

Insurance Professionals of South Carolina, Inc.

Bylaws September 2006

I. NAME

The name of this Council shall be Insurance Professionals of South Carolina, Inc., a Council of NAIW.

II. CONFORMITY

These Bylaws shall be supplemental to NAIW Bylaws. If any amendment to NAIW Bylaws causes these rules to conflict with NAIW Bylaws, the South Carolina Council Bylaws shall automatically conform to NAIW Bylaws. Dues or assessment of individuals or local associations shall be prohibited.

III. COUNCIL DIRECTOR

A. Council Directors assume office and duties on July 1 and shall serve one (1) year or until a successors are elected and assume office. Council directors cannot succeed themselves by election.

B. The Director Shall:

1. Perform the duties as Council in NAIW bylaws and the Council Director's manual.
2. Preside at the South Carolina Council annual meeting. If unable to attend, an alternate appointed by the Council Director shall preside. In the event the Council Director is unable to appoint an alternate, the Regional Vice President shall appoint the alternate.
3. Appoint standing committees as provided in NAIW bylaws.
4. Maintain the Council Nominating Committee file in accordance with procedures established by the NAIW Board of Directors and contained in the Nominating Committee manual.
5. Fill any vacancy that may occur in a Council elected position, other than Council director and Council director-elect, with the concurrence of the Regional Vice President. Local associations and active members may submit candidates to the Council Director for consideration.

- C. The Director shall visit associations within the Council during the current term subject to the following guidelines:
 - 1. Not to exceed the travel budget allocated for the term
 - 2. Not to exceed one (1) visit per association unless the local association extending the invitation is defraying the expenses for additional visits.
- D. Funds shall be provided by the Council Fund to cover registration expense and up to \$500 to send the Council Director to the National Convention and that the Council Director Elect shall have allocations for her registration to be paid and up to \$300 for National Convention.
- E. Should a vacancy occur in the position of Council director, the Council director-elect shall immediately assume the office of Council director.

IV. COUNCIL DIRECTOR-ELECT:

- A. The Council Director-Elect is elected to serve from the close of the annual meeting until they assume the office and duties of Council Director on July 1.
- B. The Director-Elect Shall:
 - 1. Perform the duties as Council in NAIW bylaws.
 - 2. Appoint all standing committees except as otherwise provided in NAIW bylaws.
 - 3. Confirm the date and site of the annual meeting, immediately following elections to office, in accordance with these bylaws, and subject to the approval of the current regional vice president.
 - 4. Attend the annual leadership meeting and one (1) budgeted on-site planning visit with the annual meeting planning committee.
- C. Should a vacancy occur in the office of Council director-elect, the vacancy shall be filled by election of the local presidents of the Council council. In the event there is no Council director-elect to serve as Council director, the vacancy shall be filled by election of the local presidents of the Council council.

V. COMMITTEES:

- A. Council Nominating Committee - The committee receives recommendations and qualifications of candidates from councils, local associations, and active members. In addition, the committee can submit its own nominations. The Committee shall submit at least one name for each position to be filled. Following the report of the committee, additional nominations may be made from the floor. The nominations are for the following positions:
 - Council director-elect
 - Delegate to the Regional Nominating Committee
 - Alternate to the Regional Nominating Committee

- Chairman and members of the Council Nominating Committee, depending on the Council bylaws.
- Any additional elected positions provided for in these bylaws.

The report of the Nominating Committee at the council meeting, following any description of the committee or the committee’s work, shall be in a form similar to the following:

Nominating Committee Chairman – “Madame Council Director, as set forth in Article IV, Section 3.D. of the NAIW (International) Bylaws, the Nominating Committee recommends the following slate of candidates for the council for the 200_-200_ term. Candidates’ qualifications were previously provided and will not be read at this time.

For Council Director: _____

For Delegate to Regional Nominating Committee: _____

For Alternate to Regional Nominating Committee: _____

Madame Council, this concludes the report of the Nominating Committee.

B. Council Bylaws Committee:

1. The Director-Elect shall appoint a chairman and two (2) members to review the Council Bylaws.
2. This Committee shall be appointed no later than December 15.
3. The Committee shall consider and/or correlate proposed amendments submitted, together with its own, and submit amendments receiving a majority vote of the committee to the annual meeting for consideration.
4. The Committee may receive recommendations for proposed amendments from local associations and active members, which shall be submitted at the Council meeting for consideration.
5. The Chairman shall distribute the proposed amendments to all local associations and members-at-large no later than sixty (60) days prior to the Council Meeting.
6. The Committee shall correlate and publish all bylaws and amendments adopted at the Council Meeting, and furnish revised copies to NAIW headquarters for distribution to all local associations, members-at-large, and the Regional Vice President immediately following adoption at the Council Meeting.

