

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: General Bookkeeping

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1001

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: To maintain non-profit and business bookkeeping practices in compliance with the IRS and California Corporations Code.

POLICY:

1. CAHIP-Orange County shall use the "cash basis" method of accounting. The annual tax filing is filed on a cash basis.
2. Assets will be expensed rather than depreciated whenever possible.
3. The Board shall approve selecting or changing outside audit firms.
4. The selection of or change in banks requires the approval of the CAHIP–Orange County Board of Directors.
5. All checks exceeding \$500 require the signature or written approval of one CAHIP-Orange County officer. Board approval is required for all requests not included in the current fiscal year budget.
6. Bank statements shall be reconciled each month. Stop payments shall be placed on any checks outstanding after 60 days or at the Board's discretion.
7. CAHIP-Orange County's Board members are entitled to review its books by requesting information and giving the Vice President of Finance and the Executive Director 5 working days to gather it.

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Budgeting & Financial Management

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1002

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: Sound financial management of the Association's resources and adherence to regulatory requirements for non-profit status.

POLICY:

1. CAHIP–Orange County shall adopt a budget for each fiscal year on or before September 30.
2. Expenditures contained in an approved budget do not need to be approved again by the CAHIP–Orange County Board when it comes time to make those expenditures.
3. Expenditures NOT contained in an approved budget require the approval of the CAHIP–Orange County Board. CAHIP-Orange County will maintain adequate monies to meet its expected annual financial obligations.

PROCEDURE(S):

1. The Executive Director and vice president of Finance will review all incoming expenditures and post them to appropriate budgeted accounts on CAHIP-Orange County's books. Before establishing an expenditure, any unbudgeted items will be submitted to the Board for approval.
2. To every extent possible, CAHIP-Orange County shall maintain an average of six months of expenses in CAHIP-Orange County's checking account or liquid assets. When needed, the CAHIP-Orange County VP of Finance is authorized to transfer funds out of reserves into a checking account to maintain at least six months of expenses in its checking account.
3. Annual Dues and Annual Corporate Sponsor projected budget should be established to equal, at minimum, CAHIP-Orange County's annual contracted commitments for Executive Director Payment, Insurance, and accountant fees.

FINANCIAL IMPACT: Accounting software and administrative management expense.

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Investments

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1003

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: To maximize the Association fund reserves for the financial sustainability of the Association.

POLICY:

1. The CAHIP-Orange County Board shall deposit CAHIP-Orange County reserves in safe conservative vehicles such as bank Certificates of Deposit or Money Market Accounts.
2. The selection of investment advisors or investment products requires the approval of the CAHIP-Orange County Board.
3. CAHIP-Orange County shall maintain a checking account and one or more savings accounts to maximize the return on CAHIP-Orange County revenues.

PROCEDURE(S):

1. To ensure adequate liquidity, Certificates of Deposit (CDs) shall be laddered, when possible, to mature every 3 months in 12 months so that funds can be made accessible if needed for operations.
2. To ensure that all invested funds are protected by FDIC (Federal Deposit Insurance Corporation), CAHIP-Orange County shall not maintain more than the current maximum FDIC threshold at a single bank.

FINANCIAL IMPACT: Potential expense if investment advisors are retained and subsequent fees or bank charges associated with managing these investment accounts.

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Expense Reimbursement

CLASSIFICATION: Finance/Executive

POLICY NUMBER: 1004

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: Clarification of expenses that are eligible for reimbursement for Board Members when traveling to requested meetings in their Board service.

