

# THE BOSTON ASSOCIATION OF CLAIM EXECUTIVES

## BY-LAWS

### ARTICLE 1 – NAME

The Association shall be known by the name of “The Boston Association of Claims Executives”.

### ARTICLE 2 – PURPOSE

The purpose of the Association shall be to provide a forum for the exchange of ideas and information to improve the quality of claims service and to promote the general welfare of the insurance claims profession.

It is agreed that knowledge gained through participation in this Association shall not be used adversely to the interests of the insurance industry.

### ARTICLE 3 – MEMBERSHIP

Section 1. The membership shall be composed of:

- a) Full time salaried representatives who are in charge of or serve in a supervisory capacity of insurance companies, including their claims adjusters;
- b) Self-insurers and companies not primarily in the insurance business but which maintain a claims department; and
- c) Organizations devoted to the servicing of insurance claims which include but are not limited to: attorneys, independent and public adjusters, or other representatives of companies who may be retained by insurers from time to time for the service of insurance claims.

Section 2. The membership shall consist of Members and Associate Members:

- a) A Member is an individual defined in Section 1 of Article 3 who shall be entitled to attend all general meetings and special events such as the Holiday Party or annual golf outing (but such membership will not include the costs associated with the golf outing including but not limited to the fee for a round of golf); and
- b) An Associate Member is an individual defined in Section 1 of Article 3 who shall be entitled to attend all general meetings and special events such as the Holiday Party or annual golf outing (but such membership will not include the costs associated with the golf outing including but not limited to the fee for a round of golf) but must also pay a fee to attend any such general meeting and Holiday Party, which fee will be set by the Officers.

Section 3. An application for membership or associate membership must be submitted to the Officers who will review same for acceptance into the Organization.

#### ARTICLE 4 - OFFICERS

- Section 1.
- a. The officers shall consist of a President, Vice-President, Secretary, Treasurer, and Charitable Giving Officer, who shall be elected at the Annual Meeting. The officers will serve a one (1) year term. The officers shall be chosen by a majority of the Members and Associate Members present at the Annual Meeting.
  - b. In case of vacancy caused by death, resignation or otherwise, such vacancy shall be filled by a majority vote of the Members or Associate Members present at any Regular Meeting, such Officer to hold office during the unexpired terms of his predecessor.
- Section 2.
- a. The duties of the President shall be to preside at all meetings and have executive control over the affairs of the Association. The right to call special meetings is vested in the President or may be called upon written request of three Members upon two days' written notice.
  - b. The Vice-President shall perform the duties of the President during the President's absence and shall perform executive tasks delegated to him by the President.
  - c. The Secretary shall keep a record of all proceedings of the Association and shall notify the Members and Associate Members of all meetings. The Secretary shall also be responsible for maintaining a membership list, website, and making announcements of any Regular Meetings or special events.
  - d. The Treasurer shall receive and keep all moneys of the Association, disburse same only for the business of the Association, and shall account to the Association for all such disbursements. No disbursement except for current organization expenses shall be made by the Treasurer without the approval of the President; and the Treasurer shall make a financial report available to the Members and Associate Members upon written request.
  - e. The Charitable Giving Officer shall be charged with investigating, organizing, and recommending any donations to charities which the Association may wish to make from time to time. The ultimate decision to donate to a charity and the amount which will be donated shall be made by a majority vote of the officers.
- Section 3. Members may serve as Officers. Associate Members may not.

## ARTICLE 5 – DUES

The Annual dues for Members and Associate Members will be in an amount set by the Officers.

All dues are payable upon billing. Any outstanding 90 days past due will be reported by the Treasurer to the Officers for appropriate action.

## ARTICLE 6 – VOTING

The right to vote is vested in the Members and Associate Members as defined in Article 3, Section 2.

## ARTICLE 7 – MEETINGS

General meetings shall be held between September 1 and May 31 of the following year. The date and time of each meeting will be scheduled at the discretion of the President. A meeting may be canceled or not held at the discretion of the President. There is no specific obligation for the number of meetings to be held within the membership year or the location for said meetings, but the Association will make best efforts to have at least 4 General Meetings, a Holiday Party, and the Golf Outing, and will host the meetings in Boston or the Boston Metro Area.

## ARTICLE 8 – COMMITTEES

The President shall be empowered to appoint committees comprised of Members or Associate Members to perform such duties which in the discretion of the President may be deemed necessary for the welfare and proper conduct of the Association.

## ARTICLE 9 – PROCEDURES

The conduct of the meeting of the Association shall be governed by “Robert’s Rules of Order” when not in conflict with its By-Laws.

## ARTICLE 10 – AMENDMENT

These By-Laws may be amended or altered at any regular meeting by a two-thirds vote, providing a majority of the Association membership is present, and written notice of twenty days have been given to the Members and Associate Members of the Association. Written notice includes notice made by electronic transmission, including but not limited to the electronic mail address associated with the Member or Associate Member.