

**BYLAWS OF THE  
CENTRAL TEXAS HOME OFFICE  
LIFE UNDERWRITERS ASSOCIATION**

*ARTICLE I  
NAME AND PURPOSE*

Section 1:

The name of the organization shall be the Central Texas Home Office Life Underwriters Association.

Section 2:

The purpose of the organization shall be to promote and develop the sound underwriting of life, accident and health risks by the presentation of information and education programs in the underwriting related fields and updates on industry underwriting practices; to meet informally and promote relations among the members.

*ARTICLE II  
OFFICERS*

Section 1:

The Officers of the Association will be: President, Vice President, Treasurer, and Secretary.

Section 2:

The President shall serve for a period of one year. The President shall open and close meetings. The President shall conduct the business meeting at each meeting of the association. The President may appoint committees as necessary, with the approval of the membership. Upon completion of the one-year term, the Immediate Past President shall continue to maintain an active role on the Executive Committee for a period of two years. Responsibilities will include advising and providing guidance to incoming officers.

### Section 3:

The Vice President shall serve for a period of one year. The Vice President will serve as program chairman to plan topics and speakers. The Vice President will serve as the President in the absence of the President. The Vice President will assist the President as needed and required. The Vice President will assume the duties of the President of the Association upon the completion of his/her term in office.

### Section 4:

The Treasurer will serve for a period of two years. The Treasurer will maintain all accounts, pay all bills, collect membership dues, and report the financial state of the association at each meeting.

### Section 5:

The Secretary will serve for a period of two years. The Secretary shall record the minutes of each Association meeting, and read the minutes and submit for approval those minutes to the members.

### Section 6:

The President may appoint two Program Coordinators to assist the Vice President in preparing the program and meetings for the association. One Program Coordinator will be appointed for Austin, and one Program Coordinator will be appointed for San Antonio.

### Section 7:

At no time will more than two officers of the Association be from the same company.

### Section 8:

The officers of the Association will be known as the Executive Committee and shall plan and meet prior to the September meeting to plan for the program year.

### Section 9:

The election of officers shall be held during the September meeting of the Association. Elected officers will assume their duties immediately following the meeting.

### Section 10:

In the event of the death of an officer, the resignation of an officer, or if an officer is unable to perform his/her duties for any reason, the remaining officers will appoint a replacement to fill the vacancy for the remainder of the officers tenure. However, if the officer is the President, the

Vice President will assume the duties of the President for the duration of what would be his/her tenure as Vice President and President.

### *ARTICLE III MEMBERSHIP*

#### Section 1:

Any licensed insurance company having home office operations, regional operations, or underwriting operations in Texas.

#### Section 2:

A membership fee of \$50.00 shall be due each January First from each membership company.

#### Section 3:

A registration fee will be charged to each person attending the general meetings of the Association.

#### Section 4:

Inspection services, reinsurance companies, and other related businesses will be classified as associate members, with non-voting status and only be subject to pay the registration fees for each meeting.

### *ARTICLE IV MEETINGS*

#### Section 1:

Meeting sites will alternate between Austin and San Antonio.

#### Section 2:

The Association will meet four times annually. Regular meetings will be scheduled for the second Thursday in the months of February, May, September and November.

*ARTICLE V*  
*AMENDMENTS*

The Bylaws may be amended by a majority vote of the membership present at any regular scheduled meeting of the Association. All amendments pending a vote must be sent in writing to all members of the Association at least one month prior to the general meeting.

MEETING AGENDA

5:45 – REGISTRATION AND SOCIAL

6:15 – BUSINESS MEETING

6:30 – DINNER

7:15- GUEST SPEAKER

Meetings of the Association will be held on the second Thursday in the months of February, May, September, and November.

In lieu of the general meeting in February, a luncheon forum/seminar may be held in New Braunfels, Texas.