

Connecticut Young Insurance Professionals
Policy Manual
(Revised April 2004)

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

Awards Creation of scholarship award, given annually to a CTYIP member that exhibits a commitment to an insurance carrier. (12/01& 11/01)

Board chair
Governance Committees will be staffed by chairman and assistant chair. Assistant chair will be immediate past chair to provide continuity and guidance. (1/97)

Written notice (fax) should be given to Secretary prior to meeting dates if board members unable to attend. (4/96)

Committee's must bring a resolution to the Board of Directors for any decision that would have a financial impact on the organization. (11/95)

Approved proposed bylaws change to increase the number of company representatives from 4 to 6. (2/92)

Proposal made and accepted to modify bylaws to include new officer position of president-elect. (1/92)

Committee chairmen should keep minutes of all their meetings and keep them on file with PIA staff. (4/91)

An orientation program is to be conducted for board members. (8/90)

All meeting dates will remain the same, but all meetings will be held at Maryland Casualty. (1/90)

Consideration made to hold meetings in conjunction with PIACT Committee Day. (11/89)

Board members should review and abide by the attendance policy (see attached). (8/89)

Meetings will be held on second Thursday of each month, with committees meeting on same day. (3/89)

Bylaws

Changes proposed and accepted: Immediate Past President as executive officer, current President serves on Nominations Committee, and if candidate elected Vice President by age 40 they may continue through chairs if so voted. (2/95)

Affiliations Agreement is amended to allow individual CTYIP members to keep their CTYIP membership even if their PIA company/agency has terminated. (10/92)

Change approved by PIACT Board of Directors to increase from 2 to 4, the number of company people allowed to serve as directors at any one time. (5/89)

Charitable Relations

Board votes down three proposals regarding charitable involvement. (10/93)

Board rescinds decision to adopt University of Connecticut Children's Hospital as holiday charity recipient on basis that University of Connecticut Children's Hospital sponsorship is no longer available. (9/91)

University of Connecticut Children's Hospital is adopted for the holiday charity. (7/91)

Convention

Members should be offered discount "YIP member" package to PIACT convention. (1/98)

Dues

Dues are raised to \$55 effective 1/1/03. (11/02)

Dues are raised to \$45.00 effective 1/1/99. (6/98)

Member dues raised to \$35.00. (8/96)

Discontinue student memberships-see membership. (1/94)

Student membership dues are approved at \$10.00. (11/93)

Board agreed unanimously to increase dues from \$15.00 to \$20.00 effective 1/1/91. (6/90)

Dues increase to \$15.00. (1/89 approx)

Education

Leadership Development Series created, to be launched in 2003. (6/02)

Discontinue sponsorship at CPIA programs. (2/02)

One year of free membership offered to enrollees of the Fundamentals of Insurance program.(2/02)

Financial

Management fee paid to PIA Management Services will increase to \$8333 annually. (10/02)

Reserve fund account is transferred to a non-managed account. (11/01)

Treasurer has authority to access investment reports online. (6/01)

Investment policy approved (see attached) to manage assets of organization. (2/00)

As organization becomes more and more financially independent, the Board/Committees must rely on “revenue building” programs. (1/96)

Motion passed to transfer portion of reserve funds into 2 certificates of deposits. (6/95)

Motion defeated to invest CTYIP funds into higher interest bearing accounts. Board approves motion to leave all monies where they are currently. (9/94)

Motion approved to use additional unexpended convention funds for a sponsor breakfast in the fall. (6/93)

Motion passed to transfer funds from the unexpended balance of the convention to support the board picnic. (6/93)

Motion passed to pursue financial independence from PIACT. (12/92)

Membership

Marketing campaign to develop new logo and tagline developed for launch in 2003. (10/02)

Approval of new marketing tagline “building tomorrow’s insurance leaders.” (10/02)

Board agrees to continue policy of separate fee structure for members and non-members at events. (1/96)

Board agreed to temporarily suspend solicitation of student memberships in order to better develop the program. (1/94)

