

TARRANT COUNTY INSURANCE PROFESSIONALS

CONSTITUTION

SECTION 1-NAME

The name of this organization shall be the TARRANT COUNTY INSURANCE PROFESSIONALS (TCIP).

SECTION 2-OBJECTIVES

- To unite various groups of insurance professionals for the purpose of education.
- To encourage and support those insurance principles, programs and regulations which are in the best public interest.
- To enlighten members as to the insurance laws of the State of Texas and to the rules and regulations for the writing and placement of insurance as approved by the Texas Department of Insurance.
- To support and encourage all activities to reduce loss of life and property.
- To encourage high standards of ethical and professional conduct by all members.
- To promote a greater public understanding and knowledge of the insurance industry and its vital and necessary role in our society.
- To generally promote the best interest of its membership by all reasonable and honorable means and to engage in such other activities or purposes as shall be necessary, convenient or incidental to any of the foregoing purposes.

SECTION 3-REGISTERED OFFICE

The address of the registered office of this association is TCIP, P.O. Box 343, Fort Worth, TX 76101.

SECTION 4-GOVERNING BODY

The governing body of this association shall be the Executive Board consisting of the Officers and Chairmen of the Standing Committees, who serve by appointment by the President, subject to member ratification.

SECTION 5-DURATION

The period of its duration shall be perpetual.

SECTION 6-DISSOLUTION

This organization shall be a non-profit organization and no part of its earnings shall inure an individual member. All net earnings shall go to a community service project or projects in the event of dissolution. Members in good standing at the time of dissolution shall designate and carry out the dispersal of all moneys before they disband.

SECTION 7-AMENDMENTS

The constitution of this organization may be amended by a two-thirds vote of the members present at any meeting, provided the proposed amendment and/or amendments have been presented at the preceding meeting or provided that a copy of the proposed amendment and/or amendments have been mailed to each member at least one week before action is to be taken.

BY-LAWS

ARTICLE 1-MEMBERSHIP

Members of Tarrant County Insurance Professionals (TCIP) automatically are members of the Federation of Insurance Women of Texas (FIWT), a Texas nonprofit corporation.

Section 1. Voting Members

Members of TCIP shall be persons actively employed as or retired from employment as:

1. Any person in the insurance/related industry.
2. Any person who has retired from the insurance industry shall have the same privileges as an actively employed member, and may retain this membership status until they enter into another full-time business or profession other than that of insurance.

Section 2. Non-Voting Members

Industry Members

Any individual or firm having a bonafide interest in or rendering a service to the general insurance industry, and who supports the objectives of TCIP and FIWT and furthers the interest of TCIP and FIWT shall be eligible for industry membership.

Associate Members

Any individual who supports the objectives of TCIP and FIWT and who is not otherwise qualified for other class of membership shall be eligible for associate membership.

Honorary Members

Honorary membership may be conferred upon those members whom the organization wishes to honor for some distinctive service and they shall be exempt from dues. Member(s) selected to honorary membership shall be conferred by the Executive Board.

Section 3. Privileges of Membership

Voting Members

Members shall have the right to be elected as a delegate, hold office, be elected or appointed to any office, board or committee of TCIP and/or FIWT, attend Executive Board meetings, and such other privileges as the Executive Board may determine.

Non-voting Members

Non-voting members shall have such privileges as the Executive Board may determine, but shall not have the right to vote, hold office, serve on the Executive Board or serve as TCIP committee chairman.

Section 4. Application for Membership

Applications for all categories of membership shall be made to the President-Elect. Acceptance to membership shall be by vote of the Executive Board.

Section 5. Resignation

A member desiring to resign from TCIP shall submit such resignation in writing to the President-Elect. No member's resignation shall be accepted until all prior dues and fees are paid.

Section 6. Non-Payment

If a member fails to pay dues and fees within 30 days from the time they become due, membership shall automatically be suspended.

Section 7. Reinstatement

Any member having resigned from membership may be reinstated upon application to the President-Elect, and by vote of the Executive Board. Any member who has forfeited membership for non-payment of dues and fees may be reinstated upon application to the President-Elect, and by vote of the Executive Board, and upon meeting such uniform terms as may be established by the Executive Board.

ARTICLE II-DUES AND FINANCE

Section 1. Fiscal Year

The fiscal year shall be November 1st to October 31st.

Section 2. Dues and Fees

The amount of any dues and fees for any class of membership to TCIP shall be determined by the Executive Board. Members joining after the beginning of the fiscal year shall have the amount of dues prorated under the uniform rules adopted by the Executive Board. Membership dues are payable by October 1st and become delinquent after October 1st, unless other dates for payment are fixed by the Executive Board.

ARTICLE III-MEETINGS

The Regular meetings of TCIP shall be held at least once a month at a place designated by the Executive Board. Special meetings shall be called by the President or upon written request of ten (10) members.

ARTICLE IV-OFFICERS

Section 1. Officers

The Officers of this association shall be the President, President-Elect, Vice President, Secretary, Treasurer and up to three (3) Directors.

Section 2. Qualifications

A nominee for any office shall have served as a Chairman of at least one committee of TCIP, or associated organization. A nominee for Director must have also served as an Officer of TCIP or associated organization, for one year.

Section 3. Nominations

The Executive Board shall appoint a nominating committee, thirty (30) days prior to the September meeting of the organization. The chairman shall be the first person appointed to the committee. It shall be the responsibility of this committee to review and determine qualifications of candidates and to propose at least one nominee for each officer position to be filled at the September meeting. Nominees shall be notified by the committee and acceptance of the nomination must be obtained. For the purpose of assisting the Nominating Committee, members are requested to give signed suggestion slips showing the name of each office to be filled. Additional nominations can be made from the floor.

