

**The Charlotte Association of Insurance
Professional's
By-Laws**

(Revised 7/1/2019)

Article I Name

The name of this not for profit organization shall be the Charlotte Association of Insurance Professionals, an association affiliated with the International Association of Insurance Professionals, hereinafter referred to as the Association.

**Article II
Purpose**

The object and purpose of this association, organized as a not for profit, 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 as defined in the membership eligibility policy. Active members are entitled to make recommendations and to hold both elective office and appointed office at all levels of the association.
 - 1. Active members who have been a member for at least five (5) years, who are no longer employed in the Risk Management or Insurance industry, and who are at least 65 years of age by July 1st of the renewal year, 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. Recent Graduate Membership.** Recent graduate membership is open to persons within 2 years of graduation who are seeking employment within, or supporting the insurance industry. Recent Graduate members are entitled to

make recommendations and to hold offices at all levels of the association.

Section 2. Membership.

A. Application, Resignation, Revocation and Reinstatement of Expired Membership. Application for and renewal of membership and dues shall be made on the website. Membership is effective upon receipt at IAIP Corporate Centre of these items. Members belonging to a local association may resign from IAIP by notifying their local association and IAIP Corporate Centre in writing. Revocation and Reinstatement of Expired Membership provisions are outlined in International Bylaws Article III, Section 2, sub-points D & C.

Section 3. Dues.

A. Dues Payment Dates. Dues shall be due and payable annually, by the member's renewal date in an amount set forth in the standing rules or bylaws plus the prescribed amount payable to IAIP, and in accordance with Article III. A membership lapse occurs if dues are not paid within 60 calendar days following the member's renewal date. All associations shall use the same dues payment and forfeiture dates as pertain to international dues and membership for association dues and membership.

Article IV Officers

Section 1. Local Officers. The offices of this association shall be President, President Elect, Secretary, Fund Custodian and Immediate Past President.

Section 2. Term of Office. These officers, shall be elected for a two year term and shall assume office and duties on July 1. They shall serve two years or until their successors are elected and assume office.

Section 3. Duties of Officers. The officers shall perform the duties prescribed by the 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. Appoint a member to serve as Parliamentarian.
5. 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. Serve as chairman of the Program Committee
6. Perform other duties as pertain to the office.

C. 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. Submit to IAIP Corporate Centre and NCAIW President the names and address of the newly elected offices and submit names of the committee chairmen to the NCAIW President.
5. Maintain the minute book and the following up to date documents:
 - i. Bylaws and Standing rules
 - ii. Budget
 - iii. Past Presidents and term
 - iv. Retired Business Woman, year honored and address
 - v. Associates of the Year, year honored and address
 - vi. Women of the Year, year honored and address
 - vii. Maintain an accurate list of the membership
 - viii. Submit the credentials report to state and regional conventions

D. The Fund Custodian shall:

1. Be custodian of all association funds including but not limited to, any special accounts designated for Local or Regional activities.
2. Receive all monies and disburse funds only upon the sanction of the

Board of Directors or the membership.

3. Pay dues to IAIP Corporate Centre and NCAIW as required.
4. Submit written reports at each regular meeting.
5. Keep attendance records of membership.
6. Submit books and records for audit when required.
7. File any and all tax forms required.
8. Perform other such duties as pertain to the office.

E. The Immediate Past President shall:

1. Serve in an advisory capacity.
2. Serve as Chairman of the Board
3. Chair the Awards Committee
4. Prepare and propose a Horizon Plan to membership.
5. Perform other 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 serve the full term for which elected.
- B. A vacancy in the office of president-elect shall not be filled until the next regular election. The duties of the office as outlined in Article IV can be assigned to a member.
- C. If a vacancy should occur in any other office, the vacancy shall be filled by the Board of Directors.
- D. 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. A nominating committee of five (5) members, including the President-elect shall be elected by the Board of Directors at their October meeting.
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 February. 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.
4. **The report of the Nominating Committee.** The report of the Nominating Committee at the February membership meeting, following any description of the committee's work, shall be in a form similar to the following;

Nominating Committee Chairman: "Madame/Mr. President, as set forth in Article V. A. of the Charlotte Association of Insurance Professional's bylaws, the Nominating Committee recommends the following slate of candidates for office for the 20__-20____ term. Candidates' qualifications were previously provided and will not be read at this time.

For the office of President Elect:_____

For the office of Secretary:_____

For the office of Fund Custodian:_____

Madame/Mr. President, this concludes the report of the Nominating Committee.

