

## **New Jersey Young Insurance Professionals Policy Manual**

*The following is a listing of board positions taken on significant matters dealing solely with the NJYIP board and the administration thereof.*

- Administration**      After reviewing current attendance policy in force, will allow individuals to participate on Executive Committee only via conference call on individual basis when unable to attend in person. (3/03)
- All committee agendas must be finalized two weeks prior to the meeting date and distributed with passouts at least one week before the meeting. (7/02)
- Board Governance**      Agendas for all meeting shall be completed two weeks prior to each meeting, and passouts for meetings shall be distributed at least one week prior to each meeting. (7/02)
- Electronic communications should be used whenever possible for board correspondence/communication. (8/00)
- Bylaws**                      Bylaws change approved at ABM: Article IX – eliminated president elect as officer position and increase number of Vice President positions to two. Allows flexibility for Nominations Committee to choose best successor. Follows PIA’s process changed in 2001. (6/02)
- Bylaws change approved at ABM: Article X-Committees, Section 4 was deleted (in no case shall more than 25% of any committee consist of other than Active 1 members) as being too limited in scope of current membership composition. (6/02)
- Bylaws change approved at ABM: due to elimination of President-elect office, Article IX, Section 3 amended to delete President-elect as presiding over meetings in absence of President. No alternative was proposed or necessary. (6/02)
- Amendments will be recorded in historical records, reasons for change will be noted. (1/02)
- Charitable Relations**      Re-affirmed existing policy to donate funds raised by mulligan sales at the annual golf tournament to Fox Chase Cancer Center in memory of John Laux. (10/01)

- Convention** Approved 2004 budget accommodates payment for registration/hotel expenses for incoming and outgoing president at conference. (10/03)
- For future Nitecap receptions, the theme will focus on the benefits of the association. No other theme will be promoted. (10/02)
- Dues** Membership dues will increase by \$10 to \$60 effective 1/1/03. (10/02)
- Education** NJYIP will no longer sponsor the CPIA designation program through 12/00. (5/00)
- Financial** Registration fees and hotel expenses budgeted for incoming and outgoing Presidents attending PIANJ annual conference. (7/03)
- Management fee paid to PIA Management Services for administrative support increased to \$8,333 annually. (10/02)
- Re- affirmed policy to require advance payment for events by all registrants. Policy language should be confirmed in writing to participants. Following language should be displayed in all confirmation letters and promotion materials: Cancellations must be made at least 48 hours prior to the outing to be fully refundable. All registration fees **MUST BE PAID PRIOR** to the event. No shows will be invoiced for a 40% cancellation fee and will be expected to make payment. (10/02 & 10/01)
- Investment policy approved (see attached) to manage assets of organization. (1/00)
- Legislative** The President and Legislative Committee Chair shall represent NJYIP in attendance with PIA at the National Federal Legislative Conference. If either individual cannot attend, an alternate will be appointed by the Legislative Committee Chair, subject to approval by the President. Travel expenses and registration fees will be paid for both representatives. (10/02)
- Copies of the Handbook on Political Involvement will be provided on a one-time basis to NAIW at their request. A disclaimer will be printed indicating reproduction of booklet and its contents are prohibited without written permission. (07/02)

**Membership**

A new brand awareness campaign will be developed, including updated logos and new tagline, Building Tomorrow's Insurance Leaders, to build better awareness of the association throughout the insurance community. The membership committee will oversee implementation efforts. (10/02)

Distribution of the member mailing list shall be authorized to members only. (07/02)

Approval of the annual member dues rates will take place as part of the budget approval process. (01/02)

Electronic correspondence will be sent to Board of Directors listing new members proposed for membership into the association. If no dissenting votes are rendered within one week's time, the individual membership is declared approved and activated. (10/01)

**Miscellaneous**

The NJYIP Board listserv discussions should be limited to organizational issues only. (9/00)

**Mission**

A new vision statement is adopted: To be the premier organization for young insurance professionals in Connecticut. (1/00)

Mission statement identified: provide unique opportunities for career-minded individuals to enhance their personal and professional development through education, networking, products and services. (1/97)

**PAC****PIA National**

Offered opportunity to be founding member of Young Professionals Council, along with 11 other PIA young professional groups in existence around the country. (5/89)

**Programs**

Any requests from neighboring YIP states to mail promotional material to NJYIP members must be directed to Events Committee for consideration and a recommendation sent to Board for approval. (1/03)

Prior approval must be obtained by Board before marketing other YIP programs and events to NJYIP membership. (3/02)

The YIP/YAC Softball Challenge to benefit John Laux will no longer be organized as a sanctioned NJYIP event. Recognition of

- Programs (cont'd.)** The YIP/YAC Softball Challenge to benefit John Laux will no longer be organized as a sanctioned NJYIP event. Recognition of John Laux will continue as part of the NJYIP awards program. (11/00)
- The Inside Trenton program will be discontinued due to lack of member participation and interest. (3/00)
- Publications** Eliminate Industry Report and replace with a monthly email newsletter. (3/03)
- Complimentary copies of the Exchange should be sent to all NJ state representatives in an effort to keep them informed of the organization's goals and activities. (8/00)
- Special Olympics** A \$10 donation will be solicited from individuals not participating in the actual event who attend the FUN RUN awards breakfast held in conjunction with the PIANJ Annual Conference. (11/00)
- Sponsorship** Members who wish to attend the Annual Sponsor Dinner must pay a registration fee. Two complimentary registrations will be offered to all annual sponsors. (7/02)
- Recognition dinner will be held once a year to recognize contributions of annual sponsors (7/02)
- NJYIP will not endorse or promote any one business, product or service to its members. Any company wishing to promote its service or products to members is encouraged to participate in the annual sponsorship program, member events, and/or become a NJYIP member. (1/01)
- Tri-State** Discontinue sponsorship of Mid Winter Conference in Lake Placid. (3/02)
- Support for Mid Winter Conference will continue in 2001. (3/01)
- Approves increases in Tri-State expenditure of \$300.00 to support professional development expenses for PIA YIP staff. (12/99)
- Approves expenditure of \$3000. to support Tri-state, Snow Job, staffing. (8/96)