

## **RULES OF THE WISCONSIN CHILD SUPPORT ENFORCEMENT ASSOCIATION**

### I. Membership

A. Officers and Directors of WCSEA are eligible for NCSEA membership under the WCSEA's annual purchase of non-profit membership in NCSEA. Due to a 2019 rules change, the general membership of the WCSEA are no longer eligible for this benefit. NCSEA membership fees for non-Board members in 2019 are \$100 for individuals, \$250 for counties with fewer than 50 FTEs, \$500 for 50 to 100 FTEs and \$1,000 for 101 to 250 FTEs. (Rule updated December 21, 2018)

### II. Initiation, Dues and Assessments (*reserved*)

### III. Officers and Board of Directors (*reserved*)

### IV. Nominating and Voting Procedures

A. Only WCSEA members are allowed to vote on matters presented at the Business meeting portion of the WCSEA Fall Conference. Further, the member must be present to cast a vote. (Amending rule originally adopted June 15, 2006)

#### B. Nominations to the Board and for Officers

1. Forms shall be distributed electronically via the WCSEA e-mail distribution list by the Nominations Committee Chair on or before July 15, of each year. The forms shall include a list of the current officers and directors and shall explain which officer's and/or director's terms are expiring. The forms shall specify that all nominations must be submitted in writing to the WCSEA Nominations Committee Chair no later than the 15th of the month before the month in which the annual meeting of the association is held, preceding the Fall Conference Election. The nominated candidate shall agree to the nomination and be approved to attend WCSEA board meetings around the state before the nomination is communicated to the Nominations Committee Chair. Travel expenses for WCSEA board members shall be incurred by the county where the board member is employed and not by WCSEA. The nominations shall be sent to the Nominations Committee Chair, via e-mail or fax.
2. In addition to a nomination form, each candidate running (including those running for re-election) for the WCSEA Board as an officer/director must submit a short written biography about themselves to the WCSEA Nominations Committee Chair (for inclusion in the Fall Conference Materials) no later than the 15th of the month before the month in which the annual meeting of the association is held, preceding

the election. Each bio shall include at a minimum: Name, current position, length of time employed in the child support program, and contributions made to the child support program.

3. The Nominations Committee Chair shall distribute the bios of all candidates via the WCSEA e-mail distribution list on or before the 1st of the month in which the annual meeting of the association is held or in the alternative make available as a flyer in the Fall Conference materials. Ballots shall either be included in the packets/folders with the Fall Training Conference materials or distributed at the annual meeting of the association. Members shall be allowed to cast their vote starting the Wednesday morning of the conference, through the completion of the Wednesday luncheon. Each completed ballot shall be placed in the ballot box. Voting closes at the completion of the luncheon.
  4. Two neutral Nominations Committee members or two WCSEA members as appointed by the Nomination Committee Chair shall count the votes. The voting results shall remain confidential except that the total count shall be communicated to the WCSEA President before the Awards banquet, normally held the next evening. The WCSEA President shall announce the voting results at the WCSEA awards banquet.
- C. Awards Nominations – The WCSEA acknowledges it takes much hard work, time and the dedication of many individuals to make Wisconsin’s child support program one of the best in the Nation. In order to recognize the hardest working and most dedicated individuals in Wisconsin, the WCSEA presents annual awards to individuals nominated into specific categories. The categories are listed and described as follows:

Child Support Worker of the year - This award is given to a non-management individual who has strengthened and enhanced the Child Support Program in their county. This individual may have had new and innovative ideas and approaches in increased efficiency in their agency. Additionally, this individual may be the leader in creative thinking and may have identified new and innovative program cost-saving measures while maintaining high levels of performance. This individual may have developed and implemented community awareness programs. This individual may also be one who may be known to continuously strive to promote inter-agency and/or intra-agency cooperation and teamwork to aim for excellence in Wisconsin’s child support program.

Child Support Management Employee of the year - This award is given to an individual who has strengthened and enhanced the Child Support Program in their county agency. This administrator, director or management level employee may have had new and innovative ideas and approaches in increased efficiency in their agency.

Additionally, this individual may be the leader in creative thinking and may have identified new and innovative program cost-saving measures while maintaining high levels of performance. This person may be known as a great team leader and motivator for the agency. This person may have developed and implemented community awareness programs. This individual may be known to continuously strive to promote inter-agency and/or intra-agency cooperation and teamwork to aim for excellence in Wisconsin's child support program.

