

Proposals to Amend WWA Bylaws - 2026

Proposal #	Title	Article	Section	Proposed By:
1	N/A			WWA Board
Current Language:		Proposed Changes:	If Adopted:	
Co-Chairpersons, Co-Chairs, Co-Treasurers		Eliminate “co” and make the word CHAIR and TREASURER plural	Bylaws will reflect the proposed changes with CHAIR and TREASURER throughout the bylaw document.	
Rationale:				
The board would like to update the wording to clarify positions, roles and responsibilities.				

Proposal #	Title	Article	Section	Proposed By:
2	Executive Committee	IV-Governing Body	2	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.		Identifying levels of Chair and Treasurer based on the year number they are serving. Chair will be defined as a person in their second year as co-chair. Chair-Elect will be defined as a person in their first year as co-chair. Treasurer will be defined as a person in their second year as co-treasurer. Treasurer-Elect will be defined as a person in their first year as co-treasurer.	The Executive Committee of the Board of Directors shall consist of two Chairs, Chair and Chair Elect, two Treasurers, Treasurer and Treasurer Elect and Secretary. The Executive Committee shall be elected from the eleven-member board. When elected Chair-Elect or Treasurer-Elect, the 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 Chair will occur each year, holding the Chair-Elect position for their first year. The current Chair-Elect will move into the Chair position for their second year. Election of one Treasurer will occur each year, holding the Treasurer-Elect position for their first year. The current Treasurer-Elect will move into the Treasurer position for their second year.	
Rationale:				
Further defining and identifying the two chairs and treasurers in relation to their experience while maintaining the shared nature of the “co” role.				

Proposal #	Title	Article	Section	Proposed By:
3	Regional Representatives	IV-Governing Body	3	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.		Increase the pool of applicants for Regional Representative role from only attendees of Regional WIC Meetings (per DHS regions) to any local agency WIC staff. Eliminate years when specific regions elect new regional representatives.	Two-year term, to be elected from the WWA membership in their respective DHS regions and voted in by WWA members. If the Regional Representative is unable to attend regional meetings, they are responsible for ensuring WWA updates are provided to the Regional Consultant prior to the meeting.	
Rationale:				
This would allow the board flexibility when unforeseen changes in board members occur mid-term.				

Proposal #	Title	Article	Section	Proposed By:
4	At-Large Representatives	IV- Governing Body	4	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
At-Large Representatives: Two-year term, to be elected from the WWA membership 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.		Eliminate years when a certain number of at-large representatives are elected.	Two-year term, to be elected from the WWA membership and voted in by WWA members. The At-Large Representative must be eligible to attend Board Meetings.	
Rationale:				
This would allow the board flexibility when unforeseen changes in board members occur mid-term.				

Proposal #	Title	Article	Section	Proposed By:
5	Duties of the Executive Committee	IV-Governing Body	5	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
<u>Treasurers shall:</u> 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 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		Condense and update #7	<u>Treasurers shall:</u> 1. Receive, manage and account for monies collected by and distributed by the Association. 2. Be responsible for paying all bills approved by the Board. 3. Present treasury reports as requested. 4. Provide documents for annual tax preparation as required. 5. Ensure access to accounts and banking information is transferred to the treasurer elect following them taking office.	
Rationale:				
Remove unnecessary language and update transfer of access and permissions to current practice.				

Proposal #	Title	Article	Section	Proposed By:
6	Recruitment for At-Large Representatives	V-Elections & Meetings	2	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
Recruitment for At-Large Representatives The Nominating Committee will seek nominations.		Adding Regional Representatives to title Changing from nominating committee to application and voting process.	Recruitment for At-Large and Regional Representatives: Notification of application opening shall be provided no less than 30 days before application deadline.	
Rationale:				
Changing Regional Representatives from an informal nomination at regional meetings to a formal application and voting process, like what is used currently for At-Large Representatives.				

