



# Missouri HOSA

## Policy & Procedure Manual

*ADOPTED 01/03/2020*

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## **I. ORGANIZATIONAL STRUCTURE**

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### **A. Missouri HOSA-Future Health Professionals**

Missouri HOSA is a nonprofit corporation receiving 501 (c)(3) tax exempt status by the Internal Revenue Service (IRS). Missouri HOSA is a chartered state association of HOSA—Future Health Professionals. The primary documents for the organization are the Missouri HOSA Executive Committee Bylaws, Missouri HOSA Membership Bylaws, and the Missouri HOSA Policy and Procedure Manual.

### **B. Missouri HOSA Executive Committee**

#### **1. Membership**

- a. The membership of the Missouri HOSA Executive Committee shall consist of those persons officially designated by the charter holder (the Missouri Department of Elementary and Secondary Education) and set forth in the Policy & Procedure Manual. In the absence of a state directive or conflicting circumstances, the charter holder may designate persons as Missouri HOSA.
- b. The members of the Executive Committee shall be the State Advisor, the Financial Secretary, a representative of Missouri Department of Elementary and Secondary Education (Missouri DESE) assigned by the State Advisor, an Active Local HOSA Chapter Advisor, a member representing a business/corporation or postsecondary institution within the state of Missouri, and a member representing the healthcare community, the President of Missouri HOSA as elected by the membership, and the Postsecondary/Collegiate Vice President as elected by the membership. The Active Local HOSA Chapter Advisor, Business/Corporation or Postsecondary Institution Representative, and the Healthcare Community Representative shall all be appointed by the Executive Committee. In the absence of a quorum within the Executive Committee, the State Advisor may fill any vacant position.
- c. The Director of Health Science Education, as deemed and selected by Missouri DESE, shall be a perpetual member of the Executive Committee. These members of the Executive Committee shall be appointed by the Executive Committee from their own membership at their annual meeting.

2. Term of Office

- a. Members shall hold office for one year and until their successors are elected.
- b. Any Member may be removed at any time by a majority vote of all Members in office.
- c. Removal from the Executive Committee shall only affect that person's standing within the Executive Committee.

3. Vacancies

- a. A vacancy occurring in any office of the corporation may be filled by the Executive Committee until the next annual meeting.

4. Purpose

- a. To oversee the management of the Missouri HOSA state charter as granted by HOSA, Inc. to the Missouri Department of Elementary and Secondary Education.
- b. To provide governance of the nonprofit corporation, Missouri HOSA. According to the laws of the State of Missouri and IRS and other state/federal nonprofit regulations.
- c. Serve as the policy making body of Missouri HOSA—Future Health Professionals providing leadership, strategy, accountability, oversight, counsel, judgment, support, and general promotion of the organization, its mission, managers/volunteers, and programs to benefit students and stakeholders.

5. Expectations

- a. Believe in Missouri HOSA, its mission, and programs.
- b. Attend and participate in meetings on a regular basis, and special events as able.
- c. Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- d. Be alert to industry and community concerns, trends, and opportunities that can be addressed by the Missouri HOSA mission, objectives, and programs.
- e. Help communicate and promote Missouri HOSA mission and programs to the community.
- f. Become familiar with Missouri HOSA finances, budget, and financial/resource needs.
- g. Understand the policies and procedures of Missouri HOSA and participate in refinement, oversight, and accountability.
- h. Be a current Professional Member of Missouri HOSA.
- i. Provide the capacity for objective review as well as encouragement to Missouri HOSA staff, volunteers, vendor partners and supporters.

- j. Assist with resource development, partner identification and recruitment, and provide recognition and acknowledgement of supporters.
- k. Continue to your personal growth as a leader, understanding of excellent nonprofit governance, and remain a leader in good standing within your industry and community.

#### 6. Meetings

- a. The required annual meeting of the Executive Committee shall be held to coincide with the annual Missouri HOSA State Leadership Conference (SLC). The date and place of this meeting shall be set by the State Advisor.
- b. Special meetings of the membership of the Executive Committee may be called, except as provided by law, by the State Advisor.
- c. The quorum necessary to conduct business at a Missouri HOSA Executive Committee meeting shall be five (5) members.
- d. The Executive Committee may participate in meetings by any means, whether in-person or electronically.

#### 7. Duties

- a. The State Advisor shall authorize Members of the Executive Committee, or the Executive Committee as a singular entity, to perform duties set forth in the Policy & Procedure Manual between the meetings of the Committee or from time to time deemed expedient.
- b. The Executive Committee works with the chairmen of the standing committees to plan and accomplish the Program of Work as specified in policies and procedures.
- c. The Financial Secretary of the Missouri HOSA Executive Committee shall provide a financial review of Missouri HOSA's financial status to the Executive Committee at the annual meeting, or as requested by the Executive Committee.
- d. The State Advisor shall present an annual proposed budget for the next upcoming year along with the agenda to the Executive Committee at least one week prior to the annual meeting.
  - 1) The Executive Committee shall vote to approve the annual budget or provide revisions to the budget to be voted upon within the time-frame of the same meeting. If no budget is approved, then the budget for the current year shall apply to the next upcoming year, and an additional meeting shall be scheduled for the Executive Committee within a month for budget approval.

