



2018-2019 National Association of Benefits and Insurance Professionals - Treasure Valley Chapter Policies and Procedures

As a Local Chapter of the National Association of Benefits and Insurance Professionals, we follow the policies and procedures as set by our State Chapter, the Idaho Association of Business and Insurance Professionals, while such policies are current and enacted by the NABIP Idaho State Board.

This includes the following policies that were approved in 2016 and are accepted as current:

- Complimentary Local Chapter Associate Membership
- Annual tax filing policy
- Membership Council Structure
- Legislative Council Structure
- E-mail Voting Procedure
- Travel and Expense Reimbursement Policy and Expense Reimbursement Form
- NABIP Capital Conference, Region Meeting and Annual Convention travel policy
- NABIPID Complimentary & Discounted Registrations
- Annual audit of accounts

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE: Complimentary Local Chapter Associate Membership
CLASSIFICATION: Membership
POLICY NUMBER: 13-01
MOTION: Brett Thomas
SECONDED: Tara Tandrow
DATE APPROVED: December 2016
SUNSET DATE: 2019

PURPOSE: To establish a policy for local NABIPID chapters to provide complimentary local Associate memberships to monthly speakers.

POLICY: Local NABIPID chapters have the option to provide their monthly membership speakers with a complimentary local Associate membership for one year.

PROCEDURE:

1. Each local NABIPID chapter may provide a chapter meeting speaker with an award of a complimentary local Associate membership for the following year. Local NABIPID chapters are not required to award a complimentary local Associate membership to speakers.
2. NABIPID will not recognize the local Associate member for any discounts for state sponsored events. The other NABIPID local chapters are not required to recognize the local Associate member of another local chapter for any discounts for their chapter events.
3. The local NABIPID chapter will provide the local Associate member with discounts for all local events from the awarding local chapter.

FINANCIAL IMPACT: Cost of local membership dues for awarding local NABIPID chapter/

Date

Attested by Secretary

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE:	NABIPID Annual tax filing policy
CLASSIFICATION:	Finance
POLICY NUMBER:	10-12F
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: To ensure that the NABIPID Board fulfills the association's tax obligations each year.

POLICY:

1. That the Treasurer shall be directed to inform the NABIPID contracted accounting firm which performs the annual audit/tax return in August of each year to complete the required tax forms and to file the tax return. To also copy the President and Executive Assistant on the results of the annual audit/tax return and any related correspondence from the contracted accounting firm.
2. That the results of the annual audit/tax return and the any related correspondence from the contracted accounting firm shall be presented to the Board of Trustees by the Treasurer.

FINANCIAL IMPACT: Costs for completing and filing annual tax return will be budgeted by Board in the annual budget.

Date

Attested by Secretary

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURE**

POLICY TITLE:	Membership Council Structure
CLASSIFICATION:	Membership
POLICY NUMBER:	10-05-MB
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: The Membership Council supports and strengthens NABIPID's mission by increasing membership through recruitment and retention efforts; It also helps to develop projects and programs judged of value to the state and local chapters.

POLICY: The Membership Council provides membership advice to NABIPID's Board of Trustees and promotes communication of membership issues among NABIPID's members and Chapters. The Council will meet regularly by phone and in person at the State strategic planning meeting. The Membership Council in its structure and operation shall conform to the NABIPID bylaws.

PROCEDURES:

I. Membership Council Team: This team will be comprised of the following individuals

- i. State Membership Chair
- ii. State Membership Retention Chair
- iii. BOT Liaison for Membership Council
- iv. NABIPID President
- v. Executive assistant
- vi. Local Membership Chairs
- vii. Local Membership Retention Chairs

II. The Membership Council shall co-ordinate and monitor the state and local chapter recruitment and retention activity, recommending appropriate action to the BOT, and monitoring ongoing projects being coordinated between Council members and staff. They shall develop membership initiatives for the Association and recommend adoption of such initiatives to the BOT. They will review and analyze existing and prospective member benefits and programs with specific recommendations when needed and will develop and implement a membership contest that includes rewards for retention and recruitment

III. **Local Membership Chairs:** These individuals, one from each local of NABIPID, will be appointed as described in this policy and procedure, and will be responsible for:

- a. Participating in Membership Council meetings
- b. Soliciting opinions, comments and suggestions from the Board in their local chapter regarding proposed and existing policy
- c. Facilitate communications between Council and Local Board .

