

**EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Execution of Board of Directors Votes and Decisions

CLASSIFICATION: Board of Directors

DRAFTED BY: 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; calling first for affirmative votes and then for the negative vote. No vote goes into affect until it is announced.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS POLICY & PROCEDURES

POLICY TITLE: ETAHU Officer Nominations Criteria and Election Procedures

CLASSIFICATION: ETAHU Executive Officer

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

DATE SUBMITTED: September 9, 2005

APPROVED: X REVISED: 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 U. S. 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 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 costs 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: Delegate Reimbursement – NAHU Capitol Conference

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 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 Delegates 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: Delegate Reimbursement – TAHU Day at the Capitol

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 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 Delegates to TAHU Day at the Capitol toward 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 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: Delegate Reimbursement – TAHU Annual Convention

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 TAHU Annual Convention 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 costs 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 TAHU Annual Convention meetings

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: Sarah Anderson, Kathy Rainwater and Kathryn Anderson-Haught

DATE SUBMITTED: September 9, 2005

APPROVED: X REVISED: NOT APPROVED:

PURPOSE: To establish a process for accepting credit cards.

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

PROCEDURE(S): Credit card information will be forwarded to Laura Firestone, Executive Director of ETAHU for processing.

- I.** Forward appropriate registration forms and credit card form to Laura Firestone, Executive Director of ETAHU.
- II.** Laura Firestone, Executive Director of ETAHU will process credit card charges.
- III.** Cardholder(s) will be sent a receipt by Laura Firestone, Executive Director of ETAHU.
- IV.** A credit card processing fee will be charged to ETAHU by each vendor: AMEX, 2.85%; MC/VISA, 2.75% + .10/transaction; and Discover, 2%.

SAMPLE INFORMATION 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 any 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. See Appendix A.

EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS POLICY & PROCEDURES

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

CLASSIFICATION: Administrative

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

DATE SUBMITTED: September 9, 2005

APPROVED: X 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, a three-fourths majority of the board is considered a quorum.

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 of 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 circumstance, 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: Founders' Award

CLASSIFICATION: Awards

DRAFTED BY: Kathryn Anderson-Haught

DATE SUBMITTED: September 21, 2007

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

PURPOSE: To create the Founders' Award's selection committee and guidelines for selection of the recipient(s).

POLICY: The Founders' Award selection committee will consist of the six original recipients.

1. Sarah Anderson
2. Sandy Bailey
3. Gail Norris
4. Bobbie Payne
5. Kathy Rainwater
6. Jeff Sherrod

Upon presentation of the 2006 Founders' Award, the committee may elect to expand the selection committee by including the new recipient(s) and may continue to expand by including each subsequent year's recipient(s). The selection committee will never have less than five members.

The Founders' Award will serve as the highest honor presented by the East Texas Association of Health Underwriters to a member. The award recognizes leadership and dedication to the association and the health insurance industry.

The criteria for this award will be set by the six original recipients and will be followed by the selection committee each year thereafter.

**EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Outstanding Board Member Award

CLASSIFICATION: Awards

DRAFTED BY: Joe Phifer

DATE SUBMITTED: June 16, 2006

APPROVED: X REVISED: NOT APPROVED:

PURPOSE: To create the Outstanding Board Member Award.

POLICY: The award will be presented to the ETAHU Board of Directors' member who has demonstrated the single most significant achievement on behalf of ETAHU during the year. Contributions include consistent attendance and participation at board meetings, luncheons and other association events and successful achievement of chair goals set forth during the strategic planning meeting. The award recipient will be chosen by the outgoing president and will be presented at the either the June or July monthly membership meeting.

**EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Outstanding Carrier Award

CLASSIFICATION: Awards

DRAFTED BY: Joe Phifer

DATE SUBMITTED: June 16, 2006

APPROVED: X REVISED: NOT APPROVED:

PURPOSE: To create the Outstanding Carrier Award.

POLICY: This award will recognize the one company whose support for ETAHU's membership and mission exceeds all others. Contributions evaluated may include: sponsorship of the Symposium; Health Awareness Education Day; luncheons; website; newsletter; and any other sponsorship opportunities. Along with financial support, a primary consideration will be the philosophical support of the association. The president is responsible for selecting the carrier recipient. This award may or may not be awarded annually. If presented, the award will be presented at the Sales Symposium.

**EAST TEXAS ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: East Texas Association of Health Underwriters Spirit of Legislative Excellence Award

CLASSIFICATION: Awards

DRAFTED BY: Joe Phifer

DATE SUBMITTED: September 21, 2007

APPROVED: X REVISED: NOT APPROVED:

PURPOSE: To create the East Texas Association of Health Underwriters Spirit of Legislative Excellence Award selection committee and guidelines for selection of the recipient.

POLICY: The East Texas Association of Health Underwriters Spirit of Legislative Excellence Award shall recognize outstanding service and significant contributions of time and effort toward state and/or federal legislative work.

These contributions of time and effort can take many forms and may include: displaying a leadership role by building relationships with legislators who directly impact public health policy, taking our legislative message to key media outlets, developing strong grassroots initiatives, or, in the case of an elected official, proposing legislation that provides private sector solutions for health, financial or retirement security.

Those eligible for this Award shall include ETAHU members, non-members who have had a positive impact on our industry, and elected officials. However, since this Award is intended for outstanding service over an extended period of time, it will be awarded to an individual only once in a lifetime. This Award may or may not be awarded annually, and will be presented at the ETAHU Symposium.

The East Texas Association of Health Underwriters Spirit of Legislative Excellence Award selection committee shall consist of the current ETAHU President, President-Elect and Legislative Chair.