

Bylaws; as adopted by the OIAA Windsor Chapter pursuant to OIAA Constitution Article 7

1. These by-laws are the laws governing the OIAA Windsor Chapter: A Chapter of the OIAA, otherwise known as the OIAA.
2. The geographical location of the OIAA Windsor Chapter, including but not limited to Essex County and surrounding area.
3. The OIAA Windsor Chapter adopts the OIAA Constitution as written and will adhere to its guiding principles, ethics and non-profit status, with the exceptions listed in the by-laws below:
4. Membership.
  - a) OIAA members: as defined in the OIAA Constitution, located in the geographical area, are members of the OIAA Windsor Chapter automatically, unless an alternate location is listed by the individual member.
  - b) The OIAA Windsor Chapter is permitted to have 'social members'. Social members shall be defined as non-adjuster 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 members of the chapter. 'Social' members will pay a membership fee of \$ 25.00 + HST (\$ 28.25) to the OIAA Windsor Chapter. '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. **With a majority vote at the strategic planning meeting, the Windsor executive may change, reprice, or discontinue the social membership program as needed.**
  - 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 shall consist of an elected or appointed President, Vice-President, Treasurer, Secretary, and also includes OIAA adjuster members as Directors. These must be active members as defined by Article 3 (a) in the OIAA Constitution. The chapter will elect or acclaim an OIAA delegate who will represent the OIAA Windsor Chapter on the OIAA Provincial executive. The immediate past president shall also serve on the executive, but this is not an elected or acclaimed position. The past president shall sit on the executive if he/she meets the requirements of the Provincial Constitution.
  - a) Elections or appointments shall be held prior to September 1<sup>st</sup> of the upcoming OIAA calendar year. The term of each position on the executive is for one (1) year from the elected or

acclaimed starting period. Each and every executive member is to attend 75% of the chapters planning meetings and functions or the executive member will forfeit his/her role on the executive. (A video or audio conference call or a written full report of his/her topics delivered to the chapter president 3 days prior to the meeting will constitute as attending the meeting/function)

b) The OIAA Windsor Chapter will not have a social representative. The only exception would be if the social representative sat on the chapter executive for at least a total of 3 years and is still in the insurance industry **or actively seeking employment in the insurance industry**. The current chapter executive must be in a  $\frac{3}{4}$  majority vote to add the social representative. The executive would vote annually regarding the social representative's position.

6. Dissolution: The chapter executive and 50% of the chapter designated OIAA adjuster 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 use for its members. 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'.
7. Discipline; All discipline matters pertaining to OIAA members must be referred to the Provincial Executive, for consultation. All social members discipline 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  $\frac{3}{4}$  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.
9. Fundraising, Event Advertising and Promotions - Should the chapter be called upon by an event organizer for fundraising or advertising of an event, consideration shall only be given if the event is in support of an executive member that is currently in good standing. This shall not include the spouse, dependants, family members or any relative of the executive member should a request be submitted. No consideration shall be given to a social member, adjuster member or non-affiliated individual should a request be submitted. Advertising may include e-mailing all members, posting the event on social media and posting the event on the chapter website. Financial support shall be reviewed on a case-by-case basis.
10. Retirements and Gifts

a. In the event an adjuster member retires, the executive shall give consideration to recognition for any long-standing achievement. The adjuster member must be a current adjuster member and in good standing with provincial OIAA and have been a long-standing supporter of the OIAA Windsor Chapter. Should this be satisfied a monetary offering of \$100 will be given to the adjuster member. In addition, if the adjuster member has been an executive board member of the OIAA Windsor Chapter for 5 or more years, a monetary offering of \$500 will be given to the adjuster member. Consideration shall also be given to recognition of the adjuster member at a chapter event.

b. In the event an executive member resigns/leaves the executive, the executive shall consider recognition for their service with the follow guidance:

- 1-5 years = \$50
- 5-10 years = \$100
- 10-15 years = \$150
- 15+ = \$250

c. As the positions of President and Delegate are projected to have higher duties and expectations, the executive shall consider recognition for their service with the following guidance:

- President = \$50
- Delegate = \$75

\*To be paid after that executive member steps down from that position (if at the same time they also resign/leave the executive, it will be added concurrently to their service year consideration, e.g. \$75 for delegate + \$150 for service years of 10-15)

11. Non-Attendance to Registered Event – Should a social member register to attend an OIAA Windsor Chapter function and fails to attend the function, requirement for payment of the event fee will be will be at the discretion of the executive upon review of the circumstances.