

Insurance Professionals of Polk County
Region III - 325
Bylaws

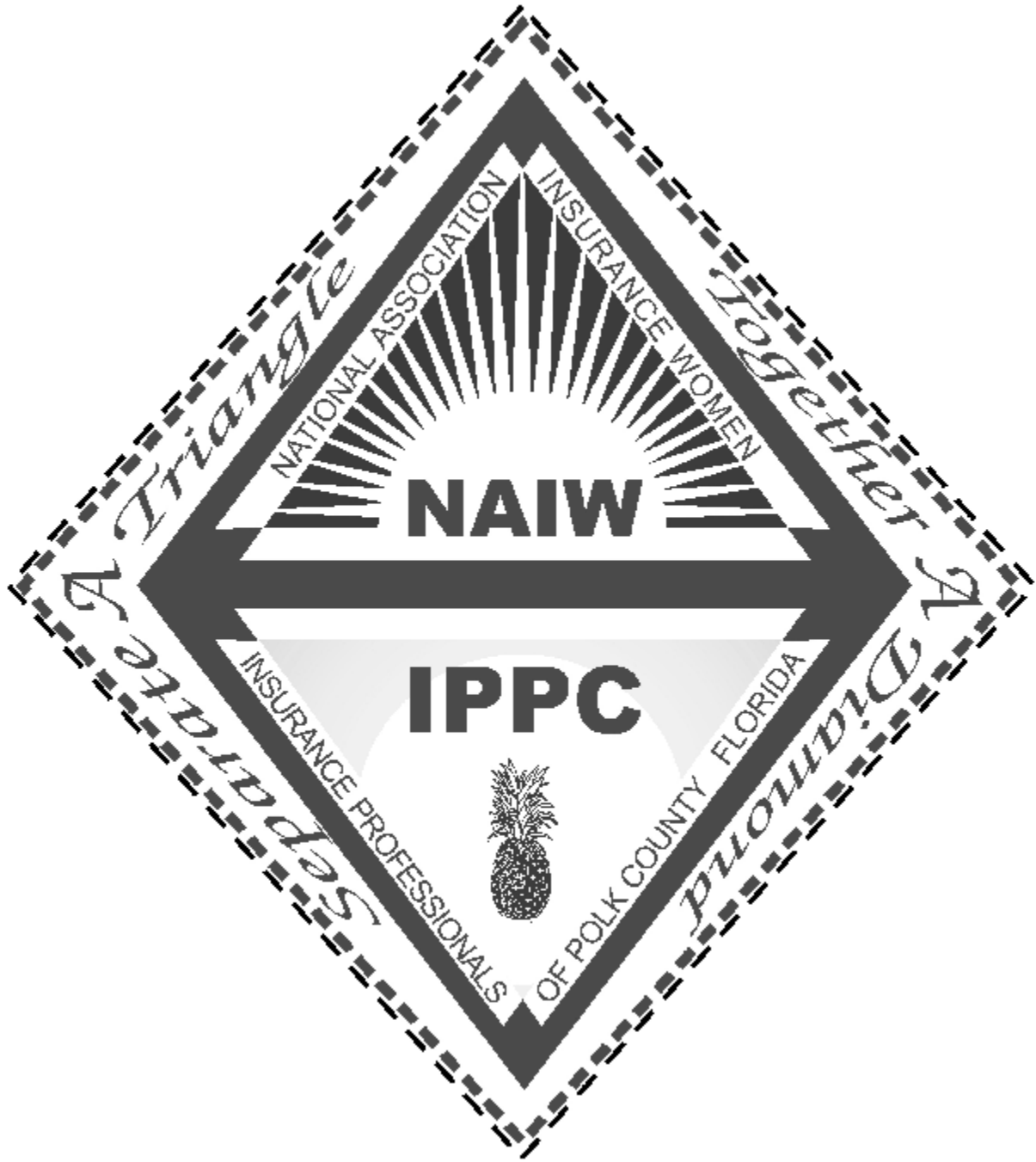


Table of Contents
Section 1 – Bylaws

ARTICLE I – Name	2
<hr/>	
ARTICLE II – Purpose	2
<hr/>	
ARTICLE III – Membership and Dues	2
<hr/>	
ARTICLE IV – Officers	3
<hr/>	
ARTICLE V – Nominations & Elections	5
<hr/>	
ARTICLE VI – Meetings	5
<hr/>	
ARTICLE VII – Board of Directors	6
<hr/>	
ARTICLE VIII – Committees	6
<hr/>	
ARTICLE IX – Parliamentary Authority	7
<hr/>	
ARTICLE X –Amendment of Bylaws	7
<hr/>	
ARTICLE XI – Dissolution	8
<hr/>	

ARTICLE I – Name

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

ARTICLE II – Purpose

The Association (IPPC) serves 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 – Membership and Dues

Section 1. Classification

A. Active. Active membership is open to persons primarily employed or who have been previously employed at least (2) 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 know as “Retired Members”.

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, sub-points C & D.

Section 3. Dues

A. Dues Payment Dates:

Dues shall be payable on or before July 1, in amount set forth in the standing rules plus the prescribed amount payable to National NAIW, 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.

1. No application for membership in the Association shall be accepted after the March meeting. The membership roll of this Association shall be closed until July 1.
2. Transfer of any Active Member in good standing from another Association that is a member of NAIW shall be made without payment of the initiation fee or dues for the remainder of the year.

D. Fiscal Year:

The fiscal year of this Association shall be from the first day of July to the last day of June of the following year, inclusive.

ARTICLE IV – Officers

- A. The officers of this association shall be President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President.

B Term of Office

These officers except the President and Immediate Past President shall be elected annually and shall assume office and duties in July 1. They shall serve on (1) year or until successors are elected and assume office. It is recommended that the office of Treasurer serve a two (2) year consecutive term, however it is not a requirement.

No member shall hold more than one office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

C. Duties of Officers

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

1. The President shall:
