



*The New Orleans Association  
of  
Health Underwriters  
Standing Rules*

*Adopted January 10, AD 2001*

**Standing Rule No. 1**

**NOAHU General Membership Meeting with Installation of Officers and Directors**

## Revised March 18, AD2005, June 12, AD2007 and became part of Standing Rules

### Opening of Meeting

1) The President calls the meeting to order.

- a. Time: \_\_\_\_\_, Date: \_\_\_\_\_, Location: \_\_\_\_\_
- b. Quorum Call: 11 members in good standing. The Secretary is required to have a member roster & confirm that members are in good standing.

Non-members are allowed at the meeting but they should be segregated by sitting at another table, or identified by non-member name badge or some other method.

2) Prayer / Pledge of Allegiance (Ask a guest to do this, possibly a Past-President.)/Death of a member, etc,

I. The President/Chairman states, "The Secretary will read the minutes." Secretary either reads the minutes of the last general meeting, or announces where they were published, or the Secretary already passed out copies of the minutes from the last general meeting. The President/Chairman asks for approval of the minutes by saying, "Are there any corrections to the minutes?" If no corrections, President/Chairman calls for the acceptance and he/she rules. The Secretary records the acceptance of the minutes.

II. Report of the Officers

- A. President's Report - The State of The Association, what was accomplished, what was not.
- B. Vice President's Report
- C. Secretary's Report
- D. Treasurer's Report - The Treasurer presents the annual financial report of the past fiscal year.
- E. Immediate Past President's Report

III. Board member reports and Standing Committee reports

IV. Reports of Special Committees, Ad Hoc Committees, and Task Forces

V. Special Orders

A. Elections

1. The Secretary must have blank ballots ready for distribution, which have all the Officer and BOD positions eligible for nomination.
2. The Secretary announces the Officers & Board positions that are eligible for election.
3. The Secretary reads the ballot. The President opens the floor to nominations for each officer and director position to be voted on that day. If none...go to V, A, 5 below.
4. If there are nominations from the floor, then
  - a. The President recognizes member(s) who wishes to make a nomination from the floor.
  - b. The Member nominates a member in good standing by name & gives the position to which nominee applies. The Secretary records the name of the nominating member, the member nominated along with the position to be filled, and the name of the second.
  - c. The President asks for a 2<sup>nd</sup> to each nomination.
  - d. The President asks for a motion to close nominations. The name of the second is NOT recorded.

- e. The President directs the Secretary to issue ballots to the members who are present. The Secretary distributes the ballot that includes spaces where the voting member can write in the name. ***Members vote only for the position or positions that are being contested by writing in the name of the person they choose from the nominees from the official ballot or from the floor nominations.***
  - f. Members fold their ballots. The Secretary collects the ballots & counts them. The Secretary submits the count to the Parliamentarian who verifies the vote count. The Secretary reports the vote count to the President & the General Membership.
  - g. The President announces or declares the official winners. If a member nominates from the floor someone to a position left vacant by the Nominations Committee *and there is no other nomination from the floor for that position*, then the Secretary adds that name to the Official Ballot. The Official Ballot is signed by the Immediate Past-President, if present, or another past president so designated by the outgoing President with the name of the newly elected officer on the Official Ballot. If the officer or director was elected and his/her name was not on the Official Ballot, meaning that the name on the Official Ballot was defeated in the election, then the Secretary rewrites the Official Ballot with the name of that officer or director who was elected by the General Membership. The Official Ballot is signed by the Secretary and the outgoing Immediate Past President at a later date before sending the ballot to National. The Secretary records the name of the winners in the Minutes of the General Membership Meeting,, prepares the certification letter to NAHU, and sends the new officers names to the Louisiana Secretary of State ***along with the renewal check.***
5. In the event there are no nominations from the floor, the Immediate Past-President\* is called by the President to sign the official ballot for this election. The Secretary applies the Association’s Corporate seal to the official ballot. The Secretary will send this official ballot & a certification letter to NAHU certifying the new Officers & Directors for the NOAHU.

\* If the Immediate Past-President is not present, the President can appoint another Past-President to sign the ballot. The ballot should be prepared before the meeting because the Secretary must have the ballot with the Immediate Past-President or the appointed Past-President’s name in order for the ballot to be correctly signed.)

