



# Oklahoma City Association of Health Underwriters

## Health Underwriters

### Oklahoma City Association of Health Underwriters Policy & Procedures

**POLICY TITLE:** Implementation of policy and procedures

**CLASSIFICATION:** Board  
**POLICY NUMBER:** 2006-1  
**MOTION:** Tom Laster  
**SECONDED:** Janice Gilley  
**DATE SUBMITTED:** November 15, 2006  
**DATE APPROVED:** December 12, 2006  
**AMENDED:**  
**RENEWED:** January 5, 2010  
**SUNSET DATE:** December 12, 2013

**PURPOSE:** To facilitate the process of implementing new and amended Policy and Procedures and disseminating information about such to the membership.

**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 The Oklahoma City Board President and the Oklahoma City Board 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 a majority of Local Board members.

**PROCEDURE(S):** New and amended policy and procedures will be sent to state and local chapter leadership via the most appropriate and timely manner.

**FINANCIAL IMPACT:** Implementation of this P&P may incur operating cost of no more than \$200.00.

1-5-2010

Date

Attested by Secretary

*Leah Ann January*



# Oklahoma City Association of Health Underwriters

## Health Underwriters

### Oklahoma City Association of Health Underwriters Policy & Procedures

**POLICY TITLE:** Board of Directors Decision Process

**CLASSIFICATION:** Board  
**POLICY NUMBER:** 2006-2  
**MOTION:** Tom Laster  
**SECONDED:** Janice Gilley  
**DATE SUBMITTED:** November 15, 2006  
**DATE APPROVED:** December 12, 2006  
**AMENDED:**  
**RENEWED:** January 5, 2010  
**SUNSET DATE:** December 12, 2013

**PURPOSE:** To establish an effective method for budget, policy or position decisions and to identify parameters, resources and set standards of accountability. The person(s) should be able to describe it, make a quality statement of what results will look like and by when it will be accomplished.

**POLICY:** The Board of Directors shall develop a sound system to analyze budget, policy or position decisions. Applicability of procedures may be determined by majority vote of Board of Directors.

**PROCEDURES:**

- I. Review written report provided by whole committee(s) describing the project or purchase with goals, coordination with goals, timelines, budget, workflow, dissenting opinions and why. Review with other committees that may need to be involved or impacted by project with strategic plan.
- II. Review project/expenditure in coordination with strategic plan.
- III. Review budget impact:
  - a. What other sources of revenue are available?
  - b. What are other pended items or future needs or expenditures?
  - c. What are other purchases already taken from reserves?
  - d. How will this expenditure impact present and/or future budget?

Date

Attested by Secretary

1-5-2010

*Leah Ann Janway*



# Oklahoma City Association of Health Underwriters

## Policy & Procedures

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Sunset Period

**CLASSIFICATION:** Board

**POLICY NUMBER:** 2006-3

**MOTION:** Tom Laster

**SECONDED:** Janice Gilley

**DATE SUBMITTED:** November 15, 2006

**DATE APPROVED:** December 12, 2006

**AMENDED:**

**RENEWED:** January 5, 2010

**SUNSET DATE:** December 12, 2013

**PURPOSE:** To establish a systematic review of policies and procedures.

**POLICY:** Every policy shall have a "sunset" clause of 3 years (unless otherwise specified in the P&P) from new or amendment date.

**PROCEDURE(S):** The Secretary of the Board of Directors shall review annually all P&P's to identify those that are due to expire at the end of the Oklahoma City Association of Health Underwriters fiscal year and subsequently submit to the President-Elect the expiring P&P's 90 days prior to the end of the fiscal year.

The expiring policies must be reviewed by the President-Elect with responsible Committee Chairperson and advise the Board 45 days prior to the fiscal year end for revision, re-approval or no action.

1-5-2010  
Date

Leah Ann Gray  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Policy & Procedures

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Alternate Director Proxy

**CLASSIFICATION:** Parliamentary  
**POLICY NUMBER:** 2007-1  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** May 8, 2007  
**DATE APPROVED:** June 12, 2007  
**AMENDED:**  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:** To clarify the role of an Alternate Director

**POLICY:**

- Committee Chairs designated as Alternate Directors may fill in for Officers/Directors in their absence at Board meetings when provided with a written proxy from the absent Officer/Director.
- Alternate Directors with proper written proxy shall count toward the requirements outlined for reaching a quorum.
- Officers/Directors unable to attend a specific meeting may also submit a vote via proxy through another attending voting Board member.

