

## **BY-LAWS of OIAA KAWARTHA/DURHAM CHAPTER**

By-laws; as adopted by the OIAA Kawartha/Durham Chapter, pursuant to OIAA Constitution Article 7

1. These by-laws are the laws governing the OIAA Kawartha/Durham Chapter: A Chapter of the OIAA.
2. The geographical location of the OIAA Kawartha/Durham Chapter is the Region of Kawartha Lakes and Durham Region.
3. The OIAA Kawartha/Durham Chapter adopts the OIAA Constitution as written and will adhere to its guiding principles, ethics and not for profit status, with the exceptions listed in the by-laws below:
  - a) OIAA members: as defined in the OIAA Constitution, located in the geographical area of the OIAA Kawartha/Durham Chapter, are members of the OIAA Kawartha/Durham Chapter automatically, unless an alternate location is listed by the individual member.
  - b) The OIAA Kawartha/Durham Chapter is permitted to have 'social members'. Social members shall be defined as non-OIAA members who are employed in an industry with a connection to claims adjusting, but not members as defined by the OIAA constitution. Decision to accept or reject a 'social' member rests with the executive of the chapter. 'Social' members shall pay non-member fees and pricing to the OIAA Kawartha/Durham Chapter as determined by the chapter executive. 'Social' members have no voting rights within the chapter, nor are they party to financial information of the Chapter or the OIAA. The social member can be removed from the membership with a majority vote of the chapter executive. Social members will adhere to the governing principles and code of ethics as written in the OIAA Constitution.
  - c) Honorary lifetime members: The chapter executive may appoint any OIAA member as an Honorary Lifetime member of their chapter.
4. Membership.
  - a) OIAA members: as defined in the OIAA Constitution, located in the geographical area of the OIAA Kawartha/Durham Chapter, are members of the OIAA Kawartha/Durham Chapter automatically, unless an alternate location is listed by the individual member.
  - b) The OIAA Kawartha/Durham Chapter is permitted to have 'social members'. Social members shall be defined as non-OIAA members who are employed in an industry with a connection to claims adjusting, but not members as defined by the OIAA constitution. Decision to accept or reject a 'social' member rests with the executive of the chapter. 'Social' members shall pay non-member fees and pricing to the OIAA Kawartha/Durham Chapter as determined by the chapter executive. 'Social' members have no voting rights within the chapter, nor are they party to financial information of the Chapter or the OIAA. The social member can be removed from the membership with a majority vote of the chapter executive. Social members will adhere to the governing principles and code of ethics as written in the OIAA Constitution.
  - c) Honorary lifetime members: The chapter executive may appoint any OIAA member as an Honorary Lifetime member of their chapter.
5. Executive: The chapter executive may consist of a President, Vice-President, Treasurer, Secretary, and Director(s) as elected. These individuals must be active members as defined by Article 3(a) in the OIAA Constitution. The number of Director Positions shall be determined by the executive prior to an election. The chapter will elect a Delegate who will represent the OIAA Kawartha/Durham Chapter on the OIAA executive. The immediate past president shall also serve on the executive, but this is not an elected position.

a) Social Representative positions on the chapter council may be established following a majority vote of the chapter executive. The Past President shall cast the deciding vote in the event of a tie. Social Representatives do not have any voting rights.

B) Elections shall be held every year in the month of April. All positions shall be for two year terms. Nominations will be accepted by the sitting secretary. Nominations may be accepted from the floor on the day of the election, with the exception of the Treasurer, who must have no less than 1 years' experience on the chapter executive. The member who captures the majority of eligible votes obtains the position. Eligible voters are OIAA members who have designated the OIAA Kawartha/Durham Chapter as their chapter. OIAA members from other chapters may not vote in the OIAA Kawartha/Durham Chapter election. Voting shall be by secret ballot unless the position is filled by acclamation, and the presiding officer shall be the immediate Past President of the chapter, or in the alternative, any Past President of the chapter. The Past President shall cast the deciding vote in the event of a tie.

c) Social members are permitted to vote for social representatives only. In the event of a tie, the current President may cast the deciding vote. The social member representative must maintain the confidence of the executive, and can be removed from office with a majority vote of the Chapter Executive.

6. Dissolution: The chapter executive and 50% of the chapter designated OIAA members can vote to dissolve the chapter. All funds of the chapter will revert to the Provincial OIAA to be distributed to its remaining chapters for chapter use. Membership in the local chapter will revert to the Toronto area or an alternate chapter of the individual member's choice. No funds will be distributed to 'social members'. Should dissolution of the chapter be for the purpose of amending the chapter or establishing a new chapter(s) in accordance with Article 7 Section 2 of the OIAA Constitution the funds from the dissolved chapter shall revert to the incorporated new chapter(s).

7. Discipline: All discipline matters pertaining to OIAA members must be referred to the Provincial Executive, for consultation. All social member discipline matters must be investigated and resolved by the chapter executive. If a social member must be expelled or refused membership, it will take place after a majority vote of the current sitting executive.

8. Fiduciary responsibility – The chapter agrees that it must govern itself financially in the best interest of the OIAA and the Chapter. Each year it will file the appropriate taxes with the Canada Revenue Agency. It will not contractually obligate the OIAA in any manner, for any reason without the express written permission of the OIAA Council.