

STANDING RULES

INSURANCE WOMEN of GREATER CINCINNATI

1. No member of Insurance Women of Greater Cincinnati, Inc., hereinafter referred to as the Association, may enter into a contract in the name of the Association without prior approval of the Board of Directors.
2. An event to be known as Annual Awards and Appreciation Night will be held in lieu of the monthly May meeting. The responsibility for chairing this event will rotate among The Insurance Women of Greater Cincinnati, Miami Valley Insurance Women and Northern Kentucky Association of Insurance Women.
3. Election procedures
 - A. Mailing of the April newsletter shall constitute proper notice of the Annual meeting.
 - B. Voting by proxy shall not be recognized.
 - C. Prior to the Annual Meeting, the president shall name three (3) tellers who are neither candidates nor members of the Board of Directors. In the event a ballot vote is required, the tellers shall utilize a paper ballot system and certify the validity of the ballots to be counted.
4. The president's file:
 - A. The president's file shall contain:
 - all minutes of the regular and board meetings
 - minutes of the Regional Conference and Annual Convention
 - Annual Report of the local, state and Region IV
 - State Council and Region IV standing rules
 - The Local Association President's Training Kit
 - NAIW membership roster
 - The Association membership roster
 - Association bulletin
 - Association copy of Robert's Rules of Order, Newly Revised
 - B. The president's file shall be turned over to her successor at the conclusion of her term.
5. The files of all members of the Board of Directors and all Committee Chairmen shall be turned over to their successors or the President prior to July 31.
6. The permanent files (i.e., the Charter, etc.) of the Association shall be kept at a place designated by the Board of Directors.
7. The Board of Directors shall establish a budget at the inception of the fiscal year.
8. All disbursements shall be made by check, drawn and signed by the Treasurer and countersigned by two authorized members chosen by the President.

9. Delegate and alternate delegate expenses

A. If the treasury permits, the following expenses shall be allowed for the official delegate to:

1. State Meetings
Registration fee, transportation expenses (mileage reimbursement at the prevailing IRS rate or the cost of a rental vehicle, whichever is less) and one night's lodging at a single room (or 1/2 double) rate.
2. Regional Conference
Registration fee, transportation expenses (mileage reimbursement at the prevailing IRS rate or the cost of a rental vehicle, whichever is less) and **lodging at a single room (or 1/2 double) rate for number of nights necessary to attend all business functions of the Regional conference.**
3. Annual Convention
Registration fee, transportation equal to round trip coach fare by most direct route, meal allowance not to exceed \$25 per day, **lodging at a single room (or 1/2 double) rate for number of nights necessary to attend all business functions of the convention** and one half (1/2) the cost of a U.S. passport (if required for travel to the convention location).

* Registration, lodging deposit, one-half (1/2) U.S. passport, and booked airfare may be paid in advance.

B. The alternate delegate shall be entitled to the same benefits as the delegate, as described in 9. A.

9. The membership roster shall only be used for official mailings.
10. Members are obligated to pay for reservations for any event unless cancellation is made as stated in the reservation form. Failure to pay will forfeit the member's right to attend any Association function until payment is made.
11. Any member who achieves the CPIW/CPIM designation shall be honored at a regular meeting and receive a CPIW/CPIM pin at the expense of the Association.
12. The past and newly installed presidents shall be honored with an appropriate gift at installation.
13. All proceeds of fund raising activities done in the name of the local association shall be allocated in the following order:
 - A. Satisfaction of any deficit
 - B. Current operating costs
 - C. Gift of charity approved by the members from prior fiscal year
 - D. New gift of charity as approved by the members
 - E. Other as may be determined and approved by the members
14. A timekeeper shall be appointed by the President at each regular meeting of the membership. Discussion on any one motion by any one person is limited to three (3) minutes. A person may speak again after all who wish to speak have spoken.

15. Dues of this Association shall be \$30.00 per year plus dues to NAIW International, payable in accordance with Article III C.
- A. Members who join between July 1 and December 31 shall pay full annual dues.
 - B. Members who join between January and June 30 shall pay one-half (1/2) the annual dues.
 - C. A transfer member from an NAIW affiliated association shall pay local association dues and any NAIW dues not previously paid by an NAIW affiliated association.
 - D. Active members who have been a member for at least 5 years, who are at least 65 years of age shall be know as "Retired Members" and shall pay one- half of the local association dues.
16. The Board of Directors may declare any meeting as a meeting for members only.
17. The immediate past president shall:
- A. Serve in an advisory capacity
 - B. Serve as Parliamentarian
 - C. Perform other duties as pertain to this office
 - D. Serve as Chairman of the nominating committee.
18. Corporate Partnerships-Local Level
- Purpose: A program designed to welcome and recognize those businesses interested in partnering with local associations belonging to the National Association of Insurance Women, Int.
- Eligibility:
- Those businesses involved in the risk management or insurance industry.
 - Those businesses that provide a product or service related to the insurance industry.
- No corporate partner can ever serve in an appointed or elected leadership role within the association.
 They can attend all local NAIW functions at member prices.
 All local associations are responsible for dues billing of the corporate partners.
20. These standing rules may be amended at any regular meeting by a majority vote of the members present, a quorum having been determined. Advance notice to the members is recommended but not required. Any amendment must be presented in writing, with copies to the President and Secretary, signed by the maker and seconder.