**PROCEDURE(S):**

- Proxy must be in writing.
- Email is an acceptable method of providing a written proxy from absent Officer/Director.
- Email is an acceptable method for absent Officer/Director to submit a vote, for or against a specified motion, through another attending voting Board member.

**FINANCIAL IMPACT:** Implementation of this P&P shall incur no cost.

6-8-2010  
Date

Leah Anne Janeway  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Policy & Procedures

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Board Meeting Attendance

**CLASSIFICATION:** Attendance  
**POLICY NUMBER:** 2007-2  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** May 8, 2007  
**DATE APPROVED:** June 12, 2007  
**AMENDED:**  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:** To define Board Meeting criteria

**POLICY:**

- Officers/Directors shall meet at the call of the President.

**PROCEDURE(S):**

- Notice of absence shall be provided to the President in advance and subject to the President's discretion to excuse the absence.
- An absence will be deemed unexcused if notice is not provided to the President in advance.
- Any Officer/Director with three or more unexcused absences shall be removed from the Board of Directors, subject to approval by a majority of the Board.

**FINANCIAL IMPACT:** Implementation of this P&P shall incur no cost.

6-8-2010  
Date

Leal. Anne January  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Health Underwriters

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Prospective Member to Monthly Membership Meeting

**CLASSIFICATION:** Membership  
**POLICY NUMBER:** 2007-3  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** May 8, 2007  
**DATE APPROVED:** June 12, 2007  
**AMENDED:**  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:** To define criteria for bringing prospective members to Monthly Membership Meetings.

**POLICY:** The Membership Chair shall be allowed to invite prospective members to attend one monthly Membership Meeting.

**PROCEDURE(S):**

- There shall be no cost to the prospective guest.
- The Membership Chair will be required to pay for his/her own Meeting cost.
- The Board of Directors shall annually determine any limit or maximum number of guests allowed.
- The Membership Chair shall inform the Board of Directors prior to the Membership Meeting, of any prospective members he/she will be bringing.

**FINANCIAL IMPACT:** The cost per each prospective guest will be the cost of the meeting charge from the facility and will be paid out of the annual Membership budget allotment.

6-8-2010  
Date

Leah Ann Jarway  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Policy & Procedures

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Corporate Sponsors

**CLASSIFICATION:** Committee

**POLICY NUMBER:** 2007-4

**MOTION:** Carrie Cox

**SECONDED:** Mike Dollins

**DATE SUBMITTED:** May 8, 2007

**DATE APPROVED:** June 12, 2007

**AMENDED:**

**RENEWED:** June 8, 2010

**SUNSET DATE:** June 12, 2013

**PURPOSE:** To Establish Benefits of Corporate Sponsors

**POLICY:** Each Active Corporate Sponsor shall be entitled to the benefit at the dues level agreed upon.

**PROCEDURE(S):**

The dues level shall include:

- Corporate name plaque displayed at OKCAHU sponsored activities.
  - Corporate name and/or logo with phone number published in the Monthly Newsletter.
  - Corporate name and/or logo on the OKCAHU website.
  - Attendance at any OKCAHU meeting or event at member pricing.
  - Product exhibition table at any OKCAHU general Membership meeting.
  - Opportunity to submit educational articles (NOT ADVERTISEMENTS) to the Monthly Newsletter, for purposes of improving knowledge of the sponsor's business or products and services.
  - Opportunity to introduce company and/or product at general Membership meeting.
- Subject to the following terms:

- New sponsors may speak as soon as their schedule and the OKCAHU meeting schedule permit.
- Current sponsors may speak once annually on a first come first serve basis subject to available meeting schedules and approval by the President of OKCAHU.
- Content of presentation shall be a basic introduction and overview of products offered.
- Speaking time allotment shall not exceed five minutes.

**FINANCIAL IMPACT:** Implementation of this P&P shall incur the cost associated with the initial ordering of the Corporate name plaque for the sponsor board.

6-8-2010  
Date

Leah Ann Janney  
Attested by Secretary

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P.O. Box 12146 • Oklahoma City, Oklahoma 73157-2146



# Oklahoma City Association of Health Underwriters

## Health Underwriters

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Hospitality Committee

**CLASSIFICATION:** Committee  
**POLICY NUMBER:** 2007-5  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** November 15, 2005  
**DATE APPROVED:** November 15, 2005  
**AMENDED:** June 12, 2007  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:**

- To streamline check-in table functions at OKCAHU sponsored meetings.
- To develop responsibilities that ensure members and guests feel welcome at Association functions.

