



## **KANSAS CHILD SUPPORT EDUCATIONAL ASSOCIATION**

### **Bylaws as Amended**

#### **ARTICLE 1 NAME AND PRINCIPAL OFFICE**

##### **1.1 NAME**

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

##### **1.2 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 2 PURPOSE**

This Corporation is organized:

##### **2.1 ESTABLISH, OPERATE, AND MAINTAIN**

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; 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.

##### **2.2 PROVIDE INFORMATION**

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.

##### **2.3 DEVELOP PROCEDURES AND PROGRAMS**

To develop procedures and programs, provide specialized services relative to child and family support and related subjects, and to conduct and encourage promotion of such programs.

##### **2.4 PROMOTE POLICIES**

To promote policies that will facilitate and improve child and family support programs and procedures.

##### **2.5 SERVE AS A RESOURCE**

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.

##### **2.6 WORK WITH NCSEA**

To work in conjunction with the National Child Support Engagement Association in order that we might share information and educational techniques.

## **2.7 SOLICIT FUNDING**

To solicit and accept funding, grants, and contributions from public units and agencies, private foundations, and others to support its programs.

## **2.8 INITIATE ACTIVITY**

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 3 BOARD OF DIRECTORS**

## **3.1 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 5 of these bylaws), the past president and not more than 11 elected directors, except in times of hardship or special circumstances.

The composition of elected directors shall include directors who are elected as set forth in Section 3.2 of these bylaws. Any directors who are not elected as set forth in Section 3.2 shall be elected at the Annual Association Meeting.

## **3.2 QUALIFICATION AND SELECTION OF BOARD MEMBERS**

Members of the Board of Directors shall be persons working in any aspect of child support services.

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

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

## **3.3 TERM FOR ELECTED DIRECTORS**

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

## **3.4 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.

## **3.5 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.

## **3.6 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.

### **3.7 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 days and not more than forty 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 Association, 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.

### **3.8 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.

### **3.9 REMOVAL OF BOARD MEMBERS**

#### **3.9.1 BY VOTE**

The Board, by a vote of two-thirds 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 days prior to the vote.

#### **3.9.2 FAILURE TO APPEAR**

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 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.

### **3.10 POWER AND DUTIES**

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

- Set and review all policies for the operation of the Corporation;
- Exercise supervision of all funds and exercise supervision over receipts and expenditures;
- Select and terminate all officers of the Association with a majority vote;
- Evaluate the operation of the Corporation in accordance with the objectives and purposes as stated in the Articles of Incorporation;
- 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;
- 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;
- Ensure that no loans shall be contracted on behalf of the Corporation and no evidence 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;
- Ensure that all checks, drafts, or other orders for the payment of money, notes, or other evidence 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;

- 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;
- Ensure that at least one 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.
- The Board of Directors shall have the power to extend the membership period time frames and the membership dues.
- The Board of Directors shall have the power to make decisions in the best interest of the Association in times of hardship.

## **ARTICLE 4 MEMBERSHIP**

### **4.1 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 these bylaws.

### **4.2 ANNUAL PERIOD OF MEMBERSHIP**

The annual period of individual membership in the statewide Association shall be for the conference year. Annual membership will expire on the last day of the month prior to the next annual conference. *(Example if the conference is held June 30<sup>th</sup> your membership would expire on May 31<sup>st</sup>.)*

### **4.3 ANNUAL DUES**

The Board of Directors shall establish annual dues. Annual dues paid will be for membership through the end of the conference year. Any individual member who has failed to pay current dues at the conclusion of the membership year, 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.

### **4.4 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 5 OFFICERS**

### **5.1 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 5.2.

### **5.2 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 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.

### **5.3 REMOVAL**

The Board, by affirmative vote of two-thirds 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.

### **5.4 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.

### **5.5 PRESIDENT**

The President shall:

- Be the chief executive of the Kansas Child Support Educational Association
- Preside at the meetings of the Board and shall preside at all meetings of the membership
- Chair the Conference Facilities Committee
- Prepare all agendas for regular and special meetings, cooperating with the board and staff in doing so
- Appoint all committees which may include persons not members of the Board
- Supervise and approve the payment of all operating expenses of the Association
- Work closely with staff in the conduct of affairs of the Association
- Perform such other duties as may properly appertain to the office

- Turn over to the successor in the office all files and records of that office

## **5.6 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
- Preside at all meetings in the absence of the President
- Chair the Speaker Committee
- Prepare the agenda for the annual meeting or conference

The President-Elect shall automatically succeed the President at the end of the term.

## **5.7 VICE-PRESIDENT**

The Vice President shall:

- Perform the duties of the President in the absence of the President or President-Elect and when so acting, shall have all the powers of, and be subject to all the restrictions upon the President
- Perform such other duties as from time to time may be assigned to him or her by the President or the Board of Directors
- Chair the Exhibitors and Sponsors 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.

## **5.8 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 or send electronically the notification for payment of dues to membership by December 31st of each year
- Turn over to the successor in office all the records and files of that office

## **5.9 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 and Website Committees
- 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.

## **5.10 IMMEDIATE PAST PRESIDENT**

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

## **ARTICLE 6 COMMITTEES**

### **6.1 CREATION**

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

### **6.2 STANDING COMMITTEES**

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

### **6.3 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.

### **6.4 NOMINATION & AWARD COMMITTEE**

The Nomination Committee oversees 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 oversee keeping track of runners up in order to fill any vacancy.

The Awards portion shall oversee the Excellence Awards, including many of the same parts as the board nominations. The committee shall also oversee getting the physical awards to give out.

Chaired by the President.

### **6.5 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.

### **6.6 CONFERENCE FACILITIES COMMITTEE**

The Conference Facilities Committee shall oversee securing the facilities for the Annual Conference.

Chaired by the President and Past President.

### **6.7 EXHIBITORS AND SPONSORS COMMITTEE**

The Exhibitors and Sponsors Committee cultivates relationships with exhibitors and sponsors who support the mission of KCSEA. The committee shall solicit sponsorships to assist in hosting the annual KCSEA conference and its activities. The committee shall also solicit donations to raise money for the Jim Robertson Scholarship Fund.

Chaired by the Vice-President.

### **6.8 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.

### **6.9 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.

#### **6.10 SCHOLARSHIP COMMITTEE**

The scholarship committee shall oversee all parts of the scholarship; including but not limited to, fundraising, advertising for potential applicants, and reviewing the received applications.

Chaired by the Secretary.

#### **6.11 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.

#### **6.12 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. The Website committee will also oversee any conference app utilized by the Association.

Chaired by the Treasurer.

### **ARTICLE 7 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 of the members of the Association. Such vote shall be taken at an annual meeting of the Association Membership held at least 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 two-thirds of the members of the Association may be obtained by survey in the KCSEA Quarterly Newsletter if the Association meeting is not held.

### **ARTICLE 8 REVENUE**

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