**NATIONAL ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURE**

POLICY TITLE:	Legislative Council Structure
CLASSIFICATION:	Legislative
POLICY NUMBER:	10-05-L
DEPARTMENT COORDINATOR:	Legislative
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: The Legislative Council works to develop and advocate market-based solutions to provide for continued and improved accessibility and affordability of health, disability, and long-term care insurance, employee benefits, and other products designed to meet the health, financial and retirement security needs of the Idaho people. The council oversees grassroots initiatives and the advocacy of sound health policy throughout the legislative and regulatory process.

POLICY: The Legislative Council provides legislative and regulatory advice to NABIPID’s Board of Trustees and promotes communication of legislative and regulatory issues among NABIPID’s members and Chapters. The Council will meet regularly by phone and in person at the annual Day on the Hill and State Strategic Planning Meeting. The Legislative Council in its structure and operation shall conform to the NABIPID bylaws.

PROCEDURES:

I. Legislative Council Team: This team will be comprised of the following individuals

- i. State Legislative Chair
- ii. State Legislative Vice Chair
- iii. BOT Liaison for Legislative Council
- iv. NABIPID President
- v. Executive assistant
- vi. Local Legislative Chairs
- vii. State Lobbyist or Monitor
- viii. State HUPAC Chair

II. Legislative Council Chair: This individual, appointed by the President of NABIPID, will serve as Executive Officer of the Council, will represent the Council on the Board of Trustees and other NABIP bodies, will chair meetings of the council and will serve as or appoint a member of the Council to serve as the Council’s liaison to NABIPID PAC. The chair will direct the policymaking efforts of the Council.

III. Legislative Council Vice Chair: This individual, appointed by the President of NABIPID on the recommendation of the President Elect, will serve as the Chair in the absence of the Chair. The Vice Chair will work directly with the Local Legislative Chairs regarding local issues within their respective locations and on other projects as assigned by the Chair.

IV. Local Legislative Chairs: These individuals, one from each local chapter of NABIPID, will be appointed as described in this policy and procedure, and will be responsible for:

- a. Participating in Legislative Council meetings
- b. Soliciting opinions, comments and suggestions from the states in their region regarding proposed and existing policy
- c. Facilitate communications between Council and Local Boards to ensure that NABIPID Policies and actions are effectively communicated and disseminated to members, and report their locals' issues to Legislative Council.
- e. Participate in monthly local Board meetings to discuss legislative and regulatory developments in state and nationally.

V. Board Liaison: The President of the Association shall appoint a member of the Board of Trustees to serve as a member of the Legislative Council in order to facilitate communication between the Council and the Board of Trustees.

VI. The Legislative Council shall monitor state legislative and regulatory activity, recommending appropriate action to the BOT monitoring ongoing projects being coordinated between Council members and staff. It shall develop legislative and regulatory Policy positions for the Association and recommend adoption of such Policies to the BOT.

VII. Committee Participation and Voting: While all individuals, including staff and other invited parties assigned or appointed to the Council, may actively participate in meetings, teleconferences and electronic discussions, only active NABIP members in good standing serving as State Chair, State Vice Chair, Liaison, President, Local Legislative Chair shall be authorized to vote on decisions made by the Council. The Council chair will actively solicit the views and input of all committee members and all members may participate in polls of the Council and "straw votes", provided that these votes are non-binding and are taken to determine the prevailing opinion of the Council as a whole.

VIII. Notification of Scheduled Meetings and Teleconferences: Committee members will be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication. This notification will be initiated by the Council Chair.

IX. Minutes: All committees shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the BOT and Membership Council and minutes shall be posted on the Board web site or distributed by mail or email to the Chapters

FINANCIAL IMPACT: none

Date

Attested by Secretary

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE
PROFESSIONALSPOLICY & PROCEDURES**

POLICY TITLE:	E-mail Voting Procedure
CLASSIFICATION:	Committee
POLICY NUMBER:	10-05-CMT
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: To establish procedures for NABIPID BOT and committees to follow when discussing or voting on matters by electronic means.

