

BYLAWS

- Article I. Name
- Article II. Object
- Article III. Membership
 - Section 1 . Classifications
 - a. Active
 - b. Associate
 - c. Retired
 - d. Honorary
 - e. Dual Membership
 - Section 2. Requirements
 - Section 3 . Admittance to membership
 - a. Approval
 - b. Renewal
 - Section 4. Membership in FIWT
- Article IV. Dues/Finance
 - Section 1 . Dues
 - Section 2. Fiscal Year
- Article V. Officers
 - Section 1. Naming
 - Section 2. Qualifications
 - Section 3. Term
 - Section 4. Vacancy
 - Section 5. Duties of Officers
 - a. President
 - b. President–Elect and Vice President
 - c. Recording Secretary
 - d. Corresponding Secretary
 - e. Treasurer
- Article VI. Nomination/Election/Installation of Officers & Directors
 - Section 1. Nominating Committee Appointment
 - Section 2. Nominating Committee Report
 - Section 3. Election of Officers & Directors
 - Section 4. Installation
- Article VII. Meetings
 - Section 1 . Date/Place of Regular Meetings
 - Section 2. Special Meeting
 - Section 3 . Quorum
- Article VIII. Board of Directors
 - Section 1 . Composition
 - Section 2. Duties
 - Section 3 . Meetings
 - Section 4. Result of Absence
 - Section 5 . Quorum
- Article IX. Committees

Section 1 . Budget and Finance
Section 2. Membership/Yearbook
Section 3. Program
Section 4. Bylaws
Section 5 . Newsletter
Section 6. Education Fund
Section 7. Publicity
Section 8. Communication
Section 9. Community Service
Section 10. Auditing
Section 11.Ways & Means
Section 12.Long Range Planning
Article X. Delegates to FIWT Convention
 Section 1. Number of Delegates
 Section 2. President & Election of Other Delegates
 Section 3. Responsibilities
Article XI. Dissolution
Article XII. Parliamentary Authority
Article XIII. Amendments

Standing Rules

CONSTITUTION

ARTICLE I. Name

The name of this organization shall be the DALLAS ASSOCIATION OF INSURANCE WOMEN INC., a non-profit corporation in the state of Texas dba DALLAS ASSOCIATION OF INSURANCE PROFESSIONALS, hereinafter, which shall be referred to as DAIP. The FEDERATION OF INSURANCE WOMEN OF TEXAS, hereinafter, shall be referred to as FIWT.

ARTICLE II. Object

The object of DAIP shall be to promote insurance education; to support the professional advancement of its members; to cultivate fellowship within DAIP; to strengthen loyalty to the industry; and to participate in the civic betterment of the community. DAIP shall be a non-union group in every respect.

ARTICLE III. Membership

Section 1. Classifications

There shall be five (5) classes of membership:

a. Active Membership

An active member shall be any individual employed in any insurance related industry in the State of Texas.

b. Associate Membership

An associate member shall be any individual who supports the objectives of DAIP and who is not otherwise qualified for any other class of membership.

c. Retired Membership

A retired member shall be any member not qualifying for Active membership due to retirement from the insurance business and may enjoy the same privileges as an Active member. The retired member shall be considered an Active member in all respects until active employment is resumed outside the insurance industry.

d. Honorary Membership

Honorary membership shall be conferred upon those whom the DAIP wishes to honor for distinctive service to the DAIP. Honorary membership shall be recommended by the Board of Directors and conferred by the Membership. Honorary members shall be exempt from payment of all dues and shall enjoy all the privileges of the DAIP and FIWT except those of holding office or serving as committee chairman.

e. Dual Membership

Dual member shall be any individual joining the local association only. Membership will entitle the individual to all benefits of DAIP only. All rights to FIWT will be through the association paying the Individual Federation dues.

Section 2. Requirements

To be reevaluated at a later date

Section 3. Admittance to Membership

a. Approval

The Chairman of the Membership Committee shall present the application for membership to the Board of Directors for approval.

b. Renewal

Renewal applications of members shall automatically be accepted as members.