**POLICY:** The Hospitality Committee shall have specific job responsibilities focused on increasing communication and operation of OKCAHU events. The committee will meet as necessary to address the duties of the committee.

**PROCEDURE(S):** Duties of the Committee –

- Greet attendees at all Oklahoma City Association events
- Guide attendees to appropriate places
- Issue and collect name tags
- Be watchful of the seating situation to insure that adequate seating is available for meetings
- Assist Treasurer as requested

**FINANCIAL IMPACT:** Implementation of this P&P shall incur no cost.

6-8-2010  
Date

*Leol. Anne Jones*  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Health Underwriters

### Oklahoma City Association of Health Underwriters Policy & Procedures

**POLICY TITLE:** Insufficient Funds

**CLASSIFICATION:** Finance

**POLICY NUMBER:** 2007-6

**MOTION:** Carrie Cox

**SECONDED:** Mike Dollins

**DATE SUBMITTED:** July 13, 2002

**DATE APPROVED:** July 13, 2002

**AMENDED:** June 12, 2007

**RENEWED:** June 8, 2010

**SUNSET DATE:** June 12, 2013

**PURPOSE:** To establish guidelines for the collection of debt when a check has been returned for "insufficient funds".

**POLICY:** Attendees must pay posted costs for each OKCAHU sponsored event.

**PROCEDURE(S):**

- Each event will post on the notice at the registration table the cost of the meeting for Members and Non-Members, and will also include the statement that a \$25 fee will be assessed on any returned checks.
- Each event will post on the notice at the registration table the cost of the meeting.
- Receipts for meetings will include the statement that a \$25 fee will be assessed on any returned checks..
- Upon receipt of a return item from the Bank, the Treasurer will mail a letter requesting a new payment via a cashier's check, including the \$25 fee, with a payment deadline of 10 days. (Sample letter next page.)
- If full payment is not received by the following Board Meeting, the Treasurer will turn over to the Board for assistance in collecting the debt.
- If a check is returned as insufficient twice, payor will be notified in writing by the Treasurer that all future payments must be in cash or cashier's check.

**FINANCIAL IMPACT:** Implementation of this P&P would incur cost of the Treasurer mailing letter(s) to the party or parties involved in the insufficient fund activity.

6-8-2010  
Date

Leaf. [Signature]  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

[Sample Letter]

*Date*

*First Name, Last Name*

*Address*

*City, State Zip*

Dear \_\_\_\_\_,

Thank you for attending our (date of meeting) meeting. We are pleased to have you as an attendee and look forward to seeing you at future Oklahoma City Association of Health Underwriters meetings.

Unfortunately, our bank has notified us that your check number \_\_\_\_\_ was returned for insufficient funds. If you feel that our bank has made a mistake, please contact me immediately so that I may thoroughly investigate the matter. You may telephone me at (405) \_\_\_\_\_.

Please remit your new payment in the amount of \$ \_\_\_\_\_ which includes a \$25.00 Return Item Fee in the method of a cashier's check payable to OKCAHU and mail to OKCAHU, PO Box 12146, Oklahoma City, OK 73157.

Thank you again for your support of the Oklahoma City Association of Health Underwriters.

Sincerely,

*Name*

*Treasurer*



# Oklahoma City Association of Health Underwriters

## Policy & Procedures

### Oklahoma City Association of Health Underwriters Policy & Procedures

**POLICY TITLE:** Legislative Council Structure Policy

**CLASSIFICATION:** Legislative  
**POLICY NUMBER:** 2007-7  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** May 8, 2007  
**DATE APPROVED:** June 12, 2007  
**AMENDED:**  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:** To establish a Legislative Council structure that:

- 1.) Provides the expertise necessary to give sound legislative advice to the OKCAHU Board of Directors.
- 2.) Promotes communication concerning OKCAHU legislative policy among OKCAHU members and components.
- 3.) Holds the Council as a whole accountable to the Board of Directors and the Members of OKCAHU and must request approval of OKC Board for any action or vote coming before the State Legislative Committee.

**POLICY:** The OKCAHU Legislative Council, as an OKCAHU committee, should have specific job responsibilities focused on policy, communication, or the operations of The Council. The Council will meet regularly by phone or in person, with schedule to be set by the OKCAHU Legislative Chairperson, allowing ten days notice, if formal vote is to occur.

