

**SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.
CONSTITUTION**

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ARTICLE I

1 MISSION STATEMENT

The Saskatchewan Foster Families Association, Inc. exists to improve the quality of care for all children and youth in care requiring provincial services in Saskatchewan by encouraging, promoting, and assisting the development of healthy foster homes.

2 VISION STATEMENT

To empower resilient families for the betterment of all society.

ARTICLE II FOUNDING HONORARY MEMBERS

Mr. & Mrs. Dennis Millet
Mr. & Mrs. Herman Knoke
Mr. Art Olson
Mrs. Marilyn Turkington
Mr. & Mrs. John Carmichael
Father D.C. Brewer
Mr. Lloyd Crowder
Mr. Bill Guskjolen
Mr. Gene Gilchrist
Mr. Con Hnatiuk
Mrs. Shirley Downes

ARTICLE III FISCAL YEAR

Each fiscal year of the Saskatchewan Foster Families Association, Inc. shall begin on April 1st and terminate on March 31st of the following year.

ARTICLE IV MEMBERSHIP**1 General Members**

Membership is open to all Foster Parents in Saskatchewan who have been approved by and remain in good standing with the **Ministry of Social Services** of Saskatchewan.

2 Associate Members

Associate membership is open to all individuals and groups approved by the Board of Directors of the Saskatchewan Foster Families Association, Inc. Any groups approved by the Board of Directors must be ratified at the next Provincial Annual General Meeting of the Saskatchewan Foster Families Association, Inc.

ARTICLE V GOVERNANCE**1 Board of Directors**

1.1 The elected Board of Directors shall consist of no less than five (5) and no more than seven (7) members.

1.2 The full Board of Directors will include the following positions:

- a. President
- b. Six (6) Directors
- c. Two (2) appointed non-voting Advisors.

1.3 Active foster parents shall hold at least five (5) out of the seven (7) elected positions.

1.4 The appointed Advisors shall be appointed and replaced at the discretion of the Board of Directors based upon the Board's perceived needs of the day.

1.5 An immediate Past President appointed to an advisor position shall have a vote on the Board of Directors.

2 Foster Families Association Local Committees

2.1 The Foster Families Association Local Committee shall consist of an organized group of Saskatchewan Foster Families Association members as approved by the Board of Directors.

a All Foster Families Association Local Committees are incorporated under the Provincial Saskatchewan Foster Families Association, Inc. They are fully part of and answerable to the Association as committees thereof.

b Foster Families Association Local Committees are entitled to use the charity number and non-profit number as needed and approved by the Board of Directors.

2.2 Associate Members may establish their own Foster Families Association Local Committee, as approved by the Board of Directors.

2.3 Each Foster Families Association Local Committee shall have a slate of officers and a set of policies as set out or defined by the Board of Directors. Local Policy may be changed or modified by Local Committees to best suit their individual local needs, as long as the changes or modifications do not contradict or conflict with the Local Policy as defined by the Board of Directors.

2.4 Each Foster Families Association Local will place the word "Committee" at the end of the Local title: i.e. - Pipestone Foster Families Association Local Committee

ARTICLE VI ELECTIONS**1 Process**

1.1 Nominations for any elected position on the Board of Directors must be made on the appropriate forms which must include the nominee's signature plus have the following:

a. FOR PRESIDENT ON THE BOARD OF DIRECTORS; (Appendix A)

i) The clear majority endorsement at the nominee's own Foster Families Association Local Committee General Membership Meeting or Executive Meeting.

ii) The minutes of either the General Membership Meeting or the Executive Meeting, verifying endorsement, attached to the form.

iii) A personal resume.

iv) All the above endorsement material must be in the Saskatchewan Foster Families Association, Inc. provincial office by April 15th of each year.

v) In a case where no nominations are duly received or a ratification vote fails to elect a candidate for President, then nominations shall be reopened from the floor as per the procedure in Article VI, Point 1.1b for Directors.

vi) An unsuccessful candidate may not be re-nominated for the same position at the same meeting.

b. FOR DIRECTOR ON THE BOARD OF DIRECTORS; (Appendix B)

i) The endorsement of two (2) voting delegates.

ii) The endorsing voting delegate(s) must identify his / her Foster Families Association Local Committee designation.

1.2 Only delegates and elective Board of Directors members in attendance at the Provincial Annual General Meeting may vote during an election.