PIACT approves amendment to the affiliation agreement to allow student membership. (10/93)

Board members should always remember to promote membership in CTYIP in their business relationships. (4/91)

Miscellaneous	<p>Non-bd and committee members invited to attend a board or committee meeting must be approved by President in advance of the meeting. (4/03)</p> <p>Policies and procedures of CTYIP are to be included in every director administrative manual. (2/98)</p>
Mission	<p>A new vision statement is adopted: To be the premier organization for young insurance professionals in Connecticut. (1/00)</p> <p>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)</p>
PAC	<p>Solicitation for member contributions approved. (10/96)</p> <p>Board agrees not to contribute to PIAconPAC and will develop a legislative reception similar to PIA's Diamond Club event. (later called Meet the Policymakers) (11/95)</p> <p>Board approved \$500.00 contribution to PIAconPAC. (4/95)</p> <p>Board unanimously voted to contribute \$250.00 to PIAconPAC on behalf of board. (11/94)</p>
PIA National	<p>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)</p>
PIACT	<p>PIA reserves one seat on several PIACT committees for CTYIP representatives. (2/90)</p>
Programs	<p>YIP member fees for any program will be extended to YIP members in CT, NY, and NJ. (2/02)</p> <p>Committee's should analyze opportunities for developing new programs, including but not limited to costs, attendance, value, impact on members and organization. Proposals should be given to the Board to review and approve. (1/98)</p> <p>Programs should be used as a profit making opportunity. (7/96)</p>
Publications	<p>An annual report will be published annually. (7/91)</p> <p>Board approves special publication of PIA Reporter for CTYIP members. (2/91)</p>

Scholarships

Officers/Directors not eligible to apply for scholarships. (4/04)

Recipients will be notified in February of winning scholarship. Must be used in the calendar year scholarship is awarded. Recipients will be recognized during PIACT annual conference. (11/02)

Scholarships will not exceed \$250, up to 3 scholarships awarded. (11/02)

Previous recipients are eligible every two years. Board and committee volunteers are eligible. Executive Committee will administer program and select recipients. (11/02)

Scholarships will be awarded at the annual sponsor recognition breakfast. (6/02)

Pride in Professionalism scholarship program created, awarding up to three scholarships of \$300. (2/02)

Sponsorship

Complimentary sponsor recognition tickets to attend the recognition breakfast to be awarded as follows:

Platinum and Gold-3

Silver and Bronze-2

Vendors and Contributors-1 (4/02)

Silver sponsor category increased to \$600. Vendor sponsor category increased to \$300. (8/01)

Any CTYIP sponsor of a premier event must be a platinum level sponsor in the Annual Sponsorship Program. (6/99)

Sponsorship program will remain as is -motion defeated to solicit all sponsors one time per year. (6/97)

Recommendation approved to drop contributor sponsor category from annual sponsorship program. (7/96)

Sponsor recognition efforts will be handled at the PIACT Convention. (10/95)

A contributor sponsorship category is created for sponsors wishing to contribute less than \$125.00. (10/92)

Highest level of annual sponsorship's raised from \$350.00 to \$500.00. Solicitation policy remains the same as noted in 3/89 minutes. (8/90)

**Sponsorship
(cont'd.)**

Sponsors will be solicited annually, asking them to purchase an entire years worth of program ads with one contribution. (3/89)

Springfest

Free give-aways will not be accepted from any business at the event. (4/02)

Policies and procedures identified in tournament manual for historical purposes in running event. (6/98)

No cash refunds will be given to Summerfest participants entitled to credit for golf at Springfest 89. (Springfest 89 rained out) (7/89)

Tri-State

Approved increase in Tri-State expenditure of \$300.00 to support professional development expenses for PIA YIP staff. (12/99)

Approved expenditure of \$3000.00 to support Tri-State, Snow Job, staffing. (8/96)

STATEMENT OF INVESTMENT POLICY AND OBJECTIVES
Professional Insurance Agents of Connecticut
Connecticut Young Insurance Professionals

APPROVED BY BOARD: February 10, 2000

In compliance with the *Connecticut Young Insurance Professionals* board fiduciary responsibilities and in accordance with association bylaws, policy and procedures, the directors of the *Connecticut Young Insurance Professionals* have established the following investment policy.