POLICY:

1. **Notice of Meeting:** CAHIP-Orange County will inform Board members (or chapter representatives) of any changes to this policy. The Board of Directors will make changes to this policy by formal vote and communicate them in writing.
2. **Reimbursement:** CAHIP-Orange County only pays expenses to members on a reimbursement basis. Exceptions can be made for large expenditures that would otherwise have to be generated by the members. Expenses must be pre-authorized by the Executive Board member from the budget from which the expenditure will come. Members must complete a **reimbursement form** and attach receipts for all expenses. Forms should be emailed to CAHIP-Orange County at admin@cahipoc.org. Reimbursement requests must be received in the CAHIP-Orange County office within **21 days after the expense was made**; reimbursement will not be made until all forms are completed and receipts are received. For "special request" reimbursements (scholarships, etc.) you must attach the prior approval emailed to you by the CAHIP-Orange County President, VP of Finance, or Executive Director.
3. **Receipts:** Receipts must be attached for all items above \$5.00.
4. **Missing receipts:** If a member lost their expense receipt, they must include a Lost Receipt Form with the reimbursement form.
5. **Global Budgeting for Events:** CAHIP-Orange County prefers to pay a global amount for a member to attend an event, such as the NABIP Convention or Regional Meetings. Any member who participated in an event must submit to CAHIP-Orange County those expenses that meet or exceed the agreed global amount. CAHIP-Orange County will not pay more than the agreed amount.
6. **Mode of travel:** CAHIP-Orange County will pay the cost of the lowest airfare at the 21-day advance rate. If a member wishes to add excursion flights to their trip, they will be billed for the difference. Exceptions will be made when notice of the meeting is made less than 21 days in advance. CAHIP-Orange County will reimburse up to \$50 per first bag checked on an airline. Members who opt to drive will be compensated for mileage at the current IRS rate. Mileage will be based on a direct route to and from the site. Reimbursement will be limited to the allowable rate for miles or the cost of a direct flight, whichever is less. CAHIP-Orange County will reimburse for a rental car if it is less than a flight option. Rental cars from the airport to the meeting site are approved only if other, less expensive options aren't available, such as a shuttle, cab, UBER, or Lyft. Approval is at the discretion of the Executive Director or the VP of Finance.

7. **Lodging:** CAHIP-Orange County does not reimburse additional hotel expenses beyond room and tax fees unless they are provided for in writing to the entire Board before the event.
8. **Items not allowed for reimbursement** are valet parking (except in cases where it is the only parking option available), alcohol, items purchased in the mini bars in hotel rooms, movies, massages, gyms, and other extraneous luxuries. **CAHIP-Orange County will not reimburse members for airline tickets or hotel rooms if the member registers but fails to attend the full event or meeting for any reason.**
9. **Incidentals:** CAHIP-Orange County **will** reimburse business-related incidental expenses such as meals, internet, shuttles, or cabs to and from the airport only. There is a per diem for food and beverage (excluding alcohol), Breakfast \$35 inclusive of tax & tip, Lunch \$45 inclusive of tax & tip, and Dinner \$70 inclusive of tax & tip. No double reimbursements: When attending an event as a representative of CAHIP-Orange County and any other chapter, you and CAHIP-Orange County must determine in advance which entity will reimburse you for an expense. In no case will a member be reimbursed twice for the same expenditure. Executive Board members cannot use any balance they may have in their CAHIP-Orange County Executive Budgets for the NABIP Convention, CAHIP-Orange County Convention, or any National or Statewide Meetings.
10. **Mandatory attendance:** When CAHIP-Orange County pays for members to attend certain events, it is with the expectation that members **will** represent CAHIP-Orange County by attending the critical meetings. For example, when members attend the NABIP convention, they are expected to attend all general sessions and regional conferences and vote at the House of Delegates meeting. If members fail to attend these essential functions, CAHIP-Orange County will not reimburse members for any expenses.
11. **Timing:** CAHIP-Orange County issues reimbursement checks a few times monthly. Please be prompt in submitting your expense reimbursement

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: General Bookkeeping

CLASSIFICATION: Finance/Executive

POLICY NUMBER:1005

DEPARTMENT COORDINATOR: VP of Finance

MOTION:

SECONDED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: To assure proper review and approval of uncollected accounts receivable of any Association assets.

POLICY: CAHIP-Orange County will actively work on collecting any uncollected debt to the Association to sustain revenue and minimize loss.

