

BYLAWS OF THE KANSAS CHILD SUPPORT EDUCATIONAL ASSOCIATION AS
AMENDED

ARTICLE I

NAME AND PRINCIPAL OFFICE

SECTION 1: NAME

The organization, incorporated under the Kansas Corporation Code, shall be known as the Kansas Child Support Educational Association.

SECTION 2: PRINCIPAL OFFICE

The principal office of the Kansas Child Support Educational Association shall be located in Topeka, the city where the President of the Association is located, or in such other city in Kansas as shall be designated by the Board of Directors.

ARTICLE II

PURPOSE

This Corporation is organized:

1. To establish, operate and maintain, without profit to the Corporation, or its members, a state association to advance, educate, and improve efforts of federal, state, and local governments and their employees in the field of reciprocal and family support enforcement; to ensure effective implementation of family support laws and the Uniform Interstate Family Support Act (UIFSA), Interstate Family Support Act and Title IVD of the Social Security Act, as amended; to further a good working relationship between state and local agencies, public officers, attorneys, legislators, and judges to work in the field of family law and family support and to afford participants an opportunity to discuss problems and propose solutions of common interest;
2. To provide information, educational workshops, seminars, and conferences to facilitate public relations and public awareness of child support service programs and family law related issues;
3. To develop procedures and programs; provide specialized services relative to child and family support and related subjects; to conduct and encourage promotion of such programs;
4. To promote policies that will facilitate and improve child and family support programs and procedures;
5. To serve as a resource for public and legislative information and to suggest support legislation that will improve family law concerns and to improve child and family support programs and procedures;
6. To work in conjunction with the National Child Support Enforcement Association in order that we might share information and educational techniques;

7. To solicit and accept funding, grants, and contributions from public units and agencies, private foundations, and others to support its programs, and;
8. To initiate any lawful activity necessary or convenient in connection with any of the foregoing purposes or powers enumerated in the Kansas Corporation Code.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1: NUMBER AND COMPOSITION

The affairs of this Corporation shall be managed by its elected Board of Directors, which shall consist of the officers (as defined in Article IV of these bylaws), the past president (which shall be defined as the person who shall turn over the files and records of the office of the president, as described in Article IV, Section 5), and not more than eleven (11) elected directors.

The composition of elected directors shall include directors who are elected as set forth in Article ID of these bylaws. Any directors who are not elected as set forth in Article IX shall be elected at the Annual Association Meeting.

SECTION 2: QUALIFICATION AND SELECTION OF BOARD MEMBERS

Members of the Board of Directors shall be persons working in any aspect of child support services. The term elected director shall include directors who are elected as set forth in Article IX of these bylaws.

Four (4) non-voting advisory board members may serve based upon the employed positions that they hold to provide a balance in the organization. The four (4) advisory board members or appointee are the Kansas IV-D Director, the Child Support Coordinator with the Judicial Branch, an educator, and a legislator. The educator and legislator will be appointed by the Board of Directors.

In addition to these members, eight (8) non-voting board embers may be selected by the Board of Directors, two in each of the following categories: 1) residential custodial parent, 2) non-residential custodial parent, 3) child advocate, 4) business.

SECTION 3: TERM FOR ELECTED DIRECTORS

All elected directors shall serve a term of two (2) years, which shall commence at the close of elections. No elected director shall serve for more than tow consecutive terms as an elected director, and shall not be allowed to serve as an elected director until the expiration of two (2) years after the completion of two consecutive terms, except that this section shall not prohibit an elected director from serving as an officer.

SECTION 4: ANNUAL MEETINGS

An annual meeting of the Board of Directors shall be held at such day and at such other place within the state as may be provided by resolution of the Board of Directors. An annual meeting of the Board of Directors may be held in conjunction with the annual association meeting.

SECTION 5: QUARTERLY MEETINGS

Quarterly meetings of the Board of Directors shall be held quarterly at a time and place as may be approved by the Board of Directors in January, April, July, and October of each year in Topeka, Kansas or upon such other day and such other place as may be approved by resolution of the Board of Directors.

SECTION 6: SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by or at the request of the President or any six of the Directors.

