

**KELLEY COTE  
DIRECTOR**

**Lassen County Department of  
Child Support Services**



P.O. Box 999 (Mailing)  
1600 Chestnut Street (Physical)  
Susanville, CA 96130

CSE IVR 1-866-901-3212  
Fax (530)251-2667  
SDU IVR 1-866-325-1010

December 12, 2017

To: Aaron Albaugh, Chair  
Lassen County Board of Supervisors

From: Kelley Cote, Director  
Department of Child Support Services

**SUBJECT:**

Request the Board of Supervisors to approve the Director, Kelley Cote, to travel to Washington D.C. to participate in the National Child Support Enforcement Association (NCSEA) 2018 Policy Forum on February 14, 2018 through February 18, 2018, for an estimated total of \$2,192.

The Department respectfully requests the Board of Supervisors approve the following:

1. Approve the Travel Authorization and Report for Kelley Cote in the estimated amount of \$2,192.
2. Authorize the Chief Executive Office to sign the Travel Authorization and Report.

**FISCAL IMPACT:**

There is no fiscal impact to the County General Fund; there is no net increase to appropriations. Costs will be covered with federal and state child support funds – Fund 528 – Budget Unit 0432.

Email [lccss@lassen.cse.ca.gov](mailto:lccss@lassen.cse.ca.gov)

Web site [www.lassencounty.org](http://www.lassencounty.org)

Facebook [www.facebook.com/LassenDCSS](https://www.facebook.com/LassenDCSS)

# LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [Policies and Procedures](#).

Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

<b>EMPLOYEE NAME:</b>		<b>Kelley Cote</b>		<b>BARGAINING UNIT:</b>		<b>DEPT HEAD/CONF</b>	
<b>DEPARTMENT:</b>		<b>Department of Child Support Services</b>					
<b>FUND</b>	<b>528</b>	<b>B/U</b>	<b>0432</b>	<b>ACCOUNT</b>	<b>3002901</b>		

<b>TRAVEL DETAILS</b>									
DATES:		2/14/2018 through :		2/18/2018		TIME DEPARTED:		5:30 AM <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
FROM:		Susanville		TO:		Washington D.C.		TIME RETURNED:	
		(City)				(City)		10:00 PM <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list):				PRIVATE CAR		NATURE OF BUSINESS:			
						NCSEA 2018 Policy Forum			

							<b>Estimated</b>	<b>Actual (if different)</b>	<b>Date Paid or check number</b>	<b>Notes or special instructions</b>																																			
Registration							515.00	515.00	11/1/2017	Cal Card																																			
Reimbursable miles 172 x \$0.535							92.02			Check																																			
Southwest Secondary Transportation							327.60	-		Cal Card																																			
Lodging: Number of Days 4 @ \$257.00 per day							1,028.00																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date:</td> <td>2/14/17</td> <td>2/15/17</td> <td>2/16/17</td> <td>2/17/18</td> <td>2/18/18</td> <td></td> </tr> <tr> <td>Breakfast @ \$ 11.00</td> <td>11.00</td> <td>11.00</td> <td>11.00</td> <td>11.00</td> <td>11.00</td> <td></td> </tr> <tr> <td>Lunch @ \$12.00</td> <td>12.00</td> <td>12.00</td> <td>12.00</td> <td>12.00</td> <td>12.00</td> <td></td> </tr> <tr> <td>Dinner @ \$23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td></td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>46.00</b></td> <td><b>46.00</b></td> <td><b>46.00</b></td> <td><b>46.00</b></td> <td><b>46.00</b></td> <td><b>0.00</b></td> </tr> </table>							Date:	2/14/17	2/15/17	2/16/17	2/17/18	2/18/18		Breakfast @ \$ 11.00	11.00	11.00	11.00	11.00	11.00		Lunch @ \$12.00	12.00	12.00	12.00	12.00	12.00		Dinner @ \$23.00	23.00	23.00	23.00	23.00	23.00		<b>TOTALS</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>0.00</b>	230.00			Check
Date:	2/14/17	2/15/17	2/16/17	2/17/18	2/18/18																																								
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Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.																																													
Incidental Expenses																																													
Airport Parking																																													
Rental Car																																													
<b>TOTAL ESTIMATED COST OF TRAVEL</b>							<b>\$ 2,192.62</b>																																						
							<b>TOTAL ACTUAL EXPENSE</b>	<b>515.00</b>																																					
							<b>TRAVEL ADVANCE TO EMPLOYEE</b>	<b>-</b>																																					
							<b>CAL CARD CHARGES</b>																																						
							<b>NET DUE TO EMPLOYEE</b>	<b>-</b>																																					

<b>Department Head Authorization for Travel</b> (payment will not be made without proper authorization)		The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).
Department Head <i>Kelley Cote</i>	Date approved <i>11/29/2017</i>	
Fiscal Officer (if necessary)	Date approved	
Director	Date approved	
CAO (if necessary)	Date approved by Board (if necessary)	
		Signature of Claimant _____ Date _____

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.





