

NAHU Policies & Procedures

CODIFICATION

The Secretary of NAHU's Board of Trustees serves as the Codifier of the NAHU Policies and Procedures (P&Ps), in consultation with the NAHU Governance Committee, and shall be responsible to ensure that members of the Board of Trustees have access to the most recent version of these P&Ps, and that the version posted on the NAHU website is updated by the beginning of each calendar quarter.

Version Statement:

This version of the NAHU P&Ps is current through March 1, 2020, and was posted on the NAHU website as of March 9, 2020.

Eric Kohlsdorf, Secretary
NAHU Board of Trustees

James Stenger, Chair
NAHU Governance Committee

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SECTION I: Board of Trustees

A) Training & Orientation

1. **PURPOSE:** To establish training and support for new board and committee members thereby improving continuity of business plan and fiscal efforts.
2. **POLICY:** The Board of Trustees, as national leaders, shall make the continuity of training a priority at the beginning of each fiscal year, and such training will take place in conjunction with the National Convention. The incoming Vice President assisted by the executive committee, CEO/EVP and a member of the Governance Committee shall be responsible for content and implementation of this training. Completion of the training shall be mandatory for all members of the current and incoming members of the Board of Trustees, and incoming chairs of NAHU Standing and Special Committees.
3. **PROCEDURES:**
 - A. Review expectations of each board member, review sample minutes, agenda, and meeting rules of conduct and discuss role of NAHU mission, values, and strategic plan and the need to coordinate with chapters, volunteer leadership and staff.
 - B. Review committee specific job descriptions and expectations, NAHU calendar and website capabilities.
 - C. Review purpose of BOT committee liaison and RVPs in regional training and coordination.
 - D. Review P&Ps and bylaws pertaining to that area and recommend any changes.
 - E. Review sample minutes, agendas and rules of conduct.
4. **FINANCIAL IMPACT:** Cost of training shall be determined at the Board of Trustees annual budget meeting.

STATUTORY NOTE: This section replaces Policy No. 03-03-B, which was originally adopted on June 27, 2003, and amended in 2008, 2015, and 2017. SUNSET DATE: 2021

Ai) Regional Vice President Reimbursement for Training

1. **PURPOSE:** To assist each incoming Regional Vice President (RVP) with expenses related to training required for the position.
2. **POLICY:** NAHU will reimburse each incoming RVP up to two nights lodging for training held before the Annual Convention.
3. **PROCEDURES:** Each RVP candidate will pay for his/her lodging expense. After Convention, the individual elected as RVP will be eligible to submit an expense reimbursement form and hotel invoice for up to two nights lodging in a manner consistent with the P&P.
4. **FINANCIAL IMPACT:** Maximum is estimated at \$2,000 which is calculated as follows: 4 RVPs x 2 nights x \$250

STATUTORY NOTE: This section replaces Policy No. 12-02-B, which was originally adopted on May 21, 2012. SUNSET DATE: 2021

B) Board of Trustees Decision Process

1. **PURPOSE:** To establish an effective process of decision making by the Board of Trustees.
2. **POLICY:** All matters to be considered by the Board of Trustees for approval or other action concerning budget items, policy items, or position statements shall be in compliance with the procedures established in this P&P, and only allow for exceptions with a three-quarter majority vote of the Board. It is the responsibility of each member of the Board of Trustees to be prepared for each meeting by reviewing the material available and obtaining answers to questions, where possible, prior to the meeting.
3. **PROCEDURES:**
 - A. Notice. For all meetings (including those conducted by teleconference or other electronic means), a complete agenda will be distributed not less than five (5) calendar days in advance. This agenda should include relevant reports, background materials and contact information for questions to be answered prior to the meeting.
 - B. Meeting Management.
 - i. It is the responsibility of the President to manage each meeting and topic in a manner consistent with the spirit of debate, respect for the time available and the urgency of matter being considered.
 - ii. Meetings shall be conducted in accordance with the Standard Code of Parliamentary Procedure (Sturgis), requiring a motion and a second to the motion to take an identified action prior to beginning discussion of the topic requiring a Board decision.
 - iii. Discussion on the matter shall remain respectful of each opinion expressed, but less focused on gathering information, but instead toward reaching a decision.
 - iv. Board decisions/votes will be conducted and documented including dissenting votes and abstentions.
 - C. Types of Board Decisions on Policy-Related Matters. Recognizing that some decisions are necessary to provide direction to committees and/or staff, and others are intended to more permanent in terms of handling certain matters, the Board's decisions will fall into one of two types:
 - i. Policy Decisions. These may be formal or informal and reflect the will of the Board of Trustees on matters concerning strategic plan implementation, program creation or development (e.g. rules for awards or LPRT qualification), and other matters that require a decision that reflects the Board's intent as to current matters. This would also include consideration of proposed Legislative positions or white papers and should be adopted with the current needs of NAHU in mind.
 - ii. Adopting Policy & Procedure. When there is a need to establish a more permanent expectation for action or operation within NAHU, the Board should adopt a Policy and Procedure, in a manner consistent with other P&Ps.
 - D. Information to enable Board decisions. When a request is being made to the Board of Trustees for action, all recommendations should be accompanied by a written report to include (as necessary):
 - i. Project Description
 - ii. Goal(s) of the Endeavor and Relationship to Strategic Plan or advancing NAHU's mission and/or values
 - iii. Pros and Cons of the Proposed Action
 - iv. Staff requirements
 - v. Volunteer Leader and/or Committee requirements
 - vi. Workflow including a timeline for completion
 - vii. Budget requirements including a fiscal impact statement that addresses:
 - a. Adequacy: revenue should be adequate to fund the proposed endeavor;
 - b. Efficiency: expenditure should be as broad as possible to minimize the impact to any one-line item;
 - c. Simplicity: endeavor should be as simple and clear as possible to minimize administrative and audit costs;
 - d. Accountability and Transparency: endeavor should be easy to monitor and evaluate and be subject to periodic review;
 - e. Beneficial: endeavor shall be beneficial to NAHU on one or more levels: recurring benefit, nonrecurring benefit, non-quantifiable benefit;

- f. Costs: the cost of the endeavor quantified on a one-time or annual cost on a recurring or non-recurring basis. Cost analysis shall include an evaluation of the overall current global budget position including any pended projects not currently reflected.
 - g. The role of the endeavor in the NAHU Strategic Plan or in advancing NAHU's mission.
- viii. The role of the endeavor in the NAHU Strategic Plan or in advancing NAHU's mission.
- E. The Board of Trustees shall act as a body; while individual opinions are encouraged during discussion and debate, once a vote has been taken, all members of the Board will support the decision consistent with the Speak with One Voice policy. Exceptions will be made for dissenting opinions based on moral objections.

4. **FINANCIAL IMPACT:** Cost of meetings and teleconferences.

STATUTORY NOTE: This section replaces Policy No. 03-02-B, which was originally adopted on June 23, 2003, and amended in 2020. SUNSET DATE: 2023

C) Duties of the Secretary

1. **PURPOSE:** To insure proper minutes are taken, distributed to leadership, and maintained as permanent records and that the Association's Bylaws and Policies and Procedures are kept up to date.
2. **POLICY:**
 - A. The Secretary shall be responsible for minutes taken at all Executive Committee, Board of Trustees, and House of Delegate meetings, which shall be posted to the Board of Trustees webpage no later than five (5) calendar days prior to the next regularly scheduled meeting.
 - B. The Secretary be a member of the Governance Committee and shall be responsible to maintain the Association's Policy and Procedures. Any approved Policy and Procedures shall be signed by the Secretary and stored as permanent records of the Association at the national office.
 - C. The Secretary shall communicate, or cause to be communicated; all approved Policy and Procedures to new members of the Board of Trustees and chapter presidents within 30 days of the start of their term and ensure that they are incorporated into training or by other means within 30 days of the beginning of their respective term.
3. **PROCEDURES:**
 - A. The Secretary will work with the Governance Committee, National Committee Chairs, and Staff to ensure that established policies are implemented and shall participate in Board training. In accordance with NAHU Bylaws, the Secretary may appoint individuals to assist with carrying out their duties and responsibilities.
 - B. For the purposes of this P&P, it will suffice to meet the requirement of notification, written or otherwise, for the Chief Executive Officer under the direction of the President to send an annual email to the registered address of any individual who is to be notified as directed by this policy. Such email will be sent during the month of July stating that all information required to be distributed may be posted on the NAHU website within the time requirements of this policy and that such posting fulfills the requirements of this policy.
 - C. In addition, it will be required to meet the requirements of notification, written or otherwise, for the President to send an email for each such notification to members of the Board of Trustees within the time requirements of this policy. Solely posting to the website will not adequately meet the requirement of this policy for notifying Board of Trustee members.
4. **FINANCIAL IMPACT:** There will be costs incurred to implement the P&P and those costs will be included in the annual budget.

STATUTORY NOTE: This section replaces Policy No. 95-02-B, which was originally adopted on February 12, 1995, and amended in 2004, 2006, 2009, 2012, 2015 and 2020. SUNSET DATE: 2023

D) Duties of the Treasurer and Structure of the Finance Committee

1. **PURPOSE:** To insure prudent financial management.
2. **POLICY:**
 - A. Treasurer Role and Responsibilities: The Treasurer shall be responsible to the NAHU Board of Trustees for the following:
 - i. Oversight of all expenditures and revenues, including a monthly review of the financials with the NAHU Chief Financial Officer (CFO).
 - ii. Review any departmental budget which exceeds its approved allocation by 5% or more or fails to meet its revenue expectations by more than 5%, with the appropriate Board member, Committee chair, the NAHU Chief Executive Officer (CEO) and/or CFO, and present, in conjunction with the Chief Executive Officer, Chief Financial Officer, and/or Committee Chair, a plan of action to the Board of Trustees to correct any such issue.
 - iii. Organizing NAHU's annual budget meeting and shall work in conjunction with the Finance Committee, NAHU's CFO and NAHU President on all matters relative to preparation and meeting structure.
 - B. NAHU Finance Committee. There shall be a Finance Committee to assist the Treasurer with the financial oversight of NAHU. Its primary purpose is to oversee NAHU's financials, budget and financial trends and make necessary recommendations to the Board of Trustees where appropriate.
 - i. The Treasurer shall serve as the committee's chairperson and is responsible for managing the NAHU Finance Committee and making monthly reports to the NAHU Board of Trustees based on Finance Committee's fiscal oversight.
 - ii. The members of the Finance Committee shall include:
 - a. NAHU Vice President;
 - b. No more than two (2) Regional Vice Presidents;
 - c. Member at Large;
 - d. Vice Chairs of Legislative Council, Membership Council and Professional Development Committee
 - e. NAHU's CFO and CEO/EVP, and the NAHU Secretary (as non-voting members).

Non-ex-officio members of the Finance Committee (including Regional Vice Presidents and Member at Large) shall be recommended by the Treasurer, nominated by the NAHU President, and approved by the NAHU Board of Trustees.
 - iii. Terms of Service
 - a. The at-large member shall be permitted to serve no more than one year on the committee — previous service on the committee in another capacity shall not be counted against that individual's ability to serve in an at-large position on the Finance Committee
 - b. Service by RVPs should ideally be rotated to provide greater perspective and experience.
 - iv. Finance Committee should meet at least monthly.
 - v. The Finance Committee shall be responsible for creating a recommended annual budget for NAHU, which would be considered at the Board of Trustees' budget meeting.
 - vi. Members of the Finance Committee who are not also members of the NAHU Board of Trustees may participate in the Board's budget meeting but in a manner, which is consistent with the best interests of the association. No later than the June Board of Trustees meeting, the Finance Committee will recommend to the Board whether or not to reimburse in-person attendance at the annual Budget meeting by non-Board members, which shall be ultimately decided by the Board of Trustees.
 - C. IRS Filings.
 - i. Annual 990 Filing. The NAHU Treasurer as of the first day of each calendar year will be responsible to review (with the NAHU President, the NAHU Immediate Past President, and the NAHU Vice President or individual who served as NAHU Treasurer for the prior year) and approve the filing of IRS Form 990 for the prior year. Once approved for filing, the Form 990 shall be signed by the NAHU President and NAHU Treasurer.

- ii. The CFO will regularly inform the Finance Committee of the expected dates for completion of all IRS submissions, which require review and signature by NAHU Executive officers. The CFO will manage the process to have the reviews completed prior to any necessary IRS deadlines.
 - D. Any changes to NAHU policies and procedures recommended by the Treasurer which would affecting the duties of the Treasurer, operation of the Finance Committee or other financial policies must be reviewed by the Governance Committee and approved by the Finance Committee prior to presentation to the Board of Trustees for consideration.
3. **PROCEDURES:** The CEO/Chief Executive Officer and/or the Chief Financial Officer will work with the Treasurer and the appropriate Board members and committee chairs to ensure that expected revenues are met and that expenditures do not exceed revenue for each department and the entire annual budget.
 4. **FINANCIAL IMPACT:** Travel expenses, hotel accommodation for up to 4 additional members of the committee subject to the annual budgeting process.

STATUTORY NOTE: This section replaces Policy No. 95-03-EX, which was originally adopted on February 12, 1995, and amended in 2014, 2015, 2018 and 2020. SUNSET DATE: 2023

E) Email for Discussion and Decisions

1. **PURPOSE:** To establish procedures for the Board of Trustees to follow when discussing or voting on matters by electronic means, and to maintain a record of such matters for the records of the Association.
2. **POLICY:**
 - A. The Board of Trustees shall adopt and adhere to specific procedures to regulate the transaction of business by electronic means.
 - B. Inclusion of all Board members is dependent on their access to messages from other Board members. Each Board member shall ensure that his/her correct contact information is on file with the National office. The Executive Vice President shall establish and maintain an official distribution list with electronic addresses for all Board members.
3. **PROCEDURES:** This procedure is permitted for two purposes:
 - A. Presentation of a Topic for Informal Consideration:
 - i. The president may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire Board of Trustees, using the agreed upon distribution list maintained by the National office. The president shall set a time limit of no less than 24 hours for the discussion. At the end of this period, the president may seek to extend the discussion period, refer the issue to a committee or working group, invite a motion from a member of the Board, close discussion or take other appropriate action.
 - ii. All Board members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal Board meetings. All contributions to the discussion should be posted to all Board members, again using the National distribution list or other approved electronic means. Members are encouraged to use a means that allows for collection and dissemination of comments in an organized manner rather than rely exclusively on email given the difficulty in maintaining threads of responses and replies. This may include but not be limited to an online forum such as B2B or other such tool as the Board may select.
 - iii. At the end of the time period for informal consideration, or at any time before, a member of the Board may make a formal motion for action, based on the direction of the discussion up to that point. This may be voted upon electronically, in accordance with Bylaws Article VIII, Section 4 and the procedures of this policy, or may be carried forward for action on the next Board teleconference, if placed on the agenda by the President.
 - B. Presentation of a Motion for Consideration:
 - i. All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened Board meeting; the motion shall be in writing; a second shall be secured, and discussion shall be allowed for no less than 24 hours before a vote is taken. All further discussion shall again include all members of the Board of Trustees. Members are encouraged to use a means that

- allows for collection and dissemination of comments in an organized manner rather than rely exclusively on email given the difficulty in maintaining threads of responses and replies. This may include but not be limited to an online forum such as B2B or other such tool as the Board may select.
- ii. At the end of the specified discussion period, votes may be cast by all eligible Board members. Because an electronic vote prevents the assurance of a quorum, NAHU's bylaws require that two-thirds of all Board members vote affirmatively for an electronic motion to pass; at this time, with 16 voting Board members, a minimum of 11 votes is required. Unless otherwise specified by the president, Board members shall cast their vote using the approved distribution list, to be received by all Board members, and recorded by the Secretary. Failure to cast a ballot by the deadline shall be considered a vote against the motion.
 - iii. At the conclusion of the voting period, the Secretary shall tabulate the votes to ensure that the voting threshold has been met; failure to meet the threshold, regardless of the outcome of the votes cast, shall defeat the motion. The Secretary shall formally announce the results of the vote to the entire Board of Trustees and shall record the vote in the minutes of the subsequent formal Board meeting.
 - iv. If a motion fails because a significant number of Board members did not cast a vote on the issue, the president may, at his/her sole discretion, extend the voting deadline or add the underlying topic from which the motion was made to the next Board meeting. However, he/she may not take both actions (i.e. if the deadline is extended and there are still insufficient votes, the matter may not be carried over to the next board meeting except as a newly introduced agenda item).

