

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

POLICY TITLE:	Payment of Dues to State & Local Chapters
CLASSIFICATION:	Membership
POLICY NUMBER:	96-03-MB
DEPARTMENT COORDINATOR:	Finance
MOTION:	Ruth Houkom
SECONDED:	Alan Katz
DATE SUBMITTED (INITIAL):	April 8, 1996
DATE APPROVED:	June 7, 1996
APPROVED BY:	Board of Trustees
AMENDED:	June, 2004
SUNSET DATE:	2013

PURPOSE: To ensure that dues are paid to State and Local Chapters on a timely basis.

POLICY: NAHU will mail or directly deposit into the chapter's bank accounts all dues received in the prior month.

PROCEDURE(S): During the third week of each month, NAHU will mail or directly deposit into the chapter's bank accounts all dues owed State and Local Chapters received in the prior month.

FINANCIAL IMPACT: Minimal