## 2018 NCSEA POLICY FORUM Schedule At-A-Glance

### Wednesday, February 14, 2018

5:00 PM - 7:00 PM

Registration

### Thursday, February 15, 2018

7:30 AM - 5:30 PM

Registration

7:30 AM - 8:30 AM

Continental Breakfast

8:30 AM - 10:00 AM

Plenary I

10:00 AM - 10:30 AM

*Networking Break*

10:30 AM - 12:00 PM

Plenary II

12:00 PM - 1:30 PM

Lunch On Your Own

1:00 PM - 1:30 PM

NCSEA U: Developing the Next Generation of  
Child Support Leaders

1:30 PM - 3:00 PM

Plenary III

3:00 PM - 3:30 PM

*Networking Break*

3:30 PM - 5:00 PM

Concurrent Workshops (101, 102, 103)

5:00 PM - 6:00 PM

President's Reception

### Friday, February 16, 2018

7:30 AM - 4:00 PM

Registration

7:30 AM - 8:30 AM

Continental Breakfast

8:30 AM - 10:00 AM

Plenary IV

10:00 AM - 10:30 AM

*Networking Break*

10:30 AM - 12:00 PM

Concurrent Workshops (201, 202, 203)

12:00 PM - 1:30 PM

Lunch On Your Own

1:00 PM - 1:30 PM

Shaping NCSEA's Future: How to Get Involved

1:30 PM - 3:00 PM

Plenary V

3:00 PM - 3:30 PM

*Networking Break*

3:30 PM - 5:00 PM

Concurrent Workshops (301, 302, 303)

### Saturday, February 17, 2018

7:30 AM - 10:30 AM

Registration

7:30 AM - 8:30 AM

Continental Breakfast

8:30 AM - 10:00 AM

Plenary VI

10:00 AM - 10:30 AM

*Networking Break*

10:30 AM - 12:00 PM

Plenary VII/Closing Remarks

## Shopping Confirmation:

Dear Kelley Cote,

Thank you for your recent Purchase!

For your records, here is a summary of your Purchase from **National Child Support Enforcement Association**.

Date/Time: 11/1/2017 2:30 PM

## Purchase Submitted

Thank you. Your purchase has been submitted. Please reference the confirmation number below for this purchase.

Your confirmation number is: **17651120**

**Billing Address**

**Kelley Cote**

PO Box 999

Susanville CA 96130

United States

☎ (530) 251-2640

✉ Cote.Kelley@Lassen.cse.ca.gov

**Items in Cart**

Shopping Cart Items	Amount	Quantity	Total
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2018 NCSEA Policy Forum			
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<b>Main Registration</b> - Badge Name: <b>Kelley</b>			
--	--	--	--

<b>Fee Type: Attendee</b>			
---------------------------	--	--	--

	\$515.00	1	\$515.00
--	----------	---	----------

**Event**

Current Purchases Amount	\$515.00
--------------------------	----------

Taxes	\$0.00
-------	--------

Shipping	\$0.00
----------	--------

Current Purchases Total	\$515.00
-------------------------	----------

**Purchased By**

Kelley Cote

Customer ID: 11305620

(Organization: Lassen County Child Support Services)

(530) 251-2640

Cote.Kelley@Lassen.cse.ca.gov

**Payment**

Total:	\$515.00
--------	----------

Payment:	\$515.00
----------	----------

Balance:	\$0.00
----------	--------

Payment Method:	Credit Card
-----------------	-------------

Card Type:	Visa
------------	------

Card Number:	*****4421
--------------	-----------



Card Date: 04/2020

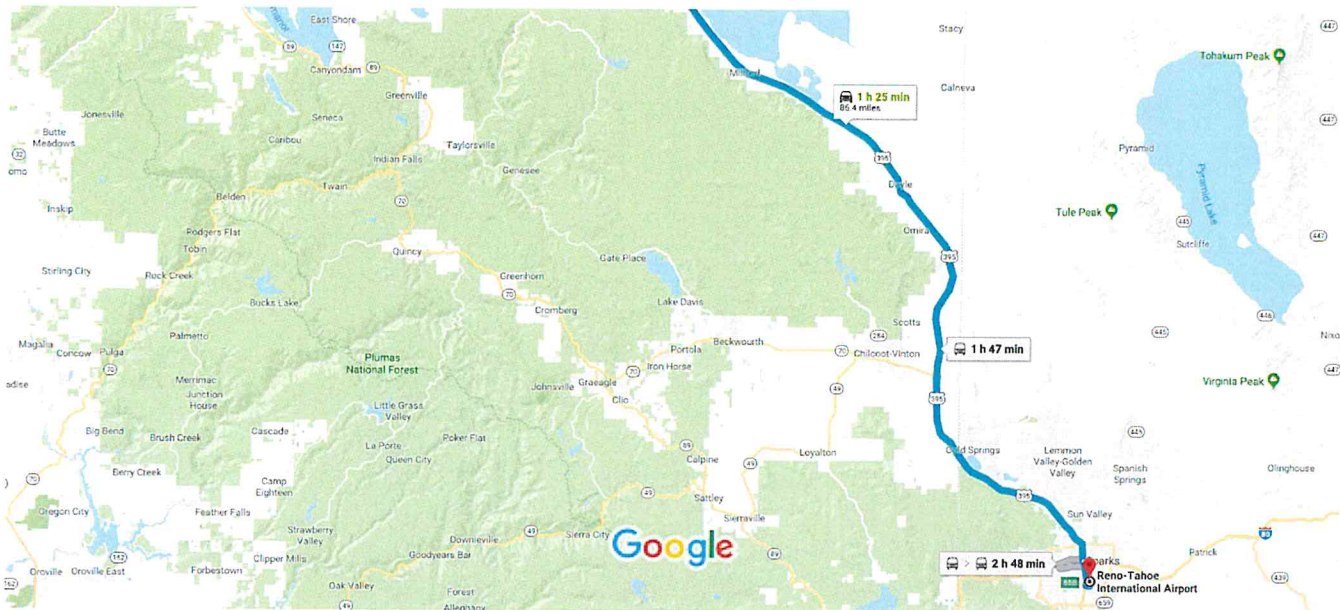
Cardholder Name: Kelley Cote



2950 Riverside Dr, Susanville, CA  
96130 to Reno-Tahoe Airport, Reno, NV

Drive 86.4 miles, 1 h 25 min

2018 NCSEA Policy Forum



Map data ©2017 Google 5 mi

2950 Riverside Dr

Susanville, CA 96130

- ↑ 1. Head southeast on Riverside Dr 0.3 mi
- 2. Turn right onto CA-36 E 2.9 mi
- ↑ 3. Continue onto US-395 S  
i Entering Nevada 80.2 mi
- ↑ 4. Continue onto I-580 S/US-395 S 2.0 mi
- 5. Take exit 65B for Reno/Tahoe Intl Airport  
i Destination will be on the right 1.0 mi