1.3 All expired and vacant elective Board of Director positions shall be elected by secret ballot at the Provincial Annual General Meeting.

a. Election for President shall be by simple majority (Article VIII, Section 3) elimination ballot.

b. Election for multiple Director positions shall take place with one ballot on the basis of one vote per eligible voter per vacant position, with all candidates listed on a single ballot slip.

i) Two year vacancies are filled by the candidates receiving the highest number of votes.

ii) One year vacancies are filled by candidates receiving the next higher number of votes.

iii) In the case of a tie or ties, run-off ballots will be taken using the same method.

1.4 An acclamation must be ratified by a clear majority (Article VIII, Section 3) of the eligible votes present.

1.5 In the case that the President's position becomes vacant during the term, the Board of Directors, if it deems necessary, will appoint, ratifying with a simple majority ballot vote of the remaining Board of Directors, someone to finish out the remainder of the two (2) year term of office, according to the following, in order:

- i) The Board of Directors or failing that;
- ii) Unsuccessful candidates for this position from preceding Provincial Annual General Meeting at which it was contested or failing that;
- iii) Delegates from preceding Provincial Annual General Meeting or failing that;
- iv) The General Membership.

1.6 In the case that a Director position becomes vacant during the term, the Board of Directors, if it deems necessary, will appoint, ratifying with a simple majority ballot vote of the remaining Board of Directors, someone to finish out the remainder of the two (2) year term of office, according to the following, in order:

- i) Unsuccessful candidates for this position from preceding Provincial Annual General Meeting at which it was contested, or failing that;
- ii) Delegates from preceding Provincial Annual General Meeting or failing that;
- iii) The General Membership.

1.7 In the case that membership of the Board of Directors drops below five (5) as outlined in Article V Section 1.1 the following will override. The remaining members of the Board of Directors must appoint, ratifying with a simple majority ballot vote of the remaining Board of Directors, to positions as prescribed above to only bring their number back to five (5), for the remainder of the two (2) year term of office, from the following, in order:

- i) Unsuccessful candidates for this position from preceding Provincial Annual General Meeting at which it was contested, or failing that;
- ii) Delegates from preceding Provincial Annual General Meeting or failing that;
- iii) The General Membership.

This must be done before any other business may be conducted.

2 Terms

- 2.1 All elected Board of Director positions shall be for a two (2) year term.
- 2.2 The President, and Directors 1, 3 & 5 shall be elected in even numbered years.
- 2.3 Directors 2, 4 & 6 shall be elected in odd numbered years.
- 2.4 A member of the Board of Directors may be impeached by the voting delegates at a Provincial Annual General Meeting under the following conditions:
 - a. A resolution to impeach is duly put forward.
 - b. If the member under consideration is not present at the Provincial Annual General Meeting, a vote will take place after the Chair has given an appropriate time for debate on the resolution.
 - c. If the member under consideration is present at the Provincial Annual General Meeting, he or she must be given opportunity to resign prior to a vote on the resolution.
 - d. If the member decides to contest, the said member is given the floor for no more than ten (10) minutes immediately prior to the vote.
 - e. If those voting delegates present at the Provincial Annual General Meeting vote with a clear majority (Article VIII, Section 3) to impeach the member under consideration, said member is removed from office immediately.
- 2.5 An elected member of the Board of Directors may be removed from the Board through a clear majority (Article VIII, Section 3) resolution of the Board of Directors.
- 2.6 An appointed member of the Board of Directors may be removed from the Board through a simple majority (Article VIII, Section 3) resolution of the Board of Directors.

ARTICLE VII DUTIES OF THE BOARD OF DIRECTORS

All members of the Board of Directors must be present at the Provincial Annual General Meeting unless reasonable excuse is provided.

1 President

The President shall coordinate activities of the Association and ensure the Association complies with all legal requirements, provisions of the Constitution, and other requirements as set out for the President in the Saskatchewan Foster Families Association Policy Manual.

2 Six (6) Directors

The six (6) Directors shall participate on Saskatchewan Foster Families Association provincial committees and perform activities as set out by the Saskatchewan Foster Families Association Policy Manual and as otherwise assigned by the Board of Directors.

3 Two (2) Advisors

As required according to the needs of the day as determined by the elected members of the board of directors.

ARTICLE VIII MEETINGS**1 Provincial Annual General Meeting**

1.1 Shall be held once each fiscal year.

1.2 All members of the Saskatchewan Foster Families Association shall receive written notice of the upcoming Provincial Annual General Meeting. Publication in the Association newsletter shall be considered written notice for this purpose.

1.3 Each active Foster Families Association Local Committee shall name four (4) voting delegates to the Provincial Annual General Meeting with names submitted to the Saskatchewan Foster Families Association Office in due time.

1.4 A quorum at a Provincial Annual General Meeting shall consist of fifty-one percent (51%) of the eligible delegates present.

