



Oklahoma State Association of Health Underwriters (OSAHU)

Policies & Procedures

Policy Title: Appointment and Duties of OKHUPAC Committee

Classification: Legislation

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Approved : March 21, 2006

Purpose: To describe the appointment process and duties of the Committee for OKHUPAC.

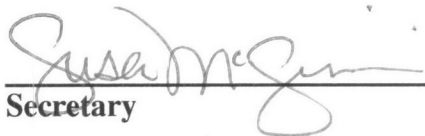
Policy: The incoming Board of Directors of the Oklahoma State Association of Health Underwriters (“BoD”) will appoint members to the OKHUPAC BoT:

1. OKHUPAC BoT and the Disbursement Advisory Committee (DAC) are one in the same and will consist of no fewer than seven (7) members from the following classifications:
 - a. State President-Elect - shall serve as Chairperson.
 - b. Both Local Chapter Presidents-Elect (OKC & Tulsa).
 - c. Both Local Chapter Legislative Chairs (OKC & Tulsa).
 - d. Oklahoma State Legislative Chairman - shall serve as Vice-Chairman.
 - e. OKHUPAC Chairman – shall serve as Treasurer.
2. The State Legislative Chair will serve as Vice-Chair and will make regular bi-monthly reports to the OSAHU Board.
3. Members of the Committee must agree to serve prior to appointment and be willing to study the legal materials that pertain to Political Action Committees. Members must be willing to serve for the entire fiscal year (July 1st through June 30th).
4. The OKHUPAC Chairman appointed to the Committee will act as Treasurer.
5. A budget must be presented to the BoD for approval at the July Board Meeting each year.

6. Decisions regarding disbursement of contributions will be made by a majority vote of the Committee following the recommendations of the OSAHU Legislative Committee and consultation with the BoD lobbyist(s) regarding a prospective recipient's legislative and political record, subject to approval by the OSAHU BoD.
7. Decisions of the Committee may be made by conference call, email, or meeting in person, as long as written minutes are kept and recorded.
8. All marketing materials must be approved by the BoT.
9. OKHUPAC shall oversee collection of funds, and the duties and responsibilities of the management/consulting firm hired to comply with reporting procedures set by the Oklahoma Ethics Commission.
10. Committee members may be recalled from appointment by a 2/3 vote of the BoD.
11. In the event of recall, resignation, or death of a Committee member, the BoD may appointment another member to complete the term of the exiting member.
12. Disbursement of contributions to federal candidates or officeholders is prohibited by the committee; such contributions may be disbursed with BoD approval.
13. OKHUPAC Request for Contribution Form is to be made available to all OSAHU members. This form is to be submitted to the OSAHU Legislative Chair for consideration. A written response will be provided within 30 business days of receipt.
14. All documents pertaining to OKHUPAC are to be kept in the OSAHU Corporate Minute Book.



President



Secretary