

REGION IV STANDING RULES

1. **Conformity**

These standing rules shall be supplemental to NAIW bylaws and standing rules. If any amendment to NAIW bylaws or standing rules causes these standing rules to be out of line, the Region IV standing rules shall automatically conform to NAIW bylaws and standing rules. Dues or assessments of members-at-large, local associations or state councils shall be prohibited.

2. **Regional Vice President**

A. The Regional Vice President shall assume office and duties on July 1 and shall serve one (1) year or until their successors are elected and assumes office. Regional Vice President may not serve more than two (2) consecutive terms in office.

(1) Perform the duties as stated in NAIW bylaws and standing rules and the Comprehensive Manual.

(2) Preside at the Region IV conference. If unable to attend, the assistant or an alternate appointed by the National President shall preside. If the Regional Vice-President does not appoint an alternate, the National President shall appoint an alternate.

(3) Appoint all standing committees except otherwise provided in NAIW bylaws and standing rules and these Region IV standing rules.

(4) Appoint an auditor knowledgeable in conference expenses to audit and approximate date they will be sent.

(5) Maintain the Region IV Nominating Committee file in accordance

B. The Regional Vice President shall coordinate the dates of the various state meetings with the newly elected state, provincial, commonwealth and territory* State Director-Elect one year in advance to avoid conflicting dates of the annual meeting.

C. The Regional Vice President shall visit within the region during the term sub

* throughout standing rules referred to as state

(1) As the official NAIW representative to the state annual meetings within her region.

(2) Not to exceed the travel budget allocated for the term.

- (3) Additional visits provided the expenses are defrayed by the local association(s) extending the invitation, including Region IV Networking Weekend.

3. **Incoming Regional Vice President**

The incoming Regional Vice President shall submit a proposed Region IV budget for the ensuing administrative term to the current NAIW Budget and Finance Committee Chairman.

- A. The incoming Regional Vice President shall solicit the input from the current directors of the state councils within the region.
- B. Allowable expenses for budgeting purposes are contained in the NAIW standing rules.

4. **Committees**

A. Region IV Nominating Committee

- (1) The Regional Vice President shall appoint a Nominating Committee Chairman in accordance with Article V, Section A.1.b.ii of the NAIW bylaws and Regional Nominating Committee procedures adopted by the NAIW Board of Directors.
- (2) The committee shall be comprised of one (1) member from each state as provided in Article V, Section A.1.b.i of the NAIW bylaws.
- (3) The committee may nominate one or more candidates for the position of Regional Vice-President and the committee may nominate one or more candidates to serve as delegate and alternate to the National Nominating Committee.

B. Region IV Standing Rules Committee

- (1) Regional Vice President shall appoint a chairman and one (1) member from each state to review the Region IV Standing Rules.
- (2) This committee shall be appointed no later than August 15th.
- (3) The committee shall consider and/or correlate proposed amendments submitted by Region IV associations and active members, together with its own, and submit amendments receiving

a majority vote of the committee to the regional conference for consideration.

- (4) The committee may receive recommendations for proposed amendments from the state councils which shall be submitted to the regional conference for consideration.
- (5) The chairman shall distribute the proposed amendments to all local associations and members-at-large no later than sixty (60) days prior to the regional conference.
- (6) The committee shall correlate and publish all standing rules and amendment adopted at the regional conference and furnish revised copies to NAIW headquarters for distribution to all Region IV associations, members-at-large, and state directors immediately following adoption at the regional conference.

C. Region IV Recommendations Committee

- (1) The Regional Vice President shall appoint a chairman and one member from each state to receive and review recommendations for consideration at the regional conference.
- (2) This committee shall be appointed no later than August 15th.
- (3) Regional IV associations and active members may submit recommendations to the committee and the committee shall correlate all recommendations.
- (4) Recommendations receiving a majority vote of the committee shall be presented to the certified delegates at the regional conference for a vote.
- (5) Recommendations not receiving a majority vote of the committee may be presented to the conference body by a two-third (2/3) vote of the registered delegates.
- (6) Recommendations which come from a state council by a majority vote of the voting body shall be presented to the regional conference for consideration. The Recommendations Committee may present its opinion to the assembly with the recommendation.

D. Region IV Credentials Committee

- (1) The Regional Vice President shall appoint a chairman and at least one representative from each state in the region, who shall be present at the conference. The committee shall receive credential

forms, certify delegates and alternates, and register delegates and alternates at the conference.

- (2) Any member who contests a delegate or alternate certification shall do so to the committee. The final decision on contested delegate or alternate certification shall be made by the Regional Vice President.