8. Standing Committees

- a. The State Advisor, with input from the Executive Committee, may appoint Chairmen to the Standing Committees.
- b. The Standing Committees shall be:
  - 1) Conference Management.
  - 2) Policy & Procedure.
- c. The standing committees function and perform those duties as set forth in the Policy & Procedure Manual, or from time to time deemed expedient by the Executive Committee.
- d. The State Advisor may establish ad-hoc committees or task forces as specified in the Policy & Procedure Manual.

C. Chartered Associations

1. Missouri HOSA is a chartered state association of HOSA—Future Health Professionals and is composed of chartered local chapters.
2. Chartered local chapters shall be in good standing with Missouri HOSA when the following conditions are met:
  - a. All outstanding invoices for affiliation fees have been paid to HOSA or shown by postmark or other reliable evidence to have been mailed on or before June 30 of each school year.
    - 1) The State Advisor will lock chartered accounts through the HOSA Management System for all local chapters who have outstanding affiliation fees.
  - b. Local chapters must pay the full amount owed to Missouri HOSA within thirty (30) days of the closing day of any state or international conference.
  - c. All appropriate documentation requested by Missouri HOSA staff is on file with the State Advisor.
3. Chartered local chapters may be composed of the following divisions: Middle School; Secondary; Postsecondary/Collegiate; and, Professional.
  - a. Interested local chapters should contact the Missouri HOSA State Advisor and express their interest in forming a chartered association.
  - b. There is no charter fee for affiliating with HOSA.
  - c. Missouri HOSA will provide the following support to a new chartered association:
    - 1) A welcome email to include HOSA—Future Health Professionals and Missouri HOSA specific resources.
    - 2) Consolation in activating the association and its activities.
    - 3) Access to the Missouri HOSA monthly eNewsletter.



- 4) Communication with HOSA, Inc. to assure access to one (1) set of all official HOSA publications.
  - 5) Onsite visit by one or more members of the Missouri HOSA State Officer Team.
  - 6) Other assistance, as necessary, to ensure a successful launch.
- d. In order to have a HOSA chapter, at least five (5) members and a chapter advisor, is needed. All must pay affiliation fees.
  - e. All members of Missouri HOSA shall be members of local chapters in good standing with the chartered association and HOSA, Inc. This means that HOSA members must be members of both Missouri HOSA and HOSA, Inc.
  - f. HOSA-Future Health Professionals defines a health or biomedical Sciences program as an in-school program designed to prepare the student to pursue a health career, as recognized by a HOSA chartered association.
  - g. Members of non-school based health related organizations (i.e. Medical Explorers, AHEC Health Clubs, etc.) and students at schools without health or biomedical science may be offered the opportunity to affiliate with HOSA as middle school, secondary or postsecondary/collegiate chapters and members, as recognized by their HOSA Association.

#### D. Affiliation Fees

1. Chartered associations in good standing are those who recognize the importance of all health or biomedical science students, students interested in health professions and local advisors being affiliated with the chartered association and HOSA, Inc. Unless a student or advisor is affiliated with the local, state/country association and national organization, he or she should not be regarded as a HOSA member nor receive any rights or privileges thereof.
  - a. Annual affiliation fees shall be as established by the local chapter, Missouri HOSA, and HOSA, Inc. Missouri HOSA and HOSA, Inc. affiliation fees are stated in the Affiliation Packet.
  - b. Affiliation applications at the state and national levels must be submitted to HOSA no later than January 1 if the student is enrolled in the Fall semester; Spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the Spring semester.
  - c. Affiliation fees for postsecondary/ collegiate students who enroll after January 1 must be received by HOSA on or before March 1

that same year. These students will be members for twelve (12) months. The membership year concludes on December 31 for these students.

- d. Members are not eligible to attend state conferences/events unless affiliated prior to the stated registration deadline.
- e. Chapters may not substitute names on the Chapter Affiliation Application. Once a chapter submits an affiliation form, the chapter is obligated to pay Missouri HOSA and HOSA, Inc. dues for all members submitted.
- f. Chapter affiliation monies should be sent to HOSA, Inc. for both state and national dues.
- g. Each HOSA chapter must have one or more local advisors who paid an affiliation fee as an advisor member.
- h. Annual affiliation fees for each membership classification shall be recommended by the Executive Committee. The State Advisor has final approval on affiliation fee increases.

#### E. HOSA Divisions

##### 1. Secondary

- a. The Secondary Division shall be composed of secondary students who are or have been enrolled in a health science, biomedical science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.
- b. The official definition for secondary members of HOSA for the purposes of Competitive Events:
  - 1) is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions;
  - 2) has not received a high-school diploma (or its equivalent) prior to the state's annual conference;
  - 3) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA International Leadership Conference.

