

NATIONAL ASSOCIATION OF BENEFITS & INSURANCE PROFESSIONALS – SOUTH TEXAS

SUMMARY OF POLICIES & PROCEDURES

	TITLE	CLASSIFICATION	SUBMITTED	APPROVED	PURPOSE
1	Duties Of Board Of Directors	Board of Directors	January 17, 2023	January 17, 2023	To define duties and responsibilities of JANUARY 17, 2023 Board of Directors with regard to meeting attendance, participation in association functions, committee work and reporting
2	Execution of Board of Directors Decisions	Board of Directors	January 17, 2023	January 17, 2023	To clarify the relationship between the Board of Directors and Executive Committee concerning votes and decisions executed at Board of Directors meetings
3	Officer Nomination Criteria	Officers	January 17, 2023	January 17, 2023	To establish appropriate criteria by which nominations of individuals to serve as officers of the association may be tendered and qualified
4	NABIPSOTX Annual Budget	Finance	January 17, 2023	January 17, 2023	To provide the Association with an annual budget of revenue and expense, as required by the Bylaws, and the date(s) effective
5	Expense Reimbursement	Finance	January 17, 2023	January 17, 2023	To control expenses and liabilities
6	Payment of Expenses	Finance	January 17, 2023	January 17, 2023	To establish a standard procedure whereby expenditures, to be paid or reimbursed, are approved for payment
7	NABIPSOTX Credit Card Acceptance	Finance	January 17, 2023	January 17, 2023	To establish a process or accepting credit cards
8	Delegate Expense Reimbursement -NABIP	Stipends	January 17, 2023	January 17, 2023	To encourage participation of members of the board in the governance of our National Association, and to provide reimbursement for certain expenses associated therewith
9	Delegate Expense Reimbursement - Capitol Conference	Stipends	January 17, 2023	January 17, 2023	To encourage participation of members of the board in the legislative activities of our National Association, and to provide reimbursement for certain expenses associated therewith

10	E-Mail Meetings and Votes	Administrative	January 17, 2023	January 17, 2023	To establish guidelines for use of e-mail for meetings and voting
11	Execution of Contracts	Administrative	January 17, 2023	January 17, 2023	To establish guidelines for execution of contracts binding on the association.
12	Acceptance of Credit Cards	Administrative	January 17, 2023	January 17, 2023	To establish guidelines for acceptance of credit cards for advance luncheon reservations, and an appropriate refund policy.
13	Designation of Delegates	Administrative	January 17, 2023	January 17, 2023	To establish a process for the designation of delegates to represent NABIPSOTX at NABIP Capitol Conference and NABIP Annual Convention.
14	Special Committees	Administrative	January 17, 2023	January 17, 2023	To establish names and responsibilities of Special Committees
15	Budget and Finance	Finance	January 17, 2023	January 17, 2023	To establish a process for the approval of budget, signatures and depositories.
16	Official Publications & Website	Administrative	January 17, 2023	January 17, 2023	To establish a process for flow of communication materials on behalf of NABIPSOTX
17	Awards	Administrative	January 17, 2023	January 17, 2023	To establish a process and document the criteria for certain award presented by NABIPSOTX.
18	Member and Non-member Fees	Finance	January 17, 2023	January 17, 2023	To establish a policy for the application of member discounts on fees charged for NABIPSOTX functions.
19	Social Media	Communications	January 17, 2023	January 17, 2023	To set down guidelines for use of various social media outlets to promote NABIP-SOTX/NABIPTX/NABIP positions, activities and members.
20	Investment Policy	Finance	January 17, 2023	January 17, 2023	To establish a policy that outlines NABIP-SOTX's policy with regard to investment of NABIPSOTX funds.
21	Delegate Expense Reimbursement - Capitol Conference	Stipends State Convention	January 17, 2023	January 17, 2023	To encourage participation for NABIP Capital Conference for Chapter Leg's and President
22	Delegate Expense Reimbursement	Stipends SOTX Events	January 17, 2023	January 17, 2023	To encourage board participation at SOTX events due to extensive Chapter travel

National Association Benefits & Insurance Professional – South Texas - Policy and Procedures #1

POLICY TITLE: Duties of NABIP-SOTX Board

Members CLASSIFICATION: Board of Directors

DRAFTED BY: Ron Byrd

DATE SUBMITTED: January 17, 2023

APPROVED X

REVISED 4/6/20204

Rejected

PURPOSE: To define duties and responsibilities of NABIP-SOTX Board of Directors.

