

# **THUOA Constitution and Bylaws**

Amended 09/16/2010

## **Constitution**

### **Article I**

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

### **Article II**

#### **Purpose**

The Texas Home Office Underwriters Association was organized for the purpose of facilitating the interchange of thoughts and knowledge pertaining to underwriting issues and promoting a closer social relationship among its members.

### **Article III**

#### **Membership**

Any person engaged in underwriting duties for an insurance company operating and doing business in the state of Texas or any person representing a company supporting the risk selection process may become a member.

### **Article IV**

#### **Officers and Executive Committee**

The officers shall consist of a President, Vice president of Programs and Vice President Treasurer, who will together with the immediate past two Presidents, shall constitute the Executive Committee of the Texas Home Office Underwriters Association. If an executive position were to become vacant, a Past President may step in to fill that position for one year.

### **Article V**

#### **Meetings**

The association shall hold a minimum of three meetings per calendar year (Jan 1 to Dec 31). No meetings shall be held in June, July, August and December unless otherwise declared. Newly appointed officers shall establish meeting dates for the upcoming year.

### **Article VI**

#### **Amendments**

The Constitution may be amended by an affirmative vote of two-thirds of the members present at any scheduled meeting. New or Old business can be discussed by "Roberts Rules of Order" and after any discussion can be voted on immediately for action.

# THUOA Constitution and Bylaws

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## Bylaws

### I. Election of Officers and Executive Committee

The Officers of the Association shall be elected annually at the first meeting of the calendar year. The newly elected slate of officers shall begin their term effective immediately. If it should be necessary for any officer to resign, after being elected and taking office, then each remaining officer would be advanced to the next highest office and the vacated office or offices would be filled by appointment as selected by the Executive Committee to complete the term of office.

### II. Duties of the Officers and Executive Committee

- It shall be the duty of the President, or in his/her absence, the Vice President, to reside over all meetings of the Association and of the Executive Committee. He/She shall appoint such committees as he/she deems necessary. It shall also be the duty of the President to appoint the Membership Committee. The President and members appointed by him/her shall hold office for one year.
- It shall be the duty of the Vice President Programs, in the absence of the President, to assume the duties of the office of President. It shall also be the duty of the Vice President Programs to appoint members for and to preside over the Program Committee, to arrange all association programs including the selection of the site for the meeting, and to provide information about the activities of the Texas Home Office Underwriters Association to the insurance press and other publications of individuals as may be deemed desirable. The Vice President Programs and the members appointed by him/her to the Program Committee shall hold office for one year.
- It shall be the duty of the Vice President Treasurer to send out all necessary notices and keep minutes of all meetings of the members and of the Executive Committee. The Vice President Treasurer shall be responsible for the mailing of notices and the collection of dues and shall arrange for the checks or vouchers to cover expenditures authorized by the Executive Committee and approved by the President. The Vice President Treasurer shall keep an accurate record of receipts and disbursements and make a summary report at the May meeting. The Vice President Treasurer and the members appointed by him/her to the Treasury committee shall hold office for one year.
- The duties of the Executive Committee shall be in general to formulate the policies, to dismiss members for failure to participate in organized activities and shall exercise such powers as are customarily exercised by the Committees of this character.
- THUOA follows a September 1<sup>st</sup> -August 31<sup>st</sup> fiscal year and is a tax-exempt 501(c)(6) organization registered with the IRS under tax Id #75-2788481. The IRS requires annual filings to maintain THUOA's tax-exempt status. The treasurer shall be responsible for filing the appropriate IRS form(s) on an annual basis prior to October 31<sup>st</sup> (unless the IRS code changes then the new date and requirements would apply). If the treasurer is unable to meet this deadline, the treasurer must inform the vice-president immediately.

### III. Dues

Each member shall pay annual dues of \$15.00 due at the first meeting of each calendar year. Should additional funds become necessary to maintain the organization, an assessment can be made after being voted upon by the entire membership of the organization, provided the affirmative vote is in the majority.