

WAHLU Constitution – Approved 04/2016

Article I – Name

The name of the organization shall be the Wisconsin Association of Health and Life Underwriters.

Article II – Purpose

The purpose is to enhance the understanding of risk appraisal for health (including disability income and long-term-care), and life insurance through education, the mutual exchange of ideas and the promotion of sound underwriting principles.

Membership

- A. The membership to the Wisconsin Association of Health and Life Underwriters shall be open to anyone involved with the underwriting of health and life insurance, not to exclude vendors and positions other than direct underwriters. Individuals that have a working knowledge of health and life underwriting principals, or persons involved in the reporting of information used in risk appraisal are also included.
- B. The number of individual members from any one company will be unlimited. One member from each company may be designated as the “corresponding member” to whom all correspondence concerning Association business will be directed and from whom replies will be expected.
- C. Any person who qualifies as a member as defined in Article III, if present at the annual meeting or special meeting, may vote.
- D. Admittance to membership: Any person, who qualifies, as defined in Article III, shall be eligible for membership and may apply through formal communication to any member of the Executive Committee.

Executive Committee

- A. The Executive Committee shall consist of five officers with voting power – Immediate Past President, President, Vice-President, Treasurer, and Secretary – and shall have full power to initiate and transact all business necessary for the existence of the association.
- B. The Executive Committee may also appoint non-voting members – up to four at-large members, and any other special purpose members as the Executive Committee see fit.
- C. Duties of Officers:
 - 1. Immediate Past President shall have an advisory role on the Executive Committee.
 - 2. President shall be chair of the Executive Committee, and shall preside over meetings of the Association. The President shall also be responsible for enlisting corporate sponsorship of the Association, and have final responsibility for the effective management and operation of the Association.

3. Vice-President shall be chair of the Executive Committee and preside over meetings of the Association if the President is unable to do so. The Vice-President shall also be responsible for all membership recruitment of the Association.
4. Treasurer shall act as the financial officer of the Association. The Treasurer shall maintain financial records, pay debts, and collect all fees and dues. The Treasurer is responsible with filing the non-profit status with the IRS annually. After the final Association meeting of the year, the Treasurer will be responsible for preparing a financial report to be presented to the Executive Committee.
5. Secretary shall be responsible for keeping minutes of the Executive Committee meetings, and for maintaining historical records of the association. The Secretary is responsible for notifying members of all meeting and activities of the Association. The Secretary shall send information to On the Risk regarding the Spring and Fall WAHLU meetings no later than three to four months prior to the meeting.

Finance

- A. WAHLU is a not-for-profit organization. There are no paid employees and no member shall receive any fee from WAHLU. The organization is empowered to do any and all things lawfully permitted for any not-for-profit organization, specifically, but not limited to, contracting with outside entities to provide services and products as may be required to conduct its affairs. The organization is not organized for the benefit of private interests and none of the organization's net earnings may benefit any private shareholder or individual.
- B. There shall be annual dues, payable for each member. The dues will be set by the Executive Committee each year.
- C. Any person or member who expends money for legitimate expenses related to WAHLU shall be entitled to reimbursement upon submission of receipts for the expenses.
- D. Sponsors may contribute funds to the organization toward the cost of conducting affairs.
- E. Commercial solicitation and promotion by members or sponsors of WAHLU are prohibited. The only acknowledgement allowed is recognition of those members who have made special contributions for the benefit of the WAHLU members at large.
- F. The funds of WAHLU shall be kept in a bank account in WAHLU's name. The president, vice-president, treasurer and secretary are authorized to sign checks and deposit funds on behalf of WAHLU.

Elections

- A. The Secretary will be elected each year by the Executive Committee from a list of qualified members expressing interest in joining the Executive Committee, prior to the last regularly scheduled Association meeting. In the event of resignation of an officer

during their term of office, the Executive Committee shall select a qualified member to complete the term.

- B. A qualified member shall be any member of the Association in good standing at the time of the election.
- C. The new term will begin immediately after the final meeting of the fiscal year.
- D. An officer shall serve a five year term starting as Secretary, and moving in sequence each year to Treasurer, Vice-President, President, and Immediate Past President.
- E. Three members of the Executive Committee shall constitute a quorum.

Meetings of the Members

- A. Annual Meetings. There shall be an annual meeting of the members on a date determined by the Executive Board.
- B. Special Meetings. Special Meetings of the members may be called by the Executive Board or by written request to the Executive Board by any ten members.
- C. Notice of Meetings. Written notice of the annual meeting or any special meeting, stating the time, place and matters to be considered, shall be given to members at least 20 days in advance of such meeting.
- D. Quorum. At any annual or special meeting forty members shall constitute a quorum.
- E. Voting. All members present at the annual meeting or special meeting may vote.
- F. Any matter subject to vote by the members, may be proposed and voted upon by mail or other method as authorized by the Executive Board. Notice of any proposal so authorized shall be given to the members not less than 20 days prior to the final voting date as determined by the Executive Board.

Amendments

- A. Amendments may be proposed by the Executive Committee or by a petition signed by a minimum of ten members submitted to the Executive Committee.
- B. The Constitution can be amended by the members at an annual meeting or at any special meeting called for the purpose, by a vote of two-thirds of the votes cast by the members present at the meeting.