4. **FINANCIAL IMPACT:** None.

STATUTORY NOTE: This section replaces Policy No. 04-02-B, which was originally adopted on August 20, 2004, and amended in 2007. SUNSET DATE: 2023

F) Implementation of Policies and Procedures

1. **PURPOSE:** To facilitate the process of implementing new and amended Policy and Procedures and disseminating information about such changes and amendments to the membership.
2. **POLICY:** All new and amended non-personnel policies and procedures shall be considered to be ratified and applicable upon the approval/amended date. Such policy and procedures shall be distributed to all state and local chapter presidents within 45 days of date they were approved. The board may readdress a new and/or amended policy and procedure if, within 90 days of distribution, substantive comments are received from more than 10% of then-current state and local chapter presidents.
3. **PROCEDURE:** New and amended policy and procedures will be sent to state and local chapter leadership via the most appropriate and timely manner. Regional Vice Presidents are required to bring these new P&Ps to the attention of their chapter presidents through their regular forms of communication.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 95-01-B, which was originally adopted on December 14, 2007. SUNSET DATE: 2023

G) Review of Policies and Procedures and Sunset Guidelines

1. **PURPOSE:** To establish a systematic review of policies and procedures.
2. **POLICY:** Every policy shall have a "sunset" clause of 3 years (unless otherwise specified in the P&P) from new or amended date.
3. **PROCEDURES:** Under the recommendation of Governance Committee, the NAHU Secretary shall review annually all P&P's that are due to expire.

The expiring policies will then be submitted to the Board of Trustees for consideration. At any Board of Trustees meeting during the year, but no later than the board meeting hosted at Capitol Conference, the expiring policies will be reviewed and voted on for appropriate action.

4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 94-01-B which was originally adopted on February 4, 1994. SUNSET DATE: 2021

H) Review of Regional Realignment

1. **PURPOSE:** To ensure the most effective distribution of NAHU services to existing members and to facilitate new membership development.
2. **POLICY:** The Board of Trustees will review the regions' configuration no less than every three years.
3. **PROCEDURES:** The president shall appoint a task force consisting of, but not limited to, the Immediate Past President, the Executive Vice President, the Vice Chair of Membership and at least two Regional Vice Presidents to review the then-current regional alignments and prepare a report to the Board of Trustees at the annual budget meeting. Proposed changes, if any, shall be determined by NAHU's attainment of specific goals and objectives, including, but not limited to, those outlined in NAHU's strategic plan. Any proposed changes must be approved by the House of Delegates at the NAHU National Convention. Any approved realignment will take effect January 1 following the approval and will be considered in conjunction with the next year's budget. The 90-day comment period for NAHU members will follow immediately as stipulated for policies and procedures.
4. **FINANCIAL IMPACT:** Will vary, depending on the task force's recommendations. All expenses related to reallocation of the regions must be included in an amended version of the association's operating budget.

STATUTORY NOTE: This section replaces Policy No. 02-01-B, which was last amended on January 21, 2008. SUNSET DATE: 2021

I) Vice Chairs' Integration to Board

1. **PURPOSE:** To establish a smooth transition from the National Membership, Legislative and Professional Development Vice Chair positions to the Chair positions prior to their taking office in July.
2. **POLICY:** The Membership, Legislative and Professional Development Vice Chairs shall participate as non-voting members in all official Board meetings subject to approval as outlined in the procedures below. The Membership and Legislative Vice Chairs shall also participate as non-voting members in the Budget Meeting held in the fall of their term as Vice Chair.
3. **PROCEDURES:** The National Membership, Legislative and Professional Development Vice Chairs shall be in attendance at the face-to-face Capitol Conference and Annual Convention NAHU Board meetings. The Vice Chairs will also attend the fall Budget Meeting in person if approved by the Finance Committee on their June teleconference, or by teleconference if not approved to attend in person. These Vice Chairs are also to attend all NAHU Board Conference calls.
4. **FINANCIAL IMPACT:** Lodging, travel and meal expenses according to the travel policy and budget.

STATUTORY NOTE: This section replaces Policy No. 03-01-B, which was last amended on January 25, 2006, October 19, 2016 and February 18, 2020. SUNSET DATE: 2023

J) Regional Conference Revenues and Expenses

1. **PURPOSE:** To give guidance and direction regarding the revenues and expenses for Regional Conferences and to ensure that the RVP fully understands the options and responsibilities available.
2. **POLICY:** Each RVP will decide whether to use the services from NAHU National Office in conjunction with their Regional Conference or if the RVP will work exclusively without any services or assistance from NAHU National Office. The RVP will ensure that the Letter of Acknowledgement, Understanding and Acceptance along with the Region Conference Budget Template are both completed and returned to NAHU staff within seven days past Capitol Conference and/or no less than 120 days before the event.
3. **PROCEDURE:** RVP to use the services and assistance from NAHU National Office
 - A. RVP will work with the staff at NAHU National Office for any of the following (but is not limited to any of these)
 - online registrations
 - conference location/hotel/facilities
 - contracts with vendors
 - liability coverage for the conference
 - speakers/ vendors, online advertising for the conference, sponsors
 - all profits and/or losses (after expenses) may be split 50/50 with the Host Chapter and NAHU
 - an updated financial status will be given to NAHU during the months preceding the conference from the RVP or Host Chapter.
 - B. NAHU reserves the right to advise and/or help manage all revenues and expenses associated with the conference.
 - C. The final accounting should be completed and sent to the CFO within two weeks of the conference.
 - D. Any profits and/or losses will be reviewed by the Finance Committee.
 - E. After the Finance Committee has reviewed the final accounting, a reimbursement check will be issued to the Host Chapter or any other designee the RVP specifies.

RVP to handle all responsibilities of the conference exclusively without the assistance of NAHU

- A. RVP to notify NAHU of decision to host Regional Conference exclusively without the assistance from NAHU at least 3 months prior to date of Conference.
 - B. It is fully understood that the RVP and Host Chapter will assume all responsibilities for the conference agenda and content.
 - C. It is fully understood that the Host Chapter will assume all financial responsibilities and liabilities for the conference.
 - D. The Host Chapter will secure all necessary event and liability insurance coverage for the conference.
 - E. NAHU National Office will have no involvement in the planning, preparation, implementation, securing vendors/speakers, or have any part in the conference including but not limited to online registrations and promotion except to list the conference's dates, location, contact information and a web link to the conference promotional flyer in the Events section of the NAHU website under the tab titled "Regional Conference".
 - F. It is understood that all profits or losses derived from the conference will be assumed by the Host Chapter.
 - G. The RVP will determine how profits and/or losses are distributed.
 - H. NAHU will not reimburse attendees for registration fees.
4. **FINANCIAL IMPACT:** Depends on level of NAHU involvement, as NAHU will share equally 50/50 all profits if they are involved in any manner for the Regional Conference. However, NAHU may also incur a loss that would be shared equally 50/50 with the Host Chapter.

STATUTORY NOTE: This subsection replaces Policy No. 03-01-F, which was originally adopted on June 20, 2012, and amended in June 24, 2016. SUNSET DATE: 2021

K) Investment Policy

1. **PURPOSE:** To set forth the nature, purpose and goals for investing NAHU cash reserves in excess of operating requirements on a long-term basis greater than three years.
2. **POLICY:** The Board of Trustees delegates to the CFO the responsibility of managing the investment funds, however, the Board of Trustees has ultimate responsibility for the oversight of NAHU assets. The CFO, in consultation with the Finance Committee, oversees the selection of an investment manager and directs the selection, monitoring and reporting requirements necessary to maximize performance of NAHU investments.
3. **PROCEDURE(S):**
 - A. A reputable investment advisor will be used to manage the portfolio. The advisor cannot be a member of NAHU and must be registered with the SEC. The Finance Committee will conduct a review of the advisor every 3-5 years. The selection process should include information regarding
 - Expense ratios
 - Sales charges
 - Division of responsibility
 - Compliance requirement
 - B. The primary objective of the policy is preservation of the portfolio capital with secondary emphasis on capital appreciation.
 - C. The following percentages will set the maximum limit for each fund category –

• Cash & Cash Equivalents	100%
• Fixed Income	50%
• Equity	50%

Exceptions to these limits can be presented to the Finance Committee for consideration and presentation to the Board for approval.
 - D. These funds are of a fiduciary nature and a conservative investment strategy incorporating the concept of diversification within the portfolio will be practiced. No more than 10% of equity assets may be invested in any one issuer nor more than 25% of the equity portfolio in any single industry as defined by the S&P Index (other than obligations of the U.S. Government, its Agencies or instrumentalities).
 - E. Additionally, the organization may not:
 - Purchase securities on margin
 - Make short sales of securities
 - Invest in real estate, commodities, or commodities contracts
 - Directly invest in options, futures, or other derivative securities
 - F. Reporting requirements will be as follows:
 - Monthly – the CFO will reconcile the investment accounts and update the financial statements accordingly
 - Quarterly – The investment manager will provide the Finance Committee a report which includes the following information:
 - ~ Asset allocation
 - ~ Investment performance
 - ~ Evaluation of objectives and benchmarks
 - ~ Future strategies
 - Annually – the investment manager will provide the Board of Trustees a report which includes the following information:
 - ~ Asset allocation
 - ~ Investment performance
 - ~ Evaluation of objectives and benchmarks
 - ~ Future strategies
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This subsection replaces Policy No. 14-01-F, which was originally adopted on June 24, 2014. SUNSET DATE: 2023

L) Membership Affinity Programs

1. **PURPOSE:** To establish a method for selecting programs and/or products to be offered to members and to establish a method for entering into affinity program agreements.
2. **POLICY:** Outside vendors or organizations interested in entering into agreements which could result in revenue to the Association or special benefits to our members should submit written proposals for contract to the EVP/CEO.
3. **PROCEDURE(S):** Proposals for these products or programs shall be initially reviewed by the NAHU CEO and the affinity program task force comprised of subject matter experts within the NAHU membership and by legal counsel, as needed. The NAHU CEO shall notify the vendor of final decision and proceed accordingly.

A periodic review of the revenue received from the programs will be conducted to determine the continued viability of Affinity programs.

This policy specifically excludes sponsorships of specific events or exhibitors at those events. Such agreements will be contracted by the staff, who may, at their discretion, bring them before the Board of Trustees, and will only be effective for the duration of the event and the publicity surrounding it.

4. **FINANCIAL IMPACT:** Varies based on the program. Should be revenue positive or neutral.

STATUTORY NOTE: This subsection replaces Policy No. 95-11-EX, which was originally adopted on March 17, 1995 and amended March, 2004, April 10, 2006, January 21, 2012, July 20, 2015. SUNSET DATE: 2021

SECTION II. NAHU Operational Policies

A) Audit Notification

1. **PURPOSE:** To provide notice to the Association's Executive Leadership and to the NAHU Board of Trustees about the annual audit results and findings.
2. **POLICY:**
3. **PROCEDURE:** The Chief Financial Officer shall be directed to inform the accounting firm which performs the annual audit, to copy the President, the CEO/Executive Vice President and Treasurer on the results of the annual audit and the Advice letter that accompanies the audit. Once reviewed and responses provided to the Advice letter, both shall be included as part of the financial audit package and presented to the Board of Trustees.
4. **FINANCIAL IMPACT:**

STATUTORY NOTE: This subsection replaces Policy No. 94-05-F, which was originally adopted on June xx, 1994, and amended in 1997 and 2006. SUNSET DATE: 2021

B) Board-Designated Operating Reserve

1. **PURPOSE:** To provide for NAHU's financial stability.
2. **POLICY:** Sufficient reserves should be available to meet short-term operating requirements, provide for a shortfall in revenue and prepare for an unexpected economic downturn.
3. **PROCEDURES:**
 - a. Operating Reserves will be defined as Total Net Assets. The Finance Committee will provide the Board of Trustees with a Reserve Status Report as part of the annual budget process, which will present current and projected reserve status based on the above definition.
 - b. The target amount to be attained for the Operating Reserve will be 25% of annual operating expenses of the current year budget, or about 3 months of expenses on average. In the event the operating reserve balance is less than the targeted level, the Board of Trustees will make every effort to approve a budget which will increase this balance.
 - c. Not less than quarterly, the Chief Financial Officer shall report to the Finance Committee an update on the status of the Operating Reserves, who shall be responsible to forward the report to the Board of Trustees. This report shall also reflect the current cash and investment balance.
4. **FINANCIAL IMPACT:** Minimal; possible accounting expenses for review by auditor.

STATUTORY NOTE: This section replaces Policy No. 12-01-F, which was originally adopted on June 20, 2012 and amended in 2019 and February 18, 2020. SUNSET DATE: 2023

C) Conflict of Interest

1. **PURPOSE:** To maintain the highest ethical standards between NAHU and both present and past leaders and employees.
2. **POLICY:**
 - A. In accordance with this P&P and good governance practices, it shall be the policy and practice of NAHU and NAHU Leaders to avoid business transactions which may be considered a conflict of interest. While there may be limited situations where products or services may be in the best interests

of the Association, it is the responsibility of all NAHU Leaders to report the existence of a potential or actual conflict of interest and for any such transactions to be conducted in a manner which will eliminate the influence of any NAHU Leader in that decision.

- B. Federal law requires nonprofits to act with independence and accordingly, certain types of transactions between NAHU and Interested Persons are prohibited in all circumstances. NAHU shall not enter Transactions with Interested Persons.
- C. For all other business transactions:
 - i. No person dealing with NAHU shall receive special favor or consideration because of that individual's current or former position with NAHU; and
 - ii. No person acting on behalf of NAHU should have a material, financial stake in transactions concerning the Association without the full knowledge and written consent of the Board of Trustees.

