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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 shall be eligible for Associate 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 dues and shall enjoy all the privileges of the DAIP 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

The applicant shall have attended at least one meeting before application for membership, in writing, shall be presented to the membership committee by a DAIP member and endorsed by two Active members.

Section 3. Admittance to Membership,

1. Approval

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

1. 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 shall be sixty-five Dollars ($65.00) for employed members, payable sept 1st of each year. Any member who has not paid annual dues by September 30st shall automatically be deleted from the DAIP roll. Any member joining the DAIP after march 1st shall be admitted for the remainder of the fiscal year for half of the annual dues which would be $35.oo ($27.50 for FIWT and $7.50 for DAIP. Any member forced to resign for reasons beyond that member’s control shall be refunded the 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 September 1 membership.

Section 2. Fiscal Year

The fiscal year of DAIP shall begin November 1st and end on October 31st.

ARTICLE V. Officers

Section 1. Naming

The officers shall consist of the President, Vice President, Recording Secretary, and Treasurer.

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.

Section 3. Term

The President Shall be elected bi-annually in odd numbered years and the Treasurer Shall be elected bi-Annually In even numbered Years and Each will Serve for Two (2) Years. All Other 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 one (1) consecutive Term. Six (6) months or more shall be considered a term in determining eligibility for re-election.

Section 4. Vacancy

A vacancy occurring in an office shall be filled by an appointment by the President with the approval of the Board of Directors. The appointee shall hold that position for the remainder of the unexpired term. A written resignation shall be submitted by the President to the Recording Secretary for acceptance by the Board of Directors. A vacancy in the President’s office should be filled by the Vice President or if this is not possible, the Board of Directors shall call a special meeting to appoint a President. Upon assuming office, the new President should appoint a new Vice President, 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.

1. 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. (Revised 07/2010)

B. Vice President

In the President’ s absence, the Vice President shall assume the President’s duties. The President-Elect shall serve as Chairman of the Membership 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.

1. Treasurer

The Treasurer Shall be elected bi-Annually In even numbered Years and The President Shall be elected bi-annually in odd numbered years and Each will Serve for Two (2) Years. All Other Officers shall be elected annually and shall serve for one (1) year. The Treasurer shall collect and have charge of all monies of the DAIP, such funds to be deposited in a bank designated by the membership and paid out only upon the approval of the Board of Directors. 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 membership, within fifteen (15) days of vacating the office, and take a listed receipt therefore. The Treasurer shall automatically become Chairman of the Finance Committee.

ARTICLE VI. Nomination/Election/Installation of Officers

Section 1. Nominating Committee Appointment

In July , 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 August meeting. In preparing a slate of officers and One (1) director, this Committee shall be governed by the signed suggestions submitted by the membership at the August meeting. The members shall be furnished a list of candidates, one (1) for each office and One (1) Director, prior to the August meeting. Other nominations may be made from the floor.

Section 3. Election of Officers

The election of Officers shall take place at the September 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. The Vice President and the Recording Secretary and The Directorshall be elected for a one (1) year term, and nominations from the floor shall be in order. In Odd Numbered Years the President shall be elected for a two (2) Year Term and in Even Numbered Years the Treasurer shall be elected for a two (2) Year Term.

Section 4. Installation

Officers shall be installed at the October 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 members of the DAIP as of November 1st of the prior year shall constitute a quorum at any regular meeting, and twenty-five (25) percent of the members of the DAIP as of November 1st of the prior year 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, and all active DAIP Past Presidents. The Immediate DAIP Past President shall see that all meeting 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 at such time and place as determined by the President.

Section 4. Quorum

A majority of the Board shall constitute a quorum

ARTICLE IX. Committees

There shall be the following standing committees, each committee to consist of not less than two (2) members:

Section 1. Budget and Finance

The Budget Committee shall, at the beginning of the year, submit to the Board a suggested budget of the funds of the DAIP for the current year. 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 Committee

This committee shall:

1. 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 Board. Time shall be made available at one meeting each year to recognize the new members in a special presentation. The Vice-President shall serve as Chairman of this committee; and

1. 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 local association handbook.

Section 3. Program /Community Service /

Special Ways and Means Committee

The Program Committee shall arrange and be coordinator of all dinner meetings for the year of the DAIP. It shall be the duty of this Committee to be in charge of all community Service projects sponsored by DAIP and be our organizations tie to FIWT’s Community Service project each year. Special Ways & Means earns funds to Support DAIP Projects Such as but not limited to the Annual Bowling Tournament and Education Scholarships. 50% of the net profits from the Special Ways & Means committee’s fundraising projects go into the Education Fund.

Section 4. By-Laws

It shall be the duty of the past Presidents and the Current President to present amendments, which have been submitted for consideration and make whatever changes may need to be voted on for approval.

Section 5. Communication/Newsletter

It shall be the duty of this committee to Send out communications to Current DAIP Members, Past DAIP Members and Prospective DAIP Members concerning meetings, special projects, and FIWT news along with anything else that the membership may need to know about the organization. The committee will arrange for publication of the newsletter of the DAIP and to send copies of the newsletter to FIWT officers and the news bulletin editor. The Committee will also keep the website and facebook page for DAIP Updated.

Section 6. Education Fund

It shall be the duty of this committee to:

1. 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/James W. ‘Jimmy’ Thomas 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. Scholarship 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 scholarship(s) 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. Donations shall also be accepted for this scholarship fund. The scholarship committee may award scholarships not to exceed 75% of the total Funds Raised by Special Ways and Means Projects for that year going towards the Sibyl Hoge/James W. ‘Jimmy’ Thomas Memorial Education Fund. The committee may award additional scholarship(s) upon approval of the board.

c. Promote legislation favorable to the insurance industry.

Section 8. Auditing

This Committee shall be comprised of Past Presidents and the Treasurer for any clarification, within fifteen (1 5) days of receipt of Treasurer’s books, audit said books, turn them over to the new Treasurer, and take a signed receipt therefore.

Section 9. Long Range Planning

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

Revised 6/27/07

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 shall be made to the President in writing, such resignation to be effective upon acceptance by a majority vote of the membership.

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.

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 with the approval of the Board. This would cover postage and printing of newsletter, officer expenses, seminar expenses, etc., as numerated in the budget. Two (2) signatures required on all checks by the Treasurer and one

(1) Director or the President.

8. The Treasurer upon the death of a member shall send a memorial of Twenty-Five Dollars $25.00. (Proper memorial shall be ascertained from friends or relatives.)

9. A copy of the Procedure Manual shall be furnished to the Board of Directors.

**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.