B. Elections.

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

Section 1. Meetings

- A. Regular Meetings.** The regular meetings of this association shall be held on the first Tuesday of each month, unless otherwise ordered by the association or the Board of Directors.
- B. Annual Meeting.** The regular meeting in June 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 ten (10) 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.** 25% of the members shall constitute a quorum at any regular or special meeting.
- E. Electronic Meetings.** The Board of Directors, officers, and committees are authorized to meet by telephone conference or through other electronic communications media as permitted bylaw.
- F. Representation at Meetings.** This association shall be entitled to representation at the annual convention, regional conference and council meetings of IAIP as outlined in Article IV, Section 2.A and Section 3.A of the IAIP bylaws. The delegate, alternate, representative and/or representative assistance shall be selected by the membership.
- G. Proposed Amendments.** Members and/or local associations are entitled to propose amendments to the IAIP bylaws as outlined in **Article XV, Section 1. I. of the IAIP bylaws.** Proposed Amendments for the Council and Regional bylaws may be made by associations as outlined in the regional and council bylaws.

Article VII Board of Directors

Section 1. Composition. The members of the Board of Directors shall consist of the officers and chairmen of each committee.

Section 2. Duties. The Board of Directors shall:

- A. Supervise the affairs and conduct the business of the association between business meetings.
- B. Make recommendations to the membership.

- C. Be subject to the order of the membership.
- D. Not act in conflict with actions taken by the association.
- E. Meet at a time and place determined by the Board of Directors
- F. 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 \$100.00 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. Purchase a Fidelity Bond to meet the needs of the association.

Article VIII Committees

Section 1. Standing Committee. There may be the following standing committees: Awards, Bylaws, Community Services, Education, Employment, Hospitality, Legislative, Long Range Planning (Horizon Plan), Membership, Newsletter, Program, Public Relations/Publicity, Safety, Technology, Historical, Young Professionals and Ways and Means. Associations should have the option to combine committee duties as they need.

Section 2. Duties of Standing Committees.

A.Awards Committee. The Awards Committee shall compile and maintain all data and information to complete.

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

C.Community Services Committee. The Community Services Committee shall foster and promote activities for the general welfare of the community.

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

E.Employment Committee. The Employment Committee shall assist members in obtaining positions and serve as a resource for insurance employers of the community.

F.Historical Committee. The Historical Committee shall obtain pictures, articles and other materials relating to the president's term of office. The committee shall compile the materials in a scrapbook to be presented to the president at the end of their term.

G.Hospitality Committee. The Hospitality Committee shall remember all members with an appropriate flower arrangement, gift, memorial or card as outlined in the Standing Rules. The committee shall assist other committees with any public function.

H.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.

I.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 IAIP as outlined in Article II of the IAIP bylaws. The chairman of this committee shall be the immediate past president.

J.Membership Committee/Jewelry. The Membership/Jewelry Committee shall promote membership in the association. The committee may provide assistance in organizing new associations. The committee shall be responsible for handling reservations for each monthly meeting.

K.Newsletter Committee. The Newsletter Committee shall edit and publish a month newsletter to be issued to the members to advance the interest of the association.

L.Program Committee. The Program Committee shall plan and arrange the programs for each membership meeting in cooperation with other committees.

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

N. Safety Committee. The Safety Committee shall foster safety programs.

O. Young/New Professionals. The Young/New Professionals Committee shall promote membership in IAIP among young professionals and/or new professionals to the industry (less than 5 years), and shall assist in the areas of leadership and career de-

velopment.

P. Ways and Means Committee. The Ways and Means shall direct all fund raising activities of the association. All projects shall be approved by the Board of Directors.

Q. Audit Committee/Auditor. The Audit Committee shall be appointed by the Board of Directors

Article IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of IAIP in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that IAIP 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 that the amendment has been submitted in writing at the previous regular meeting, mailed or electronically submitted 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 IAIP bylaws and standing rules, regional or council bylaws, this document shall automatically conform to the National NAIW bylaws. A copy of the revised bylaws must be sent to IAIP Corporate Centre immediately following adoption.

C. Corrections. Automatic changes in grammar and punctuation in these bylaws and standing rules and/or amendments thereto which in no way alter their intent shall be effected by the board of this local association.

Article XI Dissolution

A. To effect dissolution of this association, these bylaws must be rescinded by a majority vote of the voting membership after ten (10) days notification to each member. In the event of dissolution, the association shall notify the Regional Vice President, the Council Director and IAIP Executive Director in writing indicating the reason(s) for the

dissolution and shall return the association charter and IAIP materials to Corporate Centre within 30 days of the final dissolution date.

B. The Board of Directors then holding office shall distribute the assets of the association remaining after the payment, satisfaction and discharge or adequate provision thereof, of all liabilities and obligations of the association to one or more corporations, societies or organizations operated not for profit which shall be deemed to further the field of insurance.