



Association of Home Office Underwriters

AHOU Constitution

Article I – Name

The organization shall be called the Association of Home Office Underwriters, hereafter referred to as the AHOU.

Article II – Mission Statement and Objectives

The AHOU is an organization of insurance professionals responsible for risk assessment in the life and living benefits insurance industries. The AHOU exists to promote a thorough knowledge of mortality and morbidity as it relates to risk selection. The AHOU supports the following avenues of education and information sharing:

- The organization and direction of an Annual Conference which addresses the major areas of risk selection within the life, health and living benefits insurance industry and encourages the exchange of views and opinions among its members.
- Working with the Canadian Institute of Underwriters to support and direct the activities of the Academy of Life Underwriting (ALU) and its subsidiary committees thereby assisting in the overall promotion of industry education, seminars and special projects and studies to enhance the standards of underwriting within the life and living benefits insurance industry.
- Dedicating itself to the sharing of information and promotion of connectivity across the industry with the goal to reach as many insurance professionals responsible for risk assessment as possible. In this vein, AHOU is committed to the continuing support of local and regional underwriting organizations.

The AHOU shall exercise leadership in underwriting practices and protocol by addressing relevant issues whether they arise in the media, the government, or other industry associations or groups.

All ideas, opinions and suggestions shall be those of the individual members and no action shall be taken or recommendations made by the Association that will in any way be binding on a member of his/her company. The Association does not intend to formulate or recommend underwriting procedures or practices to any member or company.



Association of Home Office Underwriters

Article III - Membership

The membership of the Association shall consist of individual underwriters and other persons associated with the selection of individual life, health and/ or living benefits risks and shall be composed of the following categories.

Full Membership – Includes an annual meeting discounted registration rate, a DVD of the Conference presentations, a one year subscription to On the Risk, complete access to the AHOU website and the ability to receive any and all public AHOU communications. This membership is deemed a Professional Membership if the member has an FALU (Fellow Academy of Life Underwriting) designation.

Basic Membership – Same as the Full Membership lacking only the annual meeting discounted registration rate.

Access Membership - Limited access to the AHOU website and the ability to receive any and all public AHOU communications.

The AHOU Executive Council reserves the right to set appropriate fees for the above membership levels in accordance with its internal reviews and discussions.

Article IV – Termination of Membership

Membership in the AHOU shall be terminated:

- By a member giving written notice to the Executive Vice President or other officer of his/her intention to resign.
- Upon the non-payment of any dues owing by the member.
- Upon a majority resolution of the Executive Council where it has been determined that in their opinion the conduct of a Member is not compatible with the Code of Conduct and objectives of the AHOU.

Article V – Officers

The officers shall be elected in an electronic ballot process before the Annual Meeting by a majority vote (over 50%) of AHOU Full and Basic members participating in the process. The right to vote shall be extended to all Full and basic members registered at the time of the ballot. The officers' elections shall be staggered so that no more than half the positions are elected in any one-year. The elected officers will constitute the Executive Council. To be eligible to serve as the President or Executive Vice President the nominee must during his/her career have had direct experience as an underwriter in the individual classification of individual mortality or morbidity risks.



Association of Home Office Underwriters

The Officers of AHOU shall be as follows:

1. President
2. Executive Vice President
3. Vice President Publications and Secretary
4. Vice President Treasurer
5. Vice President Program Development
6. Assistant Vice President Program Development
7. Vice President Marketing
8. Vice President Membership Services
9. Vice President Relationship Management

An officer who is derelict in the performance of his/her duties may be impeached and removed from office subject to a majority vote of the Executive Council and by written notice from the President. In the event the President is to be removed from office such notice shall be written by the Immediate Past President.

Article VI: - Executive Council

The Executive Council shall be comprised of the AHOU officers, plus the Past President

In the event an officer resigns or is removed from office during the year then the following action shall be taken to fill the vacancy for the balance of the year.

Office	Vacancy Filled By
President	Executive VP
Executive VP	Past President
VP Publications & Secretary	Past President
VP Treasurer	Past President
VP Program Development	Assistant VP Program Development
Assistant VP Program Development	Past President
VP Marketing	Past President
VP Membership Services	Past President
VP Relationship Management	Past President



Association of Home Office Underwriters

In the event the above procedure cannot be followed or a replacement is not found, the Executive Council may elect by majority vote an AHOU member to serve the balance of the officer's term.

At the next Annual Meeting a permanent replacement shall be elected to serve the unexpired term of an officer who cannot complete the commitment.