POLICY: Members of the Board of Directors of NABIP-SOTX are expected to:

- Attend all NABIP-SOTX Board Meetings.
- Attend all NABIP-SOTX monthly Membership Meetings.
- Attend NABIP-SOTX Annual Sales Symposium, and other functions sponsored by the Association.
- Chairpersons are encouraged to work out all projects in the committee PRIOR to presentation to NABIP-SOTX Board. Incomplete committee work on a project introduced to the Board will likely result in a tabling of the topic until such time as all the details have been resolved in committee.
- Each Board member is required to submit a board report to the entire board at least 48 hours prior to each board meeting. The board report should be submitted to the entire board electronically; otherwise, you are required to bring copies for every board member the day of the board meeting. Board reports will then become part of the Association's permanent record as received in the minutes of the meeting.
- Chapter related business expenses that are usual customary and reasonable and that are over \$50 will require board approval.

POLICY TITLE: Execution of Board of Director Decisions

CLASSIFICATION: Board of Directors

DRAFTED BY: Ron Byrd

DATE SUBMITTED: January 17, 2023

APPROVED

REVISED

REJECTED

PURPOSE: To clarify the relationship between the Board of Directors and the Executive Committee concerning votes and decisions executed at Board of Directors meetings.

POLICY: Robert's Rules of Order states, "It is usual for the board to appoint from its membership an Executive Committee of a specified number who shall have all the power of the board between the meetings of the board, just as the board has all the power of the association between the meetings of the association. The subordinate body, however, cannot modify any action taken by its superior".

PROCEDURE (\$): Any vote taken by an assembly may be rescinded by a majority vote, provided that notice of the motion has been given at the previous meeting or in the call for this meeting or it may be rescinded without notice by a two thirds vote or by a vote of the majority of the entire membership.

Any variation of this policy will be considered a serious violation of the respect paid to Board decisions and is subject to the full disciplinary action of the Board of Directors.

National Association Benefits & Insurance Professional – South Texas - Policy and Procedures #3

POLICY TITLE: Officer Nomination Criteria

CLASSIFICATION: Officers

DRAFTED BY: Ron Byrd

DATE SUBMITTED: January 17, 2023

APPROVED X

REVISED

REJECTED

PURPOSE: To establish appropriate criteria by which nominations of individuals to serve as officers of the association may be tendered and qualified.

POLICY: Any NABIP-SOTX member in good standing who has served in a position on the NABIP-SOTX board for at least two (2) years or has served one (1) year on the NABIP-SOTX board as an Executive Committee Member. Time served would include the current year. Time served does not have to have been concurrent. Anyone who wishes to run for the office of VP and President must have served on the NABIP-SOTX board for a minimum of one year. All board members must live in the chapter area.

PROCEDURES: The nomination forms are to be distributed to all active members of the association by way of the monthly newsletter, email and/or other effective way of distribution. Nominations of members are to be returned to NABIP-SOTX Nominations Chair for tabulation.

National Association Benefits & Insurance Professional – South Texas - Policy and Procedures #4

POLICY TITLE: NAPBISOTX ANNUAL BUDGET

CLASSIFICATION: FINANCE

DRAFTED BY: Ron Byrd

DATE SUBMITTED: January 17, 2023

APPROVED

REVISED

REJECTED

PURPOSE: To provide the Association with an annual budget of revenue and expense, as required by the Bylaws of the Association.

POLICY: Each committee chair will prepare and present a proposed budget to the Board of Directors not later than the May meeting of the board every year.

PROCEDURE(s):

- Committee Chairs will develop annual budgets on the basis of expected revenue and anticipated expenditures for each fiscal year beginning July 1. This must be itemized.
- Proposed budgets may be reviewed by the Executive Committee, and modified as may be required, prior to presentation to the Board of Directors.
- The Board of Directors will review and adopt the annual operating budget at the June Board meeting.
- The budget may not be altered without a full hearing by and majority vote of the Board of Directors.

