

Wisconsin WIC Association (WWA) Bylaws

Updated: 11/12/2025

Article I – Name of the Organization

The name of this organization shall be the Wisconsin WIC (Special Supplemental Nutrition Program for Women, Infants & Children) Association.

Article II – Mission

The mission of the Wisconsin WIC Association (WWA) is to inspire and empower the Wisconsin WIC community to advocate for and promote quality nutrition services and assure effectiveness through collaboration, cooperation, and education.

Article III – Membership

Section 1: Classes of Membership:

The membership of this organization shall be divided into five classes of membership.

- Active Individual

Active individual members shall be WIC staff (employees or contracted). All active members shall be entitled to cast one vote, participate in meetings, and hold elected or appointed offices and positions.

- Affiliate

Affiliate members shall be non-WIC staff persons interested in the WIC program. These members may participate in meetings and be appointed to committees or special projects. They shall be entitled to vote but may not hold an elected or appointed position.

- Agency Membership

An agency rate shall be available for all Wisconsin WIC Programs. Payment of an agency rate enables all WIC staff (employees and contracted) from the participating agency to be active members in this organization. The agency rate will be established for the following caseload categories:

- Less than 750
- Between 751 and 1500
- Between 1501 and 3000
- Between 3001 and 5000
- Larger than 5000

- Corporate

Corporate members shall be businesses supportive of the goals of the WIC Program. These members may participate in meetings and be appointed to committees or special projects. They are entitled to one vote as a corporation but may not hold elected positions.

- Honorary
Honorary members shall be persons employed by the state. All honorary members may participate in meetings and be appointed to special committees or projects. They shall not be entitled to vote or hold elected positions.

Section 2: Dues:
The annual dues for all classifications of membership shall be determined on an annual basis by the Board of Directors. This determination shall be made in the fall for the next calendar year.

The membership year shall be January 1 through December 31. The annual dues are accepted as early as November 1 to begin January 1.

Article IV – Governing Body

Section 1: Board of Directors:
The governing body of this organization shall be an eleven-member Board of Directors consisting of one representative from each region and six At-Large members. Any active individual or agency member is eligible to serve on the Board of Directors.

Section 2: Executive Committee:
The Executive Committee of the Board of Directors shall consist of two Co-Chairpersons, Co-Treasurer and Secretary. The Executive Committee shall be elected from the eleven-member board.

When elected co-chair or co-treasurer, said Board Member's term as Regional Representative or At-Large Representative shall be extended to include the duration of executive board terms. No additional election is needed.

Election of one co-chair will occur each year, with one new incoming, and the current co-chair moving into their second year.

Election of one co-treasurer will occur each year, with one new incoming, and the current co-treasurer moving into their second year.

Section 3: Regional Representatives:
Two-year term, to be appointed by Directors/Nutrition Coordinators in their respective region. The Regional Representative must be eligible to attend the regional meetings and Board Meetings.

- Northern, Western & Southern representatives shall be appointed in even years, as term or position allows.
- Northeast and Southeast representatives shall be appointed in odd years, as term or position allows.

Section 4: At-Large Representatives:

Two-year term, to be elected from the WWA members and voted in by WWA members. The At-Large Representative must be eligible to attend Board Meetings.

- Three at-large members shall be elected in the odd year, and three at-large members shall be elected in the even year, as term or position allows.

Section 5: Duties of the Executive Committee:

Co-Chairs shall:

1. Advise the Executive Committee.
2. Establish and distribute the agenda for meetings.
3. Facilitate Board and other meetings.
4. Act as or appoint a liaison between the Association and the State WIC Program.
5. Appoint an audit committee to review the **co-treasurer's** book.
6. Represent Wisconsin WIC at the request of the State WIC Office or appoint a board member.
7. Exercise supervision of the Association and all its activities and resources.
8. Serve as advisors to the existing Executive Committee upon term completion.
9. Sign letters and documents necessary to carry out the will of the Association.

Secretary shall:

1. Record the minutes and keep records of the business of the Association and the Board of Directors.
2. Distribute minutes to the membership and/or Board as directed.
3. Conduct correspondence for the Association and Board.
4. Maintain current Board of Directors Roster.