Reno-Tahoe International Airport

Reno, NV 89502

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



United States | English (javascript://)

**MileagePlus: Sign in or join**  
(<https://www.united.com/web/en-US/apps/account/account.aspx>)

① Review ② Traveler ③ Seats ④ Payment

## Review trip itinerary

**New! \$100 statement credit** after first purchase  
**Plus Earn 40,000 Bonus Miles**  
[Learn more](#)



You Pay Today \$327.60  
Card Statement Credit -\$100.00  
**Total After Statement Credit \$227.60**

Roundtrip (1 traveler) [Edit search \(#\)](#)

**Wed, Feb 14, 2018** [Revise \(#\)](#)  
RNO - IAD (#) 5:30 am - 3:03 pm

**Sun, Feb 18, 2018** [Revise \(#\)](#)  
IAD - RNO (#) 4:08 pm - 8:18 pm

Fare (#) \$262.32  
Taxes and fees (#) \$65.28

**TOTAL \$327.60**

### Trip summary

Your account may give you access to travel benefits. [Sign in \(#\)](#)

Wed, Feb 14, 2018

[Compare offers \(#\)](#)

5:30 am Reno, NV, US (RNO)	3:03 pm Washington, DC, US (IAD - Dulles)	1 Connection 6h 33m total (#)	Select Offer	Choice Offer
RNO to DEN UA 422 Airbus A319			1. Economy Plus® 2. Extra checked bag	1. Economy Plus® 2. Premier Access®
1h connection				
DEN to IAD UA 495 Boeing 737-900				
<a href="#">Revise flight (#)</a> <a href="#">Details (#flight-details-1)</a>			+ \$195 per person Select	+ \$222 per person Select

Sun, Feb 18, 2018

4:08 pm Washington, DC, US (IAD - Dulles)	8:18 pm Reno, NV, US (RNO)	1 Connection 7h 10m total (#)	Select Offer	Choice Offer
IAD to DEN UA 542 Boeing 737-900			1. Economy Plus® 2. Extra checked bag	1. Economy Plus® 2. Premier Access®
1h 2m connection				
DEN to RNO UA 296 Airbus A320				
<a href="#">Revise flight (#)</a> <a href="#">Details (#flight-details-2)</a>			+ \$184 per person Select	+ \$245 per person Select

View fare rules and restrictions (<https://www.united.com/ual/en/us/flight-search/book-a-flight/farerules/farerulesdisplay/rev?CartId=0AC0749D-E946-4099-80F5-1180E46125C5>)  
Additional baggage charges may apply (<https://www.united.com/CMS/en-US/travel/Pages/CheckedBaggage.aspx>)

**Total \$327.60**

Hold fare

Continue

Hold this itinerary  
and fare with FareLock®, starting at  
\$6.99

**Book without worry**  
Cancel for free within 24 hours  
of booking (<https://www.united.com/web/en-US/apps/mileageplus/promotions/registrationDetail promoCode=A5753>)

[Terms & conditions \(#terms-condition-content\)](#)

All customers booking at [united.com](https://www.united.com) may request a 100% refund within 24 hours of ticketing. FareLock™ charges, however, are nonrefundable. Terms and conditions apply. [Learn more about our 24-hour flexible booking policy. \(https://www.united.com/web/en-US/apps/mileageplus/promotions/registrationDetails.aspx?promoCode=A5753\)](https://www.united.com/web/en-US/apps/mileageplus/promotions/registrationDetails.aspx?promoCode=A5753)

Award miles shown are the miles that can be earned for this flight. Mileage accrued will vary depending on the terms and conditions of your frequent flyer program. United MileagePlus mileage accrual and other benefits of MileagePlus associated with air travel are subject to the rules of the MileagePlus program.

You will not earn PQD or award miles for the full amount of the displayed price for these itineraries because the U.S. Federal Transportation tax is not eligible to earn PQD or miles.

The award miles and Premier qualifying dollars displayed are calculated using the base fare and any applicable carrier-imposed surcharges for the itinerary. The initial calculation of MileagePlus earnings in the flight search results may be different than the final calculation shown on the Review Trip Itinerary page.

About United (<https://www.united.com/web/en-US/content/company/default.aspx>)

Products & services (<https://www.united.com/web/en-US/content/products/default.aspx>)

Popular destinations (#)

Important notices (<https://www.united.com/CMS/en-US/travel/news/Pages/travelnotices.aspx>)

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(<https://www.united.com/web/en-US/content/contract.aspx>)

Lengthy tarmac delay plan  
(<https://www.united.com/web/en-US/content/tarmacdelay.aspx>)

Legal information  
(<https://www.united.com/web/en-US/content/legal.aspx>)

Our United Customer Commitment  
(<https://www.united.com/web/en-US/content/customerfirst.aspx>)

Special travel needs  
(<https://www.united.com/web/en-US/apps/vendors/out.aspx?i=assistance>)

Privacy Policy  
(<https://www.united.com/web/en-US/content/privacy.aspx>)

Travel agents (<https://Jetstrear>)

Cargo (<http://www.unitedcargo.com>) (<https://www.united.com/web/en-US/content/travel/wireless/default.aspx>)

Site map  
(<https://www.united.com/web/en-US/apps/search/default.aspx>) (<http://hub.united.com/>)

(<https://www.united.com/web/en-US/apps/vendors/out.aspx?i=facebook>)

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(<https://www.united.com/web/en-US/apps/vendors/out.aspx?i=linkedin>)

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Indicates an external site that may or may not meet accessibility guidelines.