Section 4. Membership in FIWT

Members of the DAIP automatically become members of the FIWT.

ARTICLE IV. Dues/Finance

Section 1. Dues

The annual dues (DAIP & FIWT combined) shall be Eighty Dollars (\$80.00) for employed members, and Sixty-Five Dollars (\$65.00) for retired members, payable October 1st of each year. Any member who has not paid annual dues by October 31st shall automatically be deleted from the DAIP roll. Renewal submitted after October 31st would owe an additional Five Dollar (\$5.00) late fee. Any member joining the DAIP after April 1st shall be admitted for the remainder of the fiscal year for half of the DAIP annual dues plus whatever the adjusted FIWT dues are. Any member forced to resign for reasons beyond that member's control shall be refunded the DAIP dues paid, on a pro rata basis. Dues shall not be transferred from one individual to another. Current dues per member shall be remitted to the FIWT for annual dues, not later than November 1, based on current membership.

Section 2. Fiscal Year

The fiscal year of DAIP shall begin October 1st and end on September 30th.

ARTICLE V. Officers

Section 1. Naming

The officers shall consist of the President, President-Elect, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The Board of Directors shall include the officers plus 3 directors.

Section 2. Qualifications

A nominee for any office shall have held membership in DAIP for at least one (1) fiscal year. A nominee for any office shall also have chaired any

committee for one (1) year. In addition, a nominee for President-Elect shall have served as an officer for one (1) year.

Section 3. Term

Officers shall be elected annually and shall serve for one (1) year. They shall assume the duties of their offices at the beginning of the fiscal year. No officer shall hold the same office for more than two (2) consecutive terms. Six (6) months or more shall be considered a term in determining eligibility for re-election.

Section 4. Vacancy

Resignations of officers/directors shall be made to the board of directors in writing. A vacancy in an office shall be filled by appointment of the President with the approval of the Board of Directors. The appointee shall hold the position for the remainder of the unexpired term. A vacancy in the President's office should be filled by the President-Elect. If this is not possible, the Board of Directors shall call a special meeting to appoint a President. Upon assuming office, the new President shall appoint a replacement for any newly created vacancy, with the approval of the Board of Directors.

Section 5. Duties of Officers

The officers shall perform the duties as prescribed in these Bylaws, other duties as directed by the Board of Directors or DAIP, and other duties as described by Robert 's Rules of Order Newly Revised.

a. President

The President shall be the executive officer, shall preside at all meetings of the DAIP and of the Board of Directors, and shall present a report of the work of the DAIP at the final meeting of the year. The President shall also appoint the chairmen of all standing committees and shall be member, ex-officio, of all committees except the nominating committee. The President shall appoint special committees as established by DAIP or the Board. The President shall appoint a Parliamentarian. The currently serving President shall automatically be a delegate to the annual meeting of the FIWT, if attending such annual meeting. It shall be the duty of the President to keep the DAIP informed of all activities pertaining to the affairs of the FIWT.

b. President-Elect and Vice President

In the President's absence, the President-Elect or Vice President, in that order, shall assume the President's duties. The President-Elect shall serve as Chairman of the Membership Committee. The Vice President shall serve as Chairman of the Education Committee.

- c. Recording Secretary
The Recording Secretary shall keep the minutes of all meetings of the DAIP and shall present them for the approval of the DAIP either by mail or at the following business meeting of the DAIP. The recording secretary shall also keep the minutes of the meetings of the Board of Directors and shall present them to the Board for its approval. In addition, the Recording Secretary shall present any recommendations made by the Board, in the form of a motion, to the general assembly.
- d. Corresponding Secretary
The Corresponding Secretary shall conduct such correspondence as directed by the President, including advising in writing the acceptance of new members when approved by the Board of Directors. The letter of acceptance shall include such pertinent information as place and dates of meetings. The duties of the Corresponding Secretary shall also include maintaining the permanent official post office box of DAIP, monitoring the DAIP Facebook account, and maintaining the DAIP website. The Corresponding Secretary shall serve as Chairman of the Publicity Committee.
- e. Treasurer
The Treasurer shall collect and have charge of all monies of the DAIP, such funds to be deposited in a bank designated by the Board of Directors. Upon receipt of a properly completed written request, the treasurer may pay amounts and items which are included in the previously approved annual budget. Any amounts or items not included in the annual budget must be approved by the membership prior to making payment. Exception: Disbursements may be made from the Sibyl Hoge Memorial Education Fund account upon receipt of a properly completed request by the Education Chair. The Treasurer shall keep an itemized record in a permanent file of all receipts and expenditures and shall turn over all records to an Auditing Committee, appointed by the President , within fifteen (15) days of vacating the office, and take a listed receipt therefore. The treasurer shall also be responsible for filing any necessary documents to the State, including franchise tax documents, tax returns, and tax exempt documents. The Treasurer shall automatically become Chairman of the Finance Committee.

