

**BY-LAWS  
OF THE  
ILLINOIS FAMILY SUPPORT  
ENFORCEMENT ASSOCIATION**

**ARTICLE I: Name.** The name of the Association shall be "The Illinois Family Support Enforcement Association."

**ARTICLE II: Incorporation.** The Association shall be incorporated as a Not-For-Profit Corporation under the Illinois General Not-For Profit Corporation Act of 1986, with all the powers, duties and responsibilities provided thereunder.

**ARTICLE III: Purposes.** The purposes of the Association are:

- A) To promote the improvement of the administration of family support programs and the diligent enforcement of state laws;
- B) To provide governmental officials at all levels, legal and child support practitioners, and the general public with information regarding family support programs, including the latest techniques, procedures and practices in family support enforcement, by developing, promoting and conducting educational programs and conferences;
- C) To provide, through a publication of a quarterly newsletter and maintenance of a web site dedicated specifically to family support enforcement issues, timely information regarding changes in legislation, case law and procedures so as to promote effective family support enforcement;
- D) To participate in the development of public policy related to family support enforcement;
- E) To develop and promote relationships with other family support programs and organizations.

**ARTICLE IV: Membership.**

- A) Membership: Voting Membership in the Association shall be open to:
  - 1) Any attorney licensed to practice in the State of Illinois;
  - 2) Any Circuit Clerk, Deputy Circuit Clerk or other current or former employee of a Circuit Clerk engaged in activities related to family support collection, distribution or enforcement;
  - 3) Any Judge in any court in the State of Illinois;
  - 4) The Attorney General and any current or former employees of the Illinois Attorney General engaged in activities related to family support enforcement and State's Attorney's and any current or former employee of a state's attorney engaged in activities related to family support enforcement;
  - 5) The Director and any current or former employees of the Illinois Department of Healthcare and Family Services engaged in activities related to family support enforcement;

- 6) The Director and any current or former employees of any Illinois government agency engaged in activities related to family support enforcement;
- 7) Any elected official within the state of Illinois;
- 8) Any individual or employee of an agency, association, business or other entity engaged in activities related to family support enforcement;
- 9) Any paraprofessional or administrative employees of individuals entitled to regular membership who are engaged in activities related to family support enforcement;
- 10) Representatives of parent or children's advocacy groups.
- 11) Any other individuals approved for membership by the Board of Directors upon recommendation by the Membership Committee.

B) Term of Membership: The annual term of membership in the Association shall extend from commencement of the Association's Annual Training Conference until commencement of the Association's next Annual Training Conference, or for one year, whichever is longer, and shall be indefinitely renewable for additional yearly terms upon tendering of the appropriate renewal application and dues.

C) Dues: Annual dues for membership in the Association shall be \$25.00 per member or such other sum as may be determined by the Board of Directors.

At the discretion of the President, payment of dues otherwise required may be waived and Membership granted to individuals otherwise eligible for membership in recognition of their contribution to the Association.

Any dues received on or prior to July 31 shall be credited for membership in the existing membership year of the association, unless the payor specifically indicates the payment is intended for the next term of membership. Any dues received after July 31 shall be credited for the term of membership commencing with that year's upcoming Annual Training Conference.

## **ARTICLE V: Annual Meeting**

There shall be one Annual Meeting of the Association, to be held in conjunction with a Training Conference at times and locations to be determined by the Board of Directors.

A Special Meeting may be held at such other time and place as may be determined by majority vote of the Officers or by vote of at least one-third of all Directors.