## B. By-Law Amendments

- 1. The Secretary reads the written resolution to amend the By-Laws.
- 2. After the reading, the President or presiding officer as chairman calls for a second. The name of the second is recorded by the Secretary.
- 3. The President calls for discussions of the proposed amendments. Amendments from the floor are made here, discussed, and debated.
- 4. The President or presiding officer may call for a motion “that it be considered as a whole.” If not, then each section must be voted on and approved by 2/3rds vote.
- 5. If the motion to consider as a whole passes, then a 2/3rds vote of the written and amended resolution to amend the By-Laws is voted upon. The President or presiding officer then says, “The question is on the adoption of the By-Laws as amended.” “All in favor raise your hand (President’s choice) or stand up. All opposed raise your hand

or stand up.” The President rules on the motion. If passed, the President says, “The By-Laws are amended.”

VI. Unfinished Business

VII. General Orders

A. Installation of Board

1. The President calls the Installer to come forward. (This can be a Past-President or someone else.)
2. The Installer administers the Oath to the Officers & BOD.
3. ADMINISTERING THE OATH-The following procedure is used by the National Association of Health Underwriters for swearing in newly elected Officers/Directors at the Annual Meeting.
  - a. The person administering the Oath (usually a past association President) comes to the microphone, and tells the assembled membership that this ceremony is the most important of all the Association functions, as it places the responsibility and authority of leadership upon these elected officials and establishes a bond of commitment between them and the membership.
  - b. The Oath administrator directs the incoming Officers/Directors “to stand as your name is called, and to take your place facing the membership.” “Please hold your applause until the swearing in ceremony is completed..”
  - c. Officers and Directors take their places.
  - d. Slowly and clearly, “read the name & the office or director position that the individual will hold “ allowing enough time for the individual to be identified while being careful not to let their name and position run into the next introduction.
  - e. Ask the Membership to stand and face the newly elected Officers and Directors.
4. Pledge of the Membership - Addressing the Membership: “As a member of the New Orleans Association of Health Underwriters will you pledge your support and encouragement in helping these Officers and Directors about to be installed? If so, please signify by saying, ‘I will’.” “Thank you, please be seated.”
5. The Oath of Office
  - a. The administrator of the Oath raises his/her right hand while addressing the newly elected Officers/Directors: “Please raise your right hand.” (Pause)
  - b. *“DO YOU solemnly and sincerely swear that you will perform the duties of the offices to which you are elected to the best of your ability and in conformity with the Bylaws of your association; and furthermore, that you will faithfully adhere to the Code of Ethics of your association and NAHU; and that you will uphold and support your association in all of its activities, so help you God?”* (Respond – I will.)
  - c. “DO YOU solemnly swear that in conducting your own business affairs, you will always be guided by the highest standards of honesty, justice and fair play, and that you will, in every manner possible, promote and safeguard the interests and ideals of your

association and the welfare of your community, so help you God?”  
(Respond – I will.)

d. Conclusion

- (1) “Let me congratulate and wish each of you every success possible.”
- (2) Lead Membership in applauding the new Officers/Directors.
- (3) When the applause begins dying down, the administrator of the Oath directs the Officers & Directors to return to their seats.
- (4) The administrator of the Oath turns the microphone over to the outgoing President.

B. Awards Presentation - Could be moved to the program section VII, E.

C. Presentation Ceremony - The outgoing President thanks the administrator and recognizes the Incoming President for the presentation of the plaque. Then the Incoming President presents a plaque to the Outgoing President.

D. The Ceremonial Transfer of Power

1. The outgoing President makes his/her President’s speech.
2. The outgoing President says the following: “*Name of incoming president*, the presidency is the highest office that can be conferred by any democratic organization. Your election implies not only a great honor, but with that honor goes corresponding responsibility, which I know your dedication will translate into inspiring leadership. I charge you to carry out your responsibilities with wisdom, enthusiasm, patience, and tolerance. You will find the next 12 months both stimulating and rewarding. Your years of experience in the insurance industry, your ability and your character assure a highly successful administration.”
3. The outgoing President presents the gavel to the Incoming President with these words, “I, (name of outgoing president), invest you with the symbol of your office.” The outgoing President offers congratulations to the new President and immediately yields the floor to the incoming President. The transfer of power is complete. The new President chairs the rest of the meeting.