ARTICLE VI. Nomination/Election/Installation of Officers & Directors

Section 1. Nominating Committee Appointment

In May, it shall be the duty of the President to appoint a Nominating Committee, consisting of three (3) members: one (1) from the Board and

two (2) from the membership. The President shall name the Chairman. The Committee shall be approved by the Board.

Section 2. Nominating Committee Report

The Nominating Committee shall furnish the membership with blank suggestion slips ten (10) days prior to the July meeting. In preparing a slate of officers and two (2) Directors, this Committee shall be governed by the signed suggestions submitted by the membership at the July meeting. The members shall be furnished a list of candidates, one (1) for each office and two (2) Directors, prior to the August meeting. Other nominations may be made from the floor.

Section 3. Election of Officers & Directors

The election of Officers and Directors shall take place at the August meeting and shall be by secret ballot when there is more than one (1) nominee for an office. Three (3) tellers shall be appointed by the President to receive and count the ballots. If there is only one (1) nominee for an office, the vote may be by voice, or if called for, by a rising vote. All Officers and Directors shall be elected for a one (1) year term, and nominations from the floor shall be in order. In the event that there are no candidates qualified (per Article V, Section 2) for an office, the President may appoint a member who has sufficient experience to do the job of that office. The appointment shall be approved by the Board of Directors.

Section 4. Installation

Officers shall be installed at the September meeting of the year.

ARTICLE VII. Meetings

Section 1. Date & Place of Regular Meetings

The regular monthly meetings of the DAIP shall be held on the second Thursday of each month and shall be held at a place designated by the members.

Section 2. Special Meetings

Special meetings of the members may be called at any time by the President or upon the request of not less than three (3) members. Notice of such meetings shall be given to the entire membership at least three (3) days in advance of the meeting and shall set forth the purpose. Only such business as is set forth in the notice shall be transacted.

Section 3. Quorum

Twenty-five (25) percent of the current members of the DAIP shall constitute a quorum at any regular meeting, and twenty-five (25) percent

of the current members of the DAIP shall constitute a quorum at any special meeting.

ARTICLE VIII. Board of Directors

Section 1. Composition

The Board of Directors, hereinafter called the Board, shall be composed of all officers, two(2) elected Directors (all of whom must have served as President of DAIP), the Immediate Past President (who shall, along with the other two(2) elected Directors, be responsible for the Leadership Training workshop, of which there shall be at least one (1) each year), and a Parliamentarian, without vote. The Parliamentarian shall see that all meetings of the Board and DAIP are conducted in accordance with Robert's Rules of Order Newly Revised.

Section 2. Duties

The Board shall assume general administration of the affairs of DAIP, subject to ratification by the membership.

Section 3. Meetings

The meetings of the Board shall be the fourth (4th) Thursday of each month at such time and place as determined by the President.

Section 4. Result of Absence

If a Board member is absent from three (3) consecutive meetings of the Board, without having notified the President, the board may request resignation of such member.

Section 5. Quorum

A majority of officers and directors shall constitute a quorum. The Parliamentarian shall not be counted in the quorum.

ARTICLE IX. Committees

There shall be the following standing committees, each committee to consist of not less than three (3) members:

Section 1. Budget and Finance

The Budget Committee shall, at the at the September board meeting, submit to the Board a suggested budget of the funds of the DAIP for the new year. The finalized proposed budget shall be presented to the membership for approval at the October dinner meeting.

