

**CONSTITUTION  
OF THE  
CASUALTY ACTUARIES OF THE BAY AREA**

*Effective June 1, 1991 as Amended September 1, 2019*

***Article I – Name***

This organization shall be called the Casualty Actuaries of the Bay Area (“CABA”).

***Article II – Purpose***

The purposes of this organization shall be to provide Fellows and Associates of the Casualty Actuarial Society (“CAS”) a forum for discussion of general actuarial problems and current insurance topics, to promote and maintain high standards of conduct and competence within the actuarial profession, to further the education of Fellows, Associates and students, and to encourage more individuals to pursue the Casualty Actuarial Society examinations.

***Article III – Members and Subscribers***

There will be two levels of participation in this organization: Members and Subscribers.

**Members**

Fellows and Associates of the Casualty Actuarial Society who reside in Northern California shall be eligible to be members of this organization. Members shall be eligible to serve as officers, to serve on committees, and to vote.

**Subscribers**

Professors and teachers of insurance or actuarial mathematics, other persons of recognized standing in the actuarial professions and actuarial students who reside in Northern California may, upon approval of the Board of Directors, become subscribers but shall not be accorded any of the rights reserved to the members. Subscribers shall be eligible to serve on committees, but are not eligible to serve as officers or to vote. Recognition as subscribers of this organization shall not confer upon individuals the right to advertise themselves as actuaries or as having qualified as an actuary in any form or fashion.

***Article IV – Organizational Funding and Dues***

This organization shall be funded through meeting registration fees. The Board of Directors reserves the right to charge dues for membership.

***Article V - Officers***

Section 1        The officers must be members of this organization and shall consist of a President, President-Elect and Secretary-Treasurer, each of whom shall be elected by the affirmative vote of a majority of the members present and voting.

In the event a vacancy occurs among any of the officers of this organization, another member of this organization may be appointed by the Board of Directors to fill the vacancy for the unexpired term. Such appointment must be affirmed by vote of a majority of the members present and voting at the next meeting.

The President – Elect and the Secretary-Treasurer shall be elected at the organization's Annual Meeting and shall hold office for two years. The President-Elect and Secretary-Treasurer shall be elected biennially in odd numbered years. At the close of the odd numbered year annual meeting, the President-Elect shall assume of the office of the President for a term of two years.

Section 2        The officers of this organization and the immediate past President shall constitute a Board of Directors of which the President shall be the Chairperson. The duties of the Board of Directors shall be to consider and implement the current policies and programs of the organization, to approve Committee appointments made the by the President, and to act in an advisory capacity to the President on all policy matters that may come before the organization. Meetings of the Board of Directors shall be called by the President when necessary.

Section 3        The duties of the President shall be:

- to preside at the meetings of the organization and the Board of Directors
- to serve as liaison to the Casualty Actuary Society and its other affiliates;
- to plan meeting content for the regularly scheduled meetings of the membership; and
- to appoint members of any standing or special committees herein provided for or hereafter established by this organization with the approval of the Board of Directors.

Section 4        The duties of the President – Elect shall be:

- to preside at meetings of the members, in the absence of the President
- to assist the President in performing the duties of that office;
- to review financial reports prepared by the Secretary-Treasurer.
- to serve as liaison to the colleges in Northern California in developing an awareness of the actuarial profession and encouraging the establishment of actuarial science courses; and
- to assume such other duties as may be assigned by the Board of Directors.

Section 5        The duties of the Secretary-Treasurer shall be:

- to work with the CAS to ensure that all eligible CAS members are notified of CABA meetings;
- to be responsible for communication to members and subscribers;
- to be responsible for meeting logistics;

- to pay all bills for ordinary expenditures incurred by the organization;
- to maintain the finances of this organization; and
- to perform any other secretarial duties which may arise.

***Article VI – Committees and Duties of Committees***

The following are representative but not all inclusive, of committees that may be formed. Members and subscribers are eligible to serve on committees.

**A. Program Committee**

The Program Committee shall consist of participants selected by the President. The President shall serve as Chairperson of this committee unless an alternate Chairperson is selected by the President.

The Committee shall develop programs that will provide members the opportunity to update or expand their basic skills and knowledge and facilitate the members meeting their continuing education requirements of qualification standards.

The Committee shall present a report with the program contents to the Board of Directors of this organization at least sixty days prior to the associated meeting, summarizing the contents of the planned program.

**B. Sites Committee**

The Sites Committee shall consist of participants selected by the Secretary-Treasurer. The Secretary-Treasurer shall serve as Chairperson of this committee unless an alternate Chairperson is selected by the President.

The Committee shall determine and arrange for the location of each meeting, including any associated social events for meetings of this organization.

**C. Academic Relations and Education Committee**

The Academic relations and Education Committee shall consist of participants selected by the President - Elect. The President-Elect shall serve as Chairperson of this committee unless an alternate Chairperson is selected by the President.

The Committee shall render such assistance as it deems advisable to further the education of actuarial students in Northern California in which the members of this organization reside or work.

The Committee shall establish and maintain contacts with colleges in Northern California for the purpose of: (1) developing colleges' awareness of the actuarial profession; (2) encouraging the establishment of actuarial science courses; and (3) assisting in carrying out the policies of the Casualty Actuarial Society.

***Article VII - Meetings***

The organization shall hold at least two regular meetings each calendar year with the date announced no less than 30 days prior to the meeting. The second meeting in the calendar year shall be designated as the Annual Meeting.

Other meetings may be called by the Board of Directors and shall be called by the President at any time upon the written request of at least 40 percent of the members. At least two weeks notice of all meetings shall be given to the members by the Secretary-Treasurer.

At least 15 members, including at least one member of the Board of Directors, shall constitute a quorum for the transaction of business at any meeting. Two members of the Board of Directors shall constitute a quorum for the transaction of the Board of Directors' business.

***Article VIII – Recognition and Compliance***

This Section shall be an affiliate of, but subordinate to, the Casualty Actuarial Society; shall take no action contrary to the Constitution or policies of that body and shall function as a Section only after petition to the Casualty Actuarial Society for recognition, the granting of such recognition, and while such grant has not been suspended or revoked. This Section and its committees shall not be permitted to make public expressions of opinion of issues of public interest.

***Article IX – Amendments***

This constitution may be amended by an affirmative vote of two-thirds of the members present, provided that a quorum of the members are present, at any meeting held at least one month after notice of such proposed amendment shall have been sent to each member by the Secretary-Treasurer.