Purpose

The purpose of this statement is to establish a clear understanding of the investment policy, guidelines and objectives of the *Connecticut Young Insurance Professionals* between its directors and the investment manager. It provides the investment manager with investment guidelines, direction and a framework within which they are expected to work and be measured. The intent of this investment plan is to be sufficiently specific, to be meaningful but flexible enough to be practical.

Investment Policy

The assets of the *Connecticut Young Insurance Professionals* are to be invested with the objective of achieving the greatest return consistent with the fiduciary character of the association and to maintain a level of liquidity that is sufficient to meet the need of cash payments by the association. The first consideration of the corporate directors shall be to minimize risk and to achieve growth in the principal value so that the purchasing power of such value is maintained with respect to the rate of inflation.

Director Responsibility

The association directors have a responsibility for the investment of organizational assets. The directors shall discharge their duties with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an organization of a like character and with like aims.

Delegation of Investment Management

The management of the association assets and the responsibility for investment decision is delegated to the investment manager under contract with PIACT. The investment manager will have discretion within the investment policies and objectives set forth in the statement.

Accordingly, the directors require the investment manager to adhere to the “prudent man rule” under such federal laws as now apply, or may in the future apply to investment of association funds.

Permissible Investments

The following are acceptable asset classes:

- CDs-FDIC insured only
- Mutual Funds
- U.S. Government Securities
- Bonds
- Money Market Funds

All assets should have a readily ascertainable market value and must be readily marketable. Written authorization from the Board of Directors is required by any investment advisor wishing to invest in a security not specifically identified as permissible under this agreement.

Asset Allocation

The directors believe that it is appropriate for the portfolio to assume a low degree of investment risk with diversification of the portfolio assets among different classes of investments, as appropriate, as a means of reducing risk.

The proportion of assets allocated for equity investments is the most important determinant of volatility of future returns. As indicated by long-term historical data the risk of equity ownership has been rewarded with a higher rate of return.

When allocations exceed specified limits at the end of any six (6) month period the directors shall review their options and advise their investment manager of the adjustments to be made.

Asset Class

	Maximum
Fixed income instrument	55%
Bonds	20%
Growth mutual fund	10%
Cash (money market)	15%

The growth mutual fund investments should be with blue chip stocks. To minimize the risk of large losses, U.S. large companies, U.S. small companies and foreign company securities should be considered as diversification within equity investments.

A quality rating of A or better is required for the purchase of any bond fund.

Operating cash should be invested in a money market, with a minimum of \$1,000 in checking account in order to maximize interest potential.

Investment Objectives

The investment objective of the portfolio will be to attain a favorable relative return for the entire portfolio, consistent with preservation of capital emphasizing some income generation and long term growth.

Total portfolio results and the segmented asset classes will be compared to the following indices, as appropriate:

Standard & Poor's 500
Russell 2000
EAFE – Europe, Australia, and Far East
Shearson Lehman Brothers Government/Corporate Bond
30-day Treasury Bill

It is expected that each asset class will demonstrate better performance than its relative index over a full market cycle (3-5 years).

Evaluation and Review

On a timely basis, but not less than once annually, the Connecticut Young Insurance Profession directors will review, based on cost, actual investment results achieved to determine whether:

- the investment managers performed in accordance with the policy guidelines set forth.
- asset allocation and securities selection decisions were reasonable
- the investment manager performed satisfactory when compared with:
 - objectives stated in investment policy statement
 - other fund managers
 - market indices
- the investment manager provided monthly reports to the directors and staff; that the investment manager made recommendations at the time of the reports.
- review commissions and fees charged.
- the investment policy continues to be appropriate to provide income to meet contractual obligations of the association and monies not needed for these agreements is invested to grow the asset base.
- printed statements should be provided to the organization as available.