National Association Benefits & Insurance Professional – South Texas - Policy and Procedures #5

POLICY TITLE: EXPENSE REIMBURSEMENT

CLASSIFICATION: FINANCE

DRAFTED BY: Ron Byrd January 17, 2023

APPROVED X

REVISED: 4/12/23

REJECTED

PURPOSE: To control expenses and liabilities.

POLICY: Expenses incurred by members of the Board of Directors may be reimbursed only upon approval of the President. Expenses eligible for reimbursement may be, but are not necessarily limited to, expenses approved during the annual budget planning, incidental expenses incurred during the performance or support of the Association's various activities and expenses incurred while traveling as a representative of the Association.

PROCEDURES: The treasurer will consult with the president prior to processing any request for reimbursement for expenses submitted for same by a member of the Board.

All requests for reimbursement must be submitted within 45 days of incurring the expense and accompanied by original receipts and an expense voucher. Late submissions and/or lack of prior approval can result in denial of all, or a portion of the request for reimbursement.

Expenditures of \$1,500 or more will require dual signatures of authorized officers on any check.

National Association Benefits Insurance Professional – South Texas - Policy and Procedures #6

POLICY TITLE: PAYMENT OF EXPENSES

CLASSIFICATION: FINANCE

DRAFTED BY: Ron Byrd

DATE SUBMITTED: January 17, 2023

APPROVED X REVISED 4/12/23 REJECTED

PURPOSE: To establish a standard procedure whereby expenditures, to be paid or reimbursed, are approved for payment.

POLICY: Upon approval of the annual budget, each officer and committee chair is responsible for his/her expenditures of office, unless prior approval by Board of Directors is given. Exception(s) to exceed budget may occur, at which time, approval to pay will require a majority vote of the Board of Directors.

PROCEDURE(S): All Members of the Board must submit a voucher within 45 days of the event for any expense to be paid or reimbursed. Receipts must be attached to the voucher, and all expenses explained. Any expense not given prior approval during the annual budget review and adoption process must be approved by the Board of Directors.

POLICY TITLE: JANUARY 17, 2023 Credit Card

CLASSIFICATION: Acceptance Finance

DRAFTED BY: Ron Byrd

DATE SUBMITTED: January 17, 2023

APPROVED X

REVISED 4/6/24

REJECTED

PURPOSE: Acceptance of credit cards, and appropriate refund policy.

POLICY: NABIPSOTX will accept credit cards for payment of various fees, including but not limited to, registration for monthly luncheon, professional development seminars, annual sales symposium, golf tournament, purchases, etc. A refund policy stating that refunds will be made using the following charts.

Sponsorship refunds will be paid according to the following.

1 month prior – 25% refund

7 days prior – 0% refund

Attendees' refunds will be paid according to the following

15-days or less – 0% refund.

PROCEDURES: Credit card information is automatically processed via the NABIPSOTX website, physical card swipes, paper process, cash app. NABIPSOTX will make every endeavor to secure credit card information. All refunds for items mentioned above will be reimbursed by check, less processing fees and approved by the board of directors. All donations received by sponsors or attendees will not be refundable.

National Association Benefits & Insurance Professional – South Texas - Policy and Procedures #8

POLICY TITLE: Delegate Expense Reimbursement - National Association of Benefits and Insurance Registered Delegates for NABIP **National Convention**

CLASSIFICATION Stipends

DATE SUBMITTED January 17, 2023

DRAFTED BY Ron Byrd

APPROVED

REVISED 4/6/24

REJECTED

Purpose: To encourage participation of members of the board in the governance of our National Association, and to provide reimbursement for certain expenses associated therewith.

Policy: The Association will reimburse delegates to the House of Delegates (Only 3 – NABIP Small Chapter) with funds available. The maximum amount of funding is set each year by the Budgeted amount and approved by the Board of Directors

Procedure: The Association will reimburse registered delegates amounts up to the designated maximum for the cost of registration, airfare and lodging, ~~when the event is ONLY held in the state of Texas for a total sum of \$800. Other state locations will not be supported by NABIPSOTX, and no funds will be allocated.~~

Requirements for reimbursement include:

1. Attendance at all mandated meetings as set by the President
2. Attendance at all regional meetings
3. Attendance at the House of Delegates meeting
4. Transportation (Parking, Taxi, Baggage, etc.)
5. Meals (excluding Alcohol)
6. Must be a NABIP-SOTX member in good standing

If these requirements are not met, no funds will be reimbursed.

