

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

POLICY TITLE:	Membership Retention/Renewals
CLASSIFICATION:	Membership
POLICY NUMBER:	95-10-MB
DEPARTMENT COORDINATOR:	Membership
MOTION:	Mary Lou Hudman
SECONDED:	
DATE SUBMITTED (INITIAL):	February 10, 1995
DATE APPROVED:	March 17, 1995
APPROVED BY:	Board of Trustees
AMENDED:	December, 2006
SUNSET DATE:	2013

PURPOSE: To establish a procedure for the membership service center to follow for renewals.

POLICY: The membership department should make every effort to have renewals mailed on a timely basis and to follow up with those individuals delinquent in renewing.

PROCEDURE(S): The membership department will mail a renewal notice to each person 60 days prior to the renewal date & 30 days prior to the renewal date. The last reminder will consist of the HIU lapsed membership wrap within the last month of the grace period.

FINANCIAL IMPACT: Varies dependent upon the number of members renewing and lapsing.