Cote, Kelley@Lassen

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**From:** The Renaissance DC Downtown Hotel Team <groupcampaigns@pkghlrss.com>  
**Sent:** Wednesday, November 1, 2017 11:19 AM  
**To:** Cote, Kelley@Lassen  
**Subject:** The Renaissance DC Downtown Hotel Reservation Confirmation



Renaissance Washington, DC Downtown

999 9th Street NW  
Washington, DC 20001 US  
Phone: 202-898-9000 Fax: 202-682-3419



### Reservation for Kelley Cote

**Online Confirmation Number:** 32KD244V  
**Marriott Confirmation Number:** 97835144  
**Check-in:** Feb 14, 2018 (Check-in time: 3:00 PM)  
**Check-out:** Feb 18, 2018 (Check-out time: 12:00 PM)

[Modify or Cancel reservation](#)



[View Hotel Website](#)



[Maps & Transportation](#)

## Reservation Confirmation

Dear Kelley Cote,

We are pleased to confirm your reservation with Renaissance Hotels. Your journey with us begins today. Whether you're traveling for business or for pleasure, you can count on us to make sure your trip is full of wonderful new discoveries. Thanks for thinking of Renaissance Hotels and we'll see you soon.

Renaissance Washington, DC Downtown

### Planning Your Trip

- [Visit Washington area](#)

### Reservation Details

**Confirmation number:** 32KD244V  
**Your hotel:** Renaissance Washington, DC Downtown  
**Check-in:** Feb 14, 2018 (Check-in time: 3:00 PM)  
**Check-out:** Feb 18, 2018 (Check-out time: 12:00 PM)  
**Room type:** Standard Guest Room



**Number of rooms:** 1  
**Guests per room:** 1  
**Guest name:** Kelley Cote  
**Reservation confirmed:** Nov 1, 2017  
**Guarantee method:** Credit Card

Summary of Room Charges		Cost per night per room	
Feb 14, 2018 - Feb 18, 2018		257.00 (Single Occupancy)	
-----			
Additional Guest Info	Additional Guest	Rate	
	Second Guest	0.00	
	Third Guest	0.00	
	Fourth Guest	0.00	
-----			
Estimated taxes and fees		Room Rates shown do not include 14.80% Hotel Room Tax (subject to change). Total room charges will include all room fees and taxes.	
Total for stay (for all rooms) not including applicable taxes/fees		1,028.00	
Add-Ons:			
Renaissance Washington, DC Downtown will make every effort to accomodate the below requests, however they are not guaranteed.			
•			

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## Marriott Rewards

Add your Marriott Rewards number to this reservation and enter the world of mobile check-in to get your room faster and receive instant updates.

Not a member? Please [click here](#) to enjoy all the benefits of being a rewards member including mobile check-in and mobile chat.




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## Canceling your Reservation

All cancellations must be received by 11.59PM 3 days before arrival to avoid a penalty of one night's room and tax

You may modify or cancel your reservation [here](#) or call in the US and Canada. Elsewhere, call . Contact us if you have any questions about your reservation.

## Travel Alerts

Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy.  
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This email was sent by Passkey International, Inc.  
On behalf of:  
Renaissance Washington, DC Downtown

# **National Child Support Enforcement Association**

## **By-Laws**

### **Article I. Name**

Section 1. The name of this organization shall be the National Child Support Enforcement Association.

### **Article II. Definitions and Purposes**

#### Section 1. Definitions:

1. Executive Committee of the Board of Directors means the committee provided by Article V, Section 4.
2. Family Support means family maintenance and child support.
3. "Annual Conference" shall mean the national training conference hosted each year by the Association pursuant to Article VI, Section 1.
4. "Annual Report" shall mean the report provided to the Association's membership pursuant to Article IX, Section 4.
5. "Board Meeting" shall mean any meeting of the Board of Directors in which a quorum is declared.
6. "Council" shall mean the Past Presidents Council as established pursuant to Article V, Section 12.
7. "Board Year" shall mean the period of time starting September 1 of each year and ending on August 31 of the following year.
8. "Board of Directors" shall mean all Board Members pursuant to Article V, Section 1 and Section 1.1, and may be referred to as the "Board". The terms director(s) and Board Member(s) shall mean one or more of the Board Members.

#### Section 2. This corporation is organized:

2.1. To establish, operate and maintain, without profit to the corporation, or its members, a national association to advance, educate and improve efforts of federal, state, tribal, local and foreign governments, private sector organizations, and their employees in the field of family support; and to ensure effective implementation of Title IV-D of the Social Security Act, the Uniform Interstate Family Support Act (UIFSA), other family support laws, treaties, conventions



and other international acts; to further a good working relationship among the various states, state and local agencies, tribal agencies, private sector organizations, public officers, attorneys, legislators and judicial officers who work in the field of family support and to afford participants an opportunity to discuss problems and propose solutions of common interest.

2.2. To provide for national, international, and regional training workshops, seminars, and conferences in these and other legal matters, establishing a clearinghouse to facilitate the administration of the various support laws with which the Association is concerned.

2.3. To promote the development of family support associations for the purpose of bringing together within a state all of the various public and private agencies and individuals that participate in the field of family support.

2.4. To exchange information, publish, and disseminate professional materials relating to the field of family support.

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

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

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

2.8. To exercise all powers conferred upon nonprofit corporations by the laws of the State of Minnesota, including the power to acquire, hold, mortgage, pledge, or dispose of the shares, bonds, securities and other evidence of indebtedness of any domestic or foreign corporation.

### **Article III. Membership**

#### **Section 1. Membership**

Membership in this organization is voluntary and shall be open to any eligible person or organization interested in furthering the purposes of the organization. Membership shall be open to all eligible persons involved in the field of family support without regard to race, creed, color, age, sex, marital status, national origin, religion, or physical or mental disability.