POLICY TITLE: Expense Reimbursement - National Association of Benefits and Insurance Professionals Capitol Conference and Day at the Capitol, Texas

CLASSIFICATION Stipends

DATE SUBMITTED January 17, 2023

DRAFTED BY: Ron Byrd

APPROVED

REVISED 4/6/24

REJECTED

Purpose: To encourage participation of members of the board in the legislative activities of our National & State Association, and to provide reimbursement for certain expenses associated therewith.

Policy: The Association will reimburse the President, Vice President and Legislative Chair who participate in Capitol Conference and the Texas Day at the Capitol (DATC) with funds available. The maximum amount of funding will be set annually by the budgeted amount and approved by the Board of Directors.

Procedure: The Association will reimburse Representatives who participate in Capitol Conference and Day at the Capitol, Texas toward the costs of registration, air fare, lodging, transportation (parking, taxi, baggage, etc.), Meals (excluding Alcohol). Milage instead of airfare should be used when at all possible.

Requirements for reimbursement include:

1. Attendance at all meetings during Capitol Conference and DATC; exceptions may be made by the President if the meeting(s) is missed due to Congressional Appointments.
2. Documented participation in citizen lobbying appointments.
3. Board approval is required for any exceptions to the above.
4. Submission for reimbursement within 45 days of the event as outlined in P&P #5.

If these requirements are not met, no funds will be reimbursed.

Policy Title: E-Mail Meetings and Votes

Classification: Administrative

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To establish guidelines for use of e-mail for voting and meetings.

I. A vote of the full Board via e-mail will occur only when:

- i. A prior vote of the Board at a regularly scheduled meeting established that a vote would occur via e-mail on a specific topic by a set date, or
- ii. A majority of the Executive Committee has voted to open the Board to a specific motion for a "virtual meeting" and discussion followed, if needed, by a vote by e-mail; all within a specific time period.

II. Each voting member of the Board must respond to the motion and the motion must pass unanimously in order for the vote to be valid.

Policy Title: Execution of Contracts

Classification: Administrative

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To establish guidelines for execution of contracts which are binding on the association.

Procedure: Contracts binding on the association, whether financially or administratively, shall be submitted by a Committee Chair to the Board of Directors for review and approval. Contracts may only be executed by the President.

Policy Title: Acceptance of Credit Cards

RRemoved)Classification: Administrative

Drafted by: Ron Byrd

Date Submitted: April 11, 2003

APPROVED X

REVISED

REJECTED

Purpose: To establish guidelines for acceptance of credit cards for advance luncheon reservations, and an appropriate refund policy.

Procedure: NABIP-SOTX will accept payment by credit card for advance luncheon reservations, as approved by the Board of Directors

Credit Card information will be obtained in writing from the attendee and forwarded through approved channels for processing.

A refund policy stating that no refunds shall be made unless the reservation is cancelled at least 48 hours prior to the luncheon, and such policy shall be noted on all written communication in regard to luncheon attendance and payment, therefore.

Policy Title: Designation of Delegates

Classification: Administrative

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

4/6/24

REJECTED

Purpose: To establish a process for the designation of delegates and Representatives to represent NABIPSOTX at NABIP National Capitol Conference and NAHU Annual Convention.

Procedure: The NABIPSOTX Board of Directors shall designate representatives of the chapter to attend certain events of NABIP. These designated representatives shall be the official Delegates of NABIPSOTX, and shall be entitled to stipends approved annually by the Board of Directors.

Delegates shall be expected to attend and participate in all functions at these events, with certain functions being mandatory.

To represent NABIPSOTX at the NABIP National Capitol Conference in Washington D.C., representation shall be the President, President Elect, Legislative Chair. and at the Day at the Capitol in Austin Tx., the President, President Elect, and the Legislative Chair. In the event one or more of the designated individuals is not able to participate, or the position is vacant, the Board shall by its vote, designate another member of the Board, or a member in good standing, to serve as a NABIPSOTX delegate. **If NABIPSOTX is unable to fulfill its allocated number of delegates, a NABIPSOTX past president in good standing may be appointed as a delegate representing NABIPSOTX.**

To represent NABIPSOTX at the NABIP National Annual Convention, representation shall be open to all members of the board in this order and limited by the total number of delegates (3) authorized by NABIP based on total membership.

