

Florida Council Bylaws

1. NAME

The name of the Council shall be Florida Council of NAIW.

2. CONFORMITY

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

3. FLORIDA COUNCIL BOARD

A. Council Director shall:

- I. Be elected at the council meeting for a term of one year or until their successors are elected and assume office. The Council Directors shall assume office and duties on July 1. Council Directors shall serve one (1) year or until successors are elected and assume office. Council Directors cannot succeed themselves by election and cannot serve more than two consecutive terms in office.
- II. Perform duties as stated in NAIW bylaws and standing rules, the council's bylaws, by the Board of Directors, by the Executive Committee, by the National President, the Council Directors and Council Directors-Elect manuals.
- III. Preside at the Florida 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.
- IV. Appoint standing committees as provided in NAIW bylaws and standing rules and these state bylaws.
- V. Maintain the Council Nominating Committee file in accordance with procedures established by the NAIW Board of Directors and contained in the Nominating Committee manual.
- VI. 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 from the state to the Council Director for consideration.
- VII. The Council Director shall visit associations within the council during the current term subject to the following guidelines:
 - a. Not to exceed the National travel budget allocated by NAIW for the term.
 - b. Not to exceed one (1) visit per association unless the local association extending the invitation is defraying the expense for the visit.
- VIII. Vacancy in Council Director position. Should a vacancy occur in the position of Council Director, the Council Director-Elect shall immediately assume the office of Council Director.

B. COUNCIL DIRECTOR-ELECT

- I. Council Director-Elects are elected to serve from the close of the annual meeting until they assume the office and duties of the Council Director on July 1.
- II. Perform duties as stated in NAIW bylaws and standing rules.
- III. Appoint all standing committees except as otherwise provided in NAIW bylaws and standing rules and these state bylaws.
- IV. Confirm the date and site of the annual meeting, immediately following election to office, in accordance with these bylaws and subject to the approval of the current Regional Vice President.
- V. Attend one planning visit with the annual meeting planning committee.
- VI. Should a vacancy occur in the office of Council Director-Elect, the vacancy shall be filled by election by the local presidents of the council associations by ballot administered by the Council Director and the members of the council within a reasonable length of time. The vacancy should be filled by a member from the 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. The vacancy should be filled by a member from the council.

C. COUNCIL PUBLIC RELATIONS PROGRAM CHAIRMAN

- I. A public relations/program chairman shall be elected at the annual meeting and shall assume office and duties on July 1.
- II. The chairman shall appoint four (4) members as liaisons for fund raising, education, webmaster and legislation, with the concurrence of the director.
- III. This committee shall assist the director in managing the cooperative efforts with the insurance industry within the council.
- IV. This chairman shall be responsible for conducting the Communicate with Confidence Speak-Off. The hosting associations shall purchase from the Council Meeting fund, a plaque and registration to the Region III Conference to be presented to the Speak-Off winner and a framed certificate to be presented to the runner-up.
- V. The chairman shall be the official editor of the Florida Council newsletter. In addition, the chairman will be responsible for the newsletter advertising that helps to defray the costs of printing the newsletter. Articles are to be submitted by members of the council including the Council Director and Council Director-Elect. The newsletter should be published quarterly.

D. COUNCIL MEMBERSHIP DEVELOPMENT CHAIRMAN

- I. A membership development chairman shall be elected at the annual meeting and shall assume office and duties on July 1.
- II. The chairman shall appoint four (4) members as liaisons throughout the council, to assist in the duties of this committee, with the concurrence of the director. These liaisons should represent the districts of the council not represented by the membership chairman.

E. COUNCIL TREASURER

- I. A council treasurer shall be elected at the annual council meeting and shall assume office and duties on July 1.
- II. Be the custodian of all council funds during the term which shall correspond with the fiscal year.
- III. Receive all monies and deposit promptly in the Council Fund. Disburse funds only as approved in the annual Council Budget, sanction of the Council Board, and/or as designated by the donor. Funds received from NAIW for the Council Director and Council Director-Elect shall be disbursed as noted in the NAIW standing rules regarding the national funded expenses.
- IV. Keep an itemized summary of all transactions and make a detailed report at the annual council meeting. In addition, monitor the income and expenses against the approved budget and prepare a budget variance report to be given to the Council by January 15 for re-assessment of the budget.
- V. Submit the books and records for audit following the national convention.
- VI. File any and all tax forms required.
- VII. Perform other such duties as pertain to the office.

4. COMMITTEES

A. COUNCIL NOMINATING COMMITTEE

The Nominating Committee shall be formed in accordance with Article IV, Section 3.D. of the NAIW bylaws.