3. **PROCEDURES:**

A. Definitions: For purposes of this Policy and Procedure:

- i. Interested Person means:
 - a. An individual who currently serves, or has served during the previous five years, as a member of the NAHU Board of Trustees, including as an officer of NAHU;
 - b. An individual who currently serves, or has served during the previous five years, as a key employee of NAHU (as defined in relevant IRS filing requirements for nonprofit entities);
 - c. Substantial contributor, meaning a person or their spouse who gave an aggregate amount of more than \$5,000, if that amount is more than 2% of the total contributions the foundation or organization received from its inception through the end of the year in which that person's contributions were received, whether during the current year or at any point since NAHU's creation;
 - d. A family member of any individual described under (a) or (b); or
 - e. An entity which is controlled (meaning having an ownership interest, directly or indirectly, of more than 35% in a corporation, partnership or other business entity) by any individual meeting one or more of the categories above.

Interested Person shall not include an individual who might meet the definition of an Interested Person for a related organization (such as HUPAC or the NAHU Education Foundation) which is a separate corporate entity, even if potentially subordinate to NAHU.

- ii. Transactions with Interested Persons means any business arrangement between an Interested Person and NAHU which falls within one of the following categories:
 - a. Excess benefit transactions, where the Interested Person receives the excess of the economic benefit received from NAHU over the consideration or services provided through the transaction;
 - b. Loans to or from an Interested Person;
 - c. Grants benefitting an Interested Person; or
 - d. Business transactions involving an Interested Person which, in a single tax year, are (i) \$100,000 or more in all transactions, or (ii) \$10,000 (or 1% of total revenue) or more in any single transaction.
- iii. Conflict of interest means any transaction in which a current or former NAHU Leader has a material financial interest. A conflicted individual is a NAHU Leader with a conflict of interest relative to a transaction.
- iv. NAHU Leader means any current member of NAHU Staff or of a NAHU-Related Entity, or an individual who has previously been a NAHU Leader during any part of the 12 months preceding a vote concerning a transaction in which the NAHU Leader has a material financial interest.
- v. NAHU-Related Entity means any NAHU Board, Commission, Committee, Advisory Group, Working Group, Task Force or Foundation.
- vi. Material Financial Interest means any direct or indirect benefit, including salary and/or compensation received directly by a NAHU Leader or by a NAHU Leader's immediate relatives (parents, children, siblings, spouses and the spouse's immediate relatives), co-residents or roommates, or any corporation, partnership or business in which such person is an officer, partner, director, executive or major stockholder.

- a. In the case of NAHU staff, material financial interest shall exclude regular salary, bonuses, benefits and other compensation paid them in the normal course of their duties on behalf of NAHU.
 - b. In the case of a member of a NAHU Entity, material financial interest shall exclude salary, compensation or benefit resulting from holding a position common to the general membership. (For example, a Board Member voting to spend money on behalf of a group supporting guarantee issue of health insurance does not have a conflict of interest even though such a legal requirement would likely increase their income as many members of NAHU would likewise benefit).
- vii. Major stockholder means ownership or control of five percent (5%) or more of the outstanding stock of a Business Entity.
- B. Conduct by NAHU Leader when there is a conflict of interest
 - i. It is the responsibility of any individual who is a NAHU Leader (as defined above) to:
 - a. Not solicit association business for any reason;
 - b. Not participate in any discussion or vote concerning a transaction in which they have a conflict of interest; and
 - c. Voluntarily recuse themselves from activities in which they have or believe they have a conflict of interest. In cases deemed appropriated by the President, a vote by the Board of Trustees in which at least 60 percent of its membership concurs, may permit a conflicted individual to participate in discussions on a transaction.
 - ii. A NAHU Leader shall disclose any material financial interest in transactions contemplated or entered into by NAHU as soon as such interest is known. Such notification must be made, in writing, to the Chief Executive Officer/Executive Vice President (CEO/EVP) and the President. If the potential conflict involves the CEO/EVP, additional notification shall be made to the Chief Financial Officer of NAHU. If the potential conflict involves the President, additional notification shall be made to the President-Elect.
 - iii. If a NAHU Leader is aware of potential conflict of interest concerning another NAHU Leader, such information shall be disclosed in the same manner as outlined above.
- C. Handling of Conflicts of Interest.
 - i. Conflicts of Interest among members of NAHU-Related Entities. For all proposed or actual business transactions that involve a potential or actual conflict of interest and which there is a determination that there is still a business need for the transaction to be considered, the Board shall follow this Requests for Review of Potential Conflict of Interest:
 - a. Any member of a NAHU-Related Entity may seek a vote of the full NAHU-Related Entity to determine whether a conflict of interest exists for a NAHU Leader relative to the NAHU-Related Entity's work.
 - b. If a majority of the NAHU Entity determines a conflict exists for an individual Entity Member, that individual will not be permitted to participate in the discussion nor permitted to vote concerning the transaction.
 - c. The individual subject to another Member of the NAHU Entity's motion concerning a conflict of interest may participate in the discussion but may not vote in the debate determining whether a conflict of interest exists.
 - d. The NAHU Board of Trustees approves a motion by majority vote specifically acknowledging the conflict of interest and stating the level of participation in the decision related to the transaction by the conflicted individual. (For example, if after disclosing a conflict of interest, a Member of the Board of Trustees is permitted to discuss the matter prior to a vote, such involvement must be noted in specific motion). This motion may be part of the motion approving the transaction or in a separate motion.
 - e. The minutes of a NAHU Entity shall reflect all information relative to a conflict of interest. The minutes of the NAHU Board of Trustees shall specifically reference receipt of any information from staff or NAHU Entities concerning conflicts of interest.
 - f. In cases deemed appropriated by the President, a vote by the Board of Trustees in which at least 60 percent of its membership concurs, may permit a conflicted individual to participate in discussions on a transaction.
 - g. NAHU Entities shall report all incidences of conflicts of interest to the Board of Trustees including a description of how the conflict was handled.

- h. All votes by all NAHU Entities (including the Executive Committee) permitting a conflicted individual to participate in discussions concerning the transaction shall be reported immediately to the Board of Trustees. The Board of Trustees shall have the authority to overturn any decision made in connection to the conflict of interest.
- ii. Staff Conflicts of Interest
 - a. Unless the CEO/EVP has a conflict of interest, it is the responsibility of the CEO/EVP to review all business transactions which potential conflict of interest to determine if the proposed transaction falls within the scope of a Transaction with an Interested Person in which situation Those transactions that are within the scope and responsibility of the CEO/EVP (and do not require approval by the NAHU Board of Trustees) and involve any other NAHU Leader, the CEO/EVP shall immediately communicate with the Interested Person that any such transaction, directly or indirectly, with NAHU, is strictly prohibited under this P&P and take all appropriate action to exclude the individual from the decision-making process and from activities in support of the transaction.
 - b. In the event that the CEO/EVP has a conflict of interest, the assessment shall be conducted jointly by the Chief Financial Officer and the NAHU President, who shall take all appropriate action to exclude CEO/EVP from the decision-making process and from activities in support of the transaction, and should disclose that action to the Board of Trustees prior to any vote on the matter by the Board of Trustees.
 - c. The CEO/EVP shall disclose to the President on a regular basis any transactions that were assessed as potential conflicts of interest, and what action, if any, was taken by CEO/EVP or staff.

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 96-01-EX, which was originally adopted on January 30, 1996, and amended in 2008. SUNSET DATE: 2023

D) Distribution of Financial and Stewardship Information to Membership

- 1. PURPOSE:** To ensure that the membership of NAHU has access to timely and accurate information of the financial condition of their association.
- 2. POLICY:** Not less than quarterly, current summarized financial information about the state of the Association to be available to all members, and at least annually, the Finance Committee shall provide an annual stewardship report to all members.
- 3. PROCEDURES:**
 - A. The CFO shall make available a summarized Balance Sheet and Statement of Activities to all members each quarter of the fiscal year. The format of the report shall be approved by the Board of Trustees, which bears fiduciary responsibility for the association. These reports should bear a statement of confidentiality, approved in writing by NAHU's legal counsel. The statement should allow for the information to be shared with members but should seek to prohibit distribution to non-members.
 - B. The Finance Committee, working with staff, shall provide an annual stewardship report (which shall include benchmarking data related to the financial status of the association) to the membership no later than the time of Capitol Conference or by March 1 if Capitol Conference occurs after March 1. This shall be distributed to Capitol Conference attendees and notice provided to members about the availability of the report on the website. A verbal report to members shall occur at the Annual Capitol Conference addressing the status of the Board-designated Operating Reserve.
 - C. Requests for more detailed financial information shall be referred by all members of the Board of Trustees and other volunteer leaders to the Chief Financial Officer of NAHU.

4. FINANCIAL IMPACT: None.

STATUTORY NOTE: This section replaces Policy No. 95-05-F, which was originally adopted on July 5, 1995, and amended in 2007, 2013, 2018 and 2019. SUNSET DATE: 2023

E) Email Voting Procedure for NAHU Committees

1. **PURPOSE:** To establish procedures for NAHU committees to follow when discussing or voting on matters by electronic means.
2. **POLICY:** NAHU committees shall adopt specific policies to regulate the transaction of business by electronic means.
3. **PROCEDURES:**
 - A. Presentation of a Topic for Informal Consideration: The committee chair may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire committee, using the agreed upon distribution list maintained by the NAHU office. The chair shall set a time limit of no less than 24 hours for the discussion. At the end of this period, he/she may seek to extend the discussion period, refer the issue to a sub-committee or working group, invite a motion from a member of the committee, close discussion or take other appropriate action. A motion may be voted upon electronically, in accordance with the procedures of this P&P or may be carried forward to the next committee teleconference, if placed on the agenda by the chair. Because an electronic vote prevents the assurance of a quorum, two-thirds of all committee members have to vote affirmatively for an electronic motion to pass. Unless otherwise specified by the chair, committee members shall cast their vote using the approved distribution list, to be received by all committee members, and recorded. All committee members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal committee meetings. All contributions to the discussion should be posted to all committee members, again using the NAHU distribution list.
 - B. Presentation of a Motion for Consideration: All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened committee meeting; the motion shall be in writing, a second shall be secured and discussion shall be allowed for no less than 24 hours before a vote is taken. All further discussion shall again include all members of the committee. At the end of the specified discussion period, all eligible committee members may cast votes. At the conclusion of the voting period, the chair shall tabulate the votes. The chair shall formally announce the results of the vote to the entire committee, and shall record the vote in the minutes of the subsequent formal committee meeting. If a motion fails because a significant number of committee members did not cast a vote on the issue, the chair may, at his/her sole discretion, extend the voting deadline or add the topic to the next committee meeting. However, he/she may take both actions (ie. If the deadline is extended and there are still insufficient votes, the matter may not be carried over to the next committee meeting, except as a newly introduced agenda item).
4. **FINANCIAL IMPACT:** None.

STATUTORY NOTE: This section replaces Policy No. 05-02-CMT, which was originally adopted on December 12, 2005, and amended in 2011. SUNSET DATE: 2023

F) Liquor Liability Protection

1. **PURPOSE:** To ensure that NAHU and its chapters are protected from liability related to serving or consuming alcohol at official events
2. **POLICY:** Any contract for a NAHU-sponsored event (including Regional Meetings) at which alcoholic beverages will, or are likely to be, distributed, must include a liquor liability clause. Such clause will be provided and/or approved by NAHU's Vice President of Meetings. Furthermore, NAHU will make this contract language available to all state and local chapters, and the Board of Trustees strongly urges them to include it in their contracts.
3. **PROCEDURE:** NAHU will draft a liquor liability clause, approved by NAHU's counsel, for inclusion in all NAHU contracts. This clause will be reviewed annually to ensure that it adequately protects the

association. No contract lacking liability protection shall be signed by NAHU's CEO. A copy of the clause will be distributed to all chapter presidents during leadership training, and they will be urged to include it in their contracts.

4. **FINANCIAL:** Minimal impact – legal expense for review of clause; distribution of clause to chapter officers.

STATUTORY NOTE: This section replaces Policy No. 01-01-MG which was originally adopted on May 14, 2007. SUNSET DATE 2023

G) Leadership Rosters

1. **PURPOSE:** To distribute an annual roster reporting form to communicate the new officers, board members, and key people within each chapter to NAHU and the RVPs.
2. **POLICY:** An association roster form will be used to forward to NAHU, the information of the newly elected officers and key people as soon as it is determined.
3. **PROCEDURE(S):** NAHU will distribute to each chapter a form with instructions for completion. A deadline of thirty (30) days will be given for return of the forms. A systematic follow-up program will be utilized to ensure prompt response and participation. Once received by NAHU, the appropriate information will be entered into our database, and made available to the RVP's. Those members will begin to receive NAHU communications following this process.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 94-02-C which was originally proposed on November 14, 1989, adopted on May 14, 2007 and amended on August 20, 2012. SUNSET DATE: 2021

H) Job Descriptions for NAHU Staff

1. **PURPOSE:** To assure that all staff members are fully aware of the responsibilities of their positions. This information will be pertinent upon performance reviews of the staff.
2. **POLICY:** Written job descriptions for all staff positions shall be maintained at NAHU's National Office and copies given to each staff member. The descriptions should be reviewed by the CEO/EVP on a regular basis, and made available to the Board of Trustees upon written request.
3. **PROCEDURE(S):** The CEO/EVP shall create written job descriptions for all NAHU staff members, and review the descriptions with staff on a regular basis to ensure that duties are understood and performed. The job description should be maintained within the personnel file of each employee.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 96-08-EX which was adopted on September 30, 1996 and amended on May 21, 2012. SUNSET DATE: 2021

I) Executive Vice President Personnel Reviews of NAHU Staff

1. **PURPOSE:** To conduct an annual review of staff.
2. **POLICY:** The Executive Vice President is directed to cause a performance review of all NAHU personnel within ninety (90) and one hundred twenty (120) days hire. The Executive Vice President shall also

conduct reviews of all personnel no less than each calendar year.

The Executive Vice President shall establish procedures for personnel whose performance is deemed substandard. Included in these procedures are guidelines documenting the dismissal of an employee.

3. **PROCEDURE(S):** The Executive Vice President shall adopt a standard review process.
4. **FINANCIAL IMPACT:** Minimal

STATUTORY NOTE: This section replaces Policy No: 95-03-EX, which was originally adopted February 12, 1995, and amended in 2013. SUNSET DATE: 2023

J) Signatory Authority

1. **PURPOSE:** In accordance with Bylaws Article XIV, Section 7, to specify the circumstances and procedures under which checks written by the Association shall require two authorized signatures.
2. **POLICY:** Checks for recurring and approved expenses shall require only one authorized signature, regardless of the amount of the check up to \$10,000.00 including the following:
 - a) Payroll
 - b) Employee insurance benefits
 - c) Office rent
 - d) ABS magazine printing
 - e) ABS magazine design and production
 - f) Contract fees approved through the budget

All other checks in excess of \$10,000.00 shall require two authorized signatures.

3. **PROCEDURES:** Checks requiring two authorized signatures will be reviewed and signed by both the CEO and CFO.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 98-01-EX which was adopted on July 13, 1998 and amended on February 19, 2013 and June 27, 2014. SUNSET DATE: 2023.