#### **Section 2. Membership Classes**

The Board shall establish classes of membership, annual periods of membership and voting rights for each class. The Board may, as necessary, include in a membership class, one or more

category of membership. All policies regarding membership adopted by the Board shall be published in the Policy Manual of the Board of Directors, as provided by Article X.

### Section 3. Length of Membership

The Board shall establish the annual period of membership for the designated classes of membership.

### Section 4. Annual Dues

4.1. The Board shall establish the dues for the designated classes of membership. Changes in dues shall be published to the membership at least six months prior to such changes becoming effective.

4.2. Any member failing to pay current dues by the due date for payment of dues shall be dropped from the membership roster if such dues have not been paid within thirty days of the due date.

4.3. Any individual, agency or corporate member who has failed to pay current dues by the due date and who has dropped from the membership roster may be reinstated upon the payment of dues.

### Section 5. Honorary Life Membership

The Board may on its own initiative, select annually not more than three persons to the status of Honorary Life Member, such selection to be based upon outstanding and dedicated service to the Association for a period of not less than three years. Persons selected for Honorary Life Member status shall be recognized at a conference following the Board's selection. Honorary Life Members may be called upon in their individual capabilities to advise the Board of Directors.

### Section 6. Voting Rights

The Board shall establish by policy a classification schedule that determines the voting rights of the various membership categories.

### Section 7. Compensation

No member of the corporation, other than the Executive Director and employees, shall receive compensation for services rendered as a member or an officer, except that any officer may be reimbursed for actual expenses incurred by the officer in the performance of his or her official duties on behalf of the corporation upon the approval of such expenses by either the President or

the Executive Director, and subject to the approval of the Board of Directors; provided, however, that neither the President nor the Executive Director shall approve his or her own expenses.

#### Section 8. Loan to or Guarantee for Member, Directors and Officers

8.1. The Association may not lend money to or guarantee the obligation of a member, a director or an officer of the Association.

8.2 The fact that a loan or guarantee is made in violation of this section or any other section of these By- Laws does not affect the borrower's liability on the loan to the Association.

### **Article IV. Officers**

#### Section 1. Officers

Officers of the Association shall consist of a President, a President-Elect, an Immediate Past President, a Director for International Reciprocity, a Secretary, and a Treasurer. All officers shall maintain, as a condition of holding office, an active membership in the Association, with voting rights, during the term of office. A person who is elected or appointed to serve as an officer who was an appointed or elected Director at the time of appointment or election vacates her or his Board seat on the date he or she first occupies that officer position.

#### Section 2. Election of Officers

The officers shall be elected at the Spring meeting of the Board of Directors by a majority of the Directors with voting rights. They shall hold office for one Board Year.

#### Section 3. President

It shall be the duty of the President to preside at all business meetings of the Association and at all meetings of the Board of Directors, to appoint Committees not otherwise provided for in these By-Laws; and to perform such other duties as may be required to promote the objectives of the Association. The President shall be a member of all Committees, except the Nominating Committee.

#### Section 4. President-elect

The President-Elect shall perform the official duties of the President in the event of the President's absence or inability to perform his or her duties. Should the office of President become vacant, the President-Elect shall immediately become President for the unexpired term of the office. The President-Elect shall succeed to the Presidency at the conclusion of the President's



term of office, even if the President-Elect has served an unexpired term of President due to a vacancy as above provided. The President-Elect is not subject to the provisions of Section 12 of this article.

#### Section 5. Secretary

The Secretary shall perform the official duties of the President in the event that both the President and President-Elect are absent or unable to perform those duties. The Secretary shall keep the minutes of all meetings of the Association, the Board of Directors and the Executive Committee. The Secretary shall complete and publish the minutes and proceedings of meetings of the Board and Executive Committee to members of the Board of Directors held during such term of office to all Board members at the earliest possible date following the adjournment of such Meetings. In the event that the Secretary is unable to attend such meetings, the President shall designate another director to keep minutes at such meeting.

#### Section 6. Immediate Past President

To ensure continuity, the Immediate Past President is an officer and serves for a one Board Year term. The Immediate Past President shall chair the Nominating Committee. If the Immediate Past President can not serve the Board in the Immediate Past President Officer position due to death, incapacity, resignation, or removal pursuant to Article IV, section 10, or Article V, section 9, the President may appoint any member of the Past Presidents Council to serve in that officer position as provided by Article IV, section 9.

#### Section 7. The Director for International Reciprocity

The Director for International Reciprocity shall be responsible for all liaison activity with agencies in foreign nations expressing an interest in reciprocal enforcement of support with the states and jurisdiction of the United States. This officer shall provide whatever assistance is appropriate to help establish international reciprocal enforcement of support, as directed by the Board of Directors.

#### Section 8. Treasurer

The Treasurer, subject to such policies as may, from time to time, be made by the Board of Directors, shall be responsible for the custody of the funds of the Association, and for the deposit of all funds in the name of the Association in such banks, trust companies, or other depositories as the Board of Directors may designate. The Treasurer shall be responsible for seeing that proper

books are kept; showing at all times the amount of property and funds belonging to the Association. At the Board Meeting immediately following of the end of the Association's fiscal year, the Treasurer shall present an account showing in detail the receipts of all property and money belonging to the Association and all disbursements made. In addition, the Treasurer shall present an account of the receipts and disbursement of the Annual Conference to the Secretary within sixty (60) days after the conference for inclusion in the Secretary's minutes and proceedings distributed to the Board of Directors. Annually, the Treasurer shall ensure that the books and accounts of the Association be audited and the resulting audit shall be presented by the Treasurer to the Board for the Board's review. The Treasurer shall be bonded at the expense of the Association in such amount as shall be determined by the Board of Directors.

