

NRIAA Constitution and By-Laws

Article I-Name

The name of this organization shall be the “Northeast Regional Insurance Auditors Association”, hereafter referred to as NRIAA

Article II-Purpose

Section 1- Objectives

The purpose of this organization shall be to support, assist and encourage Member Associations to:

1. Promote and maintain professional standards of performance.
2. Abide by ethical standards of conduct promulgated by the National Society of Insurance Premium Auditors.
3. Create, conduct and encourage the use of educational programs.
4. Provide a forum for the exchange of technical information.
5. Contribute professional insurance auditing knowledge and experience to the insurance industry.
6. Antitrust Statement- Our Association does not define, support, formulate or recommend particular strategies or actions. Participants should not disclose non-public details, discuss marketing or competitive strategies or indicate future plans. Attendees should discuss only past publicly available history relating to the subject of rates and underwriting standards.

Section 2- Activity

The NRIAA is a not for profit organization and is not organized to engage in any activity ordinarily carried on for profit. No part of net earnings shall inure to the benefit of any individual member, except as noted in the By-Laws.

Article III-Membership and Dues

Section 1-Membership

Membership shall be available to any local Insurance Auditors Association Chapter located in the Northeast willing to abide by the Constitution and By-Laws of the NRIAA. Individuals who are members of the aforementioned local Associations are members of the NRIAA when their dues are paid.

Section 2- Dues

Membership dues shall be those set forth in the By-Laws.

Article IV- Organization

Section 1- Officers

The officers shall be the President, First Vice-President, Second Vice-President and Secretary/Treasurer

Section 2- Governing Board

The Governing Board shall be composed of one director from each Member Chapter appointed by the Chapter to serve until the Chapter appoints a successor, the elected Officers of the NRIAA, the immediate Past President of the NRIAA and the Regional Representative to the National Society of Insurance Premium Auditors.

Section 3- Committees

Standing committees shall be appointed by the Governing Board and function as set forth in the By-Laws.

Article V- Amendments to Constitution

Section 1

Notification of amendments to the Constitution shall first be made in writing to all members of the Governing Board at least one month prior to the next meeting. The Constitution can be amended by two-thirds vote of the Governing Board. No individual shall have more than one vote.

By-Laws

Article I-Fiscal Year

Section 1

The fiscal year for the NRIAA shall be from July 1st to June 30th of each year.

Article II- Membership and Dues

Section 1-Membership

Dues of the NRIAA shall be per capita assessments of the member chapters at a rate determined by the Governing Board. Dues shall be payable to the NRIAA Treasurer by December 1st of the fiscal year along with an updated membership roster.

Article III- Officers

Section 1- Officers

Officers shall be as set forth in Article IV- Section 1 of the Constitution

Section 2- Term of Office

Tenure of office shall run from election until the next annual meeting and seminar. Officers shall be subject to removal by an affirmative vote of two-thirds of the Governing Board.

Section 3- Duties of the President

The President shall:

- A. Serve as Chairperson of the Governing Board
- B. Supervise the function of other elected officers
- C. Fill any vacancy among the other officers subject to the approval of the Governing Board
- D. Serve as a representative to the National Society of Insurance Premium Auditors in the absence of any other representative appointed by the Governing Board
- E. Appoint two members of the Governing Board to audit the Treasurer's books at the expiration of the Association's fiscal year

Section 4- Duties of the First Vice-President

The First Vice-President shall preside at the meetings in the absence of the President.

Section 5-Duties of the Second Vice-President

The Second Vice-President shall preside at the meetings in the absence of the President and First Vice-President

Section 6- Duties of the Secretary/Treasurer

The Secretary/Treasurer shall take care of all correspondence, take the minutes at all meetings, keep a roster of all Chapters, prepare and submit any reports demanded by the Office. As treasurer shall be responsible for all the finances of the NRIAA, keep a roster of paid and retired members and shall authorize such disbursements as are properly approved. The Secretary/Treasurer shall make a report to the Board at each of its meetings of the receipts and disbursements of the NRIAA along with a complete financial statement. At the expiration of his/her term of office shall deliver all records, books, papers and monies belonging to the NRIAA, taking a receipt therefore. An audit of the Treasurer's books shall be made by two members of the Governing Board appointed by the President at the expiration of the Association's fiscal year, but may be requested at any time the Governing Board deems necessary.