C. Credentials Committee:

1. The Council Director shall appoint a chairman and at least two (2) members, who shall be present at the annual meeting. The Committee shall receive credential forms, certify delegates and alternates and register delegates and alternates at the Annual Meeting.
2. Any member who contests a delegate or alternate certification shall do so to the committee. The Council Director shall make the final decision on a contested delegate or alternate certification.

D. Council Public Relations/Programs Chairman:

1. A Public Relations/program Chairman shall be elected at the Annual Meeting and shall assume office and duties on July 1.
2. The Chairman may appoint four (4) members as liaisons for public relations, education, legislation and continuing education with the concurrence of the Director.
3. This Committee shall assist the Director in managing the cooperative efforts with the insurance industry within the Council.
4. This Committee shall assist in supporting the educational needs of the members in insurance education, legislative, safety issues and continuing education within the Council.
5. This Committee shall promote NAIW programs within the Council, including Communicate with Confidence Speak-Off.

E. Council Membership Development Committee:

1. A Membership Development Chairman shall be elected at the annual meeting and shall assume office and duties on July 1.
2. The Chairman may appoint three (3) members as liaisons throughout the Council to assist in the duties of this committee, with the concurrence of the Director.
3. This Committee shall assist the Director in the organization of new associations and recruitment of active members within the Council.
4. This Committee shall promote membership development and retention within the Council.

F. Awards Committee:

1. A Chairman shall be elected at the Annual Meeting and shall assume office and duties on July 1.
2. The Chairman shall appoint five (5) members and two (2) alternates as members of the Committee.
3. The Awards shall be awarded annually at the Annual Council Meeting.
4. An award winner may not apply for the same award for three (3) calendar year(s).
5. This Committee shall administer the following awards:

a. Insurance Professional of the Year Award

1. Each applicant shall complete the Insurance Professional of the Year Award application. Each association may submit one (1) candidate.
2. Each member of the committee, except the Chairman shall judge each entry individually and forward the results to the chairman for final tally. In the event of a tie, the tying entries shall be re-evaluated by each committee member individually until such time as a winner is determined.
3. The presiding Council Director and the immediate past Council Director are ineligible as a candidate for this award.

b. Achievement Award

1. Each participating association shall complete the South Carolina Achievement Form and submit to the committee by August 1.
2. A Certificate furnished by the association hosting the Council Meeting shall be awarded to the winning association.

c. Brenda S. Boone Membership Award

1. Any active member of Insurance Professionals of South Carolina is eligible to participate.
2. Committee to provide forms and means for a drawing at annual Council Meeting. Member does not have to be present at meeting to win.
3. Winner will have his/her NAIW and local dues paid for the following July
1. Funds for this award will be based on annual contributions designated for this purpose and held in reserve in the Council Fund.

d. Rookie of the Year Award

1. Each local association may submit one (1) Rookie of the Year Candidate

G. Other scholarships are to be administered by the Awards Committee. Criteria are to be established by the sponsor.

H. The Council Director may appoint other committees as needed.

VI. FUND:

- A. A fund shall be established as the Insurance Professionals of South Carolina, Inc., Council of NAIW Fund. Money may be accepted into the Fund by virtue of donations and through proceeds from Council functions.
- B. A custodian who shall be the most immediate past Council Director consenting to serve shall administer the Fund.
- C. The custodian shall:
 - 1. Have general supervision and management of the receipts and disbursements during the term, which shall coincide with the fiscal year.
 - 2. With the Council director, approve all expenditures and sign all checks from this fund.
 - 3. Keep an itemized summary of all transactions and make a detailed report at the annual Council Meeting.
 - 4. Submit books and records for audit when required.
 - 5. File any and all tax forms required.
- D. The Council Director shall appoint two (2) members who are in attendance at the annual meeting to audit the Fund at the annual Council Meeting.
- E. It is recommended that the Fund be invested in an interest bearing account insured by the FDIC.
- F. A fidelity bond should cover the custodian of the Fund and the Council Director. The amount should be adequate to protect the Fund amount.
- G. Expenditures from this fund shall be limited to those authorized in the Council Fund Guidelines adopted by the NAIW Board of Directors and published in the NAIW Comprehensive Manual.