1.5 Unless otherwise stated only eligible delegates and elective Board of Director members will be considered eligible voters at the Provincial Annual General Meeting.

2 Board of Director Meetings

2.1 Regular Meetings shall be held no less than once every six (6) months during the fiscal year.

2.2 Special Meetings may be held at:

a. the call of the President

OR

b. upon written notice signed by three (3) or more of the elective Board of Directors members under the following conditions

i) The written notice shall state the objective of the meeting.

ii) The written notice for the call of a special meeting shall be forwarded to the Executive Director and the President of the Saskatchewan Foster Families Association, Inc.

iii) The special meeting shall be held within ten (10) working days of receipt of said notice.

iv) Time and place of special meeting shall be set by the elective Board of Directors members.

2.3 A quorum of the elective Board of Directors shall consist of two-thirds (2/3) of its members.

2.4 Only elective members of the Board of Directors are eligible to vote during a Board of Directors meeting with the exception of an appointed immediate past president.

3 Majority

3.1 Simple Majority is defined as fifty-one percent (51%) of all eligible voters present at said meeting.

3.2 Clear Majority is defined as two-thirds (2/3) of all eligible voters present at said meeting.

4 Rules Governing a Meeting

Unless otherwise stated in the Saskatchewan Foster Families Association Constitution or Saskatchewan Foster Families Association Policy Manual, Robert's Rule of Order will be followed at each meeting of the Saskatchewan Foster Families Association, Inc.

ARTICLE IX AUDITS

Subject to sections 148 and 149 of the Non-profit Corporations Act, members of a corporation shall, by ordinary resolution, at the first annual meeting of members and at each succeeding annual meeting or meeting mentioned in subsection 123 of the Non-profit Corporations Act, appoint an auditor to hold office until the close of the next such meeting.

ARTICLE X RESOLUTIONS**1 Constitutional Changes (Appendix C)**

1.1 The Constitution of the Saskatchewan Foster Families Association, Inc. shall only be amended by special resolution of the Association passed by a clear majority (Article VIII, Section 3) of the Saskatchewan Foster Families Association General and Associate Members present at a Provincial Annual General Meeting.

1.2 Except where allowed for in 1.7 below, all special resolutions for constitutional change must include:

- a. Identification of Constitutional Change
- b. The Existing Article
- c. The Proposed Article
- d. Rationale for Change

1.3 All special resolutions for constitutional change must be submitted to the Saskatchewan Foster Families Association office on the approved Constitutional Change Form in due time.

1.4 The Saskatchewan Foster Families Association office must circulate all completed Constitutional Change Forms, or entire Constitution versions as per 1.7 below, received in due time to the Board of Directors and all active Foster Families Association Local Committees at least thirty (30) days prior to said meeting.

1.5 Unless otherwise stated, all duly approved constitutional changes are effective immediately.

1.6 Any “grandfathering”, to be in effect on a constitutional change, must be part of the resolution for constitutional change. It’s scope and duration must be clearly defined.

1.7 In the case of multiple proposed changes to the Constitution by the Board of Directors; distribution, as called for above, of original and proposed versions of the entire Constitution will be acceptable. In this case, proposed changes may still be considered on an individual basis at the Provincial Annual General Meeting.

2 SFFA Policy Changes (Appendix D)

2.1 The Policy of the Saskatchewan Foster Families Association, Inc. may be changed by either the Board of Directors or at a Provincial Annual General Meeting.

2.2 Resolutions to change the Policy of the Saskatchewan Foster Families Association during a meeting of the Board of Directors must be passed by a simple majority (Article VIII, Section 3).

2.3 That all Policy and Program Manuals be made available at the Provincial Annual General Meeting for the delegates’ consideration. Any changes deemed necessary by the membership must be made by way of a motion off the floor at the Provincial Annual General Meeting.

2.4 All Policy changes submitted in due time and circulated to the Foster Families Association Local Committees must be passed by a simple majority (Article VIII, Section 3) of eligible voters present at the Provincial Annual General Meeting.

2.5 Any motions to change the Policy from off the floor at a Provincial Annual General Meeting must be passed by a clear majority (Article VIII, Section 3) of the eligible voters present at the Provincial Annual General Meeting.

2.6 All Policy changes presented and approved at the Provincial Annual General Meeting must be updated in the Saskatchewan Foster Families Association Policy Manual.

3 Ministerial Policy Changes (Appendix E)

3.1 Any Resolution dealing with the **Ministry of Social Services** policy and passed at the Provincial Annual General Meeting shall be acted on by the Board of Directors.

3.2 The Board of Directors must report results of action taken on said Resolutions at the next Provincial Annual General Meeting.