 - a. Preside at all meetings of the Association and the Board of Directors.
 - b. Appoint all standing committee chairman and other committees as authorized by the Association or Board of Directors.
 - c. Be an ex officio member of all committees except the Nominating Committee.
 - d. Arrange with Bank for all Bank Statements to be mailed directly to the President at their home or office address.
 - e. Perform other duties as pertain to the Office of President.
2. The President-Elect shall:
 - a. Be an active aid to the President.
 - b. Become acquainted with the affairs of the Association and prepare for the coming term as President.

- c In the event of the absence or inability of the President to perform duties, shall perform the duties of the President.
 - d Automatically accede to the office of President at the end of the term.
 - e Perform other duties as pertain to this office.
3. The Vice-President shall:
 - a. Perform the duties of the President and President-Elect in the event of their absence or disability.
 - b. Perform the duties as pertain to the office.
 4. The Secretary shall:
 - a. Make minutes of the meeting of the Association and the Board of Directors.
 - b. Maintain an accurate list of the membership.
 - c. Conduct the general correspondence of the Association at the direction of the President.
 - d. Keep attendance records of the membership.
 5. The Treasurer shall:
 - a. Be custodian of all Association Financial Instruments.
 - b. Receive all monies and prepare disbursement checks/funds only upon the sanction of the Board of Directors or the membership.
 - c. Submit written itemized report based on the bank statement at each regular meeting.
 - d. Submit financial instruments for audit when required.
 - e. File any and all tax forms required.
 - f. Prepare and send invoices for Late Cancellations/No Shows from the regular meeting by the next board meeting.
 - g. Perform other such duties as pertain to the office
 6. The Immediate Past President shall:
 - a. Serve as chairman of the Long Range Planning Committee.
 - b. Serve in an advisory capacity.
 - c. Perform other duties as pertains to this office.

A. Vacancies.

1. A Vacancy of 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.
2. If vacancy should occur in any other office, the vacancy shall be filled by the Board of Directors.
3. Should an officer fail to perform the duties of the office or be unable to fulfill these duties, the Board of Directors upon a two-thirds (2/3) vote may remove the officer from the office.