E. The new President makes his/her acceptance speech.

F. Program - Guest speaker, presentations, games, etc.

VIII. New Business

IX. Announcements

X. Motion to Adjourn

A. The President can adjourn or he/she may ask for a motion to adjourn.

B. Moved by \_\_\_\_\_ . Seconded.

C. Time: \_\_\_\_\_

The election results are posted in the next *News You Can Use*

*Approved, Secretary’s initials, and Date*

\_\_\_\_\_  
Secretary’s Signature

**Standing Rule No. 2**

## **Sexual and Other Forms of Illegal Harassment (Adopted from NAHU)**

NAHU recognizes its responsibility to provide all employees a working environment free of harassment -- sexual, racial, religious or any other form.

To achieve a workplace free of sexual harassment, NAHU strives to define sexual harassment, inform employees of their duty to report incidences of sexual harassment, and take appropriate measures against those who subject NAHU employees to such harassment.

Sexual harassment is a violation of Section 703 of Title VII of the 1964 Civil Rights Act and is illegal. The statute defines "sexual harassment" as follows: "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment."

NAHU considers sexual harassment to be: (1) demands or requests for sexual attention; (2) unwanted sexual advances; (3) verbal comments that are sexually oriented; (4) interference with an employee's work performance through any type of sexually oriented conduct; or (5) creating a work environment that is offensive because of sexually oriented actions.

Sexual harassment, in any form, will not be tolerated. If any employee, male or female, believes that he or she is being sexually harassed, that employee is required to report the incident(s) to his or her supervisor, the executive vice president or the president. Information received will remain confidential, and all sexual harassment complaints will be investigated.

If it is found that the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the harassment, the discipline may range from a written warning placed in the offending employee's personnel record to immediate termination. Should the individual complained about be an officer, director or member of NAHU, the action may range from a verbal or written warning to removal from office and/or membership.

All supervisory employees of NAHU who are aware of any incidents of sexual harassment are responsible for reporting such incidents to the executive vice president or president. Failure to do so can result in appropriate disciplinary action, ranging from a written warning to immediate termination.

The same policies and procedures apply to all other forms of illegal harassment.

**Standing Rule No. 3** added January 10, AD2001 revised June 21, AD2007

## Expenses

### I. General Reimbursement

- A. Each Board Member is responsible for submitting their expenses to the Treasurer for payment.
- B. The Board is responsible for determining what are eligible expenses.
- C. Any Board Member expense which is not pre-approved by the Board must be approved by the Board before the Treasurer can make payment.
- A. All Board Member expenses must be submitted to the Treasurer within ninety (90) days from the date incurred.

### II. Approved Meeting and Convention Reimbursements

- A. The following are paid in full.
  - 1. Registration Fees
  - 2. Airfare
    - a. Lowest available fare within reason
    - b. Member should obtain three (3) airfare quotes
    - c. Member should submit airfare to the Treasurer for approval.
  - 3. Hotel where the event takes place.
    - a. Number of nights is limited to the event.
    - b. If the program begins before 3PM ,that night is paid.
    - c. If the program ends after 3PM, that night is paid.
- B. The following are paid per diem.
  - 1. Meals
    - a. For schedule days of conference only
    - b. Up to fifty dollars (\$50.00) per day with receipts
  - 2. Beverages except liquor up to fifty (\$50.00) per day.
  - 3. Airport Transportation up to forty (\$40.00) per day with receipts

## Meeting Sponsors

1. Procedure
  - a. Sponsor contacts Vice President
  - b. Vice President determines the following.
    - i. Sponsor must be in the insurance industry.
    - ii. Sponsor must provide product information for review prior to meeting.
    - iii. Related insurance coverages are acceptable.
      - (1) Life
      - (2) Dental
      - (3) Long Term Care
    - iv. The product must be of benefit to the membership and clients.
  - c. The Board will determine product, date, and space available at the meeting.
2. One sponsor per meeting on a first come basis.
3. Sponsor will have five (5) minutes in the program.
4. A table will be available for sponsor display literature and handouts.
5. Sponsor fee is \$500.00 per meeting.