



POLICIES AND PROCEDURES: EXPENSE REPORTS

EXPENSE REPORTS

Members of the Sacramento Association of Health Underwriters who incur expenses on behalf of the Association (SAHU) are entitled to be reimbursed for those expenses under the following conditions:

1. The expenses are included in the current fiscal budget or approved by a majority vote of the Board of Directors
2. The expenses for any particular member have been pre-approved for that specific occasion.
3. The member submits a completed and signed Expense Reimbursement Request with receipts attached.
4. The Expense Reimbursement Request with receipts is received within 60 days of the event for which expenses were incurred.
5. If the Expense Reimbursement Request is received after sixty days of the event for which expenses were incurred, it will not be honored without approval by the Treasurer and President of SAHU, and only under extraordinary circumstances.
6. No expenses will be reimbursed without a receipt unless a written explanation accompanies the Expense Reimbursement Report, and it is approved in writing by the Treasurer and President of SAHU.



POLICIES AND PROCEDURES: PARTNERING POLICY

SACRAMENTO ASSOCIATION OF HEALTH UNDERWRITERS POLICY REGARDING PARTNERING WITH OTHER NONPROFITS

The Board of Directors of the Sacramento Association of Health Underwriters intends to create a policy for partnering with other nonprofit associations, as discussed and approved that the April 21, 2010 board meeting.. The following principles will be adhered to in carrying out this policy.

- Partnering or collaborating with another nonprofit shall take place only if there is a mutual benefit to both organizations
- Any revenue sharing for events shall be determined in advance of the event and agreed to in writing, signed and countersigned by the executive director or president of each organization
- Planning for events and functions shall include at least two members of each organization
- Neither SAHU nor the other nonprofit, shall represent each other or obligate the other organization for resources, monetary or otherwise
- All revenue and expenses shall be allocated on or before the event according to the agreement for that event
- Communication to its membership regarding a joint program or event shall be the responsibility of each nonprofit .
- Once an nonprofit has been identified and approved by the SAHU board of directors, communication to the SAHU membership can be accomplished without further board approval, as long as the communication does not conflict with a SAHU principle.
- Partnering or collaborating with another nonprofit is strictly voluntary and there in no implied obligation to do so