ARTICLE V – Nominations & Elections

A. Nominations

1. At the meeting of the Board of Directors in February, the President shall appoint the Chairman of the Nominating Committee and the Board of Directors shall elect one (1) member if less than 50 members and two (2) if more than 50 members for the Nominating Committee. These committee members shall be announced at the meeting of the membership in February, at which time one (1) additional member if membership is less than 50 members. Or two (2) additional members if more than 50 members shall be elected by the membership, thus making up a Nominating Committees of three (3) or five (5) members. Officer Applications will be available on the association's website as of February 1. All applicants must have their completed application to the Nominating Chairman no later than February 15.
2. The Nominating Committee shall nominate one (1) or more candidate for each office to be filled at the annual meeting.
3. The Nominating Committee shall report to the membership at their regular meeting in April. Each candidate shall have consented to serve.
4. Nominations from the floor shall be permitted prior to the election. The candidates shall have consented to serve.

B. Election

1. Officers shall be elected by ballot at the regular meeting in April and Directors shall be appointed.
2. In the event there is only one (1) candidate for any office, voting on that office may be by voice.

ARTICLE VI – Meetings

- A. The regular meetings of the Association shall be held on the fourth Monday of each month at 6:00 p.m. unless otherwise ordered by the association or Board of Directors.
- B. 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 meeting may be called by the President or by the Board of Directors and shall be called upon written request of fifteen (15) members. The purpose of the meeting shall be stated in the call. Except in the case of emergency, at least three (3) days notice shall be given.
- D. Twenty five percent (25%) 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 Florida council meeting of NAIW as outlined in ARTICLE IV, Section 2.A and ARTICLE VII, Section 3 of the National NAIW bylaws. The delegate and alternate shall be elected by IPPC Board of Directors.

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 council & regional bylaws may be made by associations as outlined in the regional and council bylaws.

ARTICLE VII – Board of Directors

The Board of Directors shall consist of the Officers and four (4) Directors.

A Duties of The Board of Directors shall:

1. Supervise the affairs and conduct the business of our 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 by these bylaws, the standing rules, and the parliamentary authority adopted by the Association.

B The Board of Directors shall have authority to:

1. Expend funds allocated in the approved budget.
2. Authorize non-budgeted expenditures not to exceed \$500.00 without prior approval of the membership.

C A majority of the Board of Directors shall constitute a quorum.

D Each of the four appointed members of the Board of Directors shall chair one of the following committees: Education, Finance, Public Relations, and Safety.

E The Board of Directors shall secure a Fidelity Bond to meet the needs of the Association.

ARTICLE VIII – Committees

A. Committees

1. Bylaws Committee
2. Education Committee
3. Legislative Committee
4. Long Range Planning Committee
5. Membership Committee
6. Public Relations Committee
7. Safety Committee
8. Newsletter Committee
9. Finance Committee
10. Social Committee
11. Technology Committee

B. Duties of Standing Committees

1. The Bylaws Committee shall consider all written and proposed changes of the national, regional, and state bylaws and standing rules and shall present them to the Association

with recommendations. It shall also review the local Association Bylaws changes and submit them for approval.

2. The Education Committee shall recommend and supervise educational programs and study in insurance and related subjects. The Education Committee should promote NAIW programs.
3. The Legislative Committee shall keep the membership advised of local, state and national legislation affecting the insurance industry and shall promote a legislative program.
4. The Long Range Planning Committee shall recommend goals to the Board of Directors to further the purpose of the Association (IPPC) and NAIW via the Horizon Plan as outlined in ARTICLE II of the National NAIW bylaws.
5. The Membership Committee shall promote membership in the Association. The committee may provide assistance in organizing new associations.
6. 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.
7. The Safety Committee shall foster safety programs.
8. The Newsletter Committee shall write and publish the monthly “Insights” newsletter and distribute to the membership.
9. The Finance Committee shall serve on a Budget Committee and shall be responsible for raising funds for the Association’s operation.
10. The Social Committee shall be responsible for planning and arranging special social functions on behalf of the association members.
11. The Technology Committee shall be responsible for developing and monitoring the Association’s web site.

