

Bylaws for Ainsley's Playhouse

Children's Safe Exchange Center

“One safe exchange at a time”

A Wisconsin Nonstock Nonprofit



Article I – Name & Purpose

Section 1. Name

This organization shall be known as **Ainsley's Playhouse**, registered under Wis. Stat. ch. 181 as a nonstock nonprofit corporation gwaar.org+8Wisconsin State Law Library+8Wisconsin Historical Society+8.

Section 2. Purpose

Provide a secure, neutral space for child exchanges between custodial and non-custodial parents, in accordance with Wisconsin's child welfare guidelines. Supervised visitations & Safe Exchanges will model after the Supervised Vision Network <https://www.svnworldwide.org/>.

Article II – Governance

Section 1. Board Composition

The Board of Directors shall have no fewer than 3 and no more than 11 directors, per Wis. Stat. § 181.0808 [Wisconsin Legislature Documents](#).

Section 2. Duties

Responsible for strategic direction, policy approval, financial oversight, hiring/evaluating the Executive Director, and annual safety reviews.

Section 3. Meetings & Quorum

Monthly meetings with quorum as a majority, with two-thirds needed to approve bylaw amendments. A 7-day notice is required for proposed changes.

Article III – Officers & Staff

Section 1. Officers

The Board elects President & Secretary 2 year term, Treasurer 2 year term opposite the President & Secretary. The Board can appoint Committee Chairs.

The President serves as the chief executive officer of the organization and provides strategic leadership to fulfill its mission of providing safe, neutral, and respectful child exchange and visitation services. This role oversees daily operations, fundraising, community engagement, staff management, and program delivery to ensure high-quality and trauma-informed services for families.

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The Secretary serves as a key officer of the Board of Directors, responsible for maintaining accurate and timely records of board meetings, ensuring compliance with organizational bylaws, and supporting communication between board members and leadership.

The Treasurer oversees financial management and annual filings with the Wisconsin Department of Financial Institutions and the IRS (Form 990, if applicable).

Section 2. Executive Director / Program Manager

Manages daily operations, supervises staff, and ensures compliance with state child welfare and confidentiality laws (e.g., Wis. Stats. ch. 48/938) .

Section 3. Staff & Volunteers

All must complete background checks, receive training in trauma-informed, conflict de-escalation, and child welfare standards . Volunteers protected under Wis. Stat. ch. 181 liability shield gwaar.org.

Receive training through the Supervised Visitation Network. <https://www.svnworldwide.org/>

Article IV – Exchange Protocols

Section 1. Intake & Scheduling

Clients complete intake and submit court orders (if applicable). Scheduling is handled to avoid parent contact.

Section 2. Exchange Procedures

Exchanges are staggered, supervised by staff, and recorded in logs with times, staff present, and incidents noted. Non-compliance may lead to suspension or the police being called.

Section 3. Safety Standards

Require secured facilities, surveillance cameras, panic/buttons systems, emergency drills, and coordination with law enforcement as needed. This includes no weapons to be brought onto the property or inside building. Non-compliance may lead to suspension or the police being called.

Article V – Confidentiality & Records

Section 1. Confidentiality

Client information protected under Wis. Stats. ch. 48 & 938; disclosure only via court order or client consent .

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Section 2. Records Management

Maintain secure logs of exchanges, incident reports, and staff action notes. Retain confidentially per Wisconsin standards.

Article VI – Non-Discrimination

No discrimination based on race, gender, religion, national origin, disability, sexual orientation, or other protected classes.

Article VII – Compliance & Licensing

Operate in accordance with DCF policies and, if applicable, pursue licensure under DCF administrative codes (e.g., DCF 57/59) [Wisconsin DCF](#). Also maintain charitable registration if soliciting over \$25K annually or employing in-state staff.

Article VIII – Amendment of Bylaws

Bylaws may be amended by a 2/3 Board vote, with at least 7 days' prior notice.

Article IX – Dissolution

Upon dissolution, assets shall be transferred to a Wisconsin nonprofit with a similar mission, in compliance with Wis. Stat. ch. 181.

Signature: Melinda Murkley Date: July 22, 2025

Melinda Murkley, President & Executive Director

Signature: Alexis Hoover Date: July 22, 2025

Alexis Hoover, Secretary & Operations Manager

Signature: Michelle Mickelson Date: July 22, 2025

Michelle Mickelson, Treasurer