

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

POLICY TITLE:	New Chapters
CLASSIFICATION:	Finance
POLICY NUMBER:	95-02-F
DEPARTMENT COORDINATOR:	Finance
MOTION:	Steve Selinsky
SECONDED:	Beth Ashmore
DATE SUBMITTED (INITIAL):	February 10, 1995
DATE APPROVED:	March 14, 2007
APPROVED BY:	Board of Trustees
AMENDED:	January 21, 2013
SUNSET DATE:	2019

PURPOSE: To further assist with the proper development of new chapters.

POLICY: In order to financially support the expense of new chapter development, NAHU will provide \$500 chapter seed money to be used toward the expenses of getting a new chapter up and running.

In order to strongly encourage chapters to comply with all applicable IRS requirements, NAHU shall reimburse any chapter for the fee associated with IRS form 8718.

PROCEDURE(S): NAHU Vice President of Finance shall reimburse, up to \$150, any new chapter that provides proper receipts of payment associated with IRS Form 8718. IRS Form 8718 includes a fee of \$150 for a determination letter, for an organization seeking tax exempt status.

NAHU shall issue the new State/Local Chapter a check for \$500 within 30 days of Board of Trustees approval of the chapter charter on a non-receivable basis.

FINANCIAL IMPACT: \$650 for each new chapter established.