

**BY-LAWS OF THE  
WISCONSIN CHILD SUPPORT ENFORCEMENT ASSOCIATION  
(WCSEA)**

**ARTICLE I**

This association shall be known as the Wisconsin Child Support Enforcement Association (WCSEA).

**ARTICLE II**

Objectives and Purposes of the Association:

Section 1. The Association shall meet on a regular basis in the State of Wisconsin to provide a forum for persons involved in the establishment and enforcement of child and spousal support, the establishment of paternity, and the enforcement of medical support liability, to exchange ideas and suggest methods for improvement of child support enforcement laws and techniques within and outside the State of Wisconsin. (Amended 9/29/95)

Section 2. The Association shall foster and facilitate cooperation within and outside the State of Wisconsin between the various agencies involved in the establishment and enforcement of child and spousal support, the establishment of paternity, and the enforcement of medical support liability. (Amended 9/29/95)

Section 3. In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code.

Section 4. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 5. The corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office. (Amended 9/27/88)

**ARTICLE III**

Membership:

Section 1. The membership with voting status shall consist of any county employed person involved in the collection of child support within the State of Wisconsin. No person shall hold a position on the

Board of Directors of the WCSEA or on a standing committee of the WCSEA unless he or she is a county- employed person as described. (Amended 9/21/99; 9/23/09; 9/28/16)

Section 2. Only those members who have paid his or her annual membership dues shall have voting status. Any member of this Association being delinquent in dues or assessments for a ninety day period shall be suspended from any active participation in this Association and that member's name shall be taken off any mailing list of any publication of this Association. (Amended 9/20/06).

Section 3. (Deleted 10/21/15)

## **ARTICLE IV**

Initiation, Dues and Assessments:

Section 1. Members of the Association shall pay Fifty dollars (\$50.00) per person per year, commencing January 2020, and that shall be paid to the Association by May 31st of the membership year. (Amended 9/25/1990, 9/30/1992, 9/24/2003, 0/24/2007 and 9/18/2019)

Section 2. That additional assessments and dues may be levied by the Association for any program or conference that it may hold or for any purpose that the Board of Directors may deem necessary.

Section 3. That the fiscal year for the Association shall run from January 1 to December 31, beginning with January 1, 1990. (Amended 9/28/89 and 9/28/16)

## **ARTICLE V**

Officers and Board of Directors:

Section 1. The Association shall have five (5) officers: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Said officers shall be nominated and elected at the Annual Meeting of the Association by the members of the Association present. The officers shall be elected for two (2) year terms at each even year Annual Meeting. A majority vote of those members present and voting shall be sufficient for the election of any said office.

Section 2. The Board of Directors shall consist of fifteen (15) persons who shall be members of the Association. The officers and ten (10) Directors shall serve on said Board. The ten (10) Directors shall serve two (2) year terms, with five (5) Directors being elected at each Annual Meeting. Any immediate past president shall continue to serve as an ex-officio additional member of the Board from their last term as president until the current president becomes a past president. (Amended 9/21/99. Amended 9/22/00. Amended 9/25/02. Amended 9/22/04. Amended 10/10/12.)

Section 3. Officers and Directors shall attend the meetings of the Board of Directors, unless excused for good cause by the President. The President shall remove from office any Officer or Director that fails to attend two (2) meetings, unexcused by the President, during his or her term. Said vacancy shall be filled pursuant to Section 4. (Created 10/23/07)

Section 4. Whenever a vacancy occurs in any of the offices of the Association or on the Board of Directors, the Board of Directors shall fill such vacancy but only for the unexpired term. (Amended as renumbered 10/24/07).

Section 5. Terms of the officers shall be for two years commencing on January 1st immediately following the election held at Annual Meeting and terminating on the December 31st of the second year following said election, effective January 1, 2005. The terms of the office of the Directors shall be from January 1 to December 31 following the year of the election for a term of two years. (Amended 9/28/89, 9/29/95 and 09/22/04; Amended as renumbered 10/24/07)

Section 6. The Annual Meeting shall be held between September 1st and October 31st of each year, at a location to be designated by the officers and members of the Board of Directors of the Association. (Amended as renumbered 10/24/07)

Section 7. Nominations and Voting Procedures:

a. Nominations for Officers and Board of Directors shall be conducted consistent with nomination procedures established by the Nominations Committee and approved by the Board of Directors. At a minimum, nomination procedures shall require that nominations shall be submitted in writing no later than the 15<sup>th</sup> of the month before the month in which the annual meeting of the Association is held.

b. Voting for Officers and Board of Directors shall be conducted consistent with voting procedures established by the Nominations Committee and approved by the Board of Directors. At a minimum, said voting procedures shall provide that only those members who have paid dues and are present at the annual conference shall be entitled to vote.

