

Oklahoma State Association of Health Underwriters Policy & Procedures

Policy Title: Corporate Record Book

Classification: Administrative

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Policy: To define the contents of the Corporate Record Book and to assign control and security to a specific position within the OSAHU Board of Directors.

Procedure: The Corporate Record Book will contain the following documentation:

1. Certificate of Incorporation
2. Articles of Incorporation
3. Current Board of Directors Listing
4. By-Laws
5. Record of Minutes for the current board year (7/01 through 06/30)
6. Policy & Procedures (accumulating)

The Corporate Record Book will be maintained and controlled by the current, acting Secretary of OSAHU. It will include items accumulated for each of the items listed, with the exception of the Record of Minutes, which will be for the current board year only. Past Record of Minutes are to be archived, within the guidelines set for archiving records.