\*The position of Chairperson shall be appointed by the local Board President and voted on by Board of Directors. The position of Vice-Chairperson and all members of the OKCAHU Legislative Council shall be appointed by the OKCAHU Legislative Chairperson each July 1, subject to approval by the OKCAHU Board of Directors.

**PROCEDURE(S):** The Local Legislative Council:

- 1) Shall have not more than 10 volunteer members from the local Association with a Chair and Vice Chair.
- 2) Shall report monthly or as needed to the local Association's Board of Directors.
- 3) Shall be a source for members to address requests for legislative information or concerns.
- 4) Shall be a Task Force for obtaining "Grass roots input".
- 5) Shall work with the local Association OK HUPAC and NAHU HUPAC Chairs.
- 6) Shall inform local membership of industry issues via the Newsletter and email alerts.
- 7) Shall provide a Legislative Update Program for the membership annually during the session.



# Oklahoma City Association of Health Underwriters

**DUTIES:**

- 1) **Legislative Council Chair:** This individual will serve as Chairperson of the Council, will interact with lobbyist, and other OKCAHU committees and will chair meetings of the Council. The Chair will direct the policy making efforts of the Council and will serve to establish goals and directions for the Council. This individual will coordinate the Council's development of written policies on both state and federal issues and serve as a content provider on these issues. This individual will coordinate activities and reporting for all working groups and committees on issues.
- 2) **Legislative Council Vice-Chair:** This individual will serve as the Operating Officer of the Council. This individual will coordinate the Council's communication efforts between Council, State and Local Associations, promote and coordinate key OKCAHU Contact and grassroots system, and serve as a content provider on Communication concerns.

**FINANCIAL IMPACT:**

Implementation of this P&P shall incur no cost.

6/8/2010

Date

*Leah...*

Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Policy & Procedures

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** Media

**CLASSIFICATION:** Committee

**POLICY NUMBER:** 2007-8

**MOTION:** Carrie Cox

**SECONDED:** Mike Dollins

**DATE SUBMITTED:** May 8, 2007

**DATE APPROVED:** June 12, 2007

**AMENDED:**

**RENEWED:** June 8, 2010

**SUNSET DATE:** June 12, 2013

**PURPOSE:** To keep the OKCAHU name and recognition in the public eye.

**POLICY:**

- Media chair will be responsible for getting monthly Membership meeting announcements to media contacts for publication.
- Media chair will make necessary announcements for special events to media contacts.
- Media chair is responsible for any publication of advertising throughout the year, at the direction of the President and/or the Board of Directors.

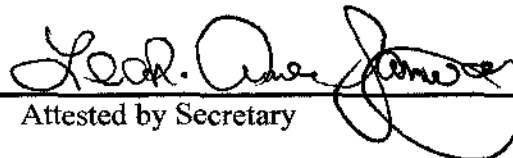
**PROCEDURE(S):**

- Timely notification to media contacts for publication of event data.
- Preparation of ad campaigns for Board approval.
- Will submit formal request for NAHU reimbursement, any year that NAHU offers an advertising reimbursement allowance.

**FINANCIAL IMPACT:** Implementation of this P&P shall incur costs determined by the cost of advertising by the periodicals and will be paid out of the annual Media budget allotment.

6-8-2010

Date



Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Health Underwriters

### Oklahoma City Association of Health Underwriters Policy & Procedures

**POLICY TITLE:** Prices of Attending Meetings

**CLASSIFICATION:** Budget  
**POLICY NUMBER:** 2007-9  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** May 8, 2007  
**DATE APPROVED:** June 12, 2007  
**AMENDED:**  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:** To establish guidelines for posting and adhering to set meeting prices for Members and Non-Members.

**PROCEDURE:**

- Each meeting will post on the notice at the registration table that all attendees must pay for the meeting at the registration table prior to the meeting.
- A small sign will be posted at registration table stating "NO IOU's".
- The price of the meeting will be posted along with the statement that the meeting includes lunch and/or Continuing Education credit.
- Prices for monthly membership meetings to be posted at levels determined annually by the Board of Directors with the lowest price given to Active Members, an increased price charged to Non Members and an additional increased price charged to Non Members if Continuing Education is to be provided.
- Prices for Continuing Education Seminars to be determined by the Board of Directors with the lowest price given to Active Members, and an increased price charged to Non Members.