POLICY: NABIPID BOT and committees shall adopt specific policies to regulate the transaction of business by electronic means.

PROCEDURE:

Presentation of a Topic for Informal Consideration: The committee chair may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire committee, using the agreed upon distribution list maintained by the staff office. The chair shall set a time limit of no less than 24 hours for the discussion. At the end of this period, he/she may seek to extend the discussion period, refer the issue to a committee or task force, invite a motion from a member of the committee, close discussion or take other appropriate action.

A motion may be voted upon electronically, in accordance with Bylaws Article VIII, Section 4 and the procedures of this P&P or may be carried forward to the next committee teleconference, if placed on the agenda by the chair. Because an electronic vote prevents the assurance of a quorum, two-thirds of all committee members have to vote affirmatively for an electronic motion to pass; at this time, with 15 voting BOT members, a minimum of 10 votes is required. Unless otherwise specified by the President, BOT members shall cast their vote using the approved distribution list, to be received by all BOT members, and recorded.

All BOT members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal board meetings. All contributions to the discussion should be posted to all members, again using the distribution list.

Presentation of a Motion for Consideration: All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened committee meeting; the motion shall be in writing, a second shall be secured and discussion shall be allowed for no less than 24 hours before a vote is taken. All further discussion shall again include all members of the board.

At the end of the specified discussion period, votes may be cast by all eligible committee members.

At the conclusion of the voting period, the chair shall tabulate the votes. The President shall

formally announce the results of the vote to the entire board or committee, and shall record the vote in the minutes of the subsequent formal committee meeting.

If a motion fails because a significant number of members did not cast a vote on the issue, the President may, at his/her sole discretion, extend the voting deadline or add the topic to the next board or committee meeting. However, he/she may take both actions (ie. If the deadline is extended and there are still insufficient votes, the matter may not be carried over to the next board or committee meeting, except as a newly introduced agenda item).

FINANCIAL IMPACT:

None.

Date

Attested by Secretary

ADDENDUM:

**SAMPLE
ELECTRONIC VOTE RESULTS**

For the motion:

Motion Maker: _____

Second: _____

BoT Voting Member	Member Name	Vote Cast
President		
Vice President		
Secretary/Treasurer		
Past President		
NABIPTV President		
NNABIPID President		
SNABIPID President		
ENABIPID President		
Awards Chair		
Communications Chair		
HUPAC Chair		
Leg Chair		
Leg Vice-chair		
Media Relations Chair		
Membership Chair		
Membership Retention Chair		
Total Yes Votes		
Total No Votes		
Total Abstentions		
2/3 Requirement Reached		
Motion Outcome		

Date

Attested by Secretary

**NATIONAL ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE: NABIPID Travel and Expense Reimbursement Policy
CLASSIFICATION: Finance
POLICY NUMBER: 10-05-F
MOTION: Brett Thomas
SECONDED: Tara Tandrow
DATE APPROVED: December 2016
SUNSET DATE: 2019

PURPOSE: To define the policies for travel and entertainment by members of the NABIPID Board of Trustees, its committees, task forces, NABIPID staff or others traveling at NABIPID's expense for meetings where attendance has been requested or required. Each member is reminded that NABIPID's image can be best served by the use of restraint rather than extravagance in spending the Association's (and therefore the members') money. Reimbursement is for actual incurred costs by member.

POLICY:

1. All expenses you would like to be reimbursed for must be submitted using the standard NABIPID expense reimbursement request form, which must include dates and business purpose of all travel and/or entertainment.
2. Receipts are required for all expenses of \$25.00 or more, but a receipt should be provided for every expense when possible. Expenses over \$25.00 not accompanied by a receipt may be refused. Receipts should detail the NABIPID business purpose of the expense and list the individuals involved.
3. When traveling on NABIPID business, the following expenses are eligible for reimbursement:

A. Single hotel room rate and tax. This will be billed to the NABIPID master account when attending an NABIPID function – Annual Convention
Additional room charges (upgrades, computer/fax equipment charges, movies, etc.) and incidentals will be the responsibility of the member.