K) Differential Pricing between Members and Non-Members for Goods and Services

1. **PURPOSE:** To do our due diligence in establishing pricing at a fair market value while protecting our tax-exempt status through the establishment of a formula and a clear set of rules to add clarity of value and a sense of transparency for our members.
2. **POLICY:** To maintain a minimum 30% corridor between member and non-member pricing for NAHU product offerings, including but not limited to Professional Development Courses. This minimum corridor will apply to all events utilizing NAHU provided products, services or training, except where by agreement differentiated pricing is limited or prohibited for (a) certain nationally recognized industry events where NAHU has an agreement with a sponsor or (b) governmental contracts (which shall be reported regularly to the Board of Trustees). Any other exceptions must be approved by the Board of Trustees in advance of the release of invitations or announcements.

3. **PROCEDURE:** While chapters are not prohibited from adopting a similar P&P, if doing so, care must be taken to protect and preserve their nonprofit status by maintaining a reasonable *maximum* corridor since the differential for non-member pricing should not be prohibitively higher than member pricing based on federal nonprofit standards.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This policy had no prior policy number or original approval date. SUNSET DATE: 2023

L) Mailing of Nominations Forms and Instructions to Chapters

1. **PURPOSE:** Notification to state and local presidents of nominations process via the NAHU Nominating Form.
2. **POLICY:** To distribute the NAHU Nominating Form with instructions by October 15th of each year.
3. **PROCEDURE(S):** Send an email communicating the date set by the Nominations Committee Chair for receipt of all nominations. The following information will accompany the communication indicating what information must be included with nominations:
 - A. Profile of NAHU Member's leadership capability
 - B. Credentials, designations, education and years in business
 - C. Outline of NAHU State, Local and National positions held and accomplishments
 - D. Outline of service to other organizations
 - E. Travel and continued service availability
 - F. Candidate information survey
 - G. Statement from Nominee committing to service during the term of office

NOTE: Inclusion of notice to all Local and State Presidents is vital to communicate the process and to encourage participation. Each Regional Vice President shall ensure that state and local chapter president correct contact information is on file with the National office. The Executive Vice President shall establish and maintain an official distribution list with electronic addresses for all state and local chapter presidents.

4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 98-03-CMT which was originally adopted on October 1, 1998 and amended on June 23, 2007. SUNSET DATE: 2023

M) Whistleblower Policy

1. **PURPOSE:** To protect NAHU Board of Trustees, officers, employees and other representatives who make a good faith disclosure of specific wrongful conduct. To serve as a means of reporting all improprieties that potentially impact the integrity and effective operations of NAHU.
2. **POLICY:**
 - A. General. NAHU expects members of the Board of Trustees, officers, volunteer leaders, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of NAHU, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
 - B. Reporting Responsibility. It is the responsibility of all Board members, officers and employees to report wrongful conduct in accordance with this Whistleblower Policy.
 - C. Wrongful Conduct. "Wrongful Conduct" is defined in this policy to include: a serious violation of NAHU policy; a violation of applicable state or federal law; or the use of NAHU property, resources or authority for personal gain or other purpose which is unrelated to the business and objectives of the

Association. This definition is not intended to be an exclusive listing of the illegal or improper activity encompassed by this policy.

- D. No Retaliation. No Board member, officer or employee who in good faith reports wrongful conduct will suffer harassment, retaliation or adverse employment consequence. Any board member, officer or employee who retaliates against anyone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of employment or removal from office. This policy is intended to encourage and enable employees and other volunteer leaders to raise serious concerns within NAHU.
- E. Reporting Wrongful Conduct. NAHU encourages its Board members, officers and employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. Any Board member, officer or employee may report wrongful conduct to the Executive Vice President/CEO or the NAHU President. If the wrongful conduct implicates either or both, or if the reporting individual is not comfortable speaking with or not satisfied with response of those individuals, the issue may be reported to any member of the Board of Trustees or the Chair of the Governance Committee. The Executive Vice President/CEO, NAHU President and all members of the Board to whom a report of wrongful conduct is made are required to immediately advise the full Board of Trustees of such report.
- F. Acting in Good Faith. Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.
- G. Confidentiality. Reports of wrongful conduct or suspected wrongful conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- H. Handling of Reported Wrongful Conduct. A representative of the Board of Trustees will notify the sender and acknowledge receipt of the reported wrongful conduct or suspected wrongful conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

3. FINANCIAL IMPACT: Minimal, possible legal expenses for review by counsel.

STATUTORY NOTE:: This section replaces Policy No. 09-01(2)-EX which was originally effective January 19, 2009. Sunset: 2023

N) Standard Association Meeting Minutes Book

- 1. **PURPOSE:** To establish a replicable trail and institute correct minutes keeping, including the accurate recording of the results of motions by the NAHU Board of Trustees and to assure the distribution of this information to the NAHU BOT and members.
- 2. **POLICY:** Every motion of the BOT shall be recorded. All written material referred to in minutes must also be a part of the minutes. Permanent copies of all minutes will be maintained at the National headquarters.
- 3. **PROCEDURE(S):** The Executive Vice President/CEO is directed to maintain all originals, and provide for their timely distribution to the Board. The EVP shall post all minutes and attachments on the Board website.
- 4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 94-04-EX, which was originally adopted on February 11, 1995 and amended March, 2004; June 23, 2006; March 28, 2009; and January 21, 2012. SUNSET DATE: 2018

O) Stipend for NAHU President

1. **PURPOSE:** To reimburse the NAHU President, a stipend for extra travel and administrative expenses that may occur.
2. **POLICY:** The President's budget will allow an amount, to be determined by the Board of Trustees each year that is available to adequately reimburse the President for unanticipated expenses that arise during the year.
3. **PROCEDURE(S):** Finance Committee will determine the dollar amount each year.

STATUTORY NOTE: This section replaces Policy No. 94-02-F which was originally adopted on June 4, 1994 and amended March 1, 1997. SUNSET DATE: 2021

P) Business Transactions with Interested Persons

1. **PURPOSE:** To assure proper review and reporting of business transactions with interested persons.
2. **POLICY:** NAHU will not enter into Transactions with Interested Persons, as defined in IRS Form 990 Schedule L.
3. **PROCEDURE(S):** NAHU may, from time to time, enter into royalty agreements with commercial enterprises that offer products and services to NAHU members which involved "interested persons" within the organization.
 - A. In order to treat these agreements as royalty revenue excluded from unrelated business income (UBI), NAHU shall remain scrupulously passive. Royalty contracts with all partners shall not include language that obligates NAHU to promote a commercial enterprise such as the following:
 - Develop promotional materials
 - Conduct promotional activities
 - Post information on NAHU website
 - Place ads in NAHU publications
 - Send email blasts to members
 - Moderate webinar presentations
 - B. NAHU shall voluntarily inform its members about the arrangements of any royalty partnerships which benefit both the members and NAHU.
 - C. An NAHU member shall be considered an "Interested Person," if the individual:
 - i. Currently serves as a member of the NAHU Board of Trustees or an officer of the Association;
 - ii. Have served as a member of the NAHU Board of Trustees or an officer of the Association within the last 5 years; or
 - a. if the individual is a:
 - b. Key employee, meaning a member of the NAHU staff at the director level or higher;
 - c. Substantial contributor;
 - d. Family member of any individual described above, or
 - e. 35% controlled entity of any individual described above
 - D. According to the IRS, the types of transactions that require reporting include the following:
 - i. Excess benefit transactions
 - ii. Loans to or from an Interested Person
 - iii. Grants benefitting an Interested Person
 - iv. Business transactions involving an Interested Person
 - E. An organization must report business transaction with an Interested Person if one or more of the following apply:
 - i. All payments during the tax year exceeded \$100,000
 - ii. All payments during the tax year from a single transaction exceeded the greater of \$10,000 or 1% of total revenue

- F. Since these reporting requirements apply only to NAHU, individuals who might meet the definition of an interested person if their involvement in HUPAC or the NAHU Education Foundation, Inc. was treated the same as those that apply to the Association fall outside of the requirement, and is therefore not necessary to report business transactions for those individuals.

4. FINANCIAL IMPACT: None.

STATUTORY NOTE: This section replaces Policy No. 17-01-F which was originally adopted on January 2017. SUNSET DATE: 2020

Q) Payment of Dues to State & Local Chapters

1. **PURPOSE:** To ensure that dues are paid to State and Local Chapters on a timely basis.
2. **POLICY:** NAHU will mail or directly deposit into the chapter's bank accounts all dues received in the prior month.
3. **PROCEDURE(S):** During the third week of each month, NAHU will mail or directly deposit into the chapter's bank accounts all dues owed State and Local Chapters received in the prior month.
4. **FINANCIAL IMPACT:** Minimal

STATUTORY NOTE: This section replaces Policy No. 96-03-MB, which was originally adopted on June 7, 1996 and amended in 2004. SUNSET DATE: 2021

R) Nominations Committee Reporting Deadline to Secretary

1. **PURPOSE:** To assure conformance with bylaws regarding nominations to be published in the HIU magazine prior to annual convention.
2. **POLICY:** The Nominations Committee will ensure its report of the Nominations Committee is presented to NAHU prior to the May "ABS" Magazine deadline.
3. **PROCEDURE(S):** Send nominee name, biography, vision statement and picture for each candidate direct to the NAHU staff person designated by the Nominations Committee. The material will appear in the June "ABS" magazine and will also be sent electronically to the NAHU membership before the annual convention.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces 92-09-CMT, which was originally adopted in June 1995 and amended in 2007. SUNSET DATE: 2021

S) New Chapters

1. **PURPOSE:** To further assist with the proper development of new chapters.
2. **POLICY:**
 - A. In order to financially support the expense of new chapter development, NAHU will provide \$500 chapter seed money to be used toward the expenses of getting a new chapter up and running.
 - B. In order to strongly encourage chapters to comply with all applicable IRS requirements, NAHU shall reimburse any chapter for the fee associated with IRS form 8718.

3. PROCEDURE(S):

- A. NAHU Vice President of Finance shall reimburse, up to \$150, any new chapter that provides proper receipts of payment associated with IRS Form 8718. IRS Form 8718 includes a fee of \$150 for a determination letter, for an organization seeking tax exempt status.
- B. NAHU shall issue the new State/Local Chapter a check for \$500 within 30 days of Board of Trustees approval of the chapter charter on a non-receivable basis.

4. FINANCIAL IMPACT: \$650 for each new chapter established.

STATUTORY NOTE: This section replaces Policy No. 95-02-F, which was originally adopted on March 14, 2007 and amended in 2013. SUNSET DATE: 2022

T) Travel and Entertainment Policy for NAHU Volunteer Leadership

- 1. PURPOSE:** To define the policies for travel and entertainment by members of the NAHU Board of Trustees, its committees, task forces, advisory groups and subsidiaries and others traveling at NAHU expense for meetings where attendance has been requested or required. Each member is reminded that NAHU's image can be best served by the use of restraint rather than extravagance in spending the Association's (and therefore the members') money, and that attendance and involvement in activities associated with NAHU sponsored events is expected. An individual cannot be reimbursed more than 100% of their actual expenses from any source. Finally, any reimbursement should only be made available to volunteer leaders who have been active participants in the calls and work of their respective committee.
- 2. POLICY:** Travel for NAHU volunteer leaders must be budgeted, authorized and funded in the NAHU annual budget.
 - A. Attendance/Participation Expectations. Since the primary purposes of attendance and participation in these events is to learn, participate and promote NAHU in a positive manner, when a volunteer leader either (1) confirms attendance and subsequently fails to attend these meetings without giving the NAHU President reasonable notice, or (2) fails to participate in scheduled events within those meetings, NAHU does not gain any overall value in the Volunteer Leader's attendance and such expense shall not be reimbursed.
 - B. Failure to provide adequate notice of a Volunteer Leader attending an event that is funded in whole or in part by NAHU may result in the need of that individual to reimburse NAHU for expenses incurred (including waived registration fees) and paid by the Association.
 - C. Failure to participate in scheduled events, specifically those outlined in the procedure below, shall result in a Volunteer Leader's loss of right of reimbursement of expenses by NAHU.
 - D. Eligibility for Reimbursement or Waiver of Registration Fees. To qualify for reimbursement of travel expenses (if available) or eligibility for waived registration fees, volunteer leaders must attend 75% of the conference calls (or have no more than two excused absences) from July 1 until the month before the event, and be present at both the committee meeting (if applicable) and, if serving in a regional capacity, the regional breakout session held at the meeting.
 - E. Expense Reimbursement Limitations. When traveling on NAHU business, the following expenses are eligible for reimbursement:
 - i. Single hotel room rate and tax.
 - ii. For Convention, Capital Conference, budget or board meeting, this will be billed to the NAHU master account when attending an NAHU function.
 - iii. For other travel, the cost of the single hotel room rate shall be for a standard room only, and if event is held in a NAHU-sponsored event with a host hotel, then only for expenses incurred at the host hotel.

- iv. Additional room charges (upgrades, computer/fax equipment charges, movies, etc.) and incidentals will be the responsibility of the volunteer leader.
- F. Transportation.
 - i. Airline transportation – economy fare only.
 - a. Airline tickets may not be charged directly to NAHU’s account unless specifically authorized by NAHU’s Chief Financial Officer.
 - b. All airfare shall be, where feasible, purchased at least twenty-one (21) days in advance of the beginning of any scheduled meeting.
 - c. Airport parking will be reimbursed at the lowest parking rate.
 - ii. By car – Will be reimbursed at 50% of the IRS standard, plus applicable toll charges; please provide all toll receipts or copy of E-Z Pass monthly statement. Reasonable parking fees may be submitted in addition to travel expense. Total mileage reimbursement will be limited to reasonable economy airfare between destinations.
 - iii. By cab or private car service – permitted for destinations within a single urban area only, and not to be used for travel between cities. Receipts required for all cab or private car service fares.
- G. Meals. NAHU will not reimburse for meal expenses incurred by an authorized individual traveling on NAHU business, except that up to \$50 per day in meal costs may be reimbursed if the volunteer leader does not incur any other expense for reimbursement for that day.
- H. Expenditures on Members. NAHU funds are not to be used to host non-budgeted meal functions or other events, or to purchase non-budgeted gifts, whose purpose is recognition or appreciation for NAHU members, volunteers or representatives.
- I. Baggage. The association will reimburse the expense for excess baggage only if the excess is due to Association business material essential to the trip.

3. PROCEDURES:

- A. Implementation and administration of this P&P shall be the responsibility of the NAHU Treasurer, the Finance Committee, and the NAHU Executive Vice President (or staff as may be assigned)
- B. All expense requests must be submitted using the standard NAHU expense reimbursement request form, which must include dates, business purpose and individuals involved for all travel and/or entertainment, and shall include receipts. All expense reimbursement requests must be received by NAHU headquarters within 60 days from the date incurred. Requests received after 60 days will require approval by the Finance Committee. The form should include a statement that notes that the individual cannot be reimbursed more than 100% of their actual expenses from any source, including other chapters.
- C. When submitting non-travel related expenses, all receipts must be included, with an explanation of the purpose of the expense. NAHU officers or committee members invited to NAHU chapter-sponsored events (sales symposia, regional meetings, legislative conferences, etc.) to serve in an official capacity should not be charged registration fees by the sponsoring chapter. The NAHU officer or committee member should clarify this with the chapter prior to the event.
- D. NAHU volunteer leaders attending in a non-official and non-budgeted capacity will not be reimbursed for their expenses.