**FINANCIAL IMPACT:** Implementation of this P&P shall incur no cost.

6-8-2010  
Date

Leah [Signature]  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Health Underwriters

### Oklahoma City Association of Health Underwriters Policy & Procedures

**POLICY TITLE:** Travel Reimbursement

**CLASSIFICATION:** Budget  
**POLICY NUMBER:** 2007-10  
**MOTION:** Carrie Cox  
**SECONDED:** Mike Dollins  
**DATE SUBMITTED:** April 11, 2005  
**DATE APPROVED:** June 10, 2005  
**AMENDED:** June 12, 2007  
**RENEWED:** June 8, 2010  
**SUNSET DATE:** June 12, 2013

**PURPOSE:** To establish guidelines for reimbursement of travel expenses by Association members to National and Regional Association Meetings.

**POLICY:** Attendees must be Members in good standing. Attendees will be reimbursed for representing this Association with funds available. Attendees will be reimbursed up to 100% of the funding which is set each year by the Board. Attendees are required to attend all General Sessions. State and Regional meetings, Breakfasts and Educational Sessions or Workshops, Leadership Workshops, Special Events and House of Delegates.

**PROCEDURE(S):**

- Funds will be set annually to cover Registration, Travel, Lodging, Meals and Transportation costs. Expenses over \$25.00 not accompanied by a receipt may be refused.
- Reimbursement will not include personal expenses or reimbursements from employers or other associations.
- Personal expenses include Lodging, Meals and/or Transportation for time spent for personal use, such as arriving early for sightseeing.
- Eligible Hotel expenses include Hotel room rate plus tax. Additional room charges and incidentals will be the responsibility of the member. Receipts must be provided.
  - Eligible Transportation expenses include Coach Fare Airline transportation or Airfare upgrade if Association meeting is adjourned more than 3 hours early. Receipts must be provided.
  - Eligible Transportation by Auto will be reimbursed at IRS standard mileage plus applicable toll charges. Mileage log and toll receipts must be provided.
  - Eligible Transportation expenses by Cab up to amount on receipt, if available.
  - Eligible Parking expenses will be reimbursed at the lowest parking rate. Receipts must be provided.



# Oklahoma City Association of Health Underwriters

- Eligible Meal expenses will be for meals incurred while traveling on Association business. Attendee will not be reimbursed for meal expenses for family members or other non-members. Receipts must be provided.
- In the event of not making the trip or missing meetings, the Board will determine if the absence is excused. If excused, the Board will determine which costs will be covered. Excused absence includes death, sudden illness or other unforeseen events.

**FINANCIAL IMPACT:**

The cost per delegate will be determined each year by the Board and in advance of the Association Meeting. The Board reserves the right to consider amending the allocated amount after a sanctioned trip on a trip-by-trip basis, not to exceed \$250 per attendee or 10% of the budgeted amount, whichever is greater.

6-8-2010  
Date

*Leah A. Jones*  
Attested by Secretary



# Oklahoma City Association of Health Underwriters

## Health Underwriters

Oklahoma City Association of Health Underwriters  
Policy & Procedures

**POLICY TITLE:** OKCAHU Health Underwriter of the Year Award

**CLASSIFICATION:** Awards

**POLICY NUMBER:** 2010-1

**MOTION:** Diane Barton

**SECONDED:** Carrie Cox

**DATE SUBMITTED:** June 8, 2010

**DATE APPROVED:** June 8, 2010

**AMENDED:**

**RENEWED:**

**SUNSET DATE:** June 8, 2013

**PURPOSE:** To describe the process and selection of OKCAHU's highest award.

**POLICY:**

- OKCAHU member in good standing and a resident of Oklahoma
- Outstanding service to NAHU's local, state, region and/or national efforts
- Can be awarded once every 5 years

**PROCEDURE(S):**

- Committee will be comprised of the Awards Chair and the previous winners that are still active and members in good standing.
- Develops all nomination forms.
- Handles the call for nominees, eligibility for nominees, eligibility of the voters/previous winners, the election process, the tabulation of approval of the results.
  - Awards are given by merit only and not by default.
  - Recipients must currently serve on a committee as a member or be a Chair of a Committee.
  - There can be a year without a Health Underwriter of the Year if no qualifications are met.
  - Orders the award.
  - The presentation of the award is given by the awards committee or by a prior year's recipient.
  - Nomination forms to be on the OKCAHU website and at local chapter meetings.
  - DEADLINE May 1 of each year.

**FINANCIAL IMPACT:** Implementation of this P & P shall incur the cost associated with the purchasing of the award.

6-8-2010  
Date

*Leah Anne James*  
Attested by Secretary