Proposal #	Title	Article	Section	Proposed By:
7	Taking Office	V-Election & Meetings	3	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.		Currently states a term is one year, correct language to indicate at the end of their term, which may be 2 years or 3 if they hold a position on the executive board.	All Board members shall assume office at the conclusion of the fall Board Meeting. They will hold office through the fall Board Meeting at the end of their term. Both past and new members of the Board shall attend the fall Board Meeting.	
Rationale:				
Clarify length of term.				

Proposal #	Title	Article	Section	Proposed By:
8	Resignation	V-Elections & Meetings	5	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
Any board member may resign by giving notice to the Chairpersons. 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 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.		Provide consistency in how at large and regional representative positions are filled following a resignation.	Any board member may resign by giving notice to the Chairpersons. The resignation shall be immediate, unless otherwise noted in the resignation. Should any board member resign, a special application and vote shall be held to fill the position. Should an executive Board member resign, the Board shall vote on a new member to the vacated position at the following board meeting.	
Rationale:				
Provide a consistent process for replacing vacant board positions following a resignation.				

Proposal #	Title	Article	Section	Proposed By:
9	Record of proceedings	V-Elections & Meetings	9	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.		Remove the requirement to have the secretary keep a separate copy and remove specificity on where minutes are stored.	The secretary or designee shall attend all meetings of the Board of Directors and record meeting notes. Minutes will be available to all WWA members within two weeks following board meetings.	
Rationale:				
Generalized language to avoid need to update bylaws as storage locations for minutes may change at some point.				

Proposal #	Title	Article	Section	Proposed By:
10	WWA representation on other Boards, Committees, or Working Groups	VI-Committees	6	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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 Directors shall either volunteer or be appointed by the Chairs to fill these roles. The Chairs or a designated board member will attend the NWA State WIC Association Working Group meetings, if applicable.		Remove specific groups to allow for flexibility based on board needs, availability and areas of interest.	WWA representation on other Boards, Committees, or Working Groups It may be beneficial for Board Members to represent WWA on other work groups, boards, or attend meetings as requested or recommended by the current association.	
Rationale:				
Allow for board discretion regarding board, meeting and working groups based on strategic planning, goals and advocacy efforts.				

Proposal #	Title	Article	Section	Proposed By:
11	Annual membership meeting	VII-Annual Meeting of Members	1	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.)		Add in notification time line and remove unneeded verbiage.	The general meeting of members shall be held annually with prior notification of at least thirty days.	
Rationale:				
Add guidance for timing of notification and removing unnecessary language.				

Proposal #	Title	Article	Section	Proposed By:
12	Amendment of Bylaws	IX-Amendment of Bylaws	1	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.		Clarify what is meant by majority of membership voting.	Bylaws may be amended by action of the Board and with the majority of membership votes submitted are in favor, providing the amendment has been distributed to members for their consideration thirty days prior to voting.	
Rationale:				
Clarifying language.				

Proposal #	Title	Article	Section	Proposed By:
13	Scholarships	X – Contracts, Checks, Deposits and Gifts	5	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
Does not currently exist		Add section 5	Section 5: Scholarships The WWA Board allocates funding annually to be used for awarding scholarships to WWA Members for qualifying continuing education opportunities. The board utilizes the WWA Scholarship Policy and Rubric (as needed) to approve recipients.	
Rationale:				
Addition of section 5 under Article X to replace Article XI - Scholarship and/or Sponsorship Opportunities.				

Proposal #	Title	Article	Section	Proposed By:
14	N/A	XI - Scholarship and/or Sponsorship Opportunities	Sections 1-5	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
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.		Removal of Article XI replaced with a shorter section in article X, section 5	See proposal 6	

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.		
Rationale:		
The WWA Board does not feel it is necessary to list out the components of awarding scholarships in the bylaws, but rather reference the WWA Scholarship Policy that was developed by the WWA Board in 2025.		

Proposal #	Title	Article	Section	Proposed By:
15	N/A	XII-Books and Records	N/A	WWA Board
Current Language:		Proposed Changes:	If Adopted:	
Article XII-Books and Records		Change to Article XI with elimination of Article XI-Scholarship Article	Article XI- Books and Records	
Rationale:				
Need to re-number with elimination of Scholarship Article.				