

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: P & P for E-mail Meetings and Votes

CLASSIFICATION: Administrative

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: REVISED: NOT APPROVED:

PURPOSE: To establish guidelines for use of e-mail for voting and meetings.

PROCEDURE(S):

- I. A vote of the full Board of Directors via e-mail will occur only when:
 - a) A prior vote of the Board at a regularly scheduled meeting established that a vote would occur via e-mail on a specific topic by a set date, or
 - b) A majority of the Board of Directors has voted to open a specific motion for a "virtual meeting" and discussion follows, if needed, a vote by e-mail can occur.
- II. Only votes from voting Board members sent to the entire Board of Directors in a specified time period will be counted. Voting members are asked to copy the Board on their vote.
- III. The President will tally the votes and report the votes via e-mail, giving each Board member's vote status.
- IV. For voting purposes, half plus one (1) of the board is considered a quorum.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Execution of Board of Directors Votes and Decisions

CLASSIFICATION: Board of Directors

DRAFTED BY: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X **REVISED:** **NOT APPROVED:**

PURPOSE: To Establish the rules of order for the Board of Directors.

POLICY: Robert's Rules of Order will be used as the standard manual of parliamentary procedure for the Board of Directors.

PROCEDURE(S): Main or principal motions are made to bring any particular subject before the assembly for its consideration. Main motions are subject to amendment. Every motion should be seconded. This rule prevents waste of time in considering a question that only one person favors. All motions are subject to debate. Debate must be limited to the merits of the immediately pending question. When debate is closed the President will call for a board vote. No vote goes into effect until it is announced.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Board Meeting Absences

CLASSIFICATION: Board of Directors

DRAFTED BY: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X REVISED: NOT APPROVED:

PURPOSE: To create guidelines for the Board of Directors to waive Board meeting absences.

POLICY: Any Officer or Standing Committee Chair who shall have been absent from two (2) regular meetings of the Board of Directors during a single administrative year shall automatically vacate the seat on the Board of Directors, and the position shall be filled in accordance with the Bylaws. However, the board of Directors shall consider each absence as a separate circumstance and may expressly waive such absence by affirmative vote or a majority of the board.

Circumstances that may be allowed as excused absences are defined as follows: In the event a Board Member cannot attend a regular meeting of the Association due to:

- Prior family, business, or other volunteer commitment
- Illness of self or family member
- Unforeseeable circumstances, such as car wreck, home fire, etc.
- Board member notifies the President, prior to or as soon as the above circumstance occurs and required job duties are still completed by member.

Then the Board of Directors will consider this as an excused absence. Non-notification and non-completion of duties may result in removal from the Board.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: ETAHU Officer Nominations Criteria and Election Procedures

CLASSIFICATION: ETAHU Executive Officer

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: **REVISED:** May 1, 2017 **NOT APPROVED:**

PURPOSE: To Establish nomination criteria for Executive Officers and election procedures.

POLICY: Any East Texas AHU member in good standing can be nominated as an Executive Officer. Officers will be elected in the month of April.

PROCEDURE(S): One or more candidates are usually nominated to fill an office before proceeding to an election. Each member of the association will be provided a ballot via E-mail by the Nominating Committee. Each member may then vote for any eligible person whether listed on the ballot or not. Ballots should be returned by e-mail or U. S. mail to the Nominating Committee at the designated address on the ballot. The Nominating Committee will count the votes and announce the results at the next regular membership meeting. Officer-elects take office on July 1st.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES

POLICY TITLE: Expense Reimbursement

CLASSIFICATION: Finance

DRAFTED BY: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X REVISED: NOT APPROVED: _____

PURPOSE: To control expenses and liabilities

POLICY: ETAHU Board of Directors will review and enter into a contract agreement with vendors.

PROCEDURE(S): All contract agreements with vendors have to be reviewed by ETAHU's Board of Directors, President and Treasurer.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES

POLICY TITLE: Care Fund

CLASSIFICATION: Finance

DRAFTED BY: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X **REVISED:** **NOT APPROVED:**

PURPOSE: To provide the President with the ability to send congratulations, sympathy, and get well cards, flowers or make charitable donations on behalf of the association.

POLICY: The President will not spend more than \$50.00 on cards, flowers or donations without prior consent from the Board of Directors.

PROCEDURE(S): The President will have the ability to send cards, flowers or make a small charitable donation on behalf of the association for members who are hospitalized due to illness or pregnancy; upon the death of a member or a member's immediate family member.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Delegate and Alternate Delegate Reimbursement – NAHU House of Delegates

CLASSIFICATION: Finance

DRAFTED BY: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X REVISED: NOT APPROVED:

POLICY: the Association will reimburse delegates to the NAHU House of Delegates with funds available. The maximum amount of funding is set annually and approved by the Board of Directors.