- o Members of the Executive Committee -Past/Current/Vice President, Secretary and Treasure.

In the event NABIPSOTX has additional delegate positions available, the designation shall be open to any member in good standing who volunteers and commits to serving and fulfilling the role of delegate.

Policy Title: Special Committees

Classification: Administrative

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To name and describe the duties of Special Committees as appointed by the President.

Policy: There shall, from time to time, in accordance with the Association's Bylaws be certain Special Committees formed. The Chair of each Special Committee shall serve as a voting member of the Associations Board of Directors.

The responsibilities of the Special Committees are as follows:

- A. Texas Legislation/GRIP - to obtain individual and business contributions to the national and state legislative efforts. To report state legislative and regulatory activity to the membership.
- B. Media Relations - to establish relationships with the media to promote the Associations efforts and purpose.
- C. Public Service - to develop special activities to raise revenue, promote cohesiveness and public awareness of the Association and to affiliate the Association with public service programs that serve the greater Dallas community.
- D. Membership Retention - to retain current membership and encourage involvement and participation of members in Association activities.
- E. Communications/Technology (website, newsletter, invitations, etc.) - to establish and maintain open lines of communication among the members of the Association via all forms of technology available to them. To communicate Association functions and to provide information regarding legislation, education and items of concern or interest to the membership.
- F. Sponsorship - to work within the community to garner financial support of various Associations activities.

Policy Title: Budget & Finance

Classification: Financial

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To establish a process for the approval of the Association's annual budget and authorize appropriate signatures and depositories.

Policy: The Board of Directors shall, on an annual basis, approve the subsequent fiscal year's budget.

- A. The Board of Directors shall adopt the budget no later than the last meeting of the board preceding the start of the fiscal year.
- B. The Executive Committee shall designate the depositories of all funds of the Association.
- C. The Executive Committee shall have the power to authorize such officers as in its judgment may seem advisable to execute the voucher checks aforementioned and to do and perform such other acts as will carry out the purposes and objectives of this Article.
- D. As soon as possible following the close of the fiscal year, the Treasurer shall deliver to the Board of Directors, the balance sheet and a statement of receipts and the expenditures of the Association for the previous year.
- E. Publish the Budget on the chapter's website and will provide a copy upon request by any member.

Policy Title: Official Publications & Website

Classification: Administrative

Drafted by: Date Submitted: Ron Byrd January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To establish a process for flow of communication and approval of material for the Associations official publications, such as newsletters, email, event flyers and invitations, and the website.

Procedure: The Executive Committee shall have full authority, regarding questions of policy and editorial content, of the official publications and the website.

The Communications Chair shall have complete charge of, and responsibility for, the issuance of the official publication (i.e. newsletter), subject to the direction and control of the Executive Committee. The Communication Chair may appoint assistants as is deemed necessary to execute these duties.

Policy Title: Awards

Classification: Administrative

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To establish a process and document the criteria for certain awards presented by NABIP-SOTX.

Procedures: Local chapter awards may be awarded on an annual basis, subject to selection by the Awards Selection Committee or general membership, as indicated.

The Awards Selection Committee shall consist of 2 members:

Awards Chairperson (shall Chair Awards Committee)
Immediate Past President or a Past President

Awards presented, and the criteria for each shall be:

Pete Jaramillo Award

The Pete Jaramillo Award shall be presented every-other-year to the member considered to have made the most valuable contribution of time and support to NABIP-SOTX over the past years.

Recipients of the Pete Jaramillo Award shall not be eligible for nomination again for a period of at least five years.

Member nominations for the Pete Jaramillo Award shall be solicited, and nomination forms shall be signed by the nominating members and submitted to the Awards Chairperson. The Awards Committee shall tally the nominations and present the top 3 nominees to the membership for vote.

Other Awards

Certain other awards shall be presented annually to persons from the general membership and from the Board of Directors, as selected by the Award Committee.

The Nova Award shall be presented to an **individual member** who has demonstrated significant new energy and accomplishment on behalf of the association during the last year.

The Stellar Award shall be presented to an **individual member** who has demonstrated steady and consistent participation in and support of all NABIPSOTX activities.

The MVP Award shall be presented to a member of the **Board of Directors** who has demonstrated the single most significant achievement on behalf of NABIPSOTX during the year.