Section 4. Elections

Election of officers shall take place at the September meeting or at a special meeting called by the President. All contested elections shall be by ballot.

Section 5. Vacancies

Should the office of President become vacant, the President-Elect shall become President automatically to serve as President for the unexpired term and the term immediately following. Should any other office become vacant, the Executive Board shall appoint a member to serve until the next election of officers, when any unexpired term shall be filled by election.

Section 6. Resignation

Any elected officer may resign by submitting that resignation in writing to the Executive Board.

Section 7. Compensation

No elected officer shall receive compensation for service as an officer however; the Executive Board may authorize reimbursement of expenses incurred in the performance of their duties for TCIP, and prescribe procedures for approval and payment of such expenses. TCIP will reimburse the President for room rate and registration for mid-year & annual convention. If the President's or their proxy's room rate and/or registration are being paid by their employer the board may authorize the room rate and registration to another member of TCIP.

ARTICLE V-DUTIES OF OFFICERS

Section 1. General Duties

Officers shall perform the duties prescribed by these By-Laws, Standing Rules and parliamentary authority adopted by TCIP. All Officers are expected to attend all Executive Board meetings and all monthly meetings of TCIP.

Section 2. President

The president shall attend the mid-year and annual convention as a FIWT Board Member. The President shall have general supervision and direction of all officers and committee chairmen of TCIP, shall preside at all meetings, shall be Chairman of the Executive Board, shall appoint all committees not otherwise provided for in the By-Laws, shall appoint the Chairman of all committees. The President shall be an ex-officio member of all committees except the Nominating Committee. At the year-end meeting, she/he shall present a written report of the work of TCIP during her/his term as President.

Section 3. President-Elect

The President-Elect shall have the powers of and perform the duties of the President during any absence or disability of the President, shall succeed to the office of President at the end of the term as President-Elect. She/he shall serve as Chairman of the Membership Committee whose duty it shall be to strive to increase the membership of the organization by presenting applications to the Executive Board. She/he shall keep a correct list of the name, address, business and resident telephone number; office and chairmanship help of each member and provide such list to the organization by the October meeting. All changes in membership status shall be submitted to the Federation by the President-Elect or Membership Chairman. She/he shall have such other powers and duties as may be determined by the Executive Board and/or the President.

Section 4. Vice President

The Vice President shall assume the duties of President and President-Elect in their absence. She/he shall be responsible for the educational development to be conducted by TCIP by acting as Chairman of the Education Committee, and shall have such other powers and duties as may be determined by the Executive Board and/or the President.

Section 5. Secretary

The Secretary shall keep an accurate record of the proceedings of all meetings of TCIP and the Executive Board, keep record of attendance at the meetings and perform such duties as may be requested by the Executive Board. The Secretary shall conduct all general correspondence as described by TCIP, read all letters and have custody of same. The Secretary shall present a written report at the end of the year meeting.

Section 6. Treasurer

The Treasurer shall receive all monies of TCIP and deposit the same in such bank as directed by the Executive Board. She/he shall collect all dues and keep an accurate account of all receipts and disbursements. A detailed report shall be presented at each meeting. The Treasurer shall pay out all funds so ordered by the Executive Board.

Section 7. Directors

The Directors should be available to guide and advise on organizational rules, regulations, Constitution and By-Laws and past procedures. She/he should attend Executive Board meetings, general assembly meetings, FIWT Mid-Year meeting and FIWT Annual Convention. She/he shall be available to committee chairman for help and guidance. Each Director is to be responsible for certain committees, to be decided at the beginning of the term. She/he shall be available to act or serve as co-chairman if and when necessary. She/he shall meet with new committees for orientation at the beginning of the term. She/he shall receive copies of assigned committee chairman's reports and be available to give committee reports if necessary. She/he shall encourage the chairman to attend board meetings and general assembly meetings. A copy of the final reports and guideline books should be given to the Director at the end of the year. It is the duty of the Director to pass this information on to the next chairman.

ARTICLE VI-EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Directors, and Chairman of the Standing Committees.

Section 2. Powers and Duties

The Executive Board shall be the governing body of the association, vested with full power to conduct all business of TCIP between monthly meetings. It shall have control and direction of the affairs of TCIP, its committees and publications, and shall actively pursue its objectives and supervise the disbursement of its funds. Proxy voting shall not be permitted.

Section 3. Appointments

- A. The Executive Board shall appoint delegates to the State meeting (convention). When attending the State meeting, voting delegates being previously informed as to the decision of the general assembly, shall be guided by such information.
- B. An Auditing Committee shall be appointed by the Executive Board in October to audit the financial records before they are turned over to the new Treasurer.

Section 4. Meetings

There shall be regular monthly meetings of the Executive Board. Special meetings of the Executive Board shall be called by the President at her/his discretion or upon the written request of three (3) members of the Executive Board.

Section 5. Quorum

A majority of the voting members of the Executive Board shall constitute a quorum.

ARTICLE VIII-COMMITTEES

Section 1. Standing Committees

The Standing Committees of TCIP shall be:

- A. Newsletter
- B. Historian / Presidents Scrapbook
- C. By-Laws
- D. Ways & Means
- E. Community Service
- F. Scholarship

Additional Standing Committees shall be established by the Executive Board.

ARTICLE XII-PARLIMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern TCIP in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules or orders TCIP may adopt. The President shall appoint a Parliamentarian whose duty it shall be to oversee the meetings of the organization. She/he shall sit in on all Executive Board Meeting without a vote.

ARTICLE XIII-AMENDMENT OF BY-LAWS

The By-Laws of this organization may be amended by a two-thirds vote of the members present at any meeting providing the proposed amendment and/or amendments have been presented at all preceding meeting or provided that a copy of the proposed amendment and/or amendments have been mailed to each member at least one week before the action is to be taken.