PROCEDURE(S):

1. The Executive Director and VP of Finance will perform monthly collection efforts on any outstanding A/R to clear outstanding payments due to the Association.
2. At fiscal year-end, the Executive Director will present to the VP of Finance the list of uncollected debts that remain after monthly collection efforts, explaining and recommending that these debts be written off from CAHIP-Orange County's books. Any amount on this list of over \$2,000 will require Executive Board approval.

FINANCIAL IMPACT: Monthly collection efforts will reflect positively on the Association's finances and minimize the need to write off debt at fiscal year-end.

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Refunds

CLASSIFICATION: Finance

POLICY NUMBER: 1006

COORDINATOR: VP of Finance

DATE SUBMITTED (INITIAL):

DATE APPROVED: March 04, 2025

APPROVED BY: Executive Board

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: To establish a policy to respond uniformly to refund requests received for event registrations that are later canceled.

POLICY: As CAHIP-Orange County is a non-profit organization and often has already committed to events based upon headcount given from pre-paid event registrations received, in cases of extreme hardship or personal emergency, the Board of Directors may consider refunds on a case-by-case basis. Hardship refund requests should be directed to CAHIP-Orange County via email detailing the circumstances and sent to admin@cahipoc.org with the subject "Hardship Refund Request." CAHIP-Orange County will allow the transfer of the pre-paid registration for use by another individual.

PROCEDURE(S):

1. The Executive Director will first encourage the requestor to transfer their pre-paid registration to another individual. If that is not an option, the Executive Director will forward the request to the appropriate CAHIP-Orange County Board members for review.
2. The Executive Director will forward hardship refund requests received to the President, VP of Finance, and the Board Chairperson of the event for approval.
3. If approved, the Executive Director will issue credit toward a future event in the current fiscal year. If the refund request is not approved, the Executive Director will inform the requestor that the Board has denied their request.

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Annual Sales Symposium Pinnacle Award Recipient

POLICY NUMBER: 1007

DEPARTMENT COORDINATOR: Membership/Meetings

MOTION:

SECONDED:

DATE SUBMITTED (INITIAL):

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: To encourage the Pinnacle Award recipient's attendance at CAHIP-Orange County's Annual Sales Symposium.

POLICY: The Pinnacle Award recipient and one guest will receive complimentary registration to the Annual Sales Symposium.

FINANCIAL IMPACT: CAHIP-Orange County's actual cost of food/beverages for recipient and guest.

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Duties of the Secretary

CLASSIFICATION:

POLICY NUMBER: 2001

COORDINATOR: Executive

MOTION:

SECONDED:

DATE SUBMITTED (INITIAL):

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

REVIEW DATE: September 27, 2024

PURPOSE: To ensure proper minutes are taken and distributed to leadership, the Association's Policies and Procedures are kept current, and the Board of Directors and the Association follow its stated Policies and Procedures.

DEFINITION: The Secretary shall include the Executive Director.

POLICY: In addition to the duties detailed in CAHIP-Orange County's Bylaws Article X, Section 14 Vice President of Finance, the following pertains specifically to the oversight of the Policies and Procedures:

1. The Secretary shall be responsible for minutes taken at all Executive Committee, Board of Trustees, and House of Delegate meetings. Such proposed minutes shall be distributed to the Board of Directors before the following regularly scheduled meeting and distributed via the Executive Director. The committee chairs shall delegate staff or their members to take and distribute meeting minutes for all Ad Hoc, Special, or Standing Committee minutes.
2. The Secretary will maintain the Association's Policies and Procedures. Approved Policies and Procedures shall be signed by the Secretary and stored as permanent records at the Association office.
3. The Secretary shall distribute proposed Policies and Procedures to the Board of Directors no less than 14 days before approval.
4. The notice of any approved Policies and Procedures shall be distributed to the Board of Directors within 14 days of approval and posted to the CAHIP-Orange County website Policies and Procedures page.
5. The Secretary shall post all approved Policies and Procedures to the CAHIP-Orange County website Policies & Procedures page and inform members of the Board of Directors 14 days before the start of their term where the Policies and Procedures are located.
6. The Secretary shall inform members of the Board of Directors and the various bodies of the Association of the duties required by these Policies and Procedures at Board training or by other means within 14 days of the beginning of his/her term.

