

# Insurance Professionals of Sussex County Bylaws

(Effective date, March 30, 2009)

## ARTICLE I

### Name

The name of this non-profit organization shall be the Insurance Professionals of Sussex County, an association affiliated with the National Association of Insurance Women (International), hereinafter referred to as the Association.

## ARTICLE II

### Purpose

The object and purpose of this association, organized as a not for profit corporation, shall be to serve its members by providing professional education, an environment in which to build business alliances, and the opportunity to make connections with people of differing career paths and levels of experience in the insurance and risk management industry.

## ARTICLE III

### Members

#### Section 1. Classification.

**A. Active.** Active membership is open to persons primarily employed or who have been previously employed at least two years in the Risk Management or Insurance Industry as defined in the membership eligibility policy. Active members are entitled to make recommendations and to hold both elective office and appointive office at all levels of the association.

1. Active members who have been a member for at least 5 years, who are no longer employed in the Risk Management or Insurance Industry, and who are at least 65 years of age shall be known as "Retired Members."

**B. Student.** Student membership is open to persons who are full time students enrolled in a minimum of twelve (12) credit hours per term in a college or university. Student members who belong to a local association are entitled to make recommendations and to hold both elective and appointive office at all levels of the association.

**C. Corporate Partners** Our corporate partner(s) will have an annual fee of \$150 and be eligible for the following benefits:

A full page, full color Ad in The Voice

A full color ad on our association web site and a hyperlink to the Corporate Partner(s)web site

- No corporate partner can ever serve in an appointed or elected leadership role within the association.
- Can attend all local NAIW functions at member prices
- Corporate Partners will not have voting rights
- Individuals employed by Corporate Partners who meet the membership eligibility may join as individuals and hold office.

## **Section 2. Membership.**

**A. Application, Renewal, Resignation, Revocation.** Application for and renewal of membership shall be made on the official form obtained from NAIW Headquarters accompanied by the required amount of dues. Membership is effective upon receipt at NAIW Headquarters of these items. Members belonging to a local association may resign from NAIW by notifying their local association and NAIW Headquarters in writing. Renewal and revocation provisions are outlined in National NAIW Bylaws Article III, Section 2, subpoints C & D.

## **Section 3. Dues.**

**A. Dues Payment Dates.** Dues shall be payable on or before June 1 in an amount set forth in the standing rules plus the prescribed amount payable to National NAIW, and in accordance with Article III. National dues shall be due and payable to NAIW Headquarters by July 1. Membership shall be delinquent if dues are not paid by August 1 and forfeited if dues are not paid by the end of the last business day of August. All associations shall use the same dues payment, delinquency, and forfeiture dates as pertain to national dues and membership for association dues and membership.

**B. Partial Dues Payment.** Members (other than retired members) who join NAIW between January 1 and June 30 shall pay one-half the annual dues for that year.

**C. Membership Year.** The membership year shall be July 1 through June 30.

## **ARTICLE IV**

### **Officers**

**Section 1. Local Officers.** The officers of this association shall be President, President-Elect, Past-President, Secretary and Treasurer.

**Section 2. Term of Office.** These officers, with the exception of the President and immediate past president, shall be elected annually and shall assume office and duties on July 1. They shall serve one (1) year or until their successors are elected and assume office.

### **Section 3. Duties of Officers.**

The officers shall perform the duties prescribed by these bylaws, the standing rules, and the parliamentary authority adopted by the association.

#### **A. The president shall:**

1. Preside at all meetings of the association and the Board of Directors.
2. Appoint all standing committee chairmen and other committees as authorized by the association or Board of Directors.
3. Be an *ex officio* member of all committees except the Nominating Committee.
4. Perform other duties as pertain to the office of president.

#### **B. The president-elect shall:**

1. Be an active aid to the president.
2. Become acquainted with the affairs of the association and prepare for the coming term as president.
3. In the event of the absence or inability of the president to perform

the duties, shall perform the duties of president.

4. Automatically accede to the office of president at the end of the term.

5. Perform other duties as pertain to this office.

**C. The past-president shall:**

1. Serve in an advisory capacity

2. Perform other duties as pertain to this office.

**D. The secretary shall:**

1. Take minutes of the meetings of the association and the Board of Directors.

2. Maintain an accurate list of the membership.

3. Conduct the general correspondence of the association at the direction of the president.

4. Keep attendance records of the membership.

**E. The treasurer shall:**

1. Be custodian of all association funds.

2. Receive all monies and disburse funds only upon the sanction of the Board of Directors or the membership.

3. Pay dues to National NAIW as required.

4. Submit written reports at each regular meeting.

5. Submit books and records for audit when required.

6. File any and all tax forms required.

7. Perform other such duties as pertain to the office.

**Section 4. Vacancy in Office.**

**A.** A vacancy in the office of president shall be filled by the president-elect who shall succeed to the office of president for the remainder of the term and then serve the full term for which elected.

**B.** If a vacancy should occur in any other office, the vacancy shall be filled by the Board of Directors.

**C.** Should an officer fail to perform the duties of the office or be unable to fulfill those duties, the Board of Directors upon a two-thirds (2/3) vote may remove the officer from office.