ARTICLE IX – Parliamentary Authority

The rules contained in the latest edition of Robert’s Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure for this Association not specifically covered by its Bylaws and Standing Rules.

ARTICLE X –Amendment of Bylaws

These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote * provided that the amendment(s) has been submitted in writing at the previous regular meeting or has been provided to the entire membership at least ten (10) days prior to the meeting via e-mail, website, attachment to the newsletter, fax or mailed if necessary.

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, regional, or council standing rules this document shall automatically conform to the NAIW bylaws. A copy of the revised bylaws must be sent to NAIW headquarters immediately following adoption.

* Regular Meeting Quorum Requirements - see **ARTICLE VI – Meetings D**

ARTICLE XI – Dissolution

- A. To effect dissolution of this Association, these Bylaws must be rescinded by a two thirds (2/3) vote of the membership after ten (10) days notice has been mailed to each member. In the event of dissolution, the Association shall notify the Regional Vice-President and State Director in writing indication the reason(s) for dissolution and shall return the Association charter and NAIW materials to the Regional Vice-President as outlined in Article VI, Section C 3 of the NAIW Bylaws.
- 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.

Insurance Professionals of Polk County
Region III - 325
Standing Rules

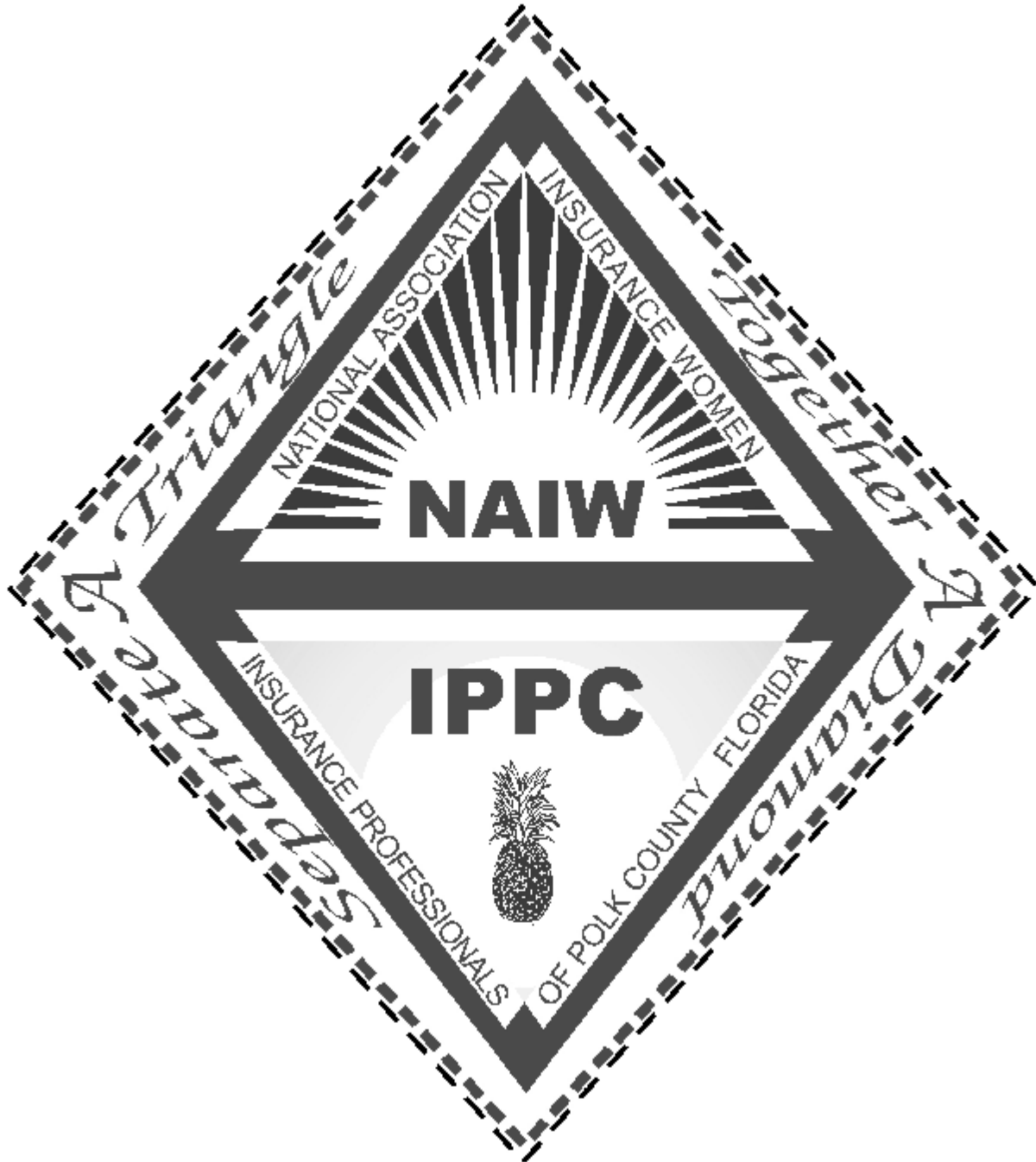


Table of Contents

Section 2 – Standing Rules

RULE 1 - MEMBERSHIP QUALIFICATION	2

RULE 2 – DELEGATE REPORTS	2

RULE 3 – BUDGET COMMITTEE	2

RULE 4 – AUDIT	2

RULE 5 – ACT OR OMISSION OF ALLEGED CRIMINAL OR MORAL TURPITUDE	2

RULE 6 – PRESIDENT’S PIN	3

RULE 7 - DUES	3

RULE 8 – AWARDS SELECTION COMMITTEE	3

RULE 9 – NEW MEMBERS	3