## ARTICLE VI

Meetings:

Section 1.

a. The Association shall meet at least once per year and shall have any other meetings and conferences as designated by the Board of Directors. Association conferences shall be held at various locations throughout the state as designated by the Board of Directors. Association meetings shall be held in conjunction with Association conferences.

b. Additional meetings, not held in conjunction with Association conferences, shall be at locations as determined by majority vote of the Board of Directors. The Board of Directors shall determine no later than at the Board of Directors meeting held in April in conjunction with the Director's Dialog the schedule and location for meetings of the following year. (Amended 9/28/2005).

Section 2. A majority of the members of the Association present constitute a quorum in order to conduct the order of business at any meeting. The Robert's Rules of Order will govern all meetings.

## **ARTICLE VII**

### **Powers and Duties of the Board of Directors:**

Section 1. The affairs and funds of the Association shall be under the control and direction of the Board of Directors and shall be managed in all matters consistent with the objectives and purposes of the Association and the Articles of the By-Laws.

Section 2. The Board shall have authority to make such rules as it may deem necessary to conduct the affairs of the Association provided that such rules shall not be inconsistent with the provisions of the by-laws or any amendment to the by-laws enacted thereafter.

Section 3. The Board of Directors may appoint an attorney, who is a member of the Association, to serve as legal counsel and parliamentarian to the Association, and said attorney shall attend meetings as required by the Board.

## **ARTICLE VIII**

### **Duties of Officers:**

Section 1. The President shall preside at all meetings, countersign all checks issued by the Treasurer on the Association bank account over \$5,000.00, and such duties as are usually required of the President. The President shall have the powers to call meetings of the Board of Directors. (Amended 9/28/16)

Section 2. In the absence or disability of the President for any cause whatsoever, the Vice-President shall perform his/her duties. (Amended 9/28/16)

Section 3. The Corresponding Secretary shall have the shared responsibility with the Recording Secretary to type and keep the minutes of one-half of the meetings of the Association and of the Board of Directors; receive and file all correspondence; draw orders on the Treasurer for all sums authorized by the Board; pay over to the Treasurer promptly all monies received by him/her, and perform such other duties as are usually required of a secretary. (Amended 9/29/95 and 9/28/16)

Section 4. The Treasurer shall receive all monies of the Association, and hold them subject to the order and direction of the Board; he/she shall keep accurate accounts between the Association and its members and all financial transactions of the Association; he/she shall keep an account of receipts and disbursements in a book to be provided for this purpose; he/she shall present an annual report to the membership; and shall furnish such bond as may be required by the Board. (Amended 9/28/16)

Section 5. The Recording Secretary shall have the shared responsibility with the Corresponding Secretary to type and keep the minutes of one-half of the meetings of the Association and of the Board of Directors. (Added 9/29/95)

## ARTICLE IX

No alterations or amendments to the by-laws shall be made except by written resolution offered at a meeting of the Board of Directors and it shall require for its passage a two-third (2/3) vote of all members of the Association present at the Annual Meeting. (Amended 4/29/85)

## ARTICLE X

The Standing Committees of the Association shall be: Audit, Fall Conference, State/County Contracts, KIDS Oversight/CSCA, Legislative, Website, Awards/Nominations Committee, Resolutions/By-Laws, Policy Advisory Committee (PAC), Legal Track, and Bulletin Review. (Amended 9/25/90, 10/16/13, and 10/1/14)

This page and preceding pages comprise a conformed copy of the Articles of Association of the Wisconsin Child Support Enforcement Association, including all amendments to it.

### *Certification*

I, Pamela Pipkin, President of the Wisconsin Child Support Enforcement Association, do hereby certify that the above By-Laws of said association were initially approved and adopted by the membership of the association in June, 1976, and were subsequently amended by requisite majority vote of the membership of the association on April 29, 1985; September 30, 1986; September 29, 1987; September 27, 1988; September 28, 1989; September 30, 1992; September 29, 1995; September 21, 1999; September 22, 2000; September 25, 2002; September 22, 2004; September 28, 2005; September 20, 2006; October 24, 2007; September 23, 2009; October 10, 2012; October 16, 2013 October 1, 2014, October 21, 2015, September 28, 2016, and September 18, 2019.

Dated this \_\_\_\_\_ day of December, 2019.

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Pamela Pipkin, President,  
Wisconsin Child Support Enforcement Association

Dated this \_\_\_\_\_ day of December, 2019.

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Attest: Traycee England, Recording Secretary  
Wisconsin Child Support Enforcement Association