Agency of the year - This award is given to a county Child Support Program that should be recognized with basically the same criteria as above, but recognizes the county program as a whole. This agency program may be one which has worked together as a team to continuously promote inter-agency and/or intra-agency cooperation. This agency program may have substantially improved performance, or achieved other notable improvements or agency goals which should be recognized statewide.

WCSEA Member of the year - This award is given to an individual who has worked hard to promote and further the goals of the WCSEA. This individual may have given much of their time to the WCSEA to promote and enhance the Association and its programs, with the objective of strengthening Wisconsin's IV-D County and State Programs. This individual may be one who has reached out to other county child support programs to share ideas and represent the interests of Wisconsin's child support program as a whole.

Child Support Attorney of the year - This award is given to an attorney either employed by a child support agency or contracted by the child support agency. This attorney may be one who has worked hard to keep current on the current policies and laws while excelling in the courtroom and/or negotiating with parties to collect, enforce and establish child support orders. This attorney may be one who is known to "network" to provide assistance to other child support attorneys in their own county or other agencies in the state.

State employee of the year - This award is given to an individual who has worked hard to promote, enhance, and strengthen goals of the Child Support Program and strives to develop a solid communicative relationship between the County and the State. This state employed individual may be known for maintaining working relationships with agency/tribal child support staff throughout the state to enhance and promote state/county teamwork.

Legislator of the year - This award is given to a Legislator who has enhanced the goals of the Child Support Program in Wisconsin through legislation or through public relations efforts designed to bring attention to the Child Support Program and its focus on the goal of

bettering the quality of living for Wisconsin's children. (Legislator/Judicial Award divided into two separate awards Sept. 25, 2018)

Judicial Official of the year award - This award is given to a Judge or Family Court Commissioner who has increased the effectiveness of the Child Support Program in Wisconsin through innovative court orders or procedures that call attention to the financial responsibilities that parents have for their children, or through public relations efforts designed to bring attention to the Child Support Program and its focus on the goal of bettering the quality of living for Wisconsin's children.

Hall of Fame Award - This award is presented to a Child Support Professional who has left the program voluntarily (due to retirement, advancement, or relocation) or involuntarily (due to death or position elimination) and who has contributed many years of service to strengthen and enhance the program, specifically through participation in the WCSEA. The recipient(s) of this award is/are not required to have served in the capacity of a WCSEA board member; however, it does require the recipient to have served the WCSEA by attending regular meetings, serving on committees/workgroups or by some other form of participation in the child support program. The Child Support Professional may have also contributed at their local county level, regionally, with other partner agencies and at the State level.

1. At the Director's Dialogue the Awards and Nominations Committee may promote the WCSEA awards and nominations process with a short 5-7 minute presentation. A flyer shall be distributed advertising all categories (including Hall of Fame award, i.e. one page tear off option)
2. A drawing using gift cards (i.e. for example: two \$15.00 gift cards) may be used as an incentive for making nominations. Cost for gift cards is an allowable expense that may be submitted to WCSEA for reimbursement. The short nomination form shall be submitted at the Director's Dialogue with the disclaimer that if no other supporting information is received by August 15<sup>th</sup>\* of that year, the nomination shall be removed from consideration.
3. The announcement of the annual awards and request for nominations shall be distributed electronically via the WCSEA e-mail distribution list by the Nominations Committee Chair on or before July 15<sup>th</sup>\* (may be distributed at the same time as the Nominations for officers/directors of WCSEA). The announcement shall also be sent to the BCS director for approval for posting on the Bulletin Board and posting with the fall conference materials on the WorkWeb/CS Partner Resource Homepage. The announcement shall include a list of the awards, a list of prior award winners, a

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\* Date may be changed annually depending upon the actual date of the conference. The dates in these rules correspond to a conference date in the third week of October.