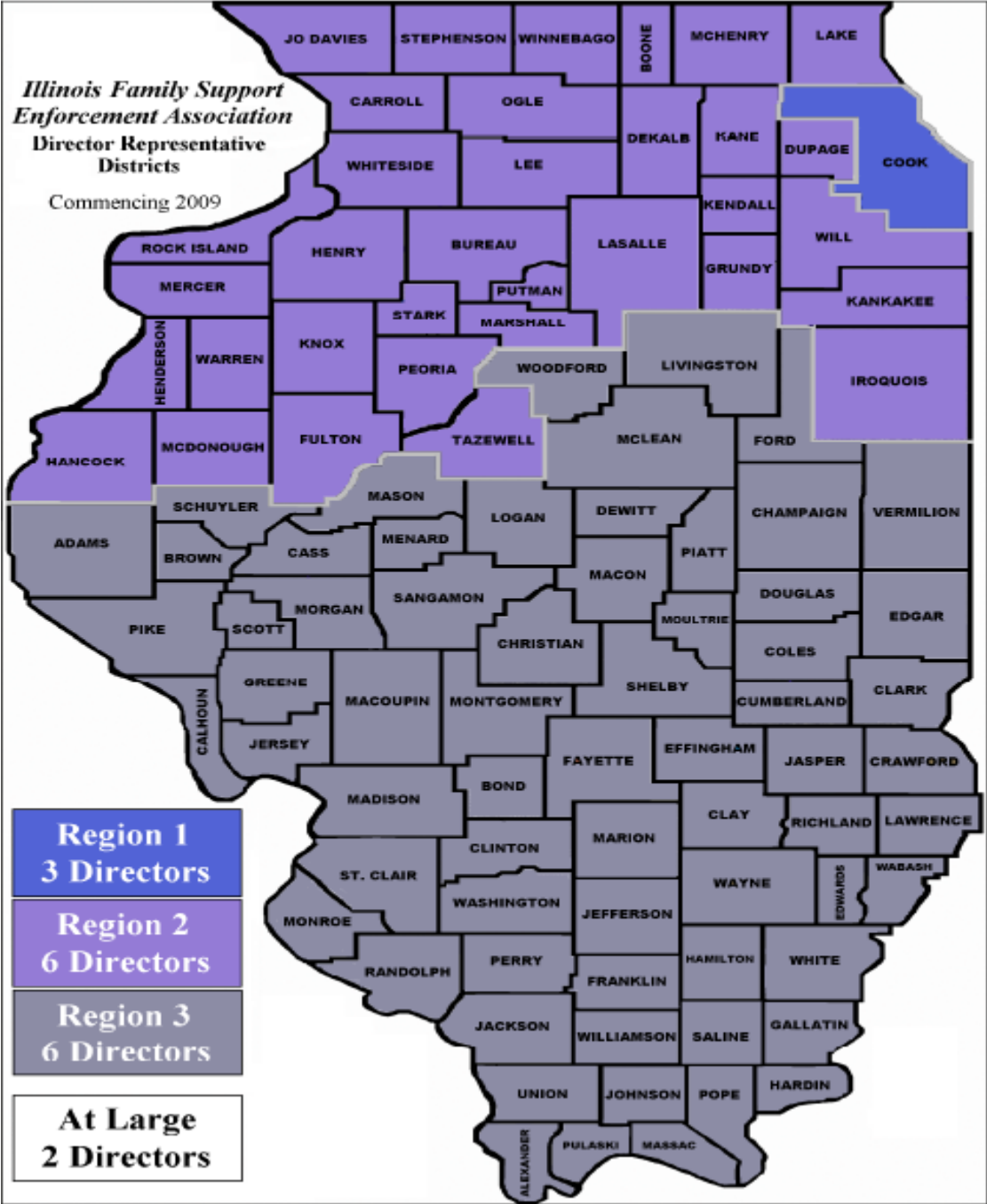
Notice of the date and location of the Annual or Special Meetings shall be provided by regular mail or by electronic mail (e-mail) to each member of the Association at least sixty days in advance thereof.

A Special Meeting may be held in person, via video- or teleconference or in any other electronic format as determined by the Board of Directors that allows for the proper recording of any votes taken and cast.

## **ARTICLE VI: Board of Directors**

- A) Composition of Board of Directors: The Association shall be governed by a Board of Directors, comprised as follows:
- 1) Initial Board of Directors: From the date of its incorporation until the first Annual Meeting the Board of Directors shall consist of the Directors named in the Articles of Incorporation;
  - 2) Commencing with the election of Directors to be conducted at the first Annual Meeting, the Board of Directors shall consist of 21 elected or appointed Directors determined as follows:
    - a) Appointed Directors: Each of the following shall be authorized to serve as a Director of the Association:
      - The Director of The Illinois Department of Healthcare and Family Services, or such other person within said agency designated either by name or position, as he/she may designate;
      - The Attorney General of Illinois, or such other representative of that office as he/she may designate;
      - The State's Attorney of Cook County or such other representative of that office as he/she may designate;
      - The President of the Illinois Association of Court Clerks, or such other representative of that association as he/she may designate;
      - Two individuals appointed by the President of the Illinois Family Support Enforcement Association at the conclusion of each annual election, to serve as "At Large" Directors.
    - b) Elected Directors [commencing 2009]: The remainder of the Board of Directors shall consist of three Directors elected to represent Region One (the First Appellate District), six Directors elected to represent Region Two (the Second and Third Appellate Districts) and six Directors elected to represent Region Three (the Fourth and Fifth Appellate Districts). (Annually, one Director shall be elected from Region One, two Directors shall be elected from Region Two, and two Directors shall be elected from Region Three. Each Director shall serve for a three year term). The Regions shall be comprised of the following counties [See Revised Regional Map]:
      - Region One: Cook County;
      - Region Two: Boone, Bureau, Carroll, DeKalb, DuPage, Fulton, Grundy, Hancock, Henderson, Henry, Iroquois, JoDaviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Marshall, McDonough, McHenry, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Tazewell, Warren, Whiteside, Will and Winnebago;
      - Region Three: Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Edwards, Effingham, Ford, Fayette, Franklin, Gallatin, Greene, Jersey, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Livingston, Logan, Macon, Macoupin, Madison, Marion, Mason, Massac, McLean, Menard, Montgomery, Monroe, Morgan, Moultrie, Piatt, Pike, Pope, Pulaski, Randolph,