SECTION 7: NOTICE

Written notice of each quarterly meeting, specifying the place, day, and hour and, in the case of special meetings, the reason therefore, shall be delivered to each Director not less than ten (10) days and not more than forty (40) days before the date of the meeting, either personally, by e-mail, or by US mail, at the direction of the President of the Board of Directors or the other Directors calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the Director at his/her address as it appears on the records of the Corporation, with postage prepaid.

It is provided, however, that whenever any notice is required to be given, a waiver thereof in writing signed by persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to such notice having been properly given.

SECTION 8: QUORUM

A majority of the Directors with the power to vote shall constitute a quorum for the transaction of business at any meeting of the Board. The act of the majority of the Directors present, either in person or by phone, at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

SECTION 9: REMOVAL OF BOARD MEMBERS

- A. The Board, by a vote of two-thirds (2/3) of the Board of Directors, (although only a quorum need be present), shall have the authority to remove a Director for good cause shown upon written notice of the intended action to the Director in question at least ten (10) days prior to the vote.
- B. When an elected Director fails to appear, either in person/virtually or by phone, unless through no fault of his or her own, at two (2) consecutive quarterly meetings of the Board of Directors held during the KCSEA cycle year, his or her membership on the Board of Directors may be reviewed for termination, and he or she shall be notified by the Secretary in writing. The Board can grant an exception for the removal.

SECTION 10: POWER AND DUTIES

The Board shall have, but shall not be limited to, the following powers, duties, and responsibilities:

1. Set and review all policies for the operation of the Corporation;
2. Exercise supervision of all funds and exercise supervision over receipts and expenditures;
3. Select and terminate all officers of the Corporation;
4. Evaluate the operation of the Corporation in accordance with the objectives and purposes as stated in the Articles of Incorporation;
5. Keep correct and complete books and records of accounts, minutes of meetings and the names and addresses of the member of the Board, and permit all books and records to be inspected by any Director, or his or her agent or attorney, for any proper purpose at any reasonable time;
6. Authorize any employee or employees, officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances;
7. Ensure that no loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances;
8. Ensure that all checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such employee or employees, officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors;
9. Ensure that all funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select, and;
10. Ensure that at least one (1) meeting for the general Association membership shall be held annually with the site, duration, registration fee, and agenda of the meeting(s) determined by the Board of Directors and communicated in advance to the membership. The Board of Directors may elect not to conduct an annual association meeting by 2/3 vote of the Board of Directors present.
11. The Board of Directors shall have the power to extend the membership period time frames and the membership dues.
12. The Board of Directors shall have the power to make decisions in the best interest of the Association in times of hardship.

ARTICLE IV

MEMBERSHIP

SECTION 1: INDIVIDUAL MEMBERSHIP

Individual membership shall be made available to any person working in the profession of child support service or who is an obligee or obligor of support, custodial or non-custodial parent, a child advocate, or business representative. Individual members of the Association shall be entitled to vote at the Association annual meeting, shall be eligible for election or appointment to fill vacant officer or director positions, and shall receive other benefits of membership, including but not limited to, receipt of the Association newsletter. Nothing in this section shall be construed to restrict the right of the individual member to participate in the activities of the district chapters of the Association provided for in Article IX of these bylaws.

SECTION 2: ANNUAL PERIOD OF MEMBERSHIP

The annual period of individual membership in the statewide Association shall be for the fiscal year from June 1 through May 31. In times of fiscal hardship, the Board of Directors may vote to extend the membership period.

SECTION 3: ANNUAL DUES

Annual dues shall be established by the Board of Directors. Annual dues shall be due and payable on or before June 1. Any individual member who has failed to pay current dues at the conclusion of the annual meeting of member following the annual date for such payment of annual dues, shall be dropped from the membership roster. Such member may be reinstated upon payment of dues. Child support professionals dropped from the membership roster of the statewide Association shall be dropped from the membership roster of district chapters. Support obligees or obligors dropped from the membership of the statewide Association may elect to continue to participate in the Association through district membership. The Board of Directors may elect to extend the membership period and waive annual dues.