The Leadership Award shall be presented to a member of the **Board of Directors** whose contribution includes consistent attendance and participation in meetings, luncheons and other association events, and who has successfully achieved the goals set forth during the strategic planning meeting for the year.

The Awards Chair shall be responsible for:

- Coordinating the meetings of the Awards Selection Committee.

- Preparation and distribution of Pete Jaramillo Award nomination forms in the month of June - in odd numbered years - and ballots distributed by July 1 (due July 15th).

- Obtaining biographical information to be used during the awards presentation.

- Selection and procurement of appropriate recognition items, subject to budget approval.

Presentation of all awards will take place during the month of September during the Summit Symposium in the odd numbered years. The Pete Jaramillo can only be handed one time during each Presidents year of service.

Policy Title: Member & Non-member Fees

Classification: Finance

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED

REJECTED

Purpose: To establish a policy for application of member discounts on fees charged for NABIP-SOTX Functions.

Procedure: The Board of Directors shall establish fees charged to members and non-members of the association for attendance at all functions, including luncheons, continuing education sessions, special events and other activities. Such fees shall be published to the membership in the Newsletter and on all notices of events.

Any member in good standing of any other local chapter of the National Association of Health Underwriters shall be entitled to attend NABIP-SOTX functions at the current member rate.

National Association Benefits & Insurance Professionals – South Texas – Policy & Procedure #19

Policy Title: Social Media

Classification: Communications

Drafted by: Ron Byrd

Date Submitted: January 17, 2023

APPROVED X

REVISED:

REJECTED

Purpose: This policy provides guidance for NABIPSOTX Association member use of Social Media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites (such as Facebook, LinkedIn, Twitter, etc.) and other sites and services that permit users to share information with others in a contemporaneous manner.

NABIPSOTX SOCIAL MEDIA SITES

LinkedIn - Professional networking site allows connection with other industry leaders. Discuss ideas and find job opportunities.

Facebook - Informal site that allows you to connect in multiple ways including fan pages, sharing of pictures and videos, events, invitations, connection with friends.

Twitter - Post your thoughts in 140 characters or less, repost tweets, post links. @NABIPSOTXBroker
Hashtags to use: #NABIPSOTX #WorkHard #PlayHard

COMMON PROCEDURES

The following principles apply to professional use of Social Media on behalf of the Dallas Association of Health Underwriters as well as personal use of Social Media when referencing NABIPSOTX.

- Members need to know and adhere to the Social Media Policy- NABIPSOTX 2015-2016 when using Social Media in reference to NABIPSOTX.
- Members should be aware of the effect their actions may have on their images, as well as NABIP-SOTX's image. The information that members post or publish may be public information for a long time.
- Members should be aware that NABIPSOTX may observe content and information made available by members through Social Media. Members should use their best judgment in posting material that is neither inappropriate nor harmful to NABIPSOTX, its Board members, or membership.
- Although not an exclusive list, some specific examples of prohibited Social Media conduct include posting commentary, content, or images that are: defamatory, pornographic, proprietary, harassing, libelous, taunting, bullying, off-color, profane, discriminatory in any way, or that can create a hostile environment. Character assassinations are prohibited, as is disparaging third parties by name. If negative or inappropriate postings appear on NABIPSOTX Social Media accounts (determined by administrator discretion) the offending post will be removed by an account administrator.
- Members are not to publish, post or release any information that is considered confidential to the public. If there are questions about what is considered confidential, members should consult with someone on the NABIPSOTX Board before posting.
- When posting a personal story, view or opinion, members cannot take a position on behalf of NABIPSOTX.

- Social Media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Members should refer ALL inquiries to the NABIPSOTX Media Chair.
- If members encounter a situation while using NABIPSOTX Social Media that threatens to become antagonistic, members should disengage from the dialogue in a polite manner, rather than engage.
- Where appropriate, members should get permission before posting images of non-members. Photos of anyone under age 18 must have parental permission. Additionally, members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- It is highly recommended that employees keep NABIPSOTX related Social Media accounts separate from personal accounts, if practical.