Richland, St. Clair, Sangamon, Saline, Schuyler, Scott, Shelby, Union, Vermilion, Wabash, Washington, Wayne, White, Williamson and Woodford counties.



The county in which a Director maintains his/her primary place of employment shall determine the region which he/she may be elected to represent. Should a Director's primary place of employment be relocated during their term, the Director shall serve out the remainder of their term in the region to which he/she was originally elected.

- 3) Any Officer of the Association, who is not otherwise an elected or appointed Director of the Association, shall also be a voting member of the Board of Directors.
- B) Duties of Board of Directors: The business and affairs of this Association, including its financial development, shall be managed by the Board of Directors.
- C) Compensation of Directors: Directors shall serve without compensation other than reimbursement of expenses incurred on behalf of the Association.
- D) Meetings: The Board of Directors shall meet at least quarterly, in conjunction with the Association's Annual Meeting, and at such other times and places as may be determined by the President, by majority vote of the Officers, or by vote of at least one-third of all the Directors. Notice of meetings of the Board of Directors shall be mailed or e-mailed to each Director at least 14 days in advance thereof unless such notice is waived and a majority of all Directors are present at such meetings.
- E) Voting: Business of the Board of Directors shall be determined by a majority vote of Directors participating in the vote, except that a vote of at least 60% of all Directors shall be required for adoption of any statements of an official position of the Association. The Board may vote, by simple majority, to send an IFSEA representative or representatives to the National Child Support Enforcement Association (NCSEA) conference on behalf of IFSEA. If approved, the Association shall pay the cost of registration, transportation and lodging expenses associated with attending the conference. All other expenses will be the responsibility of the President/attendee. Directors absent during the vote on any issue may authorize any other Director to cast his/her vote by providing his/her written proxy to the Secretary prior to, during or within 72 hours after any such vote. Any such proxy may be revoked by participation by the Director in the vote or by written revocation received by the Secretary within 72 hours after the vote. If a written proxy is not received or is revoked within the designated time frame the Director who does not participate in a vote shall be deemed not to have voted. In the event that a regular meeting cannot be held, voting may be conducted by telephone, e-mail, or mailed written ballot.

#### **ARTICLE VII: Election of Directors.**

- A) Eligibility to Serve as Director: Only members in good standing may be appointed or elected to the Board of Directors.
- B) Nomination of Candidates: The names of persons designated to serve as appointed Directors shall be submitted in writing or via electronic communication to the Nominating and Resolutions Committee at or prior to the election of Directors conducted at each Annual Meeting. Nominations for Directors to be elected shall be made in writing, to the Nominating and Resolutions Committee at least seven days prior to the election of Directors conducted at each Annual Meeting. Nominations may be made at the Annual Meeting if supported by five members from the respective region.

C) Election: Directors subject to election pursuant to Article VI, Section A 2 (b) of these By-Laws shall be elected by vote of all members in attendance entitled to vote. Nominees in each region shall be elected in a number equal to positions subject to election in each region, and shall be those nominees who receive the highest number of votes. Ties shall be decided by coin flip to be conducted by the President. The Nominations and Resolutions Committee may recommend to the membership a slate of candidates for election.