- description of each award, a request for nominations from the county for each awards category, a request that the nomination forms be forwarded to agency staff along with instructions where the nominations shall be sent. The nominations shall be due August 15\*. Nominations shall be sent to the Awards and Nominations Committee Chair via e-mail. All nominations shall be recognized. There shall not be a requirement that nominations must be only accepted from WCSEA members.
4. On or before August 25<sup>th</sup>\* of each year, the Awards and Nominations Committee Chair shall provide the Legislative Committee Chair with copies of all nominations made in the Legislator Category. The Legislative committee shall select the recipient(s) of this category. The committees shall work together to ensure the decision(s) and award(s) are made and obtained timely.
  5. On or before August 25<sup>th</sup>\* of each year, the Awards and Nominations Committee Chair shall provide each Awards and Nominations Committee member with a list containing the name of each individual nominated and information supporting each remaining nomination category. This information may be provided to the committee members via e-mail, fax or mail. The committee members shall review each nomination and shall vote for one award winner in each category. Each member shall have one vote for each category. Each committee member shall make their vote via e-mail to the Awards and Nomination Committee Chair **within five days of receipt of the nomination list.** If there are an equal number of votes (tie) in any category, there shall be two winners for that specific category. There shall be a limit of one tie (two winners) per category. The Committee Chair shall tally the votes and provide results to the committee members and to the WCSEA president.
  6. The Hall of Fame nominations shall be considered by the committee. The committee shall ensure all nominees are 1) Child Support Professionals, 2) have substantial contributions to the child support program. There may be multiple award recipients in this category. Each committee member shall vote for each nominee they believe are qualified to receive this award. Votes for this awards category are due at the same time as the other votes and shall be tallied at the same time as the other votes. The Awards Committee Chair shall send invitations for the Awards banquet to each awards recipient (or family member in the alternative). The Committee Chair or other committee member, as designated, shall purchase individual plaques on behalf of the Association to be presented to the Hall of Fame award recipients at the Fall Conference Awards Banquet,
  7. The Committee Chair shall notify the individual who nominated each award winner (in all categories except Legislative/Judicial) to request the award winner's presence

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- at the Fall Training Conference Awards Banquet. The Committee Chair, or other committee member as designated, shall purchase plaques for each awards category to be presented at the Fall Training Conference Awards Banquet. If there is a tie in any of the categories, two plaques shall be purchased to recognize both awards recipient. The invoice for the plaques shall be presented to the WCSEA treasurer for payment. (WCSEA is not a tax-exempt organization) If an award winner is not a paid registrant of the Fall Training Conference, the Committee Chair shall be responsible for notifying the WCSEA Treasurer that a banquet ticket will need to be issued for the award recipient(s). (BCS staff pay full price for registration as non WCSEA members.)
8. The Committee Chair shall provide the WCSEA President with a list of the award winners along with information supporting the award prior to the conference.
  9. If in attendance at the conference, the award recipients from the prior year may be acknowledged by the WCSEA President. During the President's announcement and short presentation speech for each new award recipient, the award recipient from the corresponding category from the prior year may present the award to the new award recipient. If the award recipient from the prior year is not in attendance, the President shall present the award. The Vice President may also assist during the awards presentation.
  10. A copy of the President's presentation speech may be provided to the Awards & Nomination Committee. A copy of the presentation speech or in the alternative, a press release, (if one is prepared by the award recipient's county or by the person who made the nomination), may be posted along with a photo of the award recipient on the WCSEA webpage.
  11. At the Banquet, the WCSEA President shall also take the time to give a brief presentation/big thank you to all persons who took the time to nominate their co-workers, directors, neighboring counties, etc.
  12. To promote public relations of the WCSEA, photos will be taken of the awards recipients. Annually two committee members shall take photographs at the awards banquet as each award recipient is presented with their plaque. The photos shall be delivered to the WCSEA Web-site committee and to the winners.
  13. For the awards banquet, WCSEA may purchase up to two banquet tickets for award winners, if necessary. (10/20/15 Board meeting)
- D. Nominations to Policy Advisory Committee – As members of the Policy Advisory Committee (PAC) consult with the State on matters of statewide child support policy, and members of the State-County Contract Committee are chosen from PAC members pursuant

to DCF 153.02(7), the Association will choose PAC members using the following procedures. (Rule adopted 12/14/2017)