4. FINANCIAL IMPACT: More efficient use of NAHU resources for meetings and events.

STATUTORY NOTE: This section replaces Policy No. 98-01-F, which was originally adopted on June 6, 1988, and amended in 2012 and 2015. SUNSET DATE: 2022

U) Changes in Board of Trustees Membership

1. **PURPOSE:** To establish a protocol to communicate changes in membership of the NAHU Board of Trustees that occurs outside of the House of Delegates.
2. **POLICY:** The Board of Trustees will communicate to all NAHU members when there has been a change in the membership of the Board of Trustees, including resignations, removal, or appointment of individuals to serve in one of the elected or appointed positions.
3. **PROCEDURE(S):**
 - A. The President shall ensure that NAHU members receive notification of changes in membership of the Board of Trustees and such notification shall, at a minimum, be sent to via single-topic communication to the email address of record of each member and in a prominent announcement in ABS magazine.
 - B. The recipients and deadlines for communication on changes in membership of the Board of Trustees shall be as follows:
 - i. For a vacancy in the position of Regional Vice President, the notification shall be sent to:
 - a. Presidents of all state and local chapters within that region within five (5) business days of the notification of resignation or when the member has been removed from the Board of Trustees in accordance with the Bylaws; and
 - b. All NAHU members within that region if the vacancy remains after thirty (30) days.
 - ii. For a vacancy in an Executive Committee position or other position on the Board of Trustees other than Regional Vice President:
 - a. Presidents of all state and local chapters within five (5) business days of the notification of resignation or when the member has been removed from the Board of Trustees in accordance with the Bylaws; and
 - b. All NAHU members within twenty-one (21) calendar days.
 - iii. For appointments to fill a vacancy on the Board of Trustees, notification shall be sent within five (5) business days to:
 - a. All members within that Region for Regional Vice President; and
 - b. All NAHU members for all other appointments to the Board of Trustees.
 - iv. The NAHU CEO/EVP shall facilitate this communication using association resources and staff.
4. **FINANCIAL IMPACT:** Staff time and resources to send communication and/or potentially lost advertising revenue lost in ABS magazine due to announcement.

STATUTORY NOTE: Date of original and timing of amendments are unclear. Sunset Date: 2023

V) Document Retention Policy

1. **PURPOSE:** To specify how important documents (hardcopy, electronic or other media) should be retained, protected and eligible for destruction.
2. **POLICY:** The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

Corporate Records

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 to file for tax-exempt status	Permanent
Letter of Determination granting tax-exempt status	Permanent
By Laws	Permanent
Board Policies & Procedures	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Annual Corporate Filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies & Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers	7 Years
Business Expense Documents	7 Years
Bank Deposit Slips	7 Years
Cancelled Checks	7 Years
Invoices	7 Years
Investment Records	7 Years
Property & Asset Inventories	7 Years
Petty Cash Receipts & Documents	3 Years
Credit Card Receipts	3 Years

Tax Records

Annual 990 Tax Filings	Permanent
Annual 1099 Report Filings	Permanent
Payroll Registers	7 Years
Payroll Tax Withholdings	7 Years
Earnings Records	7 Years
Payroll Tax Returns	7 Years
W-2 Statements	7 Years

Personnel Records

Employee Offer Letters	Permanent
Confirmation of Employment Letters	Permanent
Benefits Descriptions Per Employee	Permanent
Pension Records	Permanent
Employee Applications & Resumes	7 Years After Termination
Promotions, Demotions, Letters of Reprimand & Termination	7 Years After Termination
Job Descriptions & Performance Goals	7 Years After Termination
Workers' Compensation Records	5 Years
I-9 Forms	5 Years After Termination
Time Reports	3 Years After Termination

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements & Denials	Permanent

3. FINANCIAL IMPACT: Minimal.

STATUTORY NOTE: This section replaces Policy No. 09-01(1)-EX, which was originally adopted on January 19, 2009.
SUNSET DATE: 2022

V) Binding Contracts

1. **PURPOSE:** To ensure that all obligations undertaken by NAHU are properly reviewed and approved to ensure contractual obligations of the Association are reviewed by appointed counsel.
2. **POLICY:** Only the Executive Vice President/CEO or the CFO/COO of the Association is permitted to sign or otherwise obligate NAHU to any contractual agreements. The BOT members and committee chairs may agree to customary and reasonable expenses which do not require a contract and which have been authorized by the BOT within their respective budgets.

The Executive Vice President/CEO is directed to have any contractual obligation of the Association that exceeds twenty thousand dollars (\$20,000) during any time period, any obligation that exceeds one year in length, or any NON-standard contract used by the Association reviewed by appointed counsel.

3. **PROCEDURE(S):** Upon presentation of a contract obliging NAHU to an operational or financial commitment, NAHU Board, staff or committee chairs shall forward the document to the CEO or CFO, along with an explanation of the product or service being contracted and (as appropriate) the budgetary line item to which the resulting expense will be charged. Obligations that would result in expense charges within or between budgetary line items must be presented to the Board of Trustees before approval.

The CEO or CFO will review the contract, ensure that it does not conflict with existing NAHU obligations or policies and will forward contracts to NAHU legal counsel for review as needed. Counsel's response shall be kept on file at the national office.

If this review raises questions about the appropriateness of signing the contract, the CEO or CFO will contact the submitter for clarification. The above procedures notwithstanding, contractual approval and execution will not be unreasonably withheld by the CEO, CFO or the Board of Trustees.

At the annual budget meeting the CEO will present those contracts considered "Standard".

4. **FINANCIAL IMPACT:** Review of legal matters shall be considered and made part of the annual budget.

STATUTORY NOTE: This section replaces Policy No. 92-11-EX, which was originally adopted on May 14, 2007 and amended on December 15, 2008. SUNSET DATE: 2020

W) Competitive Bidding

1. **PURPOSE:** To ensure that NAHU purchases from the lowest cost qualified vendor meeting the specifications of the bid, and to ensure a fair and impartial bidding process. It will also ensure that needs are fully evaluated prior to goods or services being purchased or contracted.
2. **POLICY:** NAHU must follow a written process of competitive bidding, both as prescribed below and in accordance with written internal procedures developed by the Executive Vice President/CEO.
3. **PROCEDURE(S):** Items costing less than \$5,000 which are not purchased on an ongoing contractual basis are exempt from this P&P. Bids for items purchased on an ongoing contractual basis will be reviewed by the CEO and CFO no less frequently than every two years.

Items costing between \$5,000 and \$10,000 require a minimum of three written bids. Bids should be in response to bid specifications drafted by the appropriate department head, and reviewed by the CEO. Bids will be reviewed by the CEO and CFO and awarded to the lowest cost qualified bidder.

Items costing over \$20,000 are subject to the same rules as those above, but CEO's determination is confirmed by a majority vote of the Board of Trustees.

In cases in which there are fewer than three qualified vendors for a product, as determined by the CEO and CFO, fewer bids can be solicited, with Board of Trustees notification. This would occur only when research conducted by the CEO and/or staff eliminates one or more potential bidders from consideration

4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 95-09-EX, which was originally adopted on May 14, 2007 and amended on August 20, 2012. SUNSET DATE: 2023

X) Clearing Uncollectible Accounts Receivable

1. **PURPOSE:** To assure proper review and approval of uncollectible accounts receivable.
2. **POLICY:** All accounts receivable that have been identified by respective department heads as uncollectible will be submitted to the Executive Vice President/CEO and CFO for written approval to write off.
3. **PROCEDURE(S):** Annually each department head will review all accounts receivable under the department's responsibility. Any account that is deemed uncollectible will be forwarded to the CEO and CFO with all documentation and supporting rationale. The CFO will make any necessary adjustments to the Association's financial statements.

Any amount deemed uncollectible in excess of \$5,000 must be communicated to the Finance Committee.

4. **FINANCIAL IMPACT:** Amount of uncollectible accounts receivable.

STATUTORY NOTE: This section replaces Policy No. 95-01-F, which was originally adopted on May 14, 2007. SUNSET DATE: 2023

Y) Membership Retention and Renewals

1. **PURPOSE:** To establish a procedure for the membership service center to follow for renewals.
2. **POLICY:** The membership department should make every effort to have renewals mailed on a timely basis and to follow up with those individuals delinquent in renewing.
3. **PROCEDURE(S):** The membership department will mail a renewal notice to each person 90 days prior to the renewal date and 30 days prior to the renewal date. The last reminder will consist of the HIU lapsed membership wrap within the last month of the grace period.
4. **FINANCIAL IMPACT:** Varies dependent upon the number of members renewing and lapsing.

STATUTORY NOTE: This section replaces Policy No. 95-10-B, which was originally adopted on March 17, 1995 and amended on December 15, 2012. SUNSET DATE: 20223

Z) Routing of New Member Applications

1. **PURPOSE:** To provide chapters with immediate information about new members, allowing them to contact and welcome these members quickly.
2. **POLICY:** Any NAHU chapter that wishes may prepare its applications or design its member recruitment efforts to forward new member applications to its headquarters for entry into its database before these applications are sent to NAHU for entry into the national membership database.

Submission of applications and dues to NAHU must be made in a timely manner, and all original documentation and dues must be included. Chapters are not required to collect applications, and may continue under the existing system. The policy applies only to new membership applications. Membership renewals will continue to be processed by NAHU exclusively.

3. PROCEDURE(S):

- A. Chapters may collect new member applications for the purpose of gathering information about their new members more quickly.
- B. Originals or faxed copies, if paying due by CC or bank draft, of all documentation including application and check/credit card/bank draft payment for all health underwriter dues collected must be forwarded to NAHU within ten (10) business days of receipt by chapter.
 - i. Lag of submission to NAHU will be measured by either the chapter's date stamp or the date written on the member's dues check. If a chapter exceeds the submission deadline of ten (10) business days, NAHU will notify the chapter president. If delays continue, the state president and Regional Vice President will be notified. If, after a reasonable time for procedures to be corrected, such delays continue, NAHU, with approval by the RVP may suspend the chapter's right to collect applications.
- C. Applications received by NAHU from chapters using this procedure will be added to NAHU database in the same manner that all applications are received. Members' join and expiration dates will be determined by the date applications are received in NAHU office. State and local portion of dues will be disbursed by NAHU, following currently established procedures.
- D. Despite chapters' addition of members to their database, no new applicant will be an officially active member of NAHU or the state/local chapter until their application has been processed and APPROVED by NAHU. All membership counts for dues remittance, House of Delegate representation, or other purposes, will be determined by the official NAHU membership database.

- 4. FINANCIAL IMPACT:** Negligible for both NAHU and chapters, unless chapters hire staff to process received application.

STATUTORY NOTE: This section replaces Policy No. 96-02-MB, which was originally adopted on June 21, 1996 and amended on June 22, 2004. SUNSET DATE: 2023

AA) Outside Speakers

- 1. PURPOSE:** To provide clear rules related to outside speakers participating in NAHU sponsored events and to highlight the importance of balancing sponsors and speakers with NAHU's overall interests to serve the broader interests of the Association.
- 2. POLICY:**
 - A. Any individual or organization for whom NAHU shall contract to provide speaking or other group meeting activities shall be subject to review, consideration and approval of the NAHU Executive Vice President/Chief Executive Officer or CFO/COO. Expenses for reimbursement and contract requirements shall be limited to the following:
 - i. Reimbursement for speaker expenses shall be consistent with existing policies and procedures related to travel by NAHU volunteer leaders. All such expenses shall be subject to the same rules as any other expense reimbursement, including copies of receipts and completion of NAHU expense reimbursement forms.
 - ii. No agreement for a speaker is permitted to pay for first class airfare, upgraded accommodations, extraordinary travel or food expenses. All agreements shall be reviewed and signed by the NAHU EVP/CEO or CFO/COO.
 - iii. Any expense that exceeds \$10,000 shall be subject to the review and approval of the NAHU Board of Trustees.
 - iv. No agreement may permit NAHU to pay for books, promotional material, other items which the speaker may offer for sale or the shipping expenses associated with the same.
 - v. All speaker and sponsor contracts must be approved by staff before it is discussed or shown to a speaker or sponsor.

- B. Speaker and/or appearance fees shall not be paid to members of the NAHU Board of Trustees or other National Committee Chairs for any event sponsored by NAHU or a state, local or regional chapter during their term of office. Reasonable travel expenses can be provided by the sponsoring chapter(s) within the guidelines established by other NAHU policies and procedures.
- 3. **PROCEDURE(S):** NAHU Staff, specifically the NAHU Executive Vice President/Chief Executive Officer or as delegated to another staff person, shall take the lead in all discussions and negotiations with speakers at NAHU sponsored events to ensure compliance with this P&P and to avoid potential conflicts with other speakers and/or sponsors.
- 4. **FINANCIAL IMPACT:** Minimal; possible accounting expenses for review by auditor.

STATUTORY NOTE: This section replaces Policy No. 19-01-F, which was originally adopted on September 9, 2019. SUNSET DATE: 2023

BB) Membership Lapsed Fee

- 1. **PURPOSE:** To encourage members to pay their membership prior to their lapse date.
- 2. **POLICY:** In order to allow a member who has lapsed due to nonpayment of their dues to preserve their term of membership back to the original join date, NAHU shall require payment of dues back to the last effective date and a reinstatement fee of \$50.
- 3. **PROCEDURE(S):** An individual who seeks to have their membership reinstated after lapsed due to failure to pay dues either on a monthly or annual basis must do the following:
 - A. If the member pays dues annually and the lapse is more than two months but less than three months, then the annual dues payment, plus the \$50 fee, shall be retroactive to the last paid date and the individual will be considered as a continuing member with no break in membership;
 - B. If the member pays dues monthly and the lapse is for
 - i. two months or less, then the individual shall pay the monthly dues amounts owed back to the last paid date;
 - ii. three months, then the individual shall pay a reinstatement fee of \$50 plus the dues owed back to the last paid date;
 - iii. More than three months, then the individual cannot be reinstated back to the last paid date and would be considered a new member from the new paid date.
 - C. If the person was previously paying annual dues and wishes to change to monthly but keep their original membership date and the lapse is for
 - i. two months or less, the individual would pay two months of dues with future dues paid on a monthly basis.
 - ii. three months but less than four months, the individual would pay the three months of dues since their lapse date plus a reinstatement fee of \$50 with future dues paid on a monthly basis.

For anyone whose membership is restored to original effective date under this policy, the individual will be considered a continuing member with no lapse in membership for the purpose of tracking for awards purposes.