B. Transportation.

- Airline transportation – coach fare only. Airport parking will be reimbursed at the lowest parking rate. Receipts must be provided.
- By car – Will be reimbursed at IRS standard, plus applicable toll charges; please provide all toll receipts. Reasonable parking fees may be submitted in addition to travel expense. Total mileage reimbursement will be limited to reasonable coach airfare between destinations.
- By cab – for inner-city destinations only. Not to be used for travel between cities. Receipts required for all cab fares.

C. Meals – Breakfast, lunch, and dinner. NABIPID will reimburse a

maximum of \$25/day for all meals incurred by an individual traveling on NABIPID business. Additionally this limit will apply per person if more than one person's meal expense is included in the reimbursement request.

When submitting meal expenses for yourself and others, you must identify the participants and the reason for the expense. You will not be reimbursed for meal expenses for family members or for the cost of alcoholic beverages. NABIPID will only reimburse for meals **not** provided during meeting or event. Meal reimbursement is only for those conducting valid NABIPID business, and shall not be used to recognize and/or reward members or others. **Meal receipts need to have the food itemized and not just be the credit card receipt or they will not be reimbursed.**

D. Expenditures on Members. NABIPID funds are **not** to be used to host **non-budgeted meal functions or other events**, or to purchase nonbudgeted gifts, whose purpose is recognition or appreciation for NABIPID members, volunteers or representatives. NABIPID shall not reimburse the purchase of alcoholic beverages either as part of a meal or as a stand alone item (i.e. a "bar tab").

E. Baggage. The association will reimburse the expense for excess baggage only if the excess is Association business material essential to the trip.

4. When submitting non-travel related expenses, all receipts must be included, with an explanation of the purpose of the expense.

5. NABIPID officers or BOT members invited to NABIPID chapter-sponsored events (sales symposia, monthly meetings, legislative conferences, etc.) to serve in an official capacity should not be charged registration fees by the sponsoring chapter. The NABIPID officer or BOT member should clarify this with the chapter prior to the event.

6. NABIPID travelers attending in a non-official and non-budgeted capacity will not be reimbursed for their expenses.

Expense Submission Review. The NABIPID Executive Committee will be responsible for the implementation and administration of this policy. All individual expense items greater than \$100 may be reviewed by the Executive Committee prior to reimbursement. Any expense item under \$100 that is a questionable expense will likewise be reviewed by the committee. NABIPID members may, with prior notice, request a policy exemption from the Executive Committee for a specific expense item. A NABIPID member may appeal a reimbursement decision to the committee. **All expense reimbursement requests must be received by NABIPID Executive Assistant within 60 days from the date incurred.**

Requests received after 60 days will require board approval.

FINANCIAL IMPACT:

None.

Date

Attested by Secretary

NABIPID - Expense Reimbursement Form

IMPORTANT - PLEASE SUBMIT WITHIN 15 DAYS OF EXPENSE

Mail to: NABIPID, PO BOX 8102, Boise, ID 83707

Name or Check to be Made Payable to (Please Print):	Dates Covered:
Mailing Address:	
Meeting(s) Attended:	

TRAVEL ITINERARY

From:	To:	Date:
From:	To:	Date:
From:	To:	Date:

ATTACH ORIGINAL RECEIPTS ONLY

	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL
Mileage (IRS standard rate)								
Airfare								
Hotel Expense								
Meals								
Taxi, Bus								
Postage, Telephone, Fax, etc.								
Gratuities								
Other**								
TOTAL EXPENSES:								
LESS ANY ADVANCE RECEIVED:								
NET REIMBURSEMENT:								

**Explanation of Other Expenses: _____

Date Submitted: _____

Signature: _____

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE: NABIP Capital Conference, Region Meeting and Annual Convention travel policy
CLASSIFICATION: Meetings
POLICY NUMBER: 10-05B-MTG
MOTION: Brett Thomas
SECONDED: Tara Tandrow
DATE APPROVED: December 2016
SUNSET DATE: 2019

PURPOSE: To financial assistant to NABIPID Leaders that are asked to attend NABIP meetings, actual incurred costs by member.

POLICY: The NABIPID Leaders will receive financial support to attend and travel to NABIP Capitol Conference, NABIP Region Meeting and NABIP Annual Convention.