**ARTICLE V**

**Nominations and Elections**

**Section 1. Nominating Committee.**

**A. Nominations.**

**1. Membership.** A nominating committee of three (3) members for associations under 50 members and a committee of five (5) members for associations over 50 members shall be selected in the following manner:

**a.** At a regular meeting in the month of February, a nominating committee shall be elected by the membership.

**2. Duties.** The nominating committee shall submit at least one name for each position to be filled. The nominating committee shall report to the membership at their regular meeting in March.

Each candidate shall have consented to serve.

**3. Nominations from the Floor.** Nominations from the floor shall be permitted prior to the election. The candidate shall have consented to serve.

**B. Elections.**

1. Officers and directors shall be elected by ballot at the regular meeting in April.

2. In the event there is only one (1) candidate for any office, the officer may be elected by a voice vote.

**ARTICLE VI**

**Meetings**

**A. Regular Meetings.** The regular meetings of this association shall be held the Fourth Monday of the month, September through May, unless otherwise ordered by the association or Board of Directors. The December meeting may be waived and a charitable donation may be made in lieu of the regular meeting.

**B. Annual Meeting.** The regular meeting in May shall be known as the annual meeting and shall be for the purpose of installing officers, receiving reports of officers and committees, and for any other business that may arise.

**C. Special Meetings.** Special meetings may be called by the president or by the Board of Directors and shall be called upon written request of 5 (five) members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given.

**D. Quorum.** 30 (percent) of the members shall constitute a quorum at any regular or special meeting.

**E. Representation at Meetings.** This association shall be entitled to representation

at the annual convention, regional conference, and state council meetings of NAIW as outlined in Article IV, Section 2.A. and Section 3.A. and Article VII., Section 3. of the National NAIW bylaws. The delegate and alternate:

1. shall be elected by the membership.

**F. Proposed Amendments.** Members and/or local associations are entitled to propose amendments to the National NAIW bylaws as outlined in Article XV. Section 1., A.1. of the National NAIW bylaws. Proposed Amendments for the State & Regional Bylaws may be made by associations as outlined in the regional and state bylaws.

**ARTICLE VII**

**Board of Directors**

**Section 1. Composition.** The members of the Board of Directors shall consist of the officers and two (2) director(s).

**Section 2. Duties.**

**A. Duties.** The Board of Directors shall:

1. Supervise the affairs and conduct the business of the association between business meetings.

2. Make recommendations to the membership.

3. Be subject to the orders of the membership.

4. Not act in conflict with actions taken by the association.

5. Meet at a time and place determined by the Board of Directors.

6. Perform the duties prescribed in these bylaws, the standing rules, and the parliamentary authority adopted by the association.

**Section 3. Financial Authority.** The Board of Directors shall have authority to:

**A.** Expend funds allocated in the approved budget.

**B.** Authorize non-budgeted expenditures not to exceed \$100 (dollar amount) without prior approval of the membership.

**Section 4. Quorum.** A majority of the Board members, including at least two members of the Executive Committee, shall constitute a quorum.

**Section 5. Fidelity Bond.** It is recommended the Board of Directors secure a Fidelity Bond to meet the needs of the association.

## **ARTICLE VIII**

### **Committees**

**Section 1. Standing Committees.** There may be the following standing committees: Bylaws, Education, Legislative, Long-Range (Horizon Plan) Planning, Membership, Public Relations, Technology, Partners in Literacy and Safety.

### **Section 2. Duties of Standing Committees.**

**A. Bylaws Committee.** The Bylaws Committee shall consider all written proposed changes of the national, regional and state bylaws and shall present them to the association with recommendations. It shall also review any local association bylaws changes and submit them for approval.

**B. Education Committee.** The Education Committee shall recommend and supervise educational programs and courses of study in insurance and related subjects. The Education Committee should promote NAIW's programs.

**C. Legislative Committee.** The Legislative Committee shall keep the membership advised of local, state and national legislation affecting the insurance industry, and shall promote a legislative program.

**D. Long-Range (Horizon Plan) Planning Committee.** The Long-Range (Horizon Plan) Planning Committee shall recommend goals to the Board of Directors to further the purpose of the association and NAIW as outlined in Article II of the National NAIW bylaws.

**E. Membership Committee.** The Membership Committee shall promote membership in the association. The committee may provide assistance in organizing new associations.

**F. Public Relations Committee.** The Public Relations Committee shall foster public relations and shall submit news items and photos of association activities to local press and insurance industry media.

**G. Technology Committee.** The Technology Committee shall be responsible for developing and monitoring the local association's web site.

**H. Partners in Literacy Committee.** The Partners in Literacy Committee shall be responsible for promoting NAIW's Community Focus through the collection of books, tutoring or raising financial support for a local, state, national or international literacy organization.

**I. Safety Committee.** The Safety Committee shall foster safety programs.

## **ARTICLE IX**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of NAIW in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that NAIW may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

## **ARTICLE X**

### **Amendment of Bylaws**

**A. Amendments.** These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote provided a quorum is present and the amendment has been submitted in writing at the previous regular meeting or has been mailed to the entire membership at least ten (10) days prior to the meeting at which it will be considered.

**B. Approved Amendments.** Approved amendments shall become effective immediately unless otherwise specified in the amendment. If any amendment to these bylaws causes them to conflict with NAIW bylaws & standing rules, regional or state bylaws, this document shall automatically conform to the National NAIW bylaws. A copy of the revised bylaws must be sent to NAIW Headquarters immediately following adoption.