D) Terms of Office:

1. Appointed Directors shall serve terms of one year, expiring at the next Annual Meeting, subject to indefinite renewed appointment;
2. Elected Directors shall serve terms of three years, commencing with the first Board of Directors Meeting held immediately following the election and expiring at the Annual Meeting held three years after being elected.,
3. Elected Directors may serve no more than two successive three-year terms as an Elected Director. After serving two, three-year successive terms as an Elected Director, Directors shall not be eligible for re-election until the expiration of three years from the termination date. Directors may serve as appointed Directors regardless of their eligibility for re-election.
4. At the 2009 Annual Meeting, the terms of all previously elected Directors shall terminate and an election shall be held to elect a new Board of Directors. In order to provide staggered terms of elected Directors, the initial terms shall be as follows:
  - Region One:
    - One term of one year
    - One term of two years
    - One term of three years
  - Regions Two and Three:
    - Two terms each of one year
    - Two terms each of two years
    - Two terms each of three years

E) Vacancies:

1. Should an individual entitled to be an appointed Director pursuant to Article VI, Section A 1 (a), not meet all requirements for Membership in the Association, and not designate a representative entitled to Membership in the Association, that position shall remain vacant until such time as membership is obtained or an eligible Member is designated.
2. If at any election of Directors there are insufficient nominations from any region to fill positions subject to election from that region, such positions shall be considered vacant.
3. Vacancies which may occur in Director's positions, other than appointed Director positions, shall be filled by appointment by the President upon recommendations made by the Nominating and Resolutions Committee, and such appointed Directors shall serve until the expiration of the term so filled.
4. Removal of Directors: Any elected Director, or person appointed to fill the vacancy of an elected Director, who fails to appear for two consecutive meetings of the Board of Directors, without excuse and after due notice to the last email address provided to the

organization, may be removed as Director upon simple majority vote of the remaining Directors present at any subsequent meeting of the Board of Directors.

#### **ARTICLE VIII: Officers.**

A) Designation and Duties of Officers. The Officers of the Association shall be:

1. **President:** The President shall preside at all meetings of the Board of Directors and at the Association's Annual Meeting and at any Special Meetings. The President shall be an ex officio member of all standing committees. The President shall appoint members to the various standing committees and name special committees from time to time as may be recommended by the Board of Directors. The President may, with the consent of the Board of Directors, communicate the position of the Association on matters of public policy or federal or state legislation and/or delegate such communication to another Officer or Member of Board. No Officer or Member of the Board shall be required to communicate a position of the Association that is inconsistent with or in opposition to the position taken by the Officer or Member of the Board's primary organizational affiliation.
2. **First Vice President:** In the absence, disability or refusal to act by the President, the First Vice-President shall assume the responsibilities and authority of the President. The First Vice-President shall be Chairman of the Conference Planning Committee and shall perform such other duties as the President or Board may delegate.
3. **Second Vice-President:** In the absence, disability or refusal to act by the President and First Vice-President, the Second Vice-President shall assume the responsibilities of the President. The Second Vice-President shall be Chairman of the Legislation Committee and shall perform such other duties as the President or Board may delegate.
4. **Secretary:** The Secretary shall attend all meetings of the Board of Directors and the Association's Annual Meeting, and maintain the official Minutes thereof. The Secretary shall give all Notices and file all documents required of the Association by applicable state regulation, statute, or these By-Laws. The Secretary shall perform such other duties as the President may delegate.
5. **Treasurer:** The Treasurer shall maintain the financial books and accounts of the Association, shall deposit all dues and other funds of the Association in savings or equivalent accounts, and shall authorize all Association expenditures. The Treasurer shall deliver a financial report to the Association at each Annual Meeting, and to the Board of Directors at any meeting thereof upon request. The Treasurer shall be Chairman of the Membership and Finance Committee and shall perform such other duties as the President may delegate.
6. **Technology Officer:** The Technology Officer shall be Chairman of the Newsletter and Website Committee and oversee the Association's website. The Technology Officer may directly create and maintain the website or contract with another provider with Board approval. The Technology Officer shall perform such other duties as the President may delegate.
7. **Immediate Past President:** The Immediate Past President shall be Chairman of the Nominations and Elections Committee, oversee the standing committees and perform other such duties as the President or Board may delegate.

- B) Election and Term of Office: With the exception of the immediate Past President, Officers shall be elected by majority vote of Directors in attendance at a meeting of the Board of Directors held immediately following or in conjunction with the Association's Annual Meeting. The immediate Past President shall be an Officer of the Board for the year immediately following his/her term as President. Officers shall serve terms of one year, commencing December 1 following their election and expiring the following November 30. Vacancies in the position of any officer shall be filled by vote of the Board of Directors. No person may be elected to the office of President for more than two consecutive terms.
- C) Eligibility to Serve as Officer: Any member in good standing may be elected an officer.