E. Region IV History Committee

- (1) The Regional Vice President shall appoint a History Committee Chairman at the close of the final business session of the regional conference. The state directors will serve as members of this committee to represent their individual states.
- (2) This committee shall record and maintain history of the activities of the region.
- (3) The history shall be presented for adoption at the next Regional Conference.
- (4) A copy of the history shall be furnished to any Region IV member, at the member's expense.

F. Region IV Awards Committee

The Regional Vice President shall appoint a chairman and one member from each state to administer the awards of the region, including the Individual Education Achievement Award, Communicate With Confidence Speak off, Claims Professional of the Year, Rookie of the Year and Insurance Professional of the Year Award.

G. Other regional committees may be appointed by the Regional Vice President.

5. **Meetings**

- A. The Region IV conference shall be held in accordance with Article VII, Section B of the NAIW bylaws. The regional conference should be held between the dates of February 1 and April 15.
 - (1) Each Region IV association shall have the right to send one (1) certified delegate to vote, providing the delegate's credentials form has been received by the chairman of the Credentials Committee and national dues have been paid.

- (2) Members-at-large, in attendance at the regional conference, shall meet and elect a certified delegate.
- (3) Certified delegates at the regional conference shall register with the Credentials Committee prior to each business session.
- (4) The conference program may be scheduled at the discretion of the Regional Vice President.
- (5) There shall be a delegate's briefing open to all members conducted by the Regional Vice President and the NAIW National Representative. The purpose of the briefing shall be to review the conference standing rules and to provide for informal discussion of the proposed amendments to NAIW bylaws and standing rules and Region IV standing rules.
- (6) The registration fee for regional conference shall be determined by the hosting association with the approval of the Regional Vice President.
- (7) Each state in Region IV shall have no more than one (1) contestant in the Communicate With Confidence speak off.
- (8) Fund raising at the regional conference shall be limited to those associations **or State Councils** who have successfully bid for a regional conference, state meeting, networking weekend or **are** hosting a national convention; **or, to** associations **or State Councils** having hosted a regional conference, state meeting, networking weekend or national convention resulting in a deficit; **or, for the purpose** of establishing a Regional Fund or to add revenue to an existing Regional Fund; **and, to support the NAIW Foundation.**
- (8) The host association after all conference expenses are paid and audited, shall remit to the next year's host association any credit balance in excess of the association's reserve fund.
- (10) There shall be a Saturday only registration fee for the Region IV conference at a rate to be set by the hosting association.
- (11) That Region IV make every attempt to schedule Regional Conference on any weekend other than a religious holiday weekend, except those Regional Conferences already scheduled.

B. The annual meeting may be held in each state of Region IV as established in Article VII. Section C.1 and 2 of the NAIW bylaws.

The dates of the annual state meetings within Region IV are determined in accordance with the state standing rules, subject to the approval of the Regional Vice President.

The suggested state meeting dates are:

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| 1) | Indiana | - | First Saturday in October |
| 2) | Kentucky | - | Second Saturday in October |
| 3) | Michigan | - | Third Saturday in October |
| 4) | Ohio | - | Fourth Saturday in October |

C. An annual event to be known as NAIW Networking Weekend may be held between August 15th and September 30th, with registration fee sufficient to defray costs, such fee to be determined by the hosting association.

6. **Nominations and Elections**

A. Nominations shall be in accordance with Article V, Section A.1.b. of the NAIW bylaws.

- (1) Candidates shall be in attendance at regional conference.
- (2) All candidates shall complete the candidate form prescribed by NAM.

B. Elections shall be held in accordance with Article V, Section B.2 and 4 of the NAIW bylaws.

7. **Amendments**

A. Region IV associations and active members may submit recommendations for amendments to or revision of the Region IV standing rules.

B. These standing rules may be amended at the regional conference by a majority vote of the certified delegates present, provided written notice has been submitted to Region IV associations and members-at-large at least sixty (60) days prior to the conference, and by two-thirds (2/3) vote of the certified delegates without previous notice.

C. These standing rules may be revised at the conference by a two-thirds (2/3) vote of the certified delegates provided a revision was ordered at a previous conference by a majority vote of the certified delegates. The proposed revision shall have been submitted to Region IV associations and members-at-large sixty (60) days prior to the conference.

D. Amendments to these standing rules or revision shall become effective beginning with the next fiscal year (July 1) following the vote at the regional conference unless otherwise specified in said standing rules.

8. **Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure for the Region not specifically covered by the NAIW bylaws, standing rules, procedure manuals and these standing rules.

** Revised March 2004