SECTION 4: DISTRICT MEMBERSHIP

District membership shall be available to the Association's individual members and to persons who are obligees of support or obligors of support. District membership entitles a district member to fully participate in the activities of the district chapter to which the district member is affiliated. District membership does not entitle district members to vote at the Association annual meeting, receive the Association newsletter, or fill any vacancy of the statewide Association's officers or directors by election or appointment.

The payment of dues to the statewide Association is not a requirement of district membership except for child support professionals. Nothing in this section shall be construed to bar district members from procuring individual membership as provided by Section 1, 2, and 3 of this article and thereafter participating in both the district and statewide activities of the Association.

ARTICLE V

OFFICERS

SECTION 1: OFFICERS

The officers of the Association shall consist of a President, President-Elect, Vice President, Secretary, and Treasurer. No person may hold more than one office at a time except for an outgoing Treasurer to the extent specified in Section 2: of this Article.

SECTION 2: ELECTION AND TERM OF OFFICE

The officers shall be elected by a majority vote of the Association membership in elections held during the Annual Association Meeting, *except that no person shall serve as an officer of the Association if they have not previously served as a Director for a period of at least one (1) year.* The term of office for the Treasurer shall be two years or until the next election for that position. The term of office for all other officers shall be one year or until the next election of the Association membership. The term of the Treasurer shall commence at the first meeting of the Association membership and shall continue until the first meeting of the Officers and Board of Directors of the Association held after the annual meeting of the Directors of the Association held after the next Annual Meeting of the Association membership at which the Treasurer's office is elected.

SECTION 3: REMOVAL

The Board, by affirmative vote of two-thirds (2/3) of the members present, either in person or by phone, at a meeting, shall have the power to warn or reprimand an officer for good cause or for the violation of the resolutions of the Board or these Bylaws.

SECTION 4: VACANCIES

A vacancy of any office because of death, resignation, removal, disqualification, or otherwise may be filled by a majority vote of the Directors present at a meeting at which a quorum is present. An Officer appointed in this manner shall serve until the next election by the Association membership. A vacancy of any office, Officer, or Director position because of death resignation, removal, disqualification, or otherwise may be filled by a majority vote of the Directors present at a meeting at which a quorum is present. An Officer or Director appointment in this manner shall serve until the next election by the Association membership fill the unexpired term of the vacated position.

SECTION 5: PRESIDENT

The President shall be the chief executive of the Kansas Child Support Educational Association; shall preside at the meetings of the Board and shall preside at all meetings of the membership; *shall chair the Conference Facilities Committee*; shall cooperate with the board and staff in planning the agenda for meetings of the Board; shall appoint all committees which may include persons not members of the Board; shall supervise and approve the payment of all operating

expenses of the Association; shall work closely with staff in the conduct of affairs of the Association; shall perform such other duties as may properly appertain to the office; and shall turn over to the successor in the office all files and records of that office. *The President shall prepare all agendas for regular and special meetings.*

SECTION 6: PRESIDENT-ELECT

The President-Elect shall become familiar with all Association affairs in preparation for assuming the presidency and shall work in cooperation with the President. The President-Elect presides at all meetings in the absence of the President. *The President-Elect chairs the Speaker Committee and shall prepare the agenda for the annual meeting or conference.* The President-Elect shall automatically succeed the President at the end of the term.

SECTION 7: VICE-PRESIDENT

In the absence of the President or President-Elect, or in the event of their inability to refusal to act, the Vice-President shall perform the duties of the President and when so acting, shall have all the powers of, and be subject to all the restrictions upon the President. The Vice-President shall person such other duties as from time to time may be assigned to him or her by the President or the Board of Directors. *The Vice-President shall chair the Vendor Committee and the Bylaws Committee.* The Vice-President shall be responsible to turn over to the successor in office all the records and files of that office.

SECTION 8: SECRETARY

The Secretary shall be responsible for the preparation and maintenance of the minutes of the meetings of the Board and of resolutions presented to or passed by the Board; mail the notification for payment of dues to membership by May 15th of each year; and turn over to the successor in office all of the records and files of that office.