PROCEDURE(S):

- A. It is recommended that the NABIPID President, President-elect, Secretary and Legislative Chair attend NABIP's Capitol Conference. NABIPID will reimburse the conference registration, airfare and budgeted hotel expenses.
- B. It is recommended that the NABIPID President, President-elect and Secretary attend NABIP's Annual Convention. NABIPID will reimburse the conference registration, airfare and budgeted hotel expenses.
- C. NABIPID will also budget additional money to assist other NABIPID leaders to attend NABIP's Capitol Conference and Annual convention.
- D. It is recommended that the NABIPID President, President-elect and Secretary attend NABIP's Region Meeting. NABIPID will reimburse the conference registration, airfare and budgeted hotel expenses.
- E. NABIPID may also budget additional money to assist other NABIPID leaders to attend other meetings. NABIPID will reimburse \$500 for each State board member to attend Annual convention and \$500 for each State board member to attend the Regional meeting. NABIPID will also reimburse \$500 per local chapter for Annual convention and \$500 per local chapter for the Regional meeting.

FINANCIAL IMPACT

Amount in approved NABIPID budget

Date

Attested by Secretary

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE:	Complimentary & Discounted Registrations
CLASSIFICATION:	Meetings
POLICY NUMBER:	10-05-MTG
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: To recognize the invaluable contribution made to NABIPID by its Board of Trustees, Local Board and Convention Committee. To encourage the attendance of Award winners at the NABIPID Annual Awards Banquet.

POLICY: The NABIPID Board of Trustees will receive complimentary registration for NABIPID Annual Awards Banquet and discounted registration to the State Convention. Past Isern award winners & past Leavitt award winners will receive a complimentary registration for the NABIPID Awards Banquet and LPRT award winners will receive 50% discount for the Awards banquet. The spouse or significant other of each BOT member, Convention Committee member or award winner will be allowed to attend the awards banquet at a reduced price of \$25.

The members of the State Convention Committee will receive complimentary registration to both the Awards banquet and the State Convention.

The members of the Local ABIP boards will receive a reduced registration of \$25 to the Awards banquet.

LPRT award winners will receive a:

5% discount on all NABIPID services and meetings, including webinars and State Convention, are given to qualifiers at the Leading Producers and Presidents' Council levels of production.

A 10% discount on all NABIPID services and meetings, including webinars and the State Convention, is given to qualifiers at the Eagle, Golden Eagle and Lifetime levels of production

PROCEDURE(S): Register at each event with the above described discounts.

- A. To qualify for complimentary or discounted registrations the members must attend 75% of their required Board or Committee meeting & conference calls between July and March.
- B. If a Board or Committee member does not meet the standards for complimentary or discounted registrations it is the responsibility of the NABIPID President or Committee chair to inform the member prior to the event.

- C. If the NABIPID President and/or Committee Chair believe the member would have met their commitment except for extenuating circumstances, they may request that the NABIPID President waive the attendance requirement.
- D. **In cases where registration is complimentary, members must submit** a registration form marked comped on the document or utilize the designated comp code for on-line registration to register attendance.

FINANCIAL IMPACT (Based on 2010 Registration Fees) - Lost Revenue Amount

Awards Banquet

- # of award winners x \$50
- # Board of Trustee members x \$50
- # of Local Board members x \$25

Convention

- # Convention Committee members x \$105
- # of NABIPID BOT members x \$52.50

Date

Attested by Secretary

**IDAHO ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE:	NABIPID Annual audit of accounts
CLASSIFICATION:	Finance
POLICY NUMBER:	10-05B-F
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: Manage & audit accounts, assets and financial records of NABIPID.

POLICY: A full physical inventory of NABIPID accounts, financial records & assets will be accomplished each fiscal year by the NABIPID Treasurer.

Procedure:

- A.** The NABIPID President will direct the Treasurer to coordinate the inventory and audit of accounts.
- B.** The Treasurer will report the annual inventory and audit of assets to the NABIPID State Board at the June board meeting.

FINANCIAL IMPACT: Costs for auditing will be budgeted by Board in the annual budget.

Date

Attested by Secretary