RULE 10 – DELEGATES	4

RULE 11 – NOMINATING COMMITTEE	4

RULE 12 - MEMBERSHIP CHAIRMAN	4

RULE 13 – PROGRAM CHAIRMAN	4

RULE 14 – STANDING COMMITTEE	4

RULE 15 - SUB-COMMITTEE OF THE PUBLIC RELATIONS COMMITTEE	4

RULE 16 -MEETING RESERVATIONS & CANCELLATIONS	5

**RULE 1
MEMBERSHIP QUALIFICATION**

The definition under Article III A, shall determine eligibility for membership in the Association (IPPC).

**RULE 2
DELEGATE REPORTS**

The report of the business proceedings of the Florida Council Meeting, Regional Conference or Annual Convention shall be presented to the membership by the Official Delegate to said meeting.

**RULE 3
BUDGET COMMITTEE**

The Budget Committee Chairman shall be appointed by the President, and the Finance Committee Chairman, the outgoing Treasurer and incoming Treasurer shall be members of the Budget Committee. The financial records shall be available to all committee members when the Budget Committee meets to set up the budget for the ensuing year.

**RULE 4
AUDIT**

The Association President shall appoint an Audit Chairman by the August regular meeting who will serve in this position for the association's fiscal year. The Audit committee will consist of the Chairman, a past Treasurer and two other volunteer members. This committee will perform an audit beginning at the end of the following months i.e. November, March and July.. The audit report will be complete and presented at the next regular meeting. The Treasurer will surrender all reports and financial instruments to the Audit Chairman at the board meeting in November, March and July.

**RULE 5
ACT OR OMISSION OF ALLEGED CRIMINAL OR MORAL TURPITUDE**

Should an officer or member bring a grievance against another officer or member to the attention of the Board of Directors, the President shall appoint a special committee to investigate the alleged act and report its findings to the Board of Directors.