#### Section 9. Vacancies

Any officer vacancy occurring during the Board Year not filled as otherwise provided for in these By-Laws shall be filled by Presidential appointment subject to confirmation by a majority of the Board of Directors with voting rights. A vacancy of an officer position may occur as a result of the death, incapacity, or resignation of the officer or the removal of the officer by the board as provided by this article or Article V, Section 5.

#### Section 10. Removal of officer

In the event that an officer is unable to perform the duties of his/her office the Board may, by vote of three-fourths of a quorum of the board in attendance at a regular or special board meeting, remove the officer from his/her office.

#### Section 11. Voting Positions

No person shall hold more than one position with voting rights on the Board at the same time.

#### Section 12. Progression of officers

Except as provided in Section 4 of this article, there is no automatic progression from a lower officer position to a higher position. To move to a higher office a person holding an officer position must be elected to the higher office by the Board of Directors as provided by this article.

### **Article V. Board of Directors**

#### Section 1. Board Composition

The Board of Directors of the Association shall consist of: (i) fifteen (15) elected or appointed members with voting rights; (ii) six (6) members of the Executive Committee of the Board provided for in Sec. 4 of this article all who serve as members of the Board with voting rights; (iii) an International Commissioner as provided in Sec. 13 of this article, with voting rights; (iv) a representative of the Past Presidents Council established pursuant to Article V, Section 12, with voting rights; and (v) the Presidents, or their designees, of any affiliated organization who shall also serve as members of the Board, without voting rights.

- 1.1. Five (5) Directors shall be elected each year for three-year terms. No appointed or elected member of the Board of Directors shall serve for more than seven consecutive years except as an officer. After serving six consecutive years, Directors shall not be eligible for re-election or reappointment to the Board of Directors, except for election or appointment to an officer or Council representative position, until the expiration of two years from the termination date. In no event shall any member of the Board of Directors with voting rights serve more than ten (10) consecutive years, including time as an officer. Notwithstanding any other provision, neither the Immediate Past President nor the Past Presidents Council Representative shall be subject to the ten consecutive year limitation while serving in that capacity.

## Section 2. Duties of Board

The business and affairs of this Association, including its financial development, shall be managed by the Board of Directors. The Board of Directors shall act upon all appointments made by the President to fill vacancies on the Board of Directors. For the purposes of the transaction of business at a Board meeting, a quorum shall consist of a simple majority of Directors on the Board with voting rights. A majority vote of the Directors who are present and entitled to vote at any meeting of the Board shall be required to pass upon resolutions and transact other Board business. No Director may vote by proxy or appoint a proxy to vote for him or her.

## Section 3. Vacancies

If any vacancy occurs during the term of an elected or appointed Director with voting rights, except for the Council Representative, the President shall fill the vacancy by appointment for the remainder of the term of that Director, and such appointment shall be subject to confirmation by a majority vote of the Board of Directors.

## Section 4. Executive Committee

There shall be an Executive Committee of the Board of Directors, consisting of the President, President-Elect, Immediate Past President, Secretary, Treasurer, and the Director of International Reciprocity. Except as otherwise provided by these By-Laws, the Executive Committee shall have the power to transact the business of the Board between meetings of the Board and other such duties as the Board so directs unless by vote of the Board, the Board specifically reserves the power to take a specific action. In the event that the Board specifically reserves power to take specific actions, such reservations shall be in writing and shall be recorded in the Policy Manual, maintained as provided by Art. X.

#### Section 5. Meetings

The Board of Directors shall hold at least four business meetings annually:

- 5.1. A meeting, which shall be held immediately preceding the Annual Conference, if an Annual Conference is held, or if no Annual Conference is held, the meeting shall be held between August 1 and September 30.
- 5.2. A mid-year meeting; and
- 5.3. Conference calls in the spring and fall.

#### Section 6. Special Meetings

Special meetings of the Board of Directors may be called by the President or by five (5) members of the Board of Directors. Written or printed notice, stating the place, day and hour of the special meeting and the purpose or purposes for which the meeting is called, shall be mailed, or transmitted electronically, not less than ten (10) days before the date of the meeting. Such notice shall be deemed delivered when deposited in the United States Mail in a sealed envelope addressed to the Director at the Director's address as it appears in the records of the Association, or transmitted to the Director's electronic mail address as it appears in the records of the Association. The business to be transacted at any special meeting of the Board of Directors shall be restricted to that specified in the notice of the meeting, except on a simple majority vote of those present. For the purposes of the transaction of business at a Special Board meeting, a quorum shall consist of a simple majority of Directors on the Board with voting rights.

#### Section 7. Resolutions

Any member of the Association may propose a resolution for consideration by the Board. Any resolution proposed by a member of the Association shall be submitted to the Chairperson of the

appropriate Committee and the President at least three weeks prior to any scheduled Board meeting.

#### Section 8. Board Action

Unless membership approval is required, any action that could be taken at a meeting of the Board of Directors may be taken without a meeting when authorized by written action (i) approved by all of the Directors with voting rights or (ii) approved by the number of Directors that would be required to take the same action at a meeting of the Board of Directors at which all Directors with voting rights are present, provided that notice of the text of the written action has been provided to all Directors prior to the approval of the written action by any Director. "Written action" as used herein may be accomplished through electronic media, such as electronic mail.

8.1. A written action is effective when signed, or approval is transmitted via electronic media, by the required number of Directors, unless a different effective time is provided in the written action.

8.2. When written action is taken by less than all Directors, all Directors shall be notified immediately of the action and of its effective date.

8.3 A conference among Directors, or among members of any Committee designated by the Board of Directors, by any means of communication through which the participants may simultaneously hear each other during the conference, constitutes a meeting of the Board or the Committee, if the same notice is given of the conference as would be required for a meeting and if the number of persons participating in the conference would be sufficient to constitute a quorum at the meeting. Participation in a meeting by such means constitutes personal presence at the meeting.

8.4 A Director may participate in a meeting of the Board, or any Committee designated by the Board, by any means of communication through which the Director, other persons so participating, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by that means constitutes personal presence at the meeting.