The Finance Committee shall be responsible for the promotion and support of special projects of DAIP. The Treasurer shall serve as Chairman of these committees.

Section 2. Membership/Yearbook

This committee shall:

- a. Take suitable steps to extend the membership of the DAIP and shall keep a correct list of the name, address (business and residence) and telephone numbers of each member and shall furnish a copy of this list to the membership. Time shall be made available at one meeting each year to recognize the new members in a special presentation. The President-Elect shall serve as Chairman of this committee; and
- b. Be responsible for the publication of changes in the DAIP yearbook. The inserts shall be ready for member use by the November dinner meeting.
- c. Provide new members with nametag and local association handbook.

Section 3. Program

The Program Committee shall arrange and be coordinator of all dinner meetings for the year of the DAIP.

Section 4. By-Laws

It shall be the duty of this Committee to present amendments, which have been submitted for consideration.

Section 5. Newsletter

It shall be the duty of this committee to arrange for publication of the newsletter of the DAIP and to send copies of the newsletter to FIWT officers and the news bulletin editor.

Section 6. Education

It shall be the duty of this committee to:

- a. Provide adequate educational facilities and to report to the FIWT such DAIP projects; and
- b. Accept application to determine who shall receive financial assistance from the Sibyl Hoge Memorial Education Fund. Consideration shall be given first to DAIP members who desire to further their insurance careers. Consideration shall be given secondly to other person(s) under the sponsorship of an active DAIP member. Award(s) will be given in the amount specified for the applicant's need up to a maximum of One Thousand Dollars (\$1,000.00) for any applicant in any one year. Recipient(s) of awards must submit proof of payment or proof of enrollment for the specified class(es) to be completed and request payment or reimbursement by May 31st of the following year. DAIP shall contribute annually to this fund 50% of the net profits from the Special Ways & Means committee's fundraising projects. Transfer of the contribution from the operating account to the Education Fund account shall be made no later than 30 days

after the final net profit for the project is determined. Donations shall also be accepted for this fund. The education committee may award funds not to exceed 75% of the total Sibyl Hoge Memorial Education Fund balance.

- c. Promote legislation favorable to the insurance industry.

Section 7. Publicity

It shall be the duty of this Committee to:

- a. Report activities of the DAIP to trade journals and local press; keep a permanent record of all publicity and pictures in a scrapbook; forward copies as deemed pertinent to the historian of the FIWT; and
- b. Maintain relations with other organization's local and state, which enable members to inform the public of the ethics and practices of the insurance business.
- c. This Committee shall further determine the technique and media most likely to assure success in public relations.

Section 8. Communication

It shall be the duty of this Committee to be responsible for obtaining reservations for all meetings and functions of the DAIP and to contact members by phone/email as required. The Communication committee chairman shall prepare a list of reservations for dinner meetings in triplicate. One copy shall go to the President, one to the Treasurer, and one to the permanent file. The Treasurer shall use the list to check off those attending and shall bill members who fail to attend a meeting after making reservations.

Section 9. Community Service

It shall be the duty of this Committee to be in charge of all community projects sponsored by the DAIP.

Section 10. Auditing

This Committee shall, within fifteen (15) days of receipt of Treasurer's books, audit said books, turn them over to the new Treasurer, and take a signed receipt therefore.

Section 11. Ways & Means

This committee shall be responsible for raising funds and/or assisting other committees in raising funds for the operations of DAIP.

Section 12. Long Range Planning

It shall be the duty of this Committee to make plans and set goals for the DAIP.

Article X. Delegates to FIWT Convention

Section 1. Number of Delegates

The DAIP shall be entitled to four (4) delegates to the annual convention of FIWT.

Section 2. President & Election of Other Delegates

The President shall automatically be a delegate to the annual convention. Three (3) additional delegates and two (2) alternates shall be selected at the regular DAIP September meeting prior to the FIWT convention.