PROCEDURE(S): the Association will reimburse Delegates toward the cost of registration, airfare, lodging and meals excluding alcoholic beverages not to exceed budgeted amounts. Requirements for reimbursement are:

- 1) Attendance at 50% of ETAHU board meetings, meetings and events.
- 2) Attendance at all House of Delegates Meetings at State and National.

If these requirements are not met, no funds will be reimbursed.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Member Reimbursement – NAHU Capitol Conference

CLASSIFICATION: Finance

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: _____ **REVISED:** May 1, 2017 **NOT APPROVED:** _____

POLICY: The Association will reimburse President, President-elect, Legislative Chair or a member that is taking the place of one of these board members to Capitol Conference with funds available. The maximum amount of funding will be set annually and approved by the Board of Directors.

PROCEDURE(S): The Association will reimburse President, President-elect, Legislative Chair or a member that is taking the place of one of these board members to Capitol Conference towards the cost of registration, airfare, lodging and meals excluding alcoholic beverages not to exceed the budgeted amounts. Requirements for reimbursement are:

- 1) Attendance at 50% of ETAHU board meetings, meetings and events.
- 2) Attendance at all meetings and functions at Capitol Conference.

If these requirements are not met, no funds will be reimbursed.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Member Reimbursement – TAHU Day at the Capitol

CLASSIFICATION: Finance

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: _____ **REVISED:** May 1, 2017 **NOT APPROVED:** _____

POLICY: The Association will reimburse members to TAHU Day at the Capitol with funds available. The maximum amount of funding will be set annually and approved by the Board of Directors.

PROCEDURE(S): The Association will reimburse members to TAHU Day at the Capitol toward the cost of the registration only not to exceed the budgeted amounts. Requirements for reimbursement are:

- 1) Attendance at 50% of ETAHU board meetings, meetings and events.
- 2) Attendance at all meetings and functions at TAHU Day at the Capitol events..

If these requirements are not met, no funds will be reimbursed.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Member Reimbursement – TAHU Annual Convention

CLASSIFICATION: Finance

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: _____ **REVISED:** May 1, 2017 **NOT APPROVED:** _____

POLICY: The Association will reimburse members to TAHU Annual convention with funds available. The maximum amount of funding will be set annually and approved by the Board of Directors.

PROCEDURE(S): The Association will reimburse members to TAHU Annual Convention toward the cost of the registration only not to exceed the budgeted amounts. Requirements for reimbursement are:

- 1) Attendance at 50% of ETAHU board meetings, meetings and events.
- 2) Attendance at all meetings and functions at TAHU Day at the Capitol events..

If these requirements are not met, no funds will be reimbursed.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Member Reimbursement – Region VI Leadership Training

CLASSIFICATION: Finance

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: _____ **REVISED:** May 1, 2017 **NOT APPROVED:** _____

POLICY: The Association will reimburse members to Region VI Leadership Training with funds available. The maximum amount of funding will be set annually and approved by the Board of Directors.

PROCEDURE(S): The Association will reimburse members to TAHU Annual Convention toward the cost of the registration only not to exceed the budgeted amounts. Requirements for reimbursement are:

- 1) Attendance at 50% of ETAHU board meetings, meetings and events.
- 2) Attendance at all meetings and functions at TAHU Day at the Capitol events..

If these requirements are not met, no funds will be reimbursed.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: ETAHU Credit Card Processing

CLASSIFICATION: Finance

DRAFTED BY: D'Ann Miller and Cynthia Swanson

DATE SUBMITTED: May 1, 2017

APPROVED: _____ **REVISED:** May 1, 2017 **NOT APPROVED:** _____

PURPOSE: To establish a process for accepting credit cards.

POLICY: ETAHU will accept credit cards for payment of sales symposium registration fees, seminar fees, membership dues, luncheon and other events.

PROCEDURE(S): Credit card information will be forwarded to the Treasurer of ETAHU for processing.

- I. Forward appropriate registration forms and credit card form to the Treasurer of ETAHU.
- II. Treasurer of ETAHU will process credit card charges.
- III. ETAHU will issue a receipt if requested.

SAMPLE INFORAMTION TO BE INCLUDED ON CREDIT CARD FORM

Mastercard Visa Discover American Express

Cardholder Name:

Cardholder Address:

City, State, Zip:

Phone #:

Amount charged:

Card Number:

Expiration Date:

VAL Code:

Signature:

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: Expenditure Payments

CLASSIFICATION: Finance

DRAFTED BY: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X REVISED: NOT APPROVED:

PURPOSE: To establish a standard procedure whereby expenditures, to be paid or reimbursed, are approved for payment.

POLICY: Upon on approval of the annual budget, each officer and committee chair is responsible for his/her expenditures of office, unless prior approval by the Board of Directors is given. Exception(s) to exceed budget may occur, at which time, approval to pay will require a vote by the Board of Directors.

PROCEDURE(S): All members of the Board of Directors must submit a voucher for an expense to be paid or reimbursed. Receipts must be attached to the voucher and all expenses explained. Any expense not given prior approval for payment must be approved by the Board of Directors.