STATUTORY NOTE: This section replaces Policy No. 19-02-F, which was originally adopted on October 23, 2019. SUNSET DATE: 2022

SECTION III. Committees

A. Standing Committees

A (i) Membership Council

A (a) Membership Council Structure

1. **PURPOSE:** To create, develop and communicate effective tools that will assist state and local chapters for recruiting and retaining members. These tools will enhance the membership experience as value added benefits. The Membership Council will work together with all other national committees to develop sound strategies to show the value of NAHU's membership and grow the association.
2. **POLICY:** The Membership Council provides membership advice to NAHU's Board of Trustees and promotes communication of membership issues among NAHU's members and chapters. The Council will meet regularly by phone and in person at the National Convention. The Membership Council in its structure and operation shall conform to the NAHU bylaws.
3. **PROCEDURES:**
 - A. Membership Council Team: This team will be comprised of the following individuals:
 - i. Membership Council Chair
 - ii. Membership Council Vice Chair
 - iii. Membership Council Manager
 - iv. NAHU President
 - v. Executive Vice President
 - vi. Staff Liaison
 - vii. Regional Membership & Member Experience Chairs
 - B. Membership Council Chair: This individual, appointed by the President of NAHU, will serve as Executive Officer of the Council, will represent the Council on the Board of Trustees and other NAHU bodies. The chair will establish goals and direct the work of the Council and will serve as Chair of the Membership Management Team. The chair will work directly with the Regional Membership & Member Experience Chairs regarding state and local issues within their respective regions.
 - C. Membership Council Vice Chair: This individual, appointed in accordance with applicable P&Ps, will work with the Regional Membership & Member Experience Chairs on membership growth and retention, other projects as assigned by the chair and will serve on the Membership Management Team.-The Membership Council Chair shall make recommendations to the incoming President-Elect concerning the appointment of the Membership Council Vice Chair.
 - D. Membership Council Manager: This individual, recommended by the incoming NAHU Vice President and the incoming Membership Council Chair and appointed by the NAHU President if approved by the NAHU Board of Trustees, will help the Membership Council Chair and Vice Chair develop strategies to add and retain members, assist the Regional Membership & Member Experience Chairs on communicating and implementing membership strategies to state and local chapters and work with all NAHU committees on projects that will enhance the membership experience. The individual designated as the Membership Council Manager should be closely integrated into the Council's operational and management decisions to enable effective leadership during a future term.
 - E. Membership Council shall coordinate and monitor national and state and local chapter recruitment and retention activity, recommending appropriate action to the BOT, and monitoring ongoing projects being coordinated between Council members and staff. They shall develop membership initiatives for the Association and recommend adoption of such initiatives to the BOT. They will review and analyze existing and prospective member benefits and programs with specific recommendations when needed and will develop and implement a membership contest that includes rewards for retention and recruitment.

- F. **Regional Membership & Member Experience Chairs:** These individuals, one for each role from each region of NAHU may be appointed as described in this policy and procedure, and will be responsible for:
- i. Participating in Membership Council meetings.
 - ii. Soliciting opinions, comments and suggestions from the states or locals in their region regarding proposed and existing policy.
 - iii. Assist states and locals in need with requests for membership & retention guidance.
 - iv. Facilitate communications between the Membership Council, state and local Membership & Member Experience Chairs, and RVPs to ensure that NAHU policies and actions are effectively communicated and disseminated to members and report their states' and locals' issues to the Membership Council.
 - v. Telephone calls to state and local membership chairs and/or presidents to discuss membership developments in each local and state and nationally. The call frequency will be determined by the National Membership Chair.
 - vi. Update RVPs on membership activity in their regions.
- G. **Staff Liaison:** The Executive Vice President will assign the staff at the Vice President level or higher as liaison to work with the Membership Council on an ongoing basis. This individual will facilitate the activities of the Council.
- H. **Membership Management Team:** This team will be comprised of the following individuals:
- i. Membership Council Chair
 - ii. Membership Council Vice Chair
 - iii. Membership Council Manager
 - iv. NAHU President
 - v. Executive Vice President
 - vi. Staff Liaison
- This group will serve to coordinate actions of the Membership Council and the BoT. This group shall also serve as the emergency membership action team, acting for the Membership Council in situations where it is impractical to convene the entire Council. Any matters shall be reviewed by the whole Membership Council whenever possible, prior to presenting to the Board of Trustees. This group, in its structure and procedures, will act in accordance to the NAHU bylaws.
- I. **Appointment and Service of Regional Membership & Member Experience Chairs.** The incoming National Membership Council Chair and the RVPs, at least 30 days prior to the National Convention, will recommend the Regional Membership & Member Experience Chairs, who shall be nominated by the incoming NAHU President and subject to approval of the Board of Trustees. The incoming Council Chair and RVP will choose a person(s) who they feel will be able to perform all the duties of the position and make a recommendation no later than 60 days prior to the National Convention. Only active members of NAHU in good standing may serve as Regional Chairs. The appointed Regional Chairs will be notified of their selection by the National Membership Council Chair.
- J. **Limit on Council Service:** Service on any council or committee will be limited to four years. Service for one year as Vice Chair and one year as Chair or any service as a liaison from the Board of Trustees shall not count towards this limit. Service on any one committee or council shall not count toward the limit on membership on any other committee. Not less than four months prior to the end of the Council's term, staff will provide to the Council Vice Chair a list of all council members and the length of their service on the Council. Individuals who have served on the Council for four years as noted above shall not be reappointed unless there are extraordinary circumstances, and subject reappointment is approved by a three-quarters vote of the Board of Trustees.
- L. **Council Participation and Voting:** While all individuals, including non-members, staff and other invited parties assigned or appointed to the council, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing serving as Chair, Vice Chair, Council Manager or Regional Membership & Member Experience Chairs shall be authorized to vote on decisions made by the council. The Council chair will actively solicit the views and input of all council members and all members may participate in polls of the council and "straw votes", provided that these votes are non-binding and are taken to determine the prevailing opinion of the council as a whole.

- M. Notification of Scheduled Meetings and Teleconferences: Council members will be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication. This notification will be initiated from the national office by the council Chair.
- N. Minutes: All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The staff liaison shall distribute these minutes to the BoT and Membership Council and minutes shall be posted on the Board web site or distributed by mail or email to the Chapters

4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 06-01-MB, which was originally adopted on March 11, 2006, and amended on May 18, 2015, March 25, 2018, and June 28, 2018. SUNSET DATE: 2021

A (ii) Legislative Council

A (ii-b)Legislative Council Structure

1. **PURPOSE:** The Legislative Council works to develop and advocate for market-based solutions which provide for continued and improved choice, accessibility and affordability of health, disability, and long-term care insurance, employee benefits, and other products designed to meet the health, financial and retirement security needs of the American people. The council oversees grassroots initiatives and the advocacy of sound health policy throughout the legislative and regulatory process.
2. **POLICY:** The Legislative Council provides legislative and regulatory advice to NAHU's Board of Trustees and promotes communication of legislative and regulatory issues among NAHU's members and Chapters. The Council will meet regularly by phone and in person at the annual Capitol Conference and National Convention. The Legislative Council in its structure and operation shall conform to the NAHU bylaws.
3. **PROCEDURES:**
 - A. **Legislative Council Chair:** This individual, appointed by the President of NAHU and approved by the Board of Trustees, will serve as Executive Officer of the Council and will represent the Council on the Board of Trustees and other NAHU bodies. The Chair will preside at meetings of the Council and will serve as or appoint a member of the Council to serve as the Council's liaison to HUPAC. The Chair will direct the policymaking efforts of the Council and will serve as Chair of the Legislative Management Team to establish goals and directions for the Council.
 - B. **Legislative Council Vice Chair:** This individual, appointed by the President of NAHU on the recommendation of the President-elect and approved by the Board of Trustees, will serve as the Operating Officer of the Council, will serve on the Legislative Management Team, and will chair the Capitol Conference. The Vice Chair will coordinate the annual review of the Association's Legislative Policies as provided in Policy 00-02-L.
 - C. **Legislative Council Manager:** This individual, appointed by the Chair of the Legislative Council (based on the recommendation of the incoming NAHU Vice President) will assist the Legislative Council Chair and Vice Chair in developing and coordinating strategies of the current and potentially new Working Groups of the Council. This person will familiarize themselves with the operation and goals of the various working groups in an effort to keep content current, interesting and properly disseminated to the membership. The Legislative Council Manager will assist, as needed, the Legislative Council Vice-Chair and NAHU staff in the planning and programming of the Annual Capitol Conference and perform other duties as directed by the Legislative Council Chair. The individual designated as the Legislative Council Manager should be closely integrated into the current operational and management decisions by the Council or LMT to enable effective future leadership of the Council during a future term.
 - D. **Immediate Past Legislative Council Chair:** This individual will serve on the Legislative Council as a "member emeritus" for a maximum of 1 year immediately following their term as Legislative Council

- Chair. The “member emeritus” will counsel the Legislative Chair & Vice-Chair as requested and shall participate in all the duties, responsibilities and functions as any other member of the Council.
- E. **At-Large Committee Members:** The Legislative Council Chair may appoint up to fourteen additional legislative council members based on an interest, commitment and qualifications needed to uphold the mission of the Legislative Council and expertise in areas consistent with the practice demographics of the NAHU membership, subject to approval of the NAHU President. The Legislative Council members will be responsible for participating in all Legislative Council meetings and teleconferences and participating in policy discussions and projects at the direction of the Chair and Vice Chair.
 - F. **Staff Liaison:** The Executive Vice President will assign a liaison from the staff to work with each Legislative Council and legislative working group on an ongoing basis. This individual will facilitate the activities of the Council.
 - G. **Duties:** The Legislative Council shall monitor state and federal legislative and regulatory activity, recommending appropriate action to the Board of Trustees, monitoring ongoing projects being coordinated between Council members and staff. It shall develop legislative and regulatory policy positions for the Association and recommend adoption of such policies to the Board of Trustees. It shall review requests for use of Legislative Defense Funds and make recommendations to the Board of Trustees for action.
 - H. **Legislative Management Team:** This team will be comprised of the following individuals:
 - i. Legislative Council Chair
 - ii. Legislative Council Vice Chair
 - iii. Legislative Council Manager
 - iv. NAHU President-Elect
 - v. NAHU President
 - vi. Chief Executive Officer/Executive Vice President
 - vii. Senior Government Affairs Staff
 - I. This group will serve to coordinate actions of the Council and the Board of Trustees. This group shall also serve as the emergency legislative action team, acting for the Legislative Council in situations where it is impractical to convene the entire Council. It will also serve as the emergency recommendation team to the Board of Trustees regarding Legislative Defense Fund disbursements. Any matters shall be reviewed by the whole Legislative Council, whenever possible, prior to presenting to the Board of Trustees. This group, in its structure and procedures, will act in accordance to the NAHU bylaws. The President, President-elect and Legislative Council Chair shall have authority for emergency policymaking when there is not sufficient time for full Board of Trustees consideration and to vote on an issue.
 - J. **Appointment and Service of Legislative Council Members:** The President-Elect of NAHU, with the advice of the Council Vice Chair, prior to the National Convention, will nominate members of the Legislative Council, subject to approval of the Board of Trustees. The incoming Council Chair will nominate the person(s) who they feel will be able to perform all the duties of the position. Only active members of NAHU in good standing may serve as members of the Legislative Council. The decision of the President-Elect will be communicated to the incoming Council Chair and to the appointed Legislative Council Member in writing.
 - i. **Limit on Committee Service:** Service on the Legislative Council will be limited to four full one-year terms. Service as Vice Chairman, Chairman and Immediate Past Chair shall not count towards this service limit. Staff will provide to the President-elect, incoming Legislative Council Chair & Vice-Chair, a list of all committee members and the length of their service on the Legislative Council. Individuals who have served on the committee for a total of four years whether consecutively or not shall not be reappointed except at the discretion of the NAHU President and approval by the Board of Trustees by a vote of three-quarters of the members in attendance and voting.
 - K. **Committee Participation and Voting:** While NAHU members, staff and other invited parties assigned or appointed to committees, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing who have been appointed as members of the Legislative Council shall be authorized to vote on decisions made by the Council.
 - L. **Notification of Scheduled Meetings and Teleconferences:** Council members will be notified no later than one week prior to the actual meeting or teleconference date by email or verbal communication.

This notification will be initiated from the national office by the Council Chair or a designated member of the NAHU staff.

- M. **Minutes:** All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the Board of Trustees and minutes shall be posted on the Board of Trustees web site or distributed by mail or email to the chapters.

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 00-01-L which was originally adopted on June 27, 2003 and amended on June 20, 2012, May 18, 2015, and December 15, 2017. SUNSET DATE: 2021

A (ii-c) Legislative Council Meetings

1. **PURPOSE:** To establish a regular schedule of meetings to execute the responsibilities of the Legislative Council.
2. **POLICY:** Legislative Council meetings should be held regularly to permit advance planning and consistent member input and evaluation of NAHU legislative policies and positions. Nothing in this Policy and Procedure shall prohibit additional meetings of the Legislative Council at one location or by teleconference.
3. **PROCEDURE(S):** The Legislative Council shall meet regularly and at the recommendation of the legislative chair and CEO. Agendas for these meetings shall be distributed at least five days prior to the date. The Agenda will identify topics to be discussed, the location of the meeting and the time of the meeting. Modifications of the Agenda shall be immediately distributed to all members of the Legislative Council. Each member of the Legislative Council attending both telephonic and in-person meetings shall receive a stipend to offset expenses for Capitol Conference and Convention. Expense reimbursements must meet all the relevant NAHU policies and procedures for consideration

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 95-09-L which was originally proposed on April 30, 1995, adopted on May 14, 2007 and amended on February 18, 2013. SUNSET DATE: 2022

A (ii-d) Legislative Council Town Hall Meeting

1. **PURPOSE:** To encourage communication between the Legislative Council and NAHU members and to provide a forum for open discussion of NAHU's legislative policies and positions.
2. **POLICY:** A legislative Town Hall Meeting shall be a part of each NAHU annual convention.
3. **PROCEDURE(S):** The Legislative Council shall work with the Vice President of Meetings to schedule a Town Hall meeting to be held during the annual convention. All members of the Legislative Council in attendance at the convention shall attend. Whenever possible, an Agenda for the Town Hall meeting should be included in material distributed for delegates both prior to and at the convention.

