

BY-LAWS
CHEROKEE COUNTY CHILD AND FAMILY SERVICES BOARD

Amended October, 2008
Amended October 2009
Amended November 2009

ARTICLE I

NAME: The Advisory and Administrative Board shall be known as the Cherokee County Child and Family Services Board. The implementing agency the Board serves shall be known as the Cherokee County Child Protective Services Unit, the local administrative agency of the Social Services Division of the Department of Family & Protective Services.

ARTICLE II

PURPOSE: The purpose of the Board shall be to support the activities of Child Protective Services and the duties shall be outlined in Article #11 of the Contract between the Cherokee County Commissioners Court and the Department of Family & Protective Services.

ARTICLE III

ADMINISTRATIVE PROCEDURE: The Board shall carry out its purpose through the professional staff appointed by and under the administration of the Department of Family & Protective Services. The Board shall work directly with the Child Protective Services Supervisor and other members of the professional staff.

ARTICLE IV

MEMBERSHIP: The Board shall consist of at least seven (7) and no more than fifteen (15) individuals who reside or are employed in Cherokee County, appointed by the Cherokee County Commissioners Court, from nominations submitted by the Board, and without regard to age, sex, race, color, creed or national origin. The County Judge shall be an ex-officio member of the Board. The Cherokee County Foster Parents Association shall be entitled to nominate an additional ex-officio member of the Board. Any person nominated by the Cherokee County Foster Parents Association shall be subject to acceptance by affirmative vote of the Board.

TENURE: Membership on the Board shall be a rotating one and not on the Board for more than six consecutive years. Members can serve two terms except that a member may be appointed by the Executive Committee to serve a third term if no new appointees

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are available. Members shall be appointed for a three year term beginning September 1. Vacancies may be filled as they occur through the normal process of nomination and appointment and the person so appointed shall assume the same status as that of the vacating member. The ex-officio accepted by the Board, shall serve a term of one year, beginning September 1. There shall be no limitation of the number of terms such ex-officio member may serve.

OTHER VACANCIES: Permanent relocation of individuals living or working in Cherokee County shall automatically create a vacancy. The Board may ask any member to resign upon a member's failing to attend consecutive regular meetings.

ARTICLE V

FISCAL YEAR: The fiscal year of the Board shall be October 1 through September 30.

ARTICLE VI

MEETINGS: Meetings shall be held at least once a month in some suitable place and at a suitable time as provided by the Board. Special meetings may be called at the discretion of the chairperson.

QUORUM: Those members present shall constitute a quorum for the transaction of all business, and actions taken by the Board shall be upon a majority vote of the members present. Roberts Rules of Order shall govern parliamentary procedure of the Board.

ANNUAL MEETING: The Board shall hold an annual meeting in October for each year at which time an annual report will be made to the Commissioners Court.

ARTICLE VII

OFFICERS: The Board shall elect a chairperson, vice-chairperson, treasurer, and secretary at each August meeting. The unexpired terms of office shall be filled by a vote of membership.

CHAIRPERSON: The chairperson shall be the presiding officer of the Board. He or she shall perform all duties pertaining to his or her office and those additional duties delegated by the Board. He or she shall also be an ex-officio member of all committees appointed from the Board, except the nominating committee.

VICE CHAIRPERSON: The vice-chairperson of the Board shall perform the duties of the chairperson in case of the absence of or disability of the chairperson. He or she shall perform all other duties delegated to him or her by the Board.

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TREASURER: The treasurer and/or his/her designee shall be responsible for the supervision of all funds, supervising the collection, receipt, and disbursement of all funds for the board. Such funds shall be deposited in the depository selected by the Board. All money spent by the Board shall be paid by check, signed by the treasurer and countersigned by the chairperson or vice-chairperson. Should an emergency exist and the treasurer is unavailable, checks may be signed by the chairperson and countersigned by the designee of the board. All checks shall require the signature of two persons, herein designated. The treasurer shall perform other duties delegated to him or her by the Board.

SECRETARY: The secretary shall be the recording officer of the Board. He or she shall keep the minutes of the meetings of the Board and conduct the correspondence for the Board. He or she shall perform all other duties delegated to him or her by the Board.

ARTICLE VIII

COMMITTEES: The chairperson shall appoint any committee needed to carry out responsibilities of the Cherokee County Child & Family Services Board.

EXECUTIVE COMMITTEE: The executive committee shall consist of the officers of the Board plus one other member as selected by the Board. Such executive committee shall have the authority to act in emergencies and/or during the months the Board is not in session, to transact the business of the Board.

ARTICLE IX

BOARD RESPONSIBILITY: It is the responsibility of this Board:

- A. To cooperate with the Child Protective Service Unit staff and other organizations in carrying out the purposes as stated in the by-laws.
- B. To determine the amount of funds needed for the program, how these need to be used.
- C. To interpret to the community the Child Protective Services and needs as the program develops.
- D. To continually evaluate services.
- E. To be familiar with the legal bases of the agency.
- F. To create, implement and provide conditions under which policies are carried out, including (1) obtaining of funds, (2) staff, (3) facilities, and (4) gaining public support.
- G. To act in an advisory capacity to the department's staff.
- H. To secure funds for the administration and maintenance of the Child Protective Services Unit.
- I. To cooperate with all local, state and national agencies in coordinating and promulgating the community program for the welfare of children.

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ARTICLE X

AMENDMENTS OF BY-LAWS: These by-laws may be amended at any regular meeting of the Board by a majority vote of the entire Board, provided, however, that any proposed amendment shall be submitted in writing to the Board thirty days prior to a vote on such amendment.

The revisions to the by-laws are approved and adopted by the Board on the 23th day of May of 2011

Chair:

Vice-Chairperson:

Treasurer:

Board Member:

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Secretary: