

# **Policies and Procedures**

## **(revised 10/19/07 – effective 1-1-08)**

**Financial Reimbursements may be made to groups or individuals who are representing and/or working on behalf of the association in their elected/appointed roles.**

### **A. Capitol Conference**

- NeAHU shall reimburse the current president, president-elect, legislative chair, and HUPAC chair for up to \$1,500 of their expenses for this annual Washington D.C. conference. In addition, members serving on a national committee whose reimbursement is less than \$1,500, shall have the difference reimbursed by NeAHU.

### **B. National Convention**

- NeAHU shall reimburse the immediate-past and current president, president-elect, and membership chair for up to \$1,800 of their expenses for the annual convention. In addition, members serving on a national committee whose reimbursement is less than \$1,800, shall have the difference reimbursed by NeAHU.

### **C. Region IV Meeting**

- NeAHU shall reimburse the current president, president-elect, vice president, legislative chair and membership chair for up to \$500 of their expenses for this annual regional meeting.

### **D. Local Associations**

- NeAHU will reimburse local chapters \$500 each for up to four attendees at the national meetings. Maximum \$2,000 per year reimbursement per chapter. No reimbursement will be made for attendance at regional meetings.
- NeAHU will reimburse local chapters for holding up to four local meetings per year at the rate of \$250 per CE meeting and \$100 per general meeting (on different days). Maximum \$1,000 per year reimbursement per chapter.

### **E. Board and Committees**

- NeAHU will reimburse reasonable meal expenses incurred by the Board or Committees when working on behalf of the association.

## **F. Reimbursement Procedure**

- NeAHU will reimburse individuals and groups within 10 business days after receiving proof of expenses incurred.
- NeAHU will directly pay conference registration fees for attendees who submit their registration forms prior to the “early bird” price deadline.
- NeAHU will advance up to \$200 per conference upon receipt of a written request by the attendee. Attendee will receive a 1099 for that amount if subsequent receipts are not submitted within 60 days following the conference.

## **Policies and Procedures Concerning Board Duties**

- A. All Members of the Board of Directors, except the CFO shall have the right to vote and to conduct committee assignments. Persons serving on committees who are not elected or appointed to the Board of Directors serve as advisors and not voting members.
- B. Board members unable to attend a scheduled meeting shall notify the Chapter Administrator or president prior to the scheduled event. Any board member absent from two consecutive meetings without prior notification will no longer be eligible to complete their term of office.

## **Awards Nominations**

A call to solicit Underwriter of the Year nominations will be sent to the general membership 60 days prior to the state Symposium. Nominations received will be given to past recipients of the award for selection.

A call to solicit Service to Mankind Nominations will be sent to the general membership 60 days prior to the state Symposium. Nominations received will be given to the board of directors who will select that year’s recipient.

## **Board Meetings**

The board will meet at least quarterly each year to conduct business and review financials.

The board will hold a separate annual strategic planning meeting.