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 95-10-L which was originally proposed on April 30, 1995 and adopted on May 14, 2007. SUNSET DATE: 2023

A (ii-e) Legislative Defense Fund Expenditure

1. **PURPOSE:** To specify the circumstances and procedures for requesting funds from NAHU's Legislative Defense Funds (LDFs).
2. **POLICY:** For use of LDF funds for legislative, regulatory, and related expenses, an affirmative vote of a simple majority of the Board of Trustees (BOT) shall be required. Disbursement of loans or grants in excess of \$10,000 requires an affirmative vote of at least 75% of the BOT. In an emergency situation, where a state chapter needs to utilize LDF monies on an immediate basis and a full meeting of the BOT cannot be convened in a timely fashion, the NAHU Legislative Management Team (LMT) can authorize disbursements of up to \$10,000 with a unanimous vote.
 - A. If recognition of an urgent and previously unrecognized need for a federal or legislative expenditure is identified and must be acted upon before the next regularly scheduled Legislative Council meeting, the LMT, can authorize disbursements of up to \$10,000 with a unanimous vote.
 - B. "Urgent and previously unrecognized legislative need" shall be considered as an event such as:
 - i. The introduction of a federal bill or federal legislation which may require a massive campaign by NAHU to exert its influence. The expense of such an effort (media, non-staff lobbyist, printed materials, promotions, etc.) would not normally be included in the legislative budget or would greatly exceed the amount budgeted.
 - ii. Participation in a coalition effort which is unexpected and not normally included in the budget, and is deemed by the Legislative Council and NAHU Government Affairs Staff to be in the best interest of the NAHU membership.
3. **PROCEDURE(S):** Upon recognition or anticipation of an urgent and unforeseen need for legislative funds, a state or local chapter must complete the latest version of the "Application for Legislative Defense Funds." The latest version of the application shall be made available through the NAHU Government Affairs Staff and the NAHU web site. Chapters must work with their assigned NAHU Government Affairs Staff liaison and their regional liaison on the Legislative Council (who shall communicate and coordinate with that region's Regional Vice President) to complete the application. After completion, the application must be approved by a 75% vote of the state chapter's board and copies submitted to the NAHU Government Affairs Staff and the Regional Vice President. A chapter's submission must include the completed application, documentation of the state board's vote and the chapter's most recent financial statements and balance sheet in order to be considered.
 - A. Upon receipt of the application it will be reviewed by NAHU Government Affairs Staff to ensure that the required requested documentation is present for a decision and then immediately forwarded to all members of the LMT for review. The LMT will review the application at its next scheduled meeting and develop recommendations for action by the BOT. Following the review of the application by the LMT, the Chair of the NAHU Legislative Council will inform the appropriate Regional Vice President of the LMT's recommendation. The application will then be presented to the BOT, where a motion may be made by the NAHU President, Regional Vice President of the Region, Legislative Council Chair or the NAHU President-Elect for disbursement of funds from the LDF.
 - B. All LDF funds may be disbursed in the form of an interest-free loan to the chapter or, if this is not feasible, a combination of a loan and a grant or just a grant. LDF loans may be accepted or declined by the relevant chapter within 30 days of the chapter being notified about their application's status. If accepted, the chapter must agree to repay NAHU 50% of the loan balance within 12 months of the disbursement, and the remaining 50% balance within 24 months of the disbursement.
 - i. If a state does not have a chapter or if the state chapter is not actively functioning, but there is a serious legislative threat in the state, an application submitted by either a member-at-large working in cooperation with the NAHU Legislative Staff or an application submitted by the LMT on behalf of the state may be considered.
 - ii. "Urgent and unforeseen legislative needs" shall be determined by the LMT. It can be considered an event such as, but not limited to:

- iii. The introduction of state legislation, regulatory actions, ballot initiatives or other measures (i.e. Single Payer) which may require a massive and closely-coordinated legislative and public relations campaign by NAHU's affiliate chapter to exert its influence. The expense of such an effort (media, non-staff lobbyist, printed materials, promotions, etc.) would not normally be included in the legislative budget of a state chapter or would greatly exceed the amount budgeted.
 - iv. Participation in a coalition effort which is unexpected and not normally included in the budget of a state chapter, and is deemed by the LMT to be in the best interest of the NAHU membership.
- C. Following a LMT and/or BOT vote to disburse funds from the LDF, the Legislative Council Chair and/or the Regional Vice President shall work with the NAHU Legislative Staff to inform the chapter of the results of the application and the terms of the disbursement. The Legislative Council Chair will also provide a report to the full Legislative Council about any disbursements at the council's next meeting following a disbursement. NAHU chapters that receive LDF disbursements must provide to the NAHU BOT a written progress report about the legislative situation in their state within one month of the disbursement as a condition of receiving LDF funds. Chapters will provide regular updates to the BOT on the issues at hand for as long as the emergency legislative situation continues. The chapters will work with their Legislative Council regional liaison, Regional Vice President and the NAHU Legislative Staff to provide these updates. The updated information will be forward to not only the BOT but also the full NAHU Legislative Council upon receipt. The LMT and BOT will annually review disbursements from the LDF and will each year determine the appropriate level of funding for the LDF in its entirety.

4. **FINANCIAL IMPACT:** The amount budgeted by the BOT for the LDF during each fiscal year.

STATUTORY NOTE: This section replaces Policy No. 02-01-L which was originally adopted on February 1, 2005 and amended on May 18, 2015, June 20, 2012. SUNSET: 2018

A (ii-f) Policy & Position Paper Review

1. **PURPOSE:** To ensure that NAHU's legislative policies and position papers remain relevant and appropriate to the legislative and policymaking process as it evolves over time. To adopt these positions through a process that gives the membership adequate input which will support the Association's Mission and Vision Statements.
2. **POLICY:** NAHU's legislative policies & position papers should be reviewed regularly. The membership of NAHU should be given the opportunity to comment on NAHU's legislative positions and papers.
3. **PROCEDURES:** NAHU's Legislative Council will review NAHU's existing legislative policies and position papers as needed due to legislative or regulatory changes. The Council's Vice Chair will be responsible for organization and delegation of the review to the various working groups and task forces of the Council.

After adequate time for the Council's consideration, but no less than five business days (except as provided below in emergencies) the Council will vote regarding recommending the proposal to the Board of Trustees. If approved, the Chair will forward the proposal to the Board of Trustees for their consideration and, at the next opportunity, will move for the preliminary approval of the proposal by the Board. When adopted, the position or paper will again be communicated to the membership through the chapters.

Initial changes for any position paper will be recommended by the various task forces and working groups, reviewed and approved by the Legislative Council. These proposals shall be submitted to the Chair of the Legislative Council, who shall present the position to the Council. Adequate time should be given for the Council's consideration, but no less than five business days (except as provided below in emergencies). If no changes are in order, Council will verify to the BOT at that time, in writing, that all policy statements and positions are correct.

Emergency Consideration:

In the case of the recommendation of a position or paper that is considered an emergency by a majority vote of the Legislative Management Team, the process above may be expedited by limiting the time for consideration by each of the above groups. The Legislative Management Team, at its discretion, may act through a majority vote to approve the use of a position or paper by the members and staff during the expedited time the position or paper is being considered by the above groups.

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 00-02-L. SUNSET DATE: 2022

A (iii) Governance Committee

- 1. PURPOSE:** To provide for operational rules for the NAHU Governance Committee to provide perspective and recommendations on issues related to governance of the Association through the NAHU Board of Trustees. The committee will review NAHU bylaws and proposed amendments to those bylaws; state and local association model bylaws; and other related duties as may be directed by the Board of Trustees.
- 2. POLICY:** Pursuant to the NAHU Bylaws, the Governance Committee is a standing committee of the Association to serve in an advisory capacity for the Board of Trustees and issues related to NAHU and other chapter bylaws.
- 3. PROCEDURE(S):**
 - A. Committee Leadership: The President (in consultation with the President-Elect) shall nominate, subject to majority approval of the Board of Trustees, a Chair to serve a one-year term.
 - B. Appointment: The Committee shall be made up of at least four but no more than five members who will be nominated by the Chair, subject to majority approval of the Board of Trustees. No member of the Governance Committee can be a current sitting member of the NAHU Board of Trustees, and no one can serve more than four consecutive years on the Governance Committee. The NAHU President-Elect will be the Board liaison and will coordinate its activities with the NAHU Executive Vice President/CEO and NAHU staff the EVP so designates.
 - C. Scope of Work: The NAHU Board of Trustees shall delineate the committee's scope, assignments, and deadline for completion (where applicable). The Governance Committee shall primarily focus on issues of governance improvements for NAHU and work with the NAHU Board of Trustees and the Executive Vice President/CEO on issues or topics that come up or are formally assigned to the Governance Committee. The Governance Committee will also be responsible for:
 - i. Periodically reviewing and making recommendations to the Board of Trustees regarding amendments to NAHU bylaws; providing guidance to Board of Trustees and membership regarding proposed bylaws amendments, their integration into existing bylaws, their operational and strategic impact and any possible conflicts with other areas of the bylaws; and review any proposed amendments to NAHU bylaws brought by local or state chapters.
 - ii. Conducting comprehensive review of NAHU Policies & Procedures that are due to sunset and to propose new P&Ps to provide a structure that suits the association's current and anticipated needs.
 - iii. Ensuring that amendments to NAHU bylaws are reflected in model chapter bylaws and ensure that they conform to existing procedures and provide a structure that suits the chapters' current and anticipated needs.
 - iv. Other assignments as directed by the NAHU Board of Trustees or Executive Committee.
 - D. Reporting Procedure: The Governance Committee will prepare a report to the Board of Trustees presenting its findings and recommendations. The Board may seek additional information or work from the committee.
- 4. FINANCIAL IMPACT:** Teleconference costs

STATUTORY NOTE: This section replaces Policy No. 95-02-CMT, which was originally adopted on June 8, 1991 as the Bylaws Committee P&P, and amended in 1995, 2004, 2017, 2020. SUNSET DATE: 2023

A (iv) *Harold R. Gordon Award Committee*

1. **PURPOSE:** To establish guidelines to ensure the ongoing continuity and quality of the Gordon Award. The membership and chair of the Gordon Committee is delineated in Article IX, Section 6 of the Bylaws.
2. **POLICY:**
3. **PROCEDURE(S):** The following procedures shall be followed as it pertains to the awarding of the Gordon and in the planning and execution of the Gordon event.
 - A. The Chair and the Chief Executive Officer shall review the structure and program in a timely manner prior to the Award event, and the Chief Executive Officer shall have or delegate to appropriate staff operational supervision at the award event.
 - B. In the months of February, March and April of each year, the Association will publish appropriate nomination forms in ABS, other appropriate Association publications, and other agreed to industry trade publications as determined by the Committee, the Chief Executive Officer, and the funds allocated for such purpose. The form will include appropriate criteria and other details about the Award including the submission deadline date and postmarked date. This Committee shall meet to select the recipient prior to May 15th and shall hold the event at the Annual Convention.
 - C. The award recipient and one immediate family member's transportation and two nights lodging are complementary to the recipient and guest. The transportation shall be based on NAHU's travel policy; one deluxe room shall be provided the night prior to the award event and one night after the award event.
 - D. The Chief Executive Officer shall cause the Association to publicize the Award recipient's background information and other details in the America's Benefits Specialist magazine in the September issue. In addition, the cover of the magazine shall be that of the recent Award recipient. The Association shall distribute press releases the day after the Award event to the industry trade press, the Award recipient's hometown press, and other appropriate media.
4. **FINANCIAL IMPACT:** Financial implications of this policy shall be part of the annual convention budget and shall be considered by the Association when determining the budget for approval by the Board of Trustees.

STATUTORY NOTE: This section replaces Policy No. _____, which was originally adopted on March 24, 2008. SUNSET DATE: 2023

A (v) *Personnel Committee*

1. **PURPOSE:** To define the make-up of the committee and scope of duties.
2. **POLICY:** The Personnel Committee will consist of the following members: Chair – NAHU Immediate Past President, Members at large – The NAHU President, President-Elect, Vice President, and two Regional Vice Presidents chosen by the chair.
 - A. The committee is responsible for the following: establishing benchmarks of success for the job of NAHU CEO/EVP, providing the CEO/EVP with a performance review evaluating performance against the benchmarks and recommending any bonuses or salary adjustments to the Board of Trustees. The Personnel Committee shall also be responsible for hiring, reviewing and negotiating the CEO/EVP contract.
3. **PROCEDURE(S):** To ensure that the duties are carried out, the Chair shall adhere to the following timelines:
 - A. Initiate a CEO Job Evaluation Survey to be completed by the Board of Trustees no later than November 1 of each year.
 - B. Review the results of that survey with the committee no later than November 10 of each year.

- C. Present committee recommendations to the Board of Trustees no later than the Board of Trustees November meeting or teleconference.
- D. Meet with the NAHU CEO/EVP to review the Job Evaluation Survey results and the Board's recommendations no later than December 1 of each year.
- E. CEO/EVP contract renewal negotiations shall be completed no later than 6 months prior to the employment contract renewal date.

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 08-10-EX, which was originally approved on October 28, 2008. SUNSET DATE: 2020

B) Special Committees

B (i) Structure and Operation

1. **PURPOSE:** To provide organizational and operational structure for Special Committees, created by the Board of Trustees and intended to last beyond the term of the current Board.
2. **POLICY:** The Special Committees of NAHU shall have a standard structure and method of operation.
3. **PROCEDURE(S):**
 - i. **Committee Chair:** Each Special Committee created by the Board of Trustees will have a Chair nominated by the President of the Association and approved by the Board of Trustees. This individual will serve as Executive Officer of the Committee, will represent the Committee, with the Board liaison, to the Board of Trustees and NAHU, and will call and chair meetings of the Committee. The chair will direct the goals and work of the Committee and coordinate the activity of the Committee with NAHU's other Committees and the Board of Trustees.
 - ii. **Committee Vice Chair:** Each Special Committee created by the Board of Trustees will have a Vice Chair appointed by the President of the Association on the recommendation of the President Elect, in accordance with applicable Policies and Procedures. The Vice Chair will assist the Chair in his/her duties and will serve as Chair in his/her absence. The Vice Chair will assume the duties of the Chair in the following year, if appointed by the President.
 - iii. **Regional Committee Chairs or General Members:** Each Special Committee, at the discretion of the President and President Elect with the advice of the BOT, shall have Regional and/or General Members, appointed as described below, who are responsible for:
 - a. Participating in committee meetings;
 - b. Soliciting opinions, comments and suggestions from the states they are responsible for regarding plans and activities of the committee (if applicable);
 - c. Facilitate communications between the committee, State and Local chairs of relevant committees, and RVPs to ensure that NAHU actions are effectively communicated and disseminated to all members;
 - d. Report states' issues to the Committee, where applicable; and
 - e. Provide expertise or knowledge to the committee to achieve their overall goals and objectives
 - f. Members should bring a range of perspectives and the ability to support each Region. Maintaining geographic diversity is an essential goal in the selection of committee members to serve the interests of all NAHU members.

- iv. **Board Liaison:** The President of the Association shall appoint a member of the Board of Trustees to serve as a member of each committee in order to facilitate communication between the committee and the Board of Trustees.
- v. **Staff Liaison:** The Executive Vice President/CEO will assign a liaison from the staff to work with each Special Committee. This individual will facilitate the activities of the committee. However, staff members are not subject to supervision by the committee or its volunteer leadership.
- vi. **Appointment and Service of Regional and/or General Members:** The incoming Committee Chair will make recommendations of person(s) who will be able to perform all the duties of the position and make a recommendation no later than 45 days prior to the National Convention. The President of the Association, with the advice of the Committee Chair, the Regional Vice President and others, at least 30 days prior to the National Convention, will nominate the members of each Special Committee, who shall be appointed subject to approval by the Board of Trustees. Only active members of NAHU in good standing may serve as Special Committee Members. The appointments will be communicated by the President to the RVP (if serving in a regional capacity), Committee Chair and others as appropriate.
- vii. **Limit on Committee Service:** Service on any committee will be limited to four years. Service for one year as Vice Chairman and one year as Chair or any service as a liaison from the Board of Trustees shall not count towards this limit. Service on any one committee shall not count toward the limit on service to any other committee. The only exception to this limit will be compliance-based committees and working groups.
- viii. **Committee Participation and Voting:** While all individuals, including non-committee members, staff and other invited parties assigned or appointed to committees, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing serving as Chair, Vice Chair, Regional Chair or other Committee Members shall be authorized to vote on decisions made by the committee. The committee chair will actively solicit the views and input of all committee members and all members may participate in polls of the committee and “straw votes”, provided that these votes are non-binding and are taken to determine the prevailing opinion of the committee participants.
- ix. **Notification of Scheduled Meetings and Teleconferences:** Committee members shall be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication.
- x. **Minutes:** All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the BOT and minutes shall be posted on the Board web site.
- xi. **Task Force Sunset and Continuation:** At a meeting of the Board of Trustees at annual convention, the incoming president will declare which task force(s), if any, will continue past June 30.
- xii. **NAHU Special Committees.** The Special Committees of NAHU shall be:

B i (1) Awards Committee - The awards committee encourages chapters and members to strive for excellence and to recognize both the exceptional chapters and members for going above and beyond the basic threshold and excelling in education, advocacy, leadership, and professionalism.