SECTION 9: TREASURER

The Treasurer shall collect and disburse all funds; prepare and submit at each Association Meeting an accurate accounting of all funds received and disbursed; chair the Resignation Committee; and be responsible for general review of banking, financial, and accounting functions of the Association. The outgoing Treasurer shall, at the first meeting of the officers and Board of Directors of the Association held after the Annual Meeting of the Association, turn over to the successor in office all the records, files, and funds of that office. *The Treasure shall chair the Website Committee.*

SECTION 10: IMMEDIATE PAST PRESIDENT

Honorary voting member who will co-chair or assist on the Conference Facilities Committee and Speaker Committee.

ARTICLE VI
COMMITTEES

SECTION 1: CREATION

The President shall have the authority to create, dissolve, and appoint members to ad hoc Committees as he/she deems necessary.

SECTION 2: STANDING COMMITTEES

The President may create, dissolve, assign chair, and appoint members to Standing Committees as he/she deems necessary.

SECTION 3: LEGISLATIVE COMMITTEE

The Legislative Committee shall work in conjunction with the membership to assist and support the legislation that will improve the administration of family law and child support related matters. *Chaired by the President-Elect and co-chaired by an attorney in a leadership role.*

SECTION 4: NOMINATION & AWARD COMMITTEE

The Nomination Committee is in charge of the annual Board nomination and election process; including gathering nominees, preparing ballots, notifying the membership of who is running for what positions, gathering and counting ballots, and presenting winners of the elections. The committee shall also be in charge of keeping track of runners up in order to fill any vacancy. The Awards portion shall be in charge of the Excellence Awards, including many of the same parts as the board nominations. The committee shall also be in charge of getting the physical awards to give out. *Chaired by the President.*

SECTION 5: BYLAWS COMMITTEE

The Bylaws Committee shall work to review and recommend to the Association any modifications or additions to the Bylaws. *Chaired by the Vice-President.*

SECTION 6: CONFERENCE FACILITIES COMMITTEE

The Conference Facilities Committee shall be in charge of securing the facilities for the Annual Conference. *Chaired by the President and Past President.*

SECTION 7: VENDOR COMMITTEE

The Vendor Committee shall solicit all donations (monetary and in kind), door prizes, speaker gifts, goodie bags for Conference attendees, and shall provide for the order of t-shirts for Annual Conference. *Chaired by the Vice-President.*

SECTION 8: SPEAKER COMMITTEE

The Speaker Committee shall secure the speakers and topics for Annual Conference and shall be responsible for the speaking schedule. *Chaired by the President-Elect and Past President.*

SECTION 9: REGISTRATION & MEMBERSHIP COMMITTEE

The Registration and Membership Committee shall work to enhance the number and participation of the members, prepare all registration forms for Annual Conference, and track and distribute all such registration. *Chaired by the Treasurer.*

SECTION 10: SCHOLARSHIP COMMITTEE. The scholarship committee shall be in charge of all parts of the scholarship; including but not limited to, fundraising, advertising for potential applicants, and reviewing the received applications. *Chaired by the Secretary.*

SECTION 11: KCSEA QUARTERLY“KQ” COMMITTEE. The KCSEA Quarterly “KQ” committee shall prepare, post, and deliver quarterly newsletters. At least once a year, each Board Member will contribute an article for the newsletter. *Chaired by the Secretary.*

SECTION 12: KCSEA WEBSITE COMMITTEE. The KCSEA Website committee shall ensure the KCSEA website is kept active, up to date and reflects the current mission and goals of the organization. *Chaired by the Treasurer.*

ARTICLE VII

AMENDMENTS TO BYLAWS

These Bylaws, or the Articles of Incorporation or the Kansas Child Support Educational Association, may be amended, altered, or repealed by affirmative vote of two-thirds (2/3) of the members of the Association. Such vote shall be taken at an annual meeting of the Association Membership held at least thirty (30) days after notice of such meeting. Notice of such meeting shall include a copy of the proposed changes of the Bylaws or articles of Incorporation. Affirmative vote of 2/3 of the members of the Association may be obtained by survey in the Enforcer in the event that the Association meeting is not held.

ARTICLE VIII

REVENUE

The Board of Directors shall determine annual dues which shall be paid by each member by June 1 of each calendar year. The Board of Directors shall have the authority to waive membership due in the event of hardship.