Members interested in serving as delegates shall present their intent and election shall be held by ballot. The candidates shall:

- 1 . Be a member of DAIP for at least one (1) year;
2. Attended at least one (1) FIWT annual meeting; and
- 3 . Have DAIP's interest as the main concern.

If an elected delegate is unable to attend the FIWT annual meeting, or is unable to perform the required duty, the delegate shall reimburse DAIP for the registration fee.

Said fee will then be made available to the alternate delegate taking over the elected delegate's position.

Section 3. Responsibilities

An elected delegate to the FIWT Annual Convention shall attend the:

1. Business meetings;
2. Pre-convention Board meeting of FIWT;
3. Open Forum; and
4. Any called DAIP meeting during the Annual Meeting.

Article XI. Dissolution

In the event of dissolution of the DAIP, any unused funds shall be donated to a charitable organization or organizations as determined by membership vote.

ARTICLE XII. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the DAIP in all cases to which they are applicable and in which they are not inconsistent with the By-laws or the special rules of DAIP.

ARTICLE XIII. Amendments

These By-laws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting, or special meeting of the DAIP, provided written notice of such amendment shall have been given to each member two (2) weeks prior to that meeting.

Article XIV. FIWT Representative (Local President)/Proxy

Section 1. Representative (Local President)

A Representative (Local President) shall represent DAIP on the FIWT Board.

Section 2. Proxy

The Proxy will assume all duties of the Representative (Local President) representing DAIP on the FIWT Board whenever the Representative (Local President) is unavailable for any reason. The Proxy will be nominated from DAIP membership and shall comply with all the qualifications of the office as that required of the Representative (Local President).

1. Be a past president of DAIP;
2. Be a current or former DAIP director;
3. Have been a member of DAIP for five (5) years minimum;
4. Have DAIP's interest as the main concern; and
5. Have served as an FIWT delegate two (2) years minimum.

STANDING RULES

1. Discipline

Any member of DAIP whose conduct allegedly reflects unfavorably upon the membership at large after an open hearing may be reprimanded, suspended, or expelled by vote of a majority of the members of the DAIP.

2. Resignations

Resignations of officers/directors shall be made in writing to the Board of Directors

3. Permanent Records

Permanent records shall consist of DAIP Minutes, Treasurer's reports, and important correspondence, as well as Minutes of the FIWT. Such records are to be filed permanently with a Past President and/or member of long standing of DAIP.

4. The Parliamentarian

The Parliamentarian shall conduct parliamentary drills by request of the Board.

5. President's Expenses to FIWT Annual Meeting

The President's expenses to the FIWT annual meeting shall be paid by DAIP and shall include registration fee, hotel or motel room for three (3) nights for an annual meeting and two (2) nights for a mid-year Board meeting, and travel expenses. Travel expenses shall be based on lowest possible airfare or computed on a reimbursement basis not to exceed the IRS allowance per mile for round trip.

6. Registration Fee for Delegates

Registration fee for three (3) delegates (other than the President) shall be paid by DAIP to the FIWT Annual Meeting.

7. Items in approved budget need not be presented to the membership but may be paid by the Treasurer upon receipt of properly completed written request from the appropriate committee member.

8. There shall be 4 designated signers on the DAIP bank accounts. They shall be the immediate Past President, President, President-Elect and Treasurer. The signers may be changed by a vote of the Board of Directors. Two signatures are required on each check. A designated signer may not sign a check which is payable to himself/herself.

9. The DAIP debit/credit card shall be obtained every other year and issued in the name of the incoming President-Elect. The card may be used for a purchase if included in the previously approved budget upon receipt of a properly completed request from the appropriate committee member.

10. A token of appreciation shall be presented to the outgoing President at the new officer installation dinner or at the next available dinner meeting. The incoming President shall be responsible for the purchase and presentation of this token in the appropriate time frame.

11. A copy of the DAIP Procedure Manual shall be provided to all members of the Board of Directors and to any other member who requests a copy.

AMENDMENTS.

These Standing Rules and Regulations may be amended by a two-thirds vote of the members at any regular meeting, or special meeting of the DAIP, provided written notice of such amendment shall have been provided to each member two (2) weeks prior to that meeting.