Article: VII – Meetings

- The meetings of the Association shall be held on such day, time, and place as shall be decided by the Executive Council and shall not conflict with any major national or religious days of special observance.
- The presence of over 50% of members of the Association that are registered attendees of any duly called meeting shall constitute a quorum.
- Special meetings of the AHOU shall be called at the discretion of the Executive Council or upon written or electronic request of not less than 20% of members and may be held either in person or via the Internet.
- Notice of any meeting shall be given to members no less than 30 days before each meeting.
- A minimum of 20% of all eligible members must attend any Special Meeting in order to have a quorum.
- Any motion may be adopted in original or modified form by the affirmative vote of over 50% of the members attending any Annual or Special Meeting at which a quorum is present.
- Non-members of life, health and living benefits insurance companies or other organizations, who are not duly elected members of the Association, may attend and participate in the discussion at the Annual Meeting.
- Voting
 - Full and Basic members are entitled to one vote with an over 50% majority vote required to pass any motion or vote.
 - At any meeting of the Executive Council, every motion shall be decided on a show of hands or by any other procedure acceptable to those attending the meeting by the majority of votes cast on the question. In the case of an equal number of votes being cast at an Annual or Special Meeting, the President shall be entitled to cast a second tie-breaking vote.
 - Any action required or permitted to be taken by the members at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by a majority of the members entitled to vote.



Association of Home Office Underwriters

Candidates for Executive Council positions shall be solicited from the membership and the final slate of candidates shall be identified by the Nominating Committee no later than 60 days prior to the Annual Meeting. The slate of candidates shall be presented for an electronic vote no later than 60 days prior to the Annual Meeting.

Article VIII – Powers and Duties of the Executive Council

The Executive Council shall be the governing body of the AHOU and shall direct and control its activities.

The Executive Council shall have the powers and duties conferred by the Articles of this Constitution to fulfill the objectives of the AHOU.

In addition, it shall:

- Each year, prepare a report on the activities of the AHOU covering the prior year and make this report together with a financial statement prepared by the Vice President Treasurer and approved by the appointed AHOU Audit Committee available to all Members and Honorary Members.
- Publish such papers or other materials as deemed desirable.
- The Executive Council shall meet at the call of the President or on request in writing to the Vice President Publications and Secretary by not less than six members of the Executive Council. The Executive Council shall regulate its meetings and maintain minutes of same.
- Fifty percent of the voting Executive Council plus one shall constitute a quorum.
- There shall be no less than two meetings of the Executive Council each year.
- The funds of the AHOU may be invested in such securities as recommended by the Vice President Treasurer and approved and directed by a majority vote of Executive Council. The Executive Council may realize or vary such securities as deemed necessary.
- The Executive Council at their discretion and by majority vote can approve a contract with a Professional Administrator to assist in handling the ongoing administrative processes.
- Any action required or permitted to be taken by the Executive Council at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, is agreed to by a majority of the Executive Council members.

Article IX – Contracts

The Executive Council may authorize any officer to enter into any contract in the name and on behalf of the AHOU.



Association of Home Office Underwriters

Article X – Amendments

The Executive Council may propose an amendment to this Constitution (in writing) at any Annual or Special Meeting or by special electronic ballot, provided written notice of the proposed amendment has been given. Any such amendment may be adopted in original or modified form by the affirmative vote of over 50% of the Full and Basic members attending the meeting at which a quorum is present or participating in the electronic balloting.

Article XI – Indemnification of Executive Council Members

Every Executive Council member and his/her executors and administrators and estate and effects shall at all times be indemnified and saved harmless out of the funds of AHOU, from and against:

- All liability and all costs, charges or expenses whatsoever that such Officer sustains or incurs in or about any action, suit or proceeding that is proposed, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing about the execution of the duties of his/her office except such liability and such costs, charges and expenses as are occasioned by his/her willful neglect or default, and
- All other approved costs, charges or expenses that he/she sustains or incurs in or about or in relation to the affairs of the AHOU.

Article XII – Dissolution

Any proposal for the dissolution, merger or incorporation of the AHOU shall be presented at a duly called Annual or Special Meeting called for such purpose, provided written notice of the proposal has been given in the notice of meeting at least 30 days prior to such meeting. Any such proposal may be adopted in its original form or in modified form by the affirmative vote of two-thirds of the members attending the meeting.

If this Association is dissolved, all of its remaining assets shall be transferred to an organization which is organized and operated for the purpose of promoting the interests of life, health and or living benefits insurance and which, at the time of such transfer, is exempt from taxation under Section 501 (C):(6) of the Internal Revenue Code.