1. If there is or will be a PAC vacancy among the positions that are selected by the WCSEA, nomination forms will be distributed to all WCSEA members electronically via the WCSEA email distribution list by the Nominations Committee Chair. The form will include a list of current PAC members, the source of their appointment (DCF or WCSEA) and will identify which positions are or will be vacant. It will require that all nominations must be submitted in writing no later than 30 days from the date the forms are distributed. Self-nominations are welcome. The nominated individual shall agree to the nomination and be approved to attend all regularly scheduled PAC meetings in person prior to the submission of the nomination. Nominations shall be sent to the WCSEA President, via email or fax.
  2. Within 30 days of the distribution of the nomination form, each nominee must submit a short written biography to the WCSEA President. At a minimum, the biography shall include the nominee's name, current position, length of time employed in the Child Support Program and a statement as to why he/she is interested in the position and/or his/her qualifications to serve as a policy advisor to the State.
  3. At least ten days before the first WCSEA Board meeting after the nomination forms are distributed, the WCSEA President will forward nominations and biographies to an executive committee of the Board, which shall include the officers (President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer) and the Past President. This committee shall evaluate the nominees and prepare recommendations for the entire WCSEA Board, based upon the Board's interests, including achieving a balance of different sized counties on the committee and in selecting individuals who can ably represent the interests of the Association as a whole.
  4. At the WCSEA Board's next meeting, or sooner via email if an opening must be filled prior to the next scheduled Board meeting, the Board will vote on the nominees. The discussion, including the executive committee's recommendations, and the vote shall occur in closed session.
  5. If there are more than two nominees for any vacancy, the Board may, by simple majority vote, decide to have two rounds of voting. In that situation, the top two vote-getters in the first round will proceed to the second round.
- E. In the event of a tie in any election held by the membership or the Board, except for a Presidential election, the President of the Association shall determine the outcome. If the tie is for President, the outcome will be determined by a coin flip. (Created December 14, 2017)
- F. Mid-term Board vacancies – at any time there is a vacancy on the Board of Directors the position would be filled as follows: the general membership of the WCSEA will be

notified of the mid-term vacancy. WCSEA members in good standing who want to be considered for filling the vacancy shall submit an application to the Nominating Committee. All applications will be reviewed by the Board with the final decision made by majority vote of the Board. (Adopted 4/5/2017)

G. If there are more than two nominees for any vacancy, the Board may, by simple majority vote, decide to have two rounds of voting, providing no candidate gets a majority vote in the first round. If no candidate gets a majority first round vote, the top two vote-getters proceed to the second round. A 'majority' means a majority of the votes cast. (Adopted 4/18/2018)

H. NCSEA Leadership Symposium Scholarships (*proposed April 10, 2019*) – at the December Board meeting the Board decides on the NCSEA Leadership Symposium scholarship budget for the following year, if any.

1. The Board takes into consideration the WCSEA overall budget, the location of the NCSEA Leadership Symposium, and whether a 'Host and Neighboring States' fee might be available to Wisconsin attendees. Generally, the scholarship amount per person will be the equivalent of the best early-bird fee available for the conference.
2. Any WCSEA Board member who timely submits a completed application shall automatically receive a scholarship if there are enough approved scholarships available. Any additional scholarship slots are open to the general WCSEA membership. If there are more applications than actual scholarships, the Awards and Nominations Committee shall vote on applications received, giving priority to Board members.
3. Process:
  - a. On or before January 10th, the Awards and Nominations Committee chair or designee (hereinafter, Chair) shall distribute via the WCSEA email distribution list notice of the opportunity to apply for a scholarship. In the application the applicant must acknowledge that he/she (or county) will pay the WCSEA membership fee by May 1, will have sufficient funds and be responsible for all travel and other Symposium fees, and will, if chosen, notify WCSEA by May 1st of that year if they are not able to use the scholarship. All applications and supporting information shall be due to the Chair by March 1st.
  - b. On or before February 15<sup>th</sup>, the Chair shall send a reminder of the March 1<sup>st</sup> due date to the WCSEA list serve, along with the application form.
  - c. On or before March 6<sup>th</sup>, the Chair shall forward the applications to committee members via email for voting on the scholarship recipients. If there are more



applicants that scholarships, the committee will establish a ranked waiting list, which will award scholarships when any original recipient timely notifies the WCSEA that he/she is unable to attend.