Article IV- The Governing Board

Section 1- Membership

The Governing Board shall be as defined in Article IV, Section 2 of the Constitution

Section 2- Quorum

The Governing Board shall meet at least once a year and at any other time they elect to do so. A Quorum shall consist of a majority of the members of the Governing Board.

Section 3- Duties of the Governing Board

Governing Board shall be responsible for the policies and programs of the NRIAA. They shall appoint the Nominating Committee and may appoint other special committees necessary to accomplish the purposes of the NRIAA.

Section 4- Voting

A majority vote by those present in favor of or against any proposition shall prevail.

Article V-Meetings

Section 1- Annual Meeting and Seminar

There shall be one regular meeting of the general membership each year at such time as determined by the Governing Board. The location of the meeting shall alternate among areas in which Member Chapters are located. The Secretary shall advise the Secretary of each Chapter of the location and date of each meeting at least three months in advance of the meeting.

The purpose of the meeting shall be to elect and install officers and for the transaction of such other business as presented at the meeting, and to provide a seminar which will further the purpose of the organization as outlined in Article II of the Constitution.

Section 2- Special Meeting

A special meeting of the general membership may be called by the Governing Board. The Secretary shall advise the Secretary of each Chapter of the location and date of the meeting at least thirty days in advance of the meeting.

Section 3- Quorum

A Quorum for a meeting of the general membership shall exist when at least two-thirds of the Member Chapters are represented in person. A majority vote by those present in favor of or against any proposition shall preside.

Section 4- Format

The latest edition of Roberts Rules of Order shall govern the transaction of all business at regular and special meetings unless otherwise provided by these By-Laws.

Article VI- Elections

Section 1- Nominating Committee

The Nominating Committee shall present a proposed slate of officers to the General Membership at the regular annual meeting. Nominations may be accepted from the floor.

Section 2- Elections of Officers

Election of officers shall be made annually by a plurality vote, each individual member in good standing being entitled to one vote. The Nominating Committee shall act as tellers.

Article VII- Control of Funds

Section 1- Deposits

All funds of the NRIAA shall be deposited in a bank approved by the President in the name of the Northeast Regional Insurance Auditors Association. The Treasurer shall be responsible for all checks issued. In the absence of the Treasurer, the President shall be authorized to issue checks.

Section 2- Budget

At the beginning of the fiscal year, the Governing Board shall consider and adopt an Operating Budget for the year. At each meeting, the Governing Board shall review receipts and disbursements, as reported by the Treasurer and shall make comparisons with budgeted sums. The Operating Budget shall show the source of funds and appropriations of the funds. Revisions to the budget as authorized by the Governing Board shall show the source of such funds and/or appropriations.

Section 3- Funds

There shall be established a general fund, administered by the Treasurer who shall deposit all funds and authorize all checks. Other funds may be established as approved by the Governing Board.

Section 4-Bonds

To secure the faithful discharge of his/her duties, the Treasurer shall be bonded for ten-thousand dollars. Such other officers or members charged with the responsibility of handling the funds of the NRIAA may, at the discretion of the Governing Board also be bonded. Premiums for all bonds required by the Governing Board shall be paid by the NRIAA.

Section 5- Seminar Financing

Financing of all annual seminars of the NRIAA shall be the responsibility of the Hosting Member Chapter with the exception of financial support as designated by the Governing Board for the purpose of sponsoring professional education programs. As the seminar is for the benefit of all Member Chapters, any seminar surplus funds in excess of five hundred dollars shall be returned to the NRIAA Treasurer, and any seminar deficit in excess of five hundred dollars will be borne by the NRIAA from the general funds.

Article VIII- Termination of Member Chapters

Section 1

Immediately upon termination of membership in the NRIAA for any reason, all rights and privileges pertaining to such membership shall cease.

Article IX-Amendments to By-Laws

Section 1

The By-Laws can be amended by two-thirds vote of the Member Chapters with each Chapter having one vote.