Should the investigation reveal evidence that this grievance would constitute an Act or Omission of Alleged Criminal or Moral Turpitude:

1. The President shall call an emergency board meeting with voting board members to confront the Alleged Wrongdoer.
2. Seek possible resolution privately within the association to protect the integrity of the association.
3. Should resolution not be possible within the association, the President shall seek Professional assistance and report recommendations to the voting board.

4. The Voting Board will file official charges with the appropriate law enforcement agency to handle if no other solution can be found.

RULE 6 PRESIDENT'S PIN

At the Annual Meeting in June, the membership shall present the outgoing President with an NAIW Past President's pin or charm. Cost to be paid from regular treasury funds.

RULE 7 DUES

Dues for Active members of this Association shall be \$20 per year.

RULE 8 AWARDS SELECTION

- A. The President appoints the Awards Selection Committee. The President and three (3) previous Active recipients of awards for Insurance *Professional of the Year* or *Rookie of the Year* shall serve on the committee. All active members serving on the committee are ineligible for nomination for Insurance Professional of the Year and Rookie of the Year.

Insurance Professional of the Year requirements shall be that the recipient must have been an Active member of this Association (IPPC) for five (5) consecutive years.

. Rookie of the Year requirements are that a recipient must have been an Active member of this Association (IPPC) for no more than twenty-four (24) consecutive months from their NAIW join date. Application must be made within the twelve (12) months following the eligibility period.

- B. The Association President will arrange with an independent selection committee outside of IPPC i.e. a sister association to review and select the *VIP of the Year* recipient. The independent committee will use criteria contained in the application(s) submitted by active association (IPPC) members to determine the recipient.

VIP of the Year to recognize an individual, who as a "VIP" has made a significant contribution by means of outstanding leadership by example in the risk management industry; through promotion of educational opportunities; supporting the association in its endeavors via financial and/or their personal involvement.

RULE 9 NEW MEMBERS

New members shall be accepted into membership twice a year at the November and the March meeting.

**RULE 10
DELEGATES**

The President and President-Elect shall be the official delegates to the Florida Council Meeting, Regional Conference and National Convention. If one or both of the delegates are unable to attend, delegate(s) shall be selected by the Board of Directors as stipulated by Article VI section E. Official delegate(s) to an annual convention must be approved by the membership prior to March 1st.

**RULE 11
NOMINATING COMMITTEE**

At the meeting of the Board of Directors in January, the President shall appoint the nominating committee as specified in Article V Section 1.

**RULE 12
MEMBERSHIP CHAIRMAN**

The President-Elect will chair the Membership Committee.

**RULE 13
PROGRAM CHAIRMAN**

The Vice-President will chair the Program Committee.

**RULE 14
STANDING COMMITTEE**

Standing Committee are as listed in Article VIII. Membership shall include Jewelry & Handbook and Public Relations shall include Sunshine.

**RULE 15
SUB-COMMITTEE OF THE PUBLIC RELATIONS COMMITTEE**

The duties of the Sunshine Committee are to collect money from Active members at regular meetings. The monies collected are to be derived from:

- 1) members who fail to display their name badges at regular meetings are to contribute \$1.00 to the Sunshine Fund,
- 2) members celebrating a birthday during the month are to contribute \$.50 cents to the Sunshine Fund.

Funds received in the Sunshine fund will be used to purchase cards and/or flowers to be sent to Active members as deemed appropriate by the Sunshine Committee. The Budget Committee will determine any monies that are allocated from the general fund.

RULE 16
MEETING RESERVATIONS & CANCELLATIONS

Meeting reservations deadline will be set according to the requirements of the facility where the meeting is to be held and/or the requirements of a caterer in any said month.

Cancellations of a dinner reservation must be made no later than noon on the following business day of the reservation deadline date.

If a member's EMPLOYER does not pay for the dinner the member is responsible for the cost of the dinner as stipulated in the reservation letter if cancellation is made after the cancellation deadline or if the member fails to attend without notice. An invoice for the cost of the meal as stipulated in the reservation letter will be sent to those members who fail to cancel their reservations on or before the cancellation deadline or fail to attend without notice.