ARTICLE XI SIGNING AUTHORITY

1.1 Two signatures must appear on all cheques.

1.2 All cheques must include a payee, date and amount before any endorsement can be made.

1.3 The signature of the Chairperson of the Audit Committee or a duly approved designate must appear on all cheques.

1.4 The other signature on the cheques must include the signature of one of the following:

- President
- Executive Director
- A duly approved director

1.5 No two (2) persons from the same immediate family will sign the same financial documents / or cheques on behalf of the Saskatchewan Foster Families Association, Inc.

ARTICLE XII WINDING DOWN

Subject to subsection 209 of the Non-Profit Corporation Act, in the event of the dissolution of the Saskatchewan Foster Families Association, Inc. its property and assets shall, after payments of all liabilities, be donated to one or more recognized charitable organizations dealing with children in crisis in Canada as may be decided by the Association in general.

APPENDIX A

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

**NOMINATION FORM FOR THE PRESIDENT'S POSITION ON
THE BOARD OF DIRECTORS OF
THE SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.**

Date: _____, 2_____

I, _____, MOVE THAT

_____ OF THE _____

FOSTER FAMILIES ASSOCIATION LOCAL COMMITTEE CAN BE
NOMINATED FOR THE POSITION OF PRESIDENT FOR THE BOARD OF
DIRECTORS OF THE SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

THE NOMINEE'S OWN FOSTER FAMILIES ASSOCIATION LOCAL
COMMITTEE OF _____,

APPROVES AND SUPPORTS THE NOMINATION OF THE ABOVE PERSON.
(attach meeting minutes)

Nominee's Own Foster Families Assoc.

Local Executive Member's Signature
& Executive Position Title

Nominee's Own Signature

**233- 4th Ave. South Saskatoon, Saskatchewan S7K 1N1
Phone: (306) 975-1580 or 1-888-276-2880
Fax: (306)975-1581
Email: sffa@sasktel.net**

APPENDIX B

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

**NOMINATION FORM FOR A DIRECTOR ON
THE BOARD OF DIRECTORS OF
THE SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.**

Date: _____, 2____.

I, _____, MOVE THAT

_____ OF THE _____

FOSTER FAMILIES ASSOCIATION LOCAL COMMITTEE BE NOMINATED FOR
THE POSITION OF DIRECTOR ON THE BOARD OF DIRECTORS OF
THE SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

Signature of a present Voting Delegate & name of Foster Families Association Local Committee

Signature of a present Voting Delegate & name of Foster Families Association Local Committee

Signature of Nominee

**233 – 4th Ave. South Saskatoon, Saskatchewan S7K 1N1
Phone: (306) 975-1580 or 1-888-276-2880
Fax: (306)975-1581
Email: sffa@sasktel.net**

APPENDIX C

**SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.
CONSTITUTIONAL CHANGE FORM**

Date: _____, 2 _____.

Submitted By: _____

Seconded By: _____

Original Constitution Article # and Point #: _____

Original Constitution Reads: _____

Whereas: _____

Be It Resolved: _____

Therefore Be It Resolved: _____
(If more space is required, attach additional pages.)

Phone: (306) 975-1580 or 1-888-276-2880
Fax: (306) 975-1581
Email: sffa@sasktel.net

APPENDIX D

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

SFFA Policy Change Form for Ratification

Date: _____, 2 _____.

Submitted By: _____

Seconded By: _____

Whereas:

And Whereas:

Be It Resolved:

233- 4th Ave. South Saskatoon, Saskatchewan S7K 1N1
Phone: (306) 975-1580 or 1-888-276-2880

Fax: (306)975-1581
Email: sffa@sasktel.net

APPENDIX E

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

**RESOLUTION FORM FOR THE ATTENTION OF
THE MINISTRY OF SOCIAL SERVICES**

Date: _____, 2 _____.

Submitted By: _____

Seconded By: _____

Whereas:

And Whereas:

Be It Resolved:

Therefore Be It Resolved:

(Explanation of criteria on the following page)
(If more space is required, please attach additional page)

233- 4th Ave. South Saskatoon, Saskatchewan S7K 1N1
Phone: (306) 975-1580 or 1-888-276-2880
Fax: (306)975-1581
Email: sffa@sasktel.net

Explanation of Resolution Form:

Submitted By: if submitted by a Foster Families Association Local Committee and published in accordance with the SFFA Constitution and the SFFA Policy Manual, a second is not necessary. Only required if submitted by an individual member or members.

Whereas: identifies subject of the resolution

And Whereas: any number of them are arguments supporting the resolution

Be It Resolved: statement of resolution

Therefore Be It Resolved: statement of the consequences of the resolution