#### Section 9. Failure to attend Meetings

In the event that any Director is absent from three consecutive regular meetings of the Board that Director automatically shall cease to be a Director. If a vacancy occurs as a result of a Director's absence from three consecutive regular board meetings the position of the Director shall be filled as provided by these Bylaws.



#### Section 10. Membership requirements

All Directors shall maintain, as a condition of holding office, an active membership, with voting rights, in the Association during the term of office.

#### Section 11. Board Members Bound by Policy

All board members are bound by the policies established in the organizations Policy Manual concerning the standards and duties of board members.

#### Section 12. Past Presidents Council

Recognizing that Past Presidents constitute a valued resource and can serve NCSEA through the Past Presidents Council, by providing the benefit of their experience and expertise, a Past Presidents Council is established as a special committee of NCSEA.

12.1. Any Past President who is either an active member of NCSEA or an active Life member of NCSEA is a member of the Council as provided in this section.

12.2. To assist the various committees of NCSEA, the President shall appoint a Past President as an advisor to and member of each standing or regular committee, except for the Nominations and Executive committees.

12.3. By virtue of their service to NCSEA, members of the Council are entitled to participate in certain activities and be recognized for their service through various means including:

- 1) Attendance of Board Breakfasts, Dinners and Receptions;
- 2) Special Name Badge identifying the member as a Past President of NCSEA;
- 3) Service as a committee advisor; and
- 4) Other methods as appropriate.

12.4. The members of the Past Presidents Council shall elect a Past President to serve as their representative on the Board of Directors, as provided in Art. V, Sec. 1, for a one Board Year term.

12.5. Members of the Past Presidents Council shall determine the Council's policies and procedures.

12.6. The Board or Executive Committee may assign specific issues to the Council for the development of proposed policy or direct the Council to recommend proposed action to the Board.

#### Section 13. The International Commissioner

The International Commissioner shall be a representative of the International community, including Europe-Africa, Asia-Pacific, or the Americas at large, and shall not be a resident or citizen of the United States of America, its territories or possessions. The International Commissioner shall be elected as provided in this section and shall serve a three-year term. The International Commissioner shall be elected at the Spring meeting of the Board of Directors by a majority of the Directors with voting rights. The Nominating Committee shall solicit nominations for this position from international members, including from the Chair and members of the International Subcommittee. The International Commissioner will work with the Membership Committee to develop strategies for the recruitment and retention of international members; will participate in board meetings to represent an international viewpoint; and will provide input into NCSEA trainings in order to increase international participation.

Section 14. The Board shall elect officers for the following year during the spring conference call of the Board.

### **Article VI. Annual Conference**

#### Section 1. Annual Conference

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. The site for the annual conference shall be selected by the Board in accordance with the requirements in the Association policy manual.

#### Section 2. Registration Fee

The Board of Directors shall establish the registration fee for the Annual Conference.

## **Article VII. Committees**

Section 1. Committees - There shall be five standing Committees; namely, (1) Nominating, (2) Membership, (3) Financial Development, (4) Audit Committee and (5) Policy and Government Relations. As provided in the Association's Policy Manual, the Board may establish other committees in addition to the standing committees. Except as otherwise provided in these by-laws, the President shall appoint members to each Committee. .

Section 2. Nominating Committee - Except as otherwise provided in Article V, Section 3, the Nominating Committee shall submit nominees for the various offices, including all vacant positions on the Board of Directors.

2.1. The Nominating Committee shall be comprised of the Immediate Past President, who shall serve as the Chairperson, and ten members. Not fewer than two members but not more than four members of the Nominating Committee shall be current members of the Board of Directors of the Association. All members of the Nominating Committee shall be members of the Association. The President shall appoint the nominating committee at least sixty (60) days prior to the Spring Board Meeting.

2.2. Nominations must be with the consent of the nominee and submitted in writing to the Nominating Committee by a voting member in good standing. Self-nominations are encouraged. In the event that a member of the Nominating Committee seeks a position on the Board, the member shall withdraw from the Nominating Committee.

2.3. The Board may adopt policy, to establish qualifications or criteria for eligibility to serve as a director or specifically as an officer. Nominees for the Board of Directors shall, at a minimum, be active members of the Association at the time their nomination is submitted.

2.4. The Nominating Committee shall review nominees for the offices of the Association. The Nominating Committee shall submit all nominees, who meet any required qualifications, for the various offices to the Board of Directors for vote at the Spring Board meeting. In selecting nominees, the Nominating Committee shall take into consideration the geographic areas, including memberships within that area, and the various professional disciplines represented by the nominees. In the event that the Nominating Committee determines that more than one of the

nominees for a given office is qualified, the Committee may recommend for the consideration of the Board more than one candidate for that office. However, nothing precludes the Nominating Committee from recommending one nominee for an office even if the Nominating Committee determines that more than one nominee is qualified for the office.

2.5. At least 45 days prior to the election, the Nominating Committee shall notify the full membership of the Association of the nominees, who meet any required qualifications, for all vacant positions on the Board of Directors, except for officer or the Council Representative positions. The Nominating Committee shall furnish to the membership such information, as the Committee deems useful in assessing the qualifications of the nominees.

2.6. Any notice required under this section may be provided to the members by publication in the Child Support Quarterly and/or by posting on the Association's website and/or electronically.

Section 3. The Membership Committee - The membership committee, which shall consist of a Chairperson and members appointed by the President, shall promote and develop membership in the Association including the recruitment of new members and the retention of existing members.