- d. The Chair shall promptly notify recipients of their awards via email. Example:

Congratulations! You have been selected to receive a scholarship for the *[insert year]* NCSEA Leadership Symposium early bird registration fee. This year the Leadership Symposium will be held *[dates]* at *[location]*. Registration information is at <http://www.ncsea.org/programs-events/conferences/> (registration normally opens mid-April). Under the new NCSEA membership structure, WCSEA's NCSEA membership covers only officers and board members. Board members can register for the NCSEA Leadership Symposium using the WCSEA member number 11307060. Non-board members may go to the NCSEA website and join as individual members or have their county join as members if they want to register at the member rate, or they can register at the non-member rate. After your registration is complete, email your purchase confirmation to *[insert treasurer's email address]*. Once the treasurer receives the email with purchase confirmation, he will mail the reimbursement check to you for the registration fee. WCSEA will reimburse the early-bird registration rate - the scholarship does not cover the CLE fee or the NCSEA membership fee.

- e. The Chair shall also notify applicants who are wait-listed. Example:

Thank you for your application and interest in attending the *[insert year]* Leadership Symposium. The Board approved *[insert # of available scholarships]* scholarships this year, and the number of applications received exceeded this. Unfortunately you were not selected to receive a scholarship at this time, but your name has been added to a waiting list. If a scholarship becomes available for you, we will contact you.

- f. The Chair will email the names of the scholarship recipients and any wait-listed applicants to the WCSEA President and ask that he/she be added to the April Board meeting agenda to announce the winners.

## V. Meetings

- A. The Wisconsin Child Support Enforcement Association (hereinafter "WCSEA" or "the Association") will coordinate the Legal Track portion of the Annual Fall Conference. As has been the past practice, WCSEA will bill the Department of Children and Families - Bureau of Child Support for the cost of the Legal Track Binders. (Amending rule originally adopted November 8, 2001)
- B. Board Members are allowed to appear at meetings by telephone with prior permission of the WCSEA President. (Amending rule originally adopted January 9, 2003)
- C. Counties hosting events: WCSEA will provide a room for use by the host county at Board of Directors meetings and the WCSEA Fall Conference. (Rule adopted February 21, 2013)
- D. Procedure for selecting the WCSEA Fall Conference site:
1. Selection of a site will occur two years prior to the conference year.

2. Sites will be considered each year at the WCSEA Board's first meeting of that year. At that meeting any county who wishes to host the Fall Conference may make a presentation to the Board.
3. A Fall Conference site will be selected, by majority vote of the Board, at either that Board meeting or the Board's meeting held in conjunction with Directors Dialogue. (Rule originally adopted September 23, 2003, amended December 14, 2017)

E. Rates for Fall Conference:

1. WCSEA Member Full Conference - \$170.00
2. Non-Member Full Conference - \$220.00
3. WCSEA Member One Day - \$95.00
4. Non-Member 1 Day - \$145.00
5. WCSEA Member Legal Track Full Conference - \$320.00
6. Non-Member Legal Track Full Conference - \$370.00
7. WCSEA Member Legal Track 1 Day - \$145.00
8. Non-Member Legal Track 1 Day - \$195.00
9. Additional Legal Track Binder - \$55.00
10. Additional Banquet Meal Ticket - contracted rate
11. The Fall Conference registration fee is waived for out-of-state noncommercial presenters.

[Amended 7/14/2016: Non-member rates reduced from \$200 (full), \$175 (1 day), \$355 (full legal), \$225 (1 day legal) per Board action 7/16/15, effective 2016. #11 added Sept. 25, 2018; amounts in #1 - #9 amended effective 1/1/2020 per board action 9/17/2019]

F. Refund Policy for WCSEA Fall Conference Registration Fees:

1. Full refund of the registration fee for cancellations made no less than 30 days prior to the start of the conference.
2. One-half of the registration fee for cancellations made 30 to 15 days prior to the start of the conference.
3. No refund of the registration fee for cancellations made less than 15 days prior to the start of the conference. (Amending rule originally adopted September 22, 2009; #3 determined per Board action February 19, 2014)

G. Child Support Roundtables – WCSEA allocates \$100 per region per year for room fees and refreshments (10/20/15 Board meeting)

- VI. Powers and Duties of Board of Directors (*reserved*)
- VII. Duties of Officers
- VIII. Committees