all other duties at the request of the President.

Section 5. The Secretary shall:

- a) Keep minutes and records of OFRC;
- b) Perform all other duties at the request of the President.

Section 6. The Treasurer shall:

- a) Compile the annual budget;
- b) Maintain all financial documents
- c) Perform all other duties at the request of the President.

ARTICLE V - COMMITTEES

Section 1. The Committees of the OFRC shall be standing and ad hoc.

Standing committees: Advocacy, Certification, & Newsletter Committees

Ad hoc committees: Membership, Nominating, Events & Conferences & Special Needs & Issues Committees.

Other Committees may be appointed by the Chair with the approval of the Board as circumstances warrant.

STANDING COMMITTEES

Section 2. The Advocacy Committee shall:

- a) Institute an e-mail list to share urgent legislative issues;
- b) Stay abreast of state and national laws related to children and families;
- c) Disseminate legislative information to membership through the Oklahoma Institute for Child Advocacy (OICA) and their Children's Information Network (CIN) and other appropriate networks.
- d) Lobby for issues as seen appropriate by OFRC;
- e) Develop or adopt and keep updated position statements on family issues.

Section 3. The Certification Committee shall consist of a Chair and 2 committee members.

The certification committee shall:

- a) Approve applications for certification;
- b) Review standards for certification;
- c) Coordinate the examination for certification;
- d) Devise the procedure of Continuing Education Units;
- e) Review Continuing Education requirements;
- f) Approve Continuing Education Units

Section 4. The Newsletter Committee shall:

- a) Oversee the development of a minimum of two publications per year;
- b) Be responsible for the dissemination to the entire membership.

AD HOC COMMITTEES:

Section 5. The Membership Committee shall:

- a) Recruit memberships for OFRC;
- b) Disseminate information about certification.
- c) Educate the public and members about membership through publications, display boards & conferences.
- d) Maintain an active e-mail list.

Section 6. The Nominating Committee shall consist of the President-elect and committee members. The Nominating Committee will:

- a) Present a proposed slate of Board members to the board for affirmation.

Section 7. The Events/Conference Committee shall:

- a) Coordinate Family Week Celebration;
- b) Coordinate Special Projects.
- c) Coordinate conferences and seminars.

Section 8. The Special Needs & Issues Committee -

- a.) Stay abreast of state and national laws related to children with special needs and their families;
- b.) Provide updates regarding issues and topics relevant to children with special needs and their families to the Board of Directors
- c.) Support other OFRC committees by providing the perspective of children with special needs and their families as that perspective relates to the work of the specific committee; and
- d) Provide in-service workshops or sessions at conferences and seminars to help professionals and family members stay current with issues

ARTICLE VI - MEETINGS

Section 1. There shall be at least four meetings of the Board of Directors per year.

Section 2. The organization and Board meeting sites are optional at the chair's discretion.

Section 3. A quorum of fifty percent of the current Board of Directors (is here defined as the current member of the board at any given time) shall be present for business to be conducted. The Board shall act by a majority vote of the members or designees present at any meeting.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings in all cases in which they are applicable and consistent with the by-laws or laws of the State of Oklahoma. The President-Elect of the Board of Directors will be the Parliamentarian.

ARTICLE VIII - AUDIT

OFRC shall have an independent financial review each year by a committee of the board.

ARTICLE IX - AMENDMENTS

By-laws may be amended by a two-thirds (2/3) majority vote of the membership at a meeting or by two-thirds (2/3) majority vote of a returned e-mail of the membership. Any proposed amendment to the by-laws requires that the actual proposed wording of the amendment be sent to all members a minimum of ten days prior to the vote)