- I. There shall be a Nominating Committee appointed by the Council Director-Elect.
- II. The Chairman shall be appointed by the Council Director-Elect and shall not have a vote. The chairman must have previously served on the council nominating committee.
- III. Consideration shall be given to members recommended by the local associations and members-at-large.
- IV. This committee shall meet at the annual meeting and recommend one (1) or more candidates for office. If appointed, the Nominating Committee shall be appointed no later than July 1st preceding the annual council meeting.
- V. 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

- I. The Council Director-Elect shall appoint a chairman and two (2) members to review the bylaws.
- II. The committee shall be appointed no later than December 15.
- III. 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 council meeting for consideration.
- IV. 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.
- V. 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.

C. COUNCIL CREDENTIALS COMMITTEE

- I. 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.
- II. Any member who contests a delegate or alternate certification shall do so to the committee. The final decision on contested delegate or alternate certification shall be made by the Council Director.

D. COUNCIL AWARDS COMMITTEE

- I. The Council Director-Elect shall appoint a chairman and four (4) members (no two (2) members being from the same association) no later than March 1. It is suggested that the committee members be previous recipients of one of the awards.

- II. This committee shall judge the following awards: Council Insurance Professional of the Year, Council Claims Professional of the Year, and Council Rookie of the Year.
 - a. The chairman shall furnish the official entry form to each association. The official form must be returned thirty (30) days prior to the council meeting.
 - b. The recipient shall be selected based on the official form as provided in the procedure guidelines.
 - c. The official form may be updated as needed by the committee.
 - d. This honor shall be "once in a lifetime" for each award individually.
 - e. The hosting associations of the council meeting shall purchase plaques from the meeting fund if not provided by a sponsor.

- III. This committee shall judge the Council Education Achievement Award
 - a. The chairman shall furnish official entry forms to each local association to the chairman no later than five (5) weeks prior to the council meeting.
 - b. The Council Education Achievement recipient shall be selected based on the official Council Education Achievement form as provided for in the procedures, guidelines and judging criteria.
 - c. The official Council Education Achievement award form may be updated as needed by the committee.
 - d. This honor shall be "once in a lifetime".

- IV. Nicky Heidler Joie de Vivre Award
 - a. The chairman shall furnish the official entry form and a copy of the procedures and judging criteria to each association no later than August 15. The official form must be returned to the chairman by the date specified on the form.
 - b. Any NAIW member or association may submit an entry for the award. The nominee must be an NAIW member in Florida.
 - c. The Nicky Heidler Joie de Vivre Award recipient shall be selected by a committee of members of the Southeast associations based on the procedures, guidelines and judging criteria.
 - d. The hosting association of the Southeast associations' annual meeting shall purchase a plaque to be presented at the council annual meeting.

E. COUNCIL BUDGET COMMITTEE

The Council Director-Elect shall appoint a chairman and two (2) members by December 15. A proposed budget will be provided to each local president and members-at-large by April 1st with a vote on the proposed budget due by June 1st. Members-at-large will have one vote for the group. The chairman will facilitate the voting process. The Board shall plan the ways & means of financing educational and informational programs for the members of the Council of Florida. Each local association and member-at-large shall be given a copy of the approved budget. The member at large vote shall be determined by the majority vote cast by those members.

F. COUNCIL PUBLIC RELATIONS/PROGRAM COMMITTEE

- I. This committee shall assist the director in managing the cooperative efforts with the insurance industry within the council.
- II. This committee shall assist in supporting the needs of members in insurance education, legislation, safety, and fund raising issues in the council.
- III. This committee shall promote NAIW programs within the council.
- IV. This committee shall be responsible for the administration of the Florida Council NAIW web site.

G. COUNCIL MEMBERSHIP DEVELOPMENT COMMITTEE

- I. This committee shall assist the director in the organization of new associations and recruitment of active members not belonging to a local association in the council.
- II. This committee shall promote membership development and retention within the council.

H. Other council committees may be appointed by the director.

5. MEETINGS

A. The council annual meeting shall be held in accordance with Article IV, Section 3.A. of the NAIW bylaws. Councils shall hold an annual meeting for the purpose of transacting any business that may properly come before it. Council annual meetings should be held between the dates of September 1 and December 1 subject to approval by the current Regional Vice President.

- I. 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.
- II. Members-at-large excluding Student Members-at-large in attendance at the council meeting shall meet and elect a certified delegate.
- III. The meeting program and planning shall be at the discretion of the Council Director-Elect working in conjunction with the host association.
- IV. The registration fee for the annual meeting shall be determined by the hosting association with the approval of the Council Director-Elect.
- V. The national representative shall be the Regional Vice President of the region who shall be provided time on the program to address the assembly.

