

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

<b>POLICY TITLE:</b>	Routing of New Member Applications
<b>CLASSIFICATION:</b>	Membership
<b>POLICY NUMBER:</b>	96-02-MB
<b>DEPARTMENT COORDINATOR:</b>	Membership
<b>MOTION:</b>	Ruth Houkom
<b>SECONDED:</b>	Alan Katz
<b>DATE SUBMITTED (INITIAL):</b>	April, 1996
<b>DATE APPROVED:</b>	June, 1996
<b>APPROVED BY:</b>	Board of Trustees
<b>AMENDED:</b>	June, 2004
<b>SUNSET DATE:</b>	2013

**PURPOSE:** To provide chapters with immediate information about new members, allowing them to contact and welcome these members quickly.

**POLICY:** Any NAHU chapter that wishes may prepare its applications or design its members recruitment efforts to forward new member applications to its headquarters for entry into its database before these applications are sent to NAHU for entry into the national membership database.

Submission of applications and dues to NAHU must be made in a timely manner, and all original documentation and dues must be included. Chapters are not required to collect applications, and may continue under the existing system. The policy applies only to new membership applications. Membership renewals will continue to be processed by NAHU exclusively.

**PROCEDURE(S):**

- I. Chapters may collect new member applications for the purpose of gathering information about their new members more quickly.
- II. Originals or faxed copies, if paying due by CC or bank draft, of all documentation including application and check/credit card/bank draft payment for all health underwriter dues collected must be forwarded to NAHU within ten (10) business days of receipt by chapter.
  - a. Lag of submission to NAHU will be measured by either the chapter's date stamp or the date written on the member's dues check. If a chapter exceeds the submission deadline of ten (10) business days, NAHU will notify the chapter president. If delays continue, the state president and Regional Vice President will be notified. If, after a reasonable time for procedures to be corrected, such delays continue, NAHU, with approval by the RVP may suspend the chapter's right to collect applications.
- III. Applications received by NAHU from chapters using this procedure will be added to NAHU database in the same manner that all applications are received. Members' join and expiration dates will be determined by the date applications are received in NAHU office. State and local portion of dues will be disbursed by NAHU, following currently established procedures.

IV. Despite chapters' addition of members to their database, no new applicant will be an officially active member of NAHU or the state/local chapter until their application has been processed and APPROVED by NAHU. All membership counts for dues remittance. House of Delegate representation, or other purposes, will be determined by the official NAHU membership database.

**FINANCIAL IMPACT:** Negligible for both NAHU and chapters, unless chapters hire staff to process received application.