

**CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: CAHU New Chapter Seed Monies

CLASSIFICATION: Board of Directors

POLICY NUMBER: 1017

DEPARTMENT COORDINATOR: VP of Membership/Board of Directors

MOTION:

SECONDED:

DATE APPROVED: August 17, 2015

APPROVED BY: Board of Directors

AMENDED: January 16, 2018

REVIEW DATE: 2019

PURPOSE: To further assist with membership outreach through the proper development of new local chapters.

POLICY: Once a new local chapter has been approved by the CAHU Board and meets the requirements for approval by NAHU (See NAHU's Procedures at the end of this document). CAHU, in order to financially support the expense of new chapter development, will provide seed money of \$5,000 per chapter to be used toward the expenses of getting a new chapter up and running

PROCEDURE(S): CAHU Board is presented the request for seed monies and approves this expense. Check will be made out to the name of the Chapter and sent within 90 days of approval of the chapter charter from the NAHU Board of Trustees.

FINANCIAL IMPACT: \$5,000 for each new chapter established. (\$5,000 is based on the goal of the new chapter acquiring a total of 30 new members in the first year of operations.)

NAHU Procedures: NAHU requires at least 15 members to start a chapter. Once you have 15 members, charter papers need to be submitted. The charter papers include instructions and forms for policies and procedures. Be sure to have the local chapter and statewide presidents' signatures on the forms, as well as the regional vice-president. When you have these signatures, forward the paperwork to NAHU for Board approval and the President's and EVP's signature. NAHU's address is 2000 N.14th St., #450, Arlington, VA 22201. The chapter president will be notified when the charter is approved and a copy of the signed paperwork will be mailed to the president. The original paperwork will be kept on file at NAHU for reference purposes.

Instructions for chartering a new chapter;

- 1) Complete all blanks in Section I of "Request for Chartering in NAHU" form. The name of the new chapter should be descriptive of your location (i.e. South Georgia AHU or Greater Washington AHU) and should not exceed 20 letters.
- 2) The President or other interim chapter officer should complete Board of Directors and Committee Appointment rosters. Be sure to indicate the effective dates of these appointments. Please provide as much information as possible on Executive Board and Standing Committee members. Also, write the name of the chapter on both rosters.
- 3) Complete charter member list with mailing address, email address, phone and fax. As stipulated in the NAHU bylaws, NEWLY FORMED CHAPTERS MUST HAVE AT LEAST 15 MEMBERS. Please indicate if members are transferring from an established NAHU chapter or if they are new recruits. Enclose all new member membership applications and dues checks with chartering paperwork.
- 4) When completed, submit documentation to your regional vice president (RVP). After review by the RVP, the signed materials will be forwarded to NAHU's Chapter Relations director. Chapters will not be accepted into NAHU until they have been approved by the NAHU Board of Trustees and signed by the president and EVP. The regional vice president and the state president would also have to approve as well as the interim president.