

AICA CONSTITUTION

ARTICLE I

This group shall be known as the Arizona Insurance Claims Association.

ARTICLE II

Qualifications For Membership

Regular membership in the Association shall be limited to one engaged directly and exclusively in the processing, management or administration of insurance claims, in the employ of an insurance company, a company which is self insured, or an independent adjustment company representing the above.

Association membership shall be open to anyone engaged or employed in the providing of ancillary services or assistance to insurance companies in the investigation, processing or adjustment of insurance claims.

Associate members will have full social and participation privileges in the Association except that they may not hold elective office or vote in elections of officers or constitutional matters.

Neither regular nor associate members shall openly or actively solicit business at any association function. The association members, including but not limited to regular and associate members, and the executive board and their appointed committees shall not engage in the exchange of information deemed to be confidential or in violation of anti-trust laws. Violations shall be considered detrimental to the association subject to the provisions of Article VII.

ARTICLE III

Purpose

The purpose of this association shall be to meet the professional needs of insurance claims personnel by promoting education in the insurance field. To educate those employed in the claims business, the Association will provide speakers who will discuss topics that are of interest to its members.

ARTICLE IV

OFFICER

The officers of this Association shall be President, Vice President, Secretary, and Treasurer. They shall be elected at the regular November meeting each year to be held in Phoenix, Arizona.

In addition, there shall be two appointive officers who shall be known as the Parliamentarian and the Sergeant-At-Arms, to be appointed by the President.

Officers shall take office at the next regular meeting following their election and shall serve for the ensuing year or until their successor or successors are duly elected and installed.

ARTICLE V

Duties of Officers

The duties of the President shall be to preside at all meetings and to perform the duties customary to that office.

The duties of the Vice President shall be to assist the President and to perform the duties of the President during his or her inability to act.

The Secretary shall keep a record of the proceedings of the Association; notify all members of the time and place of the meetings; and shall keep records of the proceedings of the Executive Committee.

The Treasurer shall receive and keep account of all monies on behalf of the Association; disburse monies only on instruction of the Executive Committee; and shall account to the Association at the regular January meeting each year, and as often as is deemed expedient by the President or Executive Committee.

The duties of the Parliamentarian shall be to advise and apprise the Officers and Members of the rules and usages of Parliamentary Law.

The duties of the Sergeant-At-Arms shall be to keep order at regular meetings.

Upon resignation or death of any officer, an election shall be held as soon as possible to fill the office vacated.

The newly elected Officers shall meet no later than December 31 to determine the amount of dues payable in January for the year they are to hold office.

ARTICLE VI

Elections

All elections shall be by secret ballot – to be held at the regular November meeting.

A majority of members present shall be necessary for the election of an officer.

ARTICLE VII

Applications, Suspensions and Expulsions

Every application for membership shall be in writing and referred to the Executive Committee for investigation and approval.

Any members may be suspended or expelled for conduct detrimental to this Association by a two-thirds (2/3) vote of the members present at the next regular meeting following the motion to suspend or expel.

ARTICLE VIII

Attendance

There shall be no penalty assessed against a member who does not attend regularly scheduled meetings. However, each member is expected to attend all regular meetings.

ARTICLE IX

Meetings

A minimum of eight regular meetings shall be held annually.

ARTICLE X

Executive Board and Committees

There shall be an Executive Board composed of the President, Vice President, Secretary, Treasurer, the immediate Past President and four members elected from the membership-at-large at the regular election of Officers.

The President may appoint committees, as they are necessary to the functioning of the Association.

ARTICLE XII

Parliamentary Procedure

Conduct of the meetings of the Association shall be in accordance with Robert's Rules of Order where they are not in conflict with the Association's Constitution.

ARTICLE XIII

Amendments

This Constitution may be amended by a two-thirds (2/3) vote of the members present at the regular meeting.

Any proposed amendment must be read at two consecutive meetings before being voted upon.