B. Suggested site rotation shall be as follows:

SOUTHEAST: Palm Beaches, Miami-Dade, South Florida

NORTH: Volusia/Flagler Counties, Jacksonville, Marion County, North Central Florida, Northeast Florida, Emerald Coast

CENTRAL: Greater Orlando, Polk County, Citrus County, Central Florida

SOUTHWEST: Collier County, Suncoast, Lee County

TAMPA BAY: Pasco/Hernando, St. Petersburg, Tampa, Pinellas

If none of the associations in the designated portion is able to host the annual meeting at the designated time, then the suggested site shall rotate to the next portion of the council. One of the associations in the group shall be designated as the "Host Association".

C. There shall be a delegates' 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 the NAIW bylaws and standing rules or council bylaws.

D. 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 or to add revenue to an existing Council Fund.

6. COUNCIL NOMINATIONS & ELECTIONS

A. Nominations shall be accordance with Article V, Section A.1.c. of NAIW bylaws.

i. Candidates shall be in attendance at the annual meeting.

ii. 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.

7. FUND

A. A fund shall be established as the Florida Council of NAIW Fund. Money shall be accepted into the fund by virtue of donations and through proceeds from Council functions.

B. The fund shall be administered in accordance with bylaws 3E. The Council shall have the authority to spend up to \$100 each year for non-budgeted expenses with majority vote.

C. The Council Director shall appoint a chairman and two (2) members to audit the council fund with the current treasurer between the National Convention and August 1 for the prior fiscal year. A detailed audit report showing revenue and expenditures shall be provided to all association presidents and members-at-large by August 15. The chairman shall report the findings and recommendations at the Council Meeting.

D. It is recommended that the fund be invested in an interest-bearing account insured by the FDIC.

E. The Florida Council Director's expenses for Regional Conference and Florida Council

Director-Elects expenses for National Convention to include registration fee and a portion of travel and room expenses as stated in the approved budget shall be reimbursed by the council fund, provided funds are available and are not being reimbursed from any other source.

F. The Florida Council Director shall be reimbursed for travel in accordance with NAIW guidelines, one nights lodging and meals associated with two council sponsored retreats per year. All payments are contingent on the availability of funds.

G. The custodian of the Fund should be covered by a fidelity bond. The bond amount should be adequate to protect the Fund amount.

H. Expenditures from or dissolution of 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.

I. All checks shall have two (2) signatures. It is recommended the signers be the Council Director and the Council Treasurer.

J. Council Director's & Council Director's-Elect budgets will be given to the Councils for reimbursement of the Council Director and Council Director-Elect expenditures each July by National NAIW. (Proviso: This becomes effective July 1, 2005)

K. Budget funds are restricted in accordance with National NAIW Standing Rules as follows:

i. Council Directors shall have a budget allocated for their term of office to be used to make one (1) visit to each association in their Council and for communications (photocopying & postage) with members in the Council, not to exceed the budgeted amounts.

ii. Council Directors-Elect shall have a budget allocated for their term of office to be used to make one (1) site visit to see the location to meet with the host association to plan the program for the Annual Council Meeting.

L. Expense vouchers must include a copy of the airline ticket, or a detailed account of mileage. Mileage will be reimbursed at 80% of the current IRS allowed mileage rate as of July 1st of each year. This per-mile rate is intended to reimburse the owner/driver of the car for operations and maintenance costs such as oil, fuel, tires, etc.

It is not designed for effecting major repairs on an automobile, and expenses due to mechanical breakdown are not reimbursable. The per-mile rate reimbursed will not exceed the cost of a commercial airline ticket between the same points. In determining the mode of transportation – air or car – the less expensive option which is compatible with the scheduling requirements should be chosen.

M. For Postage & Photocopying – A separate expense voucher must be submitted for postage and photocopying. A copy of the mailing piece(s) for which reimbursement is sought must accompany the expense report.

N. All expense reports are to be typed or printed in ink and MUST be submitted within 30-days from the date of the expenditure, except for the month of June, which must be received by your Council no later than June 30th to be considered for reimbursement. Expense vouchers must be accompanied by receipts for any expense over \$10.

O. Any unused Council Director and/or Council Director-Elect budget funds given to the Council by National NAIW must be returned to National NAIW and be received by July 10th of following fiscal year in accordance with Policy I.C.10.

8. RECOMMENDATIONS

The council and active members may submit recommendations to be considered at the regional conference and the national convention provided that the recommendation was submitted by a local association and:

- i. That the recommendation was circulated to all associations and members-at-large and that the recommendation received a majority vote of the certified delegates present and voting, or
- ii. That the recommendation received a two-thirds (2/3) vote of the certified delegates present and voting without previous notice.

9. AMENDMENTS

A. Associations in the council and active members may submit recommendations for amendments or revisions 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 Florida Council associations and members-at-large at least sixty (60) days prior to the annual meeting, or by a two-thirds (2/3) vote 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 revision shall have been submitted to Florida 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.

10. 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 not specifically covered by NAIW bylaws, standing rules, procedure manuals and these bylaws.

BYLAWS REVISED AS OF 9/10/2009