PROCEDURE(S):

1. The Secretary will work with committee chairs and staff to ensure that established policy is implemented and request they participate in Board training. The Secretary may appoint individuals to help him/her carry out their duties and responsibilities.

2. The Secretary may comply with these Policies and Procedures by notifying the Chapter president in writing that new Policies and Procedures, with the title, have been posted on the website.
3. The Secretary may comply with these Policies and Procedures by notifying the Chapter President in writing that the minutes of the Board of Directors meeting are available upon request via a link from the CAHIP-Orange County website to the general mailbox admin@cahipoc.org. Documents will be provided to the requestor within 14 working days from receipt of the request.
4. For this Procedure, an email to the registered address of the individual will be considered "in writing."

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY TITLE: Conflict of Interest

CLASSIFICATION: Board

POLICY NUMBER: 3001

COORDINATOR: President

MOTION:

SECONDED:

DATE SUBMITTED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: To maintain the highest ethical standards between CAHIP-Orange County and present and past leaders and employees, to clearly define what conflicts of interest might occur.

POLICY: No person dealing with CAHIP-Orange County shall receive special favor or consideration because of that individual's current or former position with CAHIP-Orange County. No person acting on behalf of CAHIP-Orange County should have a material financial stake in transactions concerning the Association without the full knowledge and written consent of the Board of Trustees.

PROCEDURE: Definitions: For purposes of this Policy and Procedure:

1. *Conflict of interest* means any transaction in which a current or former CAHIP-Orange County Leader has a material financial interest. A *conflicted individual* is a CAHIP-Orange County Leader with a conflict of interest relative to a particular transaction.
2. *CAHIP-Orange County Leaders* means a member of CAHIP-Orange County Staff or Member of the CAHIP-Orange County Entity.
3. *Former OCAHU Leaders* means individuals who were CAHIP-Orange County Leaders during any part of the 12 months preceding a vote concerning a transaction in which the Former CAHIP-Orange County Leader has a material, financial interest. All CAHIP-Orange County Board members will sign this Policy & Procedure each year.
4. *CAHIP-Orange County Entity* means any CAHIP-Orange County Board, Commission, Committee, Advisory Group, Working Group, Task Force or Foundation.
5. *Material Financial Interest* means any direct or indirect benefit, including salary or compensation received directly by a CAHIP-Orange County Leader or by a CAHIP-Orange County 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 significant stockholder.
 - In the case of CAHIP-Orange County staff, material financial interest shall exclude regular salary, bonuses, benefits, and other compensation paid to them in their duties on behalf of CAHIP-Orange County.
 - In the case of a member of the CAHIP-Orange County Entity, material financial interest shall exclude salary, compensation, or benefit resulting from holding a position familiar to the general membership. (For example, a Board Member voting to spend money on behalf of a group supporting the 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 CAHIP-Orange County would likewise benefit).

6. *Major stockholder* means ownership or control of five percent (5%) or more of the outstanding stock of a Business Entity.

Disclosure:

1. A CAHIP-Orange County Leader shall disclose any financial interest in transactions contemplated or entered by CAHIP-Orange County as soon as such interest is known. Such notification must be made in writing to the President and President-Elect. If the potential conflict involves the President or President-Elect, additional notification shall be made to the Executive Director, who will operate as a "Staff Ethics Officer."
2. When CAHIP-County Leaders or Former CAHIP-Orange County Leaders are aware of a potential conflict of interest concerning a Former CAHIP-Orange County Leader, such information shall be disclosed in the same manner as for Current CAHIP-Orange County Leaders.
3. Sign a Conflict-of-Interest Form.