Co- Co-Treasurer shall:

1. Receive and manage the monies of the Association.
2. Be accountable for the monies collected by and for the Association.
3. Be responsible for paying all bills approved by the Board/Association.
4. Present treasury reports at Board and Association meetings.
5. Annually present books for review by an appointed audit committee.
6. Work together as Co-Treasurers as needed to carry out the functions of the Association.
7. Meet in person at least twice with update and transfer account information as needed

Section 6: National WIC Association (NWA) Voting Members:

Voting members for NWA elections will be drawn from the following groups: WWA Chairperson, Midwest Regional Representative, LACC Representative, Nutrition Committee Representative.

Article V: Elections & Meetings

- Section 1: Appointment of and election of WWA Board of Directors will be completed by July 31 of every calendar year.
- Section 2: Recruitment for At-Large Representatives:
The Nominating Committee will seek nominations.
- Section 3: Taking Office:
All Board members shall assume office at the conclusion of the fall Board Meeting. They will hold office through the fall Board Meeting of the following year. Both past and new members of the Board shall attend the fall Board Meeting.
- Section 4: Compensation:
Compensation shall not be given to any Board member for time. Board members may receive compensation for expenses for attendance of meetings.
- Section 5: Resignation:
Any board member may resign by giving notice to a Co-Chairperson. The resignation shall be immediate, unless otherwise noted in the resignation. Should an area representative vacate during their term, their region shall appoint a replacement for the remainder of the term.
- Should an at-large representative vacate during their term, the Co-Chairpersons of the Board shall appoint a replacement for the remainder of the term. Should an executive Board member resign, the Board shall vote on a new member to the vacated position at the following board meeting.
- Section 6: Meetings:
Notification of the meetings will be given at least four weeks in advance of the meeting unless regular meeting times, dates and location are established at the annual meeting.
- The Co-Chairpersons will accept agenda items two weeks in advance of the meetings.
- The Co-Chairpersons will organize and establish the order of the agenda items and send them to all board members a minimum of one week prior to the meeting.

The Co-Chairpersons may call special meetings, with a minimum of one-week notice. Meetings of the Board of Directors will be held at a minimum of a quarterly basis.

Section 7: Quorum:

The majority of Directors present at any official Board meeting shall adopt all actions of the Board of Directors. A quorum shall consist of six directors present. There shall be one vote allowed per representative or representative's designee.

Section 8: Emergency action:

Emergency action of the Board may be taken without meeting, if all the Board Members consent in writing to such an action.

Section 9: Record of proceedings:

The secretary or designee shall attend all meetings of the Board of Directors and shall record meeting notes. Minutes of all Board of Director meetings will be uploaded into the WICShare WWA Working Group file within two weeks of the meeting as well as posted to the WWA website for WWA member viewing. The secretary will also keep a copy of the meeting minutes in his/her files.

Article VI – Committees

Section 1: Standing Committees:

Committees include but are not limited to:

- Advocacy/Partnership
- Professional Development
- Finance
- Connection

Standing committee's report to the Board Co-Chairpersons.

Section 2: Appointing Committees:

The Co-Chairpersons of the Board may appoint committees from the Board of Directors. Committees may be composed of members of the Association as well as Board Members.

Section 3: Ad-hoc Committees:

Ad-hoc committees shall be formed when needed and terminated at the completion of the project. Ad-hoc committees shall have a chairperson and secretary appointed by the chairperson.

Section 4: Committee Meetings:

One member of all standing committees must be a Board member. Committees shall elect its chairperson who shall call meetings for the committees at least annually. Each committee chairperson shall periodically report to the Board of Directors and shall annually report

to the members of the Association at the regular meeting of the members.

Section 5: WWA Board Co-Chairpersons Role in Committees:
The Co-Chairpersons of the Board are ex-officio members of all standing and special committees. In this role, the WWA Co-Chairpersons may choose to attend standing and special committee meetings.

Section 6: WWA representation on other Boards, Committees, or working groups
A member of the Board of Directors shall represent WWA at the meetings of: the Local Agency Communications Committee (LACC), the Wisconsin Association of Local Health Departments and Boards (WALHDAB), and the National WIC Association (NWA) Midwestern Region.