VII. Meetings

- A. The Council Annual Meeting shall be held in accordance with Article VII, Section C.1 and 2 of the NAIW bylaws.
1. The date and site of the Annual Council Meeting is determined by the Council Director subject to the approval of the Regional Vice President.
 - a. The suggested date for the South Carolina Council of NAIW Council Meeting is the third (3rd) weekend of September.
 - b. The suggested site shall be rotated so that the Annual Meeting will be sponsored by 5 (five) groups of local associations, which will assume the responsibility of hosting the Council Meeting every five (5) years. New associations formed during this rotation will fall into groups of their sponsoring associations. Any association may choose to bypass their turn in hosting the Annual Meeting but they shall advise the Council Director-Elect at least two (2) years in advance in order to be excused. The groups are as follows:
 - 2007 – group #3 – Charleston and Low Country
 - 2008 – group #4 – Spartanburg
 - 2009 – group #5 – Pee Dee and MAL
 - 2010 – group #1 – Greenville & Piedmont
 - 2011 – group #2 – Columbia & Midlands
 2. Each Association shall have the right to send one (1) certified delegate to vote, provided the delegate's credentials form has been received by the chairman of the Credentials Committee and national dues have been paid.
 3. Members – At-Large, in attendance at the Council Meeting, shall meet and elect a certified delegate.
 4. Certified delegates at the annual meeting shall register with the Credentials Committee prior to the business session.
 5. The meeting program and planning shall be at the discretion of the Director-Elect.
 6. The registration fee for the annual meeting shall be determined by the hosting association with the approval of the Council Director-Elect and subject to any restrictions in the NAIW Bylaws.
 7. The National Representative shall be the Regional Vice President of the Region who shall be provided time on the program to address the assembly.
 8. There shall be a delegate's briefing open to all members conducted by the Council Director and the Regional Vice President. The purpose of the briefing shall be to review any proposed amendments to NAIW Bylaws or Council Bylaws.
- B. Fund Raising at the annual meeting shall be limited to those associations who will be hosting an annual meeting, regional conference or national convention or associations having hosted an annual meeting, regional conference or national convention resulting in a deficit. Fund raising will also be allowed for the purpose of establishing a Council Fund and to add revenue to an existing Council Fund.

VIII. NOMINATIONS AND ELECTIONS:

- A. Nominations shall be in accordance with Article V, Section A.1.c of the NAIW Bylaws.
 - 1. Candidates shall be in attendance at the Annual Meeting.
 - 2. All candidates shall submit a resume of their qualifications to the Nominating Committee.

- B. Elections shall be held in accordance with Article V, Section B.3 and 4 of the NAIW Bylaws.

IX. RECOMMENDATIONS:

- A. The Council and active members may submit recommendations to be considered at the Regional Conference and the National Convention provided:
 - 1. That the recommendation was circulated to all associations and members-at-large and the recommendation received a majority vote of the certified delegates present and voting, or
 - 2. That the recommendation received a two-thirds (2/3) vote of the certified delegates present and voting without previous notice.

X. AMENDMENTS:

- A. Associations in the council and active members may submit recommendations for amendments to or revision of the Council Bylaws.
- B. These Bylaws may be amended at the Annual Meeting by a majority vote of the certified delegates present and voting provided written notice has been submitted to South Carolina Council Associations and members-at-large at least sixty (60) days prior to the Annual Meeting, or by a two-thirds (2/3) vote of the certified delegates without previous notice.
- C. These Bylaws may be revised at the Annual Meeting by a two-thirds (2/3) vote of the certified delegates provided the amendments shall have been submitted to South Carolina Council Associations and members-at-large sixty (60) days prior to the Annual Meeting.
- D. Amendments to these Bylaws or revision shall become effective at the close of the Annual Meeting at which adopted unless otherwise specified in said Bylaws.

XI. PARLIAMENTARY AUTHORITY:

The rules contained in the latest edition of “Roberts Rules of Order Newly Revised” shall be the parliamentary authority for all matters of procedure not specifically covered by NAIW bylaws, procedure manuals and these Bylaws.

XII. COUNCIL DISCONTINUANCE/REFORMATION PROCEDURES:

- A. Under the direction of the president, headquarters’ staff shall conduct a mail vote of the Council’s members to determine the approval or disapproval of a Council discontinuance or reformation. A two-thirds (2/3) approval vote of the Council’s members voting shall be required to discontinue or reform a Council. The results of the vote shall be sent to the Council’s members within the month following the deadline date for the return of the ballots.
- B. In the event of a Council discontinuance, The Council shall cease operations at the end of the fiscal year in which the vote is taken. Remaining funds must be disbursed to a civic, welfare or education project designated by the governing Internal Revenue Service tax codes.
- C. In the event of Council reformation, The Council shall re-form on the first day of the fiscal year following the approval date.