FINANCIAL IMPACT:

Board Member Name: _____

Signature: _____ Date: _____

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY Title: Board of Directors Rules of Conduct and Decision Process

CLASSIFICATION: Board

POLICY NUMBER: 3002

COORDINATOR: President

MOTION:

SECONDED:

DATE SUBMITTED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: Establish rules of conduct and an efficient and effective decision-making process.

POLICY: The Board of Directors shall follow the Rules of Conduct when analyzing budget items, policy items, or position statements. The CAHIP- Orange County Rules of Conduct include the following:

1. Review the written report provided by the committee describing the project or purchase, including goals, staff, and determination of timelines, budget, workflow, dissenting opinions, and why. Review other committees or staff that may need to be involved or impacted by the project or purchase. We will start and end meetings on time, follow the agenda, and articulate a valid purpose for each meeting.
2. We will be familiar with and knowledgeable of CAHIP-Orange County bylaws and P & Ps.
3. We will always follow CAHIP-Orange County's mission and strategies.
4. We will have a complete agenda and strive to distribute it with timelines, background materials, and topics 5 to 7 days in advance so that all involved will be informed by the time of the meeting.
5. We will outline an action plan (who/what/when), follow it through to completion, and distribute/communicate the results to the members.
6. We will have no additional communication or distraction during the meeting. Once a decision has been made, we will strive not to re-vote.
7. The Board of Directors should act as a body; while individual opinions are encouraged, once a vote has been taken, all Board members will actively and publicly support the decision, regardless of their personal feelings.
8. The chair's position will be respected, and the chair will actively use his/her authority to advance the meeting, using the standard rules of order.
9. Committee members will communicate meeting results, including the context of the decisions, to the membership.
10. We will hold ourselves and our peers accountable for following these rules.
11. Member conflict should be addressed by the President, President-Elect, or Immediate Past-President. The President shall appoint a conflict manager should any of the three mentioned here be unavailable.

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY Title: Association Minutes

CLASSIFICATION:

POLICY NUMBER: 3003

COORDINATOR: Secretary / VP of Finance

MOTION:

SECONDED:

DATE SUBMITTED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: To establish a replicable trail and institute correct minutes keeping, including the accurate recording of the results of motions by the CAHIP-Orange County Board of Directors and to assure the distribution of this information to the OCAHU Board of Directors and members.

POLICY: Every motion of the Board of Directors should be recorded and distributed to the Board of Directors before the next meeting. Permanent copies of all minutes will be maintained at the CAHIP-Orange County office.

PROCEDURE:

1. Following CAHIP-Orange County's Bylaws, the Executive Director is directed to maintain all original copies of the board minutes and provide for their timely distribution to the Board. The Executive Director shall make it available with a link from the Chapter website and distribute them upon request.
2. The Executive Director and the President will be responsible for tracking unfinished business from each Board meeting and carrying it over to the next meeting's agenda for review and further action by the Board.

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY Title: Implementation of Policies and Procedures

CLASSIFICATION: Board of Directors

POLICY NUMBER: 3004

COORDINATOR: Secretary / VP of Finance

MOTION:

SECONDED:

DATE SUBMITTED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: To facilitate the implementation of new amended policies and procedures and disseminate information about such to the membership.

POLICY: All new and amended non-personnel policies and procedures shall be considered ratified and applicable upon their approval/amendment date at a CAHIP-Orange County Executive Board meeting. Such policies and procedures shall be posted on the CAHIP-Orange County website within 45 days of their approval date.

PROCEDURE(S): The Board of Directors will review new and amended policies and procedures upon the direction of the current President.

All new Policies and Procedures will be recorded under the following numbering and category scheme:

1000 Finance

5000 Awards

2000 Executive Board

7000 Communications

3000 Board of Directors

8000 Education

4000 Membership

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY Title: Bylaws Committee Organization and Function

CLASSIFICATION: Board of Directors

POLICY NUMBER: 3005

COORDINATOR: Executive Board

MOTION:

SECONDED:

DATE SUBMITTED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: To provide for a special CAHIP-Orange County Bylaws Committee to review Chapter bylaws; review proposed amendments to the CAHIP-Orange County Bylaws for applicability and correctness, and other related duties as may be directed by the Board of Directors.