Social Media Policy SPECIFIC TO NABIPSOTX:

- **Purpose of NABIPSOTX Facebook group-to** share social information about NABIPSOTX activities, members, and events with a focus on the social aspect of members. Approved friends will be those within the health insurance industry - at administrator's discretion - and not for general public.
- **Purpose of NABIPSOTX LinkedIn Page:** to share and be a resource for industry knowledge, connect with non-members to promote membership, provide links to industry publications, promote NABIPSOTX events, promote industry discussion, with a focus on business ideas. Connections to the group will be open to the general public.
- **Purpose of NABIPSOTX Twitter:** to share industry knowledge, live tweets during events, follow and share other industry account posts with a focus on brevity and business. Followers - open to the public
- All NABIPSOTX Social Media sites will have two or more administrators.
- Information posted to the NABIPSOTX Facebook, LinkedIn and Twitter accounts will be two-way, with members being allowed to post to Facebook and the LinkedIn Group, and the public being able to reference @NABIPSOTXBroker and #NABIPSOTX
- The monitoring of said Social Media Sites will be done by the NABIPSOTX Media Relations Committee
- Commercial solicitations and job postings on NABIPSOTX Social Media sites are at the discretion of the administrators.

This policy shall be reviewed for language and application on an annual basis following its last revision.

National Association Benefits & Insurance Professionals – South Texas – Policy & Procedure #21

POLICY TITLE: Expense Reimbursement - National Association of Benefits and Insurance Professionals South Texas– State Convention and all NABIP-SOTX Events

CLASSIFICATION Stipends

DATE SUBMITTED April 12, 2023

DRAFTED BY: Ron Byrd

APPROVED

REVISED 4/6/24

REJECTED

Purpose: To encourage participation of members of the board in the legislative activities of our State Association, and to provide reimbursement for certain expenses associated therewith.

Policy: The Association will reimburse current board members who are in good standing who participate in NABIP-TX State Conference and all NABIP-SOTX Events with funds available. The maximum amount of funding will be set annually by the BUDGETED AMOUNT and approved by the Board of Directors. For the board year 2022 - 2023 that amount is \$800 per board member and will remain until such change.

Procedure: The Association will reimburse Representatives who participate in NABIP-TX State Conference or any NABIP-SOTX event towards the costs of registration, air fare, lodging, transportation (parking, taxi, baggage, etc.), Meals (excluding Alcohol). The least expensive option should always be taken. Any Board Member who has another board member, pay for their expenses for any event, will have that amount deducted from their \$800 allotment. Each member should provide their own expense voucher. Expense reports should be detailed on whom expenses were shared with.

Requirements for reimbursement include:

1. Attendance at all meetings during State Conference; exceptions may be made by the President if the meeting(s) is missed due to Business Appointments.
2. Documented participation in citizen lobbying appointments.
3. Board approval is required for any exceptions to the above.
4. Submission for reimbursement within 45 days of the event as outlined in P&P #5.

If these requirements are not met, no funds will be reimbursed.

National Association Benefits & Insurance Professionals – South Texas – Policy & Procedure #22

POLICY TITLE: Expense Reimbursement - National Association of Benefits and Insurance Professionals South Texas Summit Conference & Day of Education

CLASSIFICATION Stipends

DATE SUBMITTED April 12, 2023

DRAFTED BY: Ron Byrd

APPROVED

REVISED 4/6/24

REJECTED

Purpose: To encourage participation of members of the board in the legislative activities of our NABIPSOTX Association fall Summit at SPI, and to provide reimbursement for certain expenses associated therewith.

Policy: The Association will reimburse current board members who are in good standing who participate in NABIP-SOTX Summit Conference with funds available. The maximum amount of funding will be set annually by the Executive Committee and approved by the Board of Directors.

Procedure: The Association will reimburse Board Members who are in good standing, who participate in NABIPSOTX Summit Conference toward the costs of lodging for number of nights required for board business of the hotel chosen by the association, with all other expenses to attend the DOE or Summit will be deducted from the board members allotment in PNP #21. No Alcohol shall be reimbursed). Board members in good standing will not have to pay any Summit or DOE registration fees.

Requirements for reimbursement include:

1. Attendance at all meetings during Summit Conference; exceptions may be made by the President if the meeting(s) is missed due to Business Appointments.
2. Board approval is required for any exceptions to the above.
3. Submission for reimbursement within 45 days of the event as outlined in P&P #5.
4. Reimbursement reports should be detailed and explaining of expenses.

If these requirements are not met, no funds will be reimbursed.