NAHU Awards Review

1. **PURPOSE:** To set a systematic review of the NAHU awards to keep them current.
2. **POLICY:** The Awards Committee shall review all NAHU awards, except LPRT, the Gordon Memorial Award, and HUPAC awards every three years
3. **PROCEDURE(S):** The NAHU Awards Committee will distribute the various awards to the committees that they pertain to for a review of the awards’ scope, purpose and criteria, to make sure they are still current and they still make sense in helping NAHU achieve its mission.

- A. Each committee will have 60 days to review the awards and make recommendations for changes and updates. After 60 days they will report these recommendations to the Awards Committee.
- B. After the Awards Committee has received the recommendations from all the committees they will review these changes and make their final revisions and present them to the NAHU Board for approval.
- C. Nothing in this P&P requires that all awards be reviewed in the same year. The committee may establish a rotating three-year schedule for awards review so long as each award is reviewed at least every three years.
- D. Any changes that are approved to the awards will take effect the following award year.

STATUTORY NOTE: This section replaces Policy No. 05-01-AW, which was originally approved on February 5, 2005 and amended April 18, 2011. SUNSET DATE: 2023

B i (2) Leading Producers Round Table - The LPRT committee encourages excellence among health and benefit insurance professionals by recognizing their sales and marketing achievements.

LPRT Qualification Requirements

- 1. **PURPOSE:** Provide a basis for recognizing and rewarding individuals for outstanding sales achievement in Health and Disability insurance and related areas.
- 2. **POLICY:** Communicate the qualification requirements to the membership and establish a deadline for filing award application.
- 3. **PROCEDURE(S):** The committee shall establish qualification requirements by November 15th and submit to the Board of Trustees for approval by within 10 days of Committee approval. Upon approval of the BOT, the requirements shall be communicated in HIU, leadership correspondences, and to Chapter Presidents. The committee shall use March 31 of each year as the filing deadline unless notification is adequately distributed otherwise.
- 4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 95-03-AW, which was originally approved on February 10, 1995 and amended March 2004. SUNSET DATE: 2023

B i (3) Chapter Leadership and Development Committee - The Chapter Leadership & Development committee will collaborate with the RVPs, committees and staff to provide resources for state and local chapters to excel in leadership development, operations and chapter management.

B i (4) Media Relations Committee - The media relations committee works to demonstrate the value of health insurance professionals and the importance of the private health insurance system, and to promote, enhance and solidify the image of NAHU, by heightening public awareness through media exposure at the national, state and local levels.

B i (5) Vanguard Council - The purpose of the Vanguard Council is to lead the movement for change and innovation within the association. As a Research & Development incubator, the Council will pilot, test and conceptualize new programming for long-term growth, retention and engagement. Programs that are considered successful by a majority vote of the council shall be forwarded to the Board of Trustees for consideration. If approved by the Board of Trustees, such programs shall be assigned for implementation to other appropriate special committees and to staff members as designated by the Chief Executive Officer.

- 4. **FINANCIAL IMPACT:** The cost for Committee Chairs, Vice Chairs, and Committee Members registrations at Annual Convention and Capitol Conference shall be determined periodically by the Board of Trustees based on a recommendation by the Finance Committee.

STATUTORY NOTE: This section replaces Policy No. 06-02-CMT which was originally adopted on June 12, 2006 and amended May 21, 2012. SUNSET DATE: 2023

SECTION IV. Miscellaneous Provisions

A) America's Benefits Specialist (ABS) Magazine Covers

1. **PURPOSE:** To maintain the topic of traditional covers for the first two HIU which are published after National Convention each year.
2. **POLICY:**
 - A. The cover of the first issue of ABS magazine published after National Convention shall feature the new President and/or the President and Executive Committee. The choice shall be at the sole discretion of the President.
 - B. The cover of the second issue of ABS magazine published after National Convention shall feature the Gordon Memorial Award winner.
3. **PROCEDURES:** The ABS editor will coordinate cover with the President-Elect to be ready for print when the President-elect becomes the President, and with Gordon Memorial Award Committee Chairperson for cover feature concerning the recipient(s) of the Gordon Memorial Award each year.
4. **FINANCIAL IMPACT:** \$500 to reimburse the incoming president for a photo shoot.

STATUTORY NOTE: This section replaces Policy No. 95-03-C, which was originally adopted on February 12, 1995, amended in 2007, 2012, 2016 and 2018. SUNSET DATE: 2023

B) America's Benefit Specialist (ABS) Magazine Cover for August/September Edition

1. **PURPOSE:** To establish a tradition for the cover of the ABS magazine (August/September issue) to feature the recipient of the Gordon Memorial Award.
2. **POLICY:** The annual August/September issue of ABS magazine shall feature the Gordon Memorial Award winner.
3. **PROCEDURES:** ABS editor will coordinate cover with Gordon Memorial Award Committee Chairperson for cover feature in August.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 95-02-C, which was originally adopted on February 12, 1995. SUNSET DATE: 2023

C) Awards Qualification Period

1. **PURPOSE:** To state the qualification period for NAHU awards.
2. **POLICY:** The Harold R. Gordon Memorial Award shall be awarded for lifetime achievement.

The NAHU Legislative Awards, LPRT and Triple Crown shall be awarded for activities undertaken by individuals and state and local chapters between January 1 and December 31.

All other NAHU awards, except as shown above, shall be awarded for activities undertaken by individuals and state and local chapters between April 1 and the following March 31

3. **PROCEDURES:** All announcements and criteria for NAHU awards will reflect these qualification periods.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 96-01-1-AW, which was originally adopted on February 6, 1996.
SUNSET DATE: 2023

D) Complimentary Annual Convention and Capitol Conference Registration for Industry VIPs

1. **PURPOSE:** The President or one acting on behalf of the president shall invite leaders of selected industry organizations to attend NAHU's Annual Convention and Capitol Conference. Their registration fee will be waived.
2. **POLICY:** NAHU will invite VIPs of industry related organizations to Annual Convention and Capitol Conference.
3. **PROCEDURES:** The President or one acting on behalf of the president, with the consent of the NAHU Board of Trustees, will write a letter of invitation, which will be sent by NAHU to each person.
4. **FINANCIAL IMPACT:** None

STATUTORY NOTE: This section replaces Policy No. 05-02-MG, which was originally adopted on June 8, 1991, and amended in 1995.
SUNSET DATE: 2023

E) NAHU "UNITE" (Unite NAHU in Times of Emergency) Program

1. **PURPOSE:**
 - A. To coordinate communication between members when natural disasters or mass catastrophic events happen which directly affect any given area of the country. These shall be defined as, but not limited to, the following: tornados, earthquakes, forest fires, hurricanes, mudslides, massive floods or acts of terrorism.
 - B. To provide interim and short term financial support to help sustain NAHU members until more permanent funding becomes available such as insurance proceeds and /or federal funding.
2. **POLICY:**
3. **PROCEDURES:**
 - A. When event occurs, NAHU staff will contact state and local leadership immediately to determine if any NAHU members, immediate family or staff were directly affected. If no NAHU members was directly affected, further procedures may not be necessary
 - B. If it is determined that NAHU members were affected by the event, NAHU will then send an email to all NAHU members on current membership roster with the following information and instructions.
 - i. Details of the event and the fact that they have identified that some NAHU members were affected
 - ii. NAHU communicates instructions to members that we are coordinating effort to help members
 - C. NAHU will work with State or local president and/or identified agency to coordinate the disbursement of funding to impacted members
 - D. State or local president, or designated agency will provide communication back to NAHU how the funds were distributed.
 - E. Membership Council will reflect this report in the next issue of HIU magazine thanking the NAHU members (at large) for their kind contributions and the help it made in the lives of NAHU members.

NAHU will promote that such program exists via *Americas Benefits Specialist (ABS)*, member emails, its website or other member communication vehicle.

4. FINANCIAL IMPACT: None

STATUTORY NOTE: This section replaces Policy No. 16-04-M, which was originally adopted on June 20, 2016. SUNSET DATE: 2023

F) Monthly Message to Past NAHU Presidents

1. **PURPOSE:** To keep past NAHU presidents informed of NAHU activities and to encourage Past Presidents' attendance at the NAHU Annual Convention and Capitol Conference.
2. **POLICY:** On a regular basis send an email or mail material to past NAHU Presidents about current matters before the Association and to encourage their feedback and perspective. This may include providing an exclusive communication tool (such as B2B) for their use and access. All Past Presidents of NAHU shall be entitled to register themselves and one guest for the Annual Convention and Capitol Conference, and registration fees shall be waived.
3. **PROCEDURE(S):**
 - A. Staff and the Executive Committee shall coordinate NAHU Board information and other pertinent materials and mail or email to NAHU past Presidents, or post to an online portal for their access and feedback.
 - B. On an annual basis, communication shall be sent to each former NAHU President concerning the best means of sharing material and request an update email or address. If no response is received for two (2) or more years, such communication shall be suspended pending additional contact information. Additionally, if mail is returned as undeliverable for three (3) consecutive months, such communication shall be suspended pending additional contact information.
 - C. The NAHU President shall be responsible for coordinating and sharing feedback from Past Presidents to the Executive Committee, and, if necessary, to the Board of Trustees.
 - D. All Past Presidents of NAHU and one guest will receive a letter of special invitation to attend the Annual Convention and Capitol Conference with no registration fee.
4. **FINANCIAL IMPACT:** NAHU's actual cost of meals for each Past President, and a guest, for events at which food is provided (such as the Gordon Dinner).

STATUTORY NOTE: This section replaces Policy No. 94-02-EX which was originally adopted in June 1994 and amended on October 11, 2008, October 14, 2012. SUNSET DATE: 2022

G) Speakers Bureau Guidelines

1. **PURPOSE:** To recognize the importance and maintain the quality of a vibrant, up to-date, and dynamic portfolio of speakers and to be sure that the speakers are well trained on the NAHU rules of being a preferred speaker
2. **POLICY:** NAHU shall maintain for members and chapters a Speaker's Bureau which should contain an updated list of dynamic speakers who provide valuable industry workshops and maintain a "sales-pitch-free" environment.
3. **PROCEDURES:** Gather speaker data and keep the same up-to-date by reviewing the list semi-annually, making amendments as feedback dictates.
 - A. Review the speaker guidelines on an annual basis, and provide all speakers listed with a copy of the current guidelines annually.
 - B. Provide, collect and report on participant evaluations for each professional development class and supply the speaker with his or her evaluation.
 - C. Post timely evaluations on the Speakers Bureau web portal.

- D. Remove speakers when presentations are sales pitches for the speaker's specific product or service, or when the speaker has failed to meet or maintain the standard expected from the Speakers Bureau.
- E. The Speakers Bureau shall be independent, impartial and objective; and may not favor any specific sponsor or vendor.

4. **FINANCIAL IMPACT:** Staff time

STATUTORY NOTE: This section replaces Policy No. 10-01-CMT, which was originally adopted on July 23, 2010. SUNSET DATE: 2022

H) Waiver of Dues for Active Duty Military

1. **PURPOSE:** To recognize the service to America made by NAHU members on active duty in the U.S. Armed Forces.
2. **POLICY:** NAHU members in good standing will have their National membership dues waived, upon notification to the national office of their change in duty status. Dues will be waived as long as the member is on active duty.
3. **PROCEDURE:** NAHU members called to active duty will have their national dues waived upon forwarding to NAHU a copy of their service papers, issued by a branch of the U.S. armed forces. Members who pay dues annually will not be charged for their time on active duty, and their membership expiration date will be advanced by the number of months on active duty; those paying dues by monthly draft will not be charged while on duty.
 - A. NAHU will canvass all state and local chapters to determine their participation in this program and will administer these dues according to their chapter officers' direction. Members on active duty will retain all the benefits and privileges of membership and will be counted as full members for purposes of House of Delegates representation.
 - B. Upon discharge from active duty, the member's status will revert to regular membership, and dues will begin to be charged on the first day of the month following their discharge.
4. **FINANCIAL IMPACT:** Incremental cost of providing ABS subscription and other NAHU member benefits, plus cost of administering change to database.

STATUTORY NOTE: This section replaces Policy No. 03-01-MB which was originally adopted on March 21, 2003 and amended January 25, 2006. SUNSET DATE: 2022

I) Waiver of Past Gordon Award Winner's Registration Fee to Annual Convention

1. **PURPOSE:** To encourage attendance of past Gordon Award winners at the NAHU Annual Convention.
2. **POLICY:** All Past Gordon Award winners and one guest will receive a letter of special invitation to attend the Annual Convention with no registration fee.
3. **FINANCIAL IMPACT:** NAHU's actual cost of meals for each Gordon winner, and a guest.

STATUTORY NOTE: This section replaces Policy No. 06-01-MB which was originally adopted on June 12, 2006. SUNSET DATE: 2022

J) Waiver of Past Presidents Registration Fee to Annual Convention & Capitol Conference

1. **PURPOSE:** To encourage Past Presidents attendance at the NAHU Annual Convention and Capitol Conference.
2. **POLICY:** All Past Presidents of NAHU and one guest will receive a letter of special invitation to attend the Annual Convention and Capitol Conference with no registration fee.
3. **FINANCIAL IMPACT:** NAHU's actual cost of meals for each Past President, and a guest.

STATUTORY NOTE:: This section replaces Policy No. 97-02-MB which was originally effective June 20, 1997. Sunset Date: 2022

K) Spirit of Independence Award

1. **PURPOSE:** To formalize NAHU's Spirit of Independence Award.
2. **POLICY:** NAHU may confer the Spirit of Independence Award to an outstanding individual for his/her service to America.
3. **PROCEDURE(S):** The Legislative Council will select the individual to receive the award and refer their selection to the Board of Trustees. The Board of Trustees will make the final decision. The Legislative Council will coordinate arrangements with the Government Affairs Department to confer the award in connection with Capitol Conference.
4. **FINANCIAL IMPACT:** \$150 - \$250

STATUTORY NOTE: This section replaces Policy No. 96-01-2-AW, which was originally adopted on May 14, 2007 and amended February, 2001. SUNSET DATE: 2022