

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

POLICY TITLE:	Bylaws Committee Organization & Function
CLASSIFICATION:	Bylaws
POLICY NUMBER:	95-06-CMT
DEPARTMENT COORDINATOR:	Executive
MOTION:	Mel Schlesinger
SECONDED:	Denny Ebersole
DATE SUBMITTED (INITIAL):	June 8, 1991
DATE APPROVED:	January 19, 1992
AMENDED:	April 18, 2011
APPROVED BY:	Board of Trustees
SUNSET:	2014

PURPOSE: To provide for a special NAHU Bylaws Committee to review national bylaws, and state and local association model bylaws; review proposed amendments to the NAHU Bylaws for applicability and correctness, and other related duties as may be directed by the Board of Trustees.

POLICY: The NAHU president may establish a special Bylaws Committee charged with reporting to the Board of Trustees on matters relating to NAHU and chapter bylaws.

PROCEDURE(S):

Appointment:

The President may, at any time during the year, propose the creation of a Bylaws Committee, subject to majority approval of the Board of Trustees. The President shall delineate the committee's assignment, scope and deadline for completion. The Committee will fall under the oversight of the NAHU Secretary and will coordinate its activities with the NAHU Executive Vice President and NAHU staff the EVP so designates.

Possible Assignments:

The Bylaws Committee's assignments may include

- Periodically review and recommend amendments to NAHU bylaws
- Conduct comprehensive review of NAHU bylaws to ensure that they conform with existing procedures and provide a structure that suits the association's current and anticipated needs.
- Review proposed amendments to NAHU bylaws
- Provide 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.
- Periodically review model chapter bylaws template for compliance with amended NAHU bylaws

- Ensure that amendments to NAHU bylaws are reflected in model chapter bylaws and ensure that they conform with existing procedures and provide a structure that suits the chapters' current and anticipated needs.
- Provide additional guidance in review of new chapter bylaws during chartering process
- May act as a resource in event that a newly chartering chapter's proposed bylaws conflict significantly with NAHU bylaws or policies and procedures.
- Other assignments as directed by the President

Reporting Procedure:

- The Bylaws 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, but upon the Board's acceptance of the committee's final report, the committee shall be disbanded.

FINANCIAL IMPACT:

Teleconference expense, not expected to exceed \$250 per year.