Section 4. The Financial Development Committee - The financial Development Committee shall be responsible for investigating and evaluating methods of financing the operation of the Association, investing the funds of the Association, and shall report to the Board of Directors as directed. The Treasurer shall serve as chair of the Financial Development Committee and the President, President-Elect, Treasurer, and Executive Director shall be members of the Financial Development Committee. All recommendations of the Financial Development Committee shall be made to the Board of Directors who shall determine the nature and methods of financing to be utilized. Such financing or funding to carry out the purpose of the Association shall include, but shall not be limited to, local, state and federal sources and private foundations.

Section 5. The Audit Committee - The audit committee shall be composed of the President-Elect and four other members appointed by the President. This committee is formed to ensure that the Association is in compliance with federal Internal Revenue Service regulations. The Audit Committee duties will be in accordance with the Audit Charter developed by the Board of Directors.

Section 6. The Policy and Government Relations Committee shall develop resolutions relating to the substance of the child support enforcement program and other matters related to family support. Resolutions adopted by the Policy and Government Relations Committee shall be presented to the Board of Directors. All resolutions adopted by the Board shall be presented to the Association by publication of the adopted resolution in the Child Support Quarterly and on the Association's website.

Section 7. Special Committees - Special committees may be appointed by the President as required. Special committees automatically terminate at the conclusion of each Board Year unless re-appointed by the new President.

Section 8. The Board may adopt policies regarding the terms of committee members, the conduct of committees, and other policies or procedures necessary for the effectiveness of committees.

## **Article VIII.**

### **Ex-Officio Board Members**

#### **Section 1. Associations**

National and regional associations may affiliate with the Association and the Association may collaborate with the affiliated associations with the approval of the Board of Directors.

#### **Section 2. NCCSD**

The National Council of Child Support Directors (NCCSD) is affiliated with the Association.

#### **Section 3. NTCSA, ERICSA and WICSEC**

The National Tribal Child Support Association, the Eastern Regional Interstate Child Support Association (ERICSA) and the Western Interstate Child Support Enforcement Council (WICSEC) are affiliated with the Association.

#### **Section 4. Affiliated Associations**

Affiliated associations, through each organization's elected officers and in accordance with the organization's By-Laws, shall carry out the individual organization purposes and business independent of the Association.



#### Section 5. Ex-Officio Members

The current President of each affiliated organization, or his or her designee, shall be an ex-officio member of the Association's Board of Directors, without voting rights, for the year of each presidency.

### **Article IX. Executive Director**

#### Section 1. Executive Director

The Executive Director shall be hired by and shall serve at the pleasure of the Board of Directors. The duties and compensation of the Executive Director shall be outlined in the Association's policy manual.

#### Section 2. Duties

The Executive Director shall regularly inform the President, the Executive Committee and the Board of Directors regarding the operations of the Association.

#### Section 3. Association Management Services

Notwithstanding any other provision, the Board may approve a contract for association management services under which the Executive Director and other Association staff are employees of an association management company, except that any such contract shall have provisions requiring that the selection of a person to serve as the Association's Executive Director is subject to the approval of the Board of the Association. If the association has entered into a contract for association management services, staff of the association management company may perform the same roles as employees of the Association. The salaries, compensation, and benefits of the Executive Director and all other employees, if a contract for association management services is approved by the Board, may be determined by the association management company, not the Board. Furthermore, any expenses of the Executive Director, including the cost of bonding, shall no longer be an Association responsibility, except as may be required by a contract with such association management services provider.

#### Section 4. Annual Report to Membership

The Executive Director of the Association shall prepare and issue an Annual Report to the Membership of the Association as provided in this section. This report shall contain information

to inform the Membership about the operation and activities of the Association. The Board shall adopt policies, which shall be published in the Policy Manual regarding the content of the report, and the distribution of the report,

## **Article X. Policies of Board**

### **Section 1. Policies**

The Board of Directors may adopt policies on behalf of the association to facilitate the operation of the association and to provide direction and guidance to the Executive Director and staff of the association in exercising their duties.

### **Section 2. Board approval of Policies**

Board policies may be adopted, amended, or repealed by a majority vote of the board. All proposals to adopt, amend, suspend or repeal board policies must be in writing. Policy proposals may be considered by the board at any regular business or special meeting.

### **Section 3. Absence of Policy**

In the absence of specific board policy the Executive Director and staff are to use reasonable and prudent judgment in exercising their duties.

### **Section 4. Effect of Board Policies**

Board policies are binding on the Executive Director and staff of the association and remain binding until such policy is superseded or amended by new Board policy or until repealed by the Board.

### **Section 5. Effective date of policies**

A board policy, which is adopted, amended or repealed in the method described above, shall become effective immediately, unless a later effective date is contained in the language of the policy.

### **Section 6. Policy Manual**

To ensure that the Board of Directors, the membership of the Association, the Executive Director and staff are aware of all adopted board policies, such policies shall be maintained in a Policy Manual at the Association office and a copy of the Policy Manual of the Board of Directors shall be provided to every board member, and shall be published on the Association's website.

Section 7. Miscellaneous

The provisions of this article do not apply to actions taken pursuant to Art. VII. Sec. 5.

**Article XI. Amendments**

Section 1. By-laws amendments

These bylaws may be amended or repealed by a two-thirds (2/3) vote of the members. Notice of proposed changes to the By-Laws must be provided in writing to the members at least thirty (30) days before such vote. The notice may provide for voting by mail, facsimile or electronic media ballot, conducted in accordance with such procedures as may be prescribed by the Board of Directors. Amendments may be proposed by the Board of Directors on its own initiative, or upon petition of at least five percent (5%) of the membership. All such proposed amendments shall be presented by the Board of Directors to the membership with or without recommendation.

**Article XII. Seal**

Section 1. The Board of Directors may adopt a form of corporate seal and, if a seal is adopted, the Secretary or Assistant Secretary is authorized to apply the seal on behalf of the corporation.

Submitted to the Membership of NCSEA for Adoption on this 4th day of June, 2012, and to become effective on September 1, 2012, 5:00 PM ET, if approved by the Membership.