POLICY: The CAHIP-Orange County President may establish a special Bylaws Committee to report to the Board of Directors on CAHIP-Orange County bylaws.

PROCEDURE(S):

1. **Appointment:** The President may propose the creation of a bylaws committee at any time during the year, subject to the majority approval of the Board of Directors. The President shall delineate the committee's assignment, scope, and completion deadline.

The CAHIP-Orange County Immediate Past President will oversee the Committee and coordinate its activities with the CAHIP-Orange County President-Elect and the staff the President-Elect designates.

2. **Possible Assignments:** The Bylaws Committee's assignments may include:
 - Periodically review and recommend amendments to CAHIP-Orange County bylaws, no less than tri-annually.
 - Conduct a comprehensive review of the CAHIP-Orange County bylaws to ensure they conform with existing procedures and provide a structure that suits the association's current and anticipated needs.
 - Review proposed amendments to the CAHIP-Orange County bylaws.
 - Guide the Board of Directors 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.
 - Other assignments as directed by the President
3. **Reporting Procedure:** The Bylaws Committee will prepare a report to the Board of Directors presenting its findings and recommendations. The Board may seek additional information or work from the committee. Still, upon the Board's acceptance of the committee's final report, the committee shall be disbanded, and any Board-approved Bylaw changes will be presented for ratification and adoption at the CAHIP-Orange County House of Delegates meeting.
 - Bylaw changes that are adopted and ratified will go into effect immediately unless otherwise noted in the content of the Bylaw.

FINANCIAL IMPACT:

National Association of Benefits & Insurance Professionals Orange County Chapter

Db, CAHIP – Orange County

POLICIES AND PROCEDURES

POLICY Title: NABIP Meeting Attendees

CLASSIFICATION: Board of Directors

POLICY NUMBER: 3006

COORDINATOR: Immediate Past President with Committee

MOTION:

SECONDED:

DATE SUBMITTED:

DATE APPROVED: March 04, 2025

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: September 27, 2024

PURPOSE: Establish criteria for sending CAHIP-Orange County Board members to the NABIPs Annual Conference and Capitol Conference.

POLICY: CAHIP-Orange County aims to send all Executive Board members to the Annual and Capitol conferences. Therefore, provision should be made in the Annual Budget for this expense.

However, suppose there is a budget shortfall, and CAHIP-Orange County cannot fund the total amount for all Board Members. In that case, the following guidelines are to be used in determining the attendees:

Establishment of two Ad Hoc Committees - one for the Annual and one for the Capitol Conference.

- Annual Conference: Committee members shall include the President, the President-Elect, and the Past President.
- Capitol Conference, the Committee members shall include the President, the President-Elect, and the Vice President of Legislation.

The committees shall consult with the Vice President of Finance and consider the possibility of a lower per-member expense.

The committees shall also consider the following:

- NABIP Awards Criteria
- Strategic Plan Priorities
- Periodic rotation of Board members Ranking of Members

For the Annual Conference: President, President-Elect, Past President, Vice President Legislation, Vice President Membership, Vice President Public Affairs, Vice President Finance, Vice President PAC, Vice President Professional Development, Vice President Communications, Public Service Chair, and General Board members appointed by the Board of Directors.

For Capitol Conference: President, President-Elect, Vice President of Legislation, Vice President of PAC, Past President, Vice President of Membership, Vice President of Public Affairs, Vice President of Finance, Vice President of Professional Development, Vice President of Communications, Public Service Chair and General Board members appointed by the Board of Directors.

PROCEDURES: The CAHIP-Orange County President will e-mail all Executive Board Members a request to determine who is available and who would like to attend the meeting(s).

The above criteria shall be used to select the attendees.