At the Fall Board meeting, representative(s) from the Board of Director shall either volunteer or be appointed by the Co-Chairs to fill these roles. The Co-Chairs or a designated board member will attend the NWA State WIC Association Working Group meetings, if applicable.

Article VII – Annual Meeting of Members

Section 1: The general meeting of members shall be held annually with prior notification to all members. (The annual meeting can be held in conjunction with the WIC and/or WWA professional development events.)

Section 2: The Board may call additional meetings with at least one-month notice for all members.

Article VIII – Parliamentary Authority

The rules contained in the latest edition of the 21st Century Robert's Rules of Order, edited by the Princeton Language Institute, shall govern this organization in all instances when they are applicable and not inconsistent with these bylaws and any other special rules of the organization.

Article IX – Amendment of Bylaws

Bylaws may be amended by action of the Board and a majority of the membership voting, providing the amendment has been distributed to members for their consideration thirty (30) days prior to voting.

Article X – Contracts, Checks, Deposits and Gifts

Section 1: Contracts:
The Board of Directors may authorize any officer or agent of the Association to enter any contract, or execute and deliver any

instrument, in the name of and on behalf of the Association. Such authority may be general or may be confined to specific instances.

Section 2: Checks, Drafts or Order for Payment:

All checks, drafts, or orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Association shall be signed by such officers or agents of the Association as determined by the resolution of the Board of Directors. In the absence of such determination by the Board of Directors, co-treasurers shall sign such instruments.

Section 3: Deposits:

All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4: Gifts:

The Board of Directors or committee members may accept, on behalf of the Association, any contribution, gift, bequest or device for the purpose of the Association. All gifts will be acknowledged with a receipt from WWA.

Article XI – Scholarship and/or Sponsorship Opportunities

Section 1: Board of Director Sponsorships to the NWA National Policy Conference:

The Association will support the attendance of two WWA Board Members to the NWA National Policy Conference in Washington D.C. (Previously known as the NWA Leadership Conference). Costs to be covered may include registration, hotel, and transportation, to be determined by the board prior to the conference. Meals may be reimbursed at the State rate. This support will be provided annually, as budget permits.

Section 2: Scholarships and/or Sponsorships provided for WWA Members:

To support the educational advancement of WWA members, the Association will support members to attend other educational opportunities provided by, but not limited to, virtual and/or in-person NWA conferences or academies, WWA Biannual Professional Development Conferences, and the WI State WIC Biannual Conferences. The Board of Directors will vote on and select the educational opportunities and number of potential awards that will be granted for scholarships and/or sponsorships at least 2 months before the event. This support will be provided as budget permits.

Section 3: Applying for and Awarding Scholarships/Sponsorships:

WWA members and non-members will have the opportunity to apply for scholarships and/or sponsorships during the application period. The Board of Directors will utilize a scoring rubric to select scholarship recipients. The Association will then award stipend(s) to cover a

portion of the cost to attend the educational event. Stipend amount will be determined by the Board of Directors, as budget permits.

Section 4: Reimbursement:
Scholarship/Sponsorship award recipients need to submit copies of receipts to the WWA for reimbursement of the educational opportunity expenses within 30 days of payment.

Section 5: Hardship:
Scholarship/Sponsorship recipients that indicate hardship and cannot pay the initial cost of the educational opportunity up front can work with a WWA Finance Committee to determine the most appropriate form of payment to assist with attendance.

Article XII – Books and Records

Section 1: The Association shall keep correct and complete books and records of accounts. Minutes shall be kept of the proceedings of its Board of Directors, as well as committees having and exercising any of the authority of the Board of Directors.

Section 2: The Association will provide reimbursement with the submission of the WWA Expense Form accompanied by receipts. A Local Project's Expense Form may be acceptable.

Section 3: The Association will maintain financial records for seven years.

Section 4: The Association is a 501c-3 organization.

Section 5: The Co-Treasurers will assure completion of annual tax forms as required.

Section 6: A third-party fiscal agent is utilized to review financial records annually.

Section 7: The Association will obtain liability insurance yearly.

Section 8: Fiscal Year:
The fiscal year of the Association shall follow the calendar year-January 1st through December 31st.

Section 9: The Wisconsin WIC Association was established in 1998.