#### **ARTICLE IX: Committees.**

A) Standing Committees. The Association shall have the following Standing Committees:

- 1) Executive Committee: Chaired by the President, the committee shall be composed of the Officers of the Association. The committee shall have authority to transact routine business on behalf of the Association or to carry out such other duties as the Board may designate. The Immediate Past President shall serve as a non-voting member of this committee.
- 2) Membership and Finance Committee: Chaired by the Treasurer, the committee will be responsible for recruiting members, issuing membership certificates and maintaining records of members and dues. The committee will also assist the Treasurer in maintaining the accounts and financial records of the Association.
- 3) Conference Planning Committee: Chaired by the First Vice-President, the committee will be responsible for planning conferences to be held at least annually and overseeing an Awards Subcommittee for annual recognition of child support leaders, professionals, judicial partners and programs.
- 4) Media Committee: Chaired by the Technology Officer, the committee will be responsible for publication of a regular newsletter for distribution to the membership and maintenance of a website. In conjunction with the Conference Planning and Professional Development Committee, the committee may also prepare educational materials for distribution to the membership or for general publication.
- 5) Legislation Committee: Chaired by the Second Vice-President, the committee will monitor proposed and pending legislation to inform the membership of its content and progress, and will ensure that the membership is informed promptly upon enactment of new legislation affecting family support enforcement. The committee may, at the direction of the Board of Directors, prepare legislative proposals.
- 6) Nominating and Resolutions Committee: Chaired by the Immediate Past President, the committee will receive and review nominations for election to the Board of Directors, review proposed resolutions for action by the Board and membership, and may make recommendations thereon.
- 7) Professional Development Committee: Chaired by the First Vice-President, the committee will be responsible for planning professional development sessions, including continued legal education, in conjunction with the Media Committee, the committee may



also prepare educational materials for distribution to the membership or for general publication.

- 8) Scholarship Committee: Chaired by the Second Vice-President and Co-Chaired by a Presidential appointment, the committee will be responsible for fundraising activities to support and promote the association by way of offering scholarships awards for the annual conference.

B) Special Committees may be named by the President or Board of Directors.

C) Membership on Committees: Any regular member of the Association may be appointed by the President to any committee and may be a member of more than one committee at a time.

#### **ARTICLE X: Annual Conference.**

A) The Association may host an Annual Conference at such time and place as shall be determined by the Board. Although the Association may host more than one Conference each year, the Board may declare only one to be the Annual Conference.

B) The site for the annual conference shall be selected by the Chairman of the conference Planning committee subject to majority approval of the Board. Said site shall be selected each year to be presented to the Board at the 1<sup>st</sup> quarterly meeting following the previous year's annual meeting. The Conference chairperson shall not enter into any contracts on behalf of the Association for conference venue sites without prior review and approval of a majority of the Board.

C) The Conference chairperson shall also prepare and present to the Board prior to the March Quarterly Board meeting a proposed budget of anticipated expenses for the Annual conference including but not limited to expenses for room rental, audio/visual needs, speaker fees, food, attendee hotel room rates. Said expenditures shall be subject to approval by a majority vote of the Board.

D) Annual Conference Registration Fee. The Board of Directors shall establish the registration fee for the Annual Conference.

#### **ARTICLE XI: Amendments to By-Laws.**

These By-Laws may be amended at any annual or special meeting of the general membership by a majority vote of regular members in attendance. Only proposed amendments provided to the membership in writing or by e-mail with or prior to the official notice of the membership meeting at which such proposal is to be considered may be considered at that meeting, although minor amendments to any such proposed amendment may be approved without such prior written or e-mail notice.

#### **ARTICLE XII: Rules of Order.**

Proceedings of all meetings of the Association shall be governed by the latest revision of Robert's Rules of Order.

**ARTICLE XIII: Distribution of Assets.**

None of the income or assets of the Association shall be distributable to the Members or Directors, except to reimburse expenses incurred on behalf of the Association. Upon dissolution of the Association, the assets remaining after satisfaction of all debts and liabilities shall be distributable by the Board of Directors only for purposes consistent with the purposes for which the Association has been incorporated, and then only to such not-for-profit organization or organizations formed and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 as then in effect.

**ADOPTED** by the Board of Directors convened at Urbana, Illinois, on September 18, 1987, as amended by the Membership November 21, 1989, October 23, 1990, October 22, 1991, October 20, 1992, August 10, 1999, October 15, 2001, October 20, 2003, October 19, 2004, October 18, 2005, October 20, 2008, October 20, 2014, and October 23, 2018.

Attest: \_\_\_\_\_  
Secretary