##### 2. Postsecondary/Collegiate

- a. The Postsecondary/Collegiate Division shall be composed of students enrolled in Health Science programs at the postsecondary/collegiate level.
- b. A postsecondary student is one who:
  - 1) is enrolled in a state-approved post-secondary program or college level program;

- 2) has received a high-school diploma (or its equivalent) and/or has been out of the continuous, sequential educational system prior to the current Health Science enrollment for two or more years prior to the current year's HOSA International Leadership Conference.
  - 3) Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the Missouri HOSA State Leadership Conference nor the HOSA International Leadership Conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of HOSA.
- c. The official definition for collegiate member of HOSA for the purposes of Competitive Events is "a collegiate student is one who is seeking a baccalaureate degree".
3. Middle School
  - a. The Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions.
  - b. The official definition for middle school members of HOSA for the purposes of Competitive Events:
    - 1) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions;
    - 2) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.
4. Alumni
  - a. The Alumni Division shall be composed of persons who have been enrolled in Health or Biomedical Science programs and were members of HOSA, or former members of a HOSA chapter who no longer meet the requirements of regular chapter membership.
  - b. Alumni members shall pay no affiliation fees, and may not vote, make motions, hold office or compete in events.
  - c. If a student has become an alumni member upon graduation from high school, he/she is still eligible to become a postsecondary/collegiate member in college.
5. Professional
  - a. The Professional Division shall consist of:
    - 1) HOSA Advisors: The person(s) responsible for advising students on health or biomedical science activities that

relate to HOSA. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

- 2) Others in this category: These shall be health professionals and other adult members of the community who wish to assist and support the HOSA program of activities. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

6. Honorary Membership

- a. Honorary members shall be persons who have made significant contributions to the development of HOSA-Future Health Professionals and/or have rendered outstanding service to the organization.

7. Lifetime Membership

- a. Lifetime membership shall be available for persons who are or have been active members and who are or have participated in HOSA in a professional capacity.
- b. Lifetime membership affiliation fees shall be \$150.
- c. Lifetime members may not vote, make motions or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles in HOSA.

F. State Officer Team

1. Elected Officers

- a. A President-Elect (two-year position), a Vice President of Membership, a Vice President of Communications, a Vice President of Public Relations, and a Postsecondary/Collegiate Vice President shall be elected by the voting delegates of the combined Middle School, Secondary, and Postsecondary/Collegiate Divisions at the annual Missouri HOSA State Leadership Conference.
- b. The State Officer Team shall consist of the following positions:
  - 1) President
  - 2) President-Elect
  - 3) Vice President of Membership
  - 4) Vice President of Communications
  - 5) Vice President of Public Relations
  - 6) Postsecondary/Collegiate Vice President

2. Duties

- a. Missouri HOSA Officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.

- b. The President shall preside at all Missouri HOSA Conferences and Events and at all Missouri HOSA State Officer Meetings, make committee appointments (unless otherwise provided), and develop with the assistance of the State Officer Team and the Executive Committee, the Annual Program of Work. The President shall serve on the Missouri HOSA Executive Committee.
- c. The President-Elect shall serve HOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence. The President-Elect shall succeed the President at the end of each term of office. (S)he shall also assist the Vice President of Membership in all recruitment efforts.
- d. The Vice President of Membership shall promote the growth and development of Missouri HOSA in accordance with the Annual Program of Work. (S)he shall also lead recruitment for all Divisions, except for the Postsecondary/Collegiate Division, which the Postsecondary/Collegiate Vice President shall lead.
- e. The Vice President of Communications shall be designated by the State Officer Team to record the minutes of all State Business Sessions and State Officer Team Meetings. (S)he shall file such minutes and all other records and reports with the HOSA State Officer Team, the State Officer Advisor, and the State Advisor within 1 week (7 days) following the Meeting.
- f. The Vice President of Public Relations shall run all Missouri HOSA Social Media Accounts and assist Missouri HOSA State Staff with the official Missouri HOSA website.
- g. The Postsecondary/Collegiate Vice President shall represent and serve the needs of the Postsecondary/Collegiate Division of Missouri HOSA and shall perform recruitment for this division. The Postsecondary/Collegiate Vice President shall serve as a non-voting ex-officio member on the Missouri HOSA Executive Committee.
- h. All State Officers shall perform any additional duties as specified within the current State Officer Candidate Packet, by the State Advisor, the State Officer Advisor, the Executive Committee, or the State President as deemed necessary.
- i. Representatives on the Executive Committee shall participate in Committee Meetings and carry out any other responsibilities as appointed or requested by the State Advisor or State Officer Advisor as deemed necessary and report action to the Missouri HOSA State Officer Team and membership.

3. Candidates

- a. Candidates must be enrolled as a full-time 9th-12th grade student that is or has taken a career education course related to Health Science/Careers (secondary positions) or currently enrolled in a career center, college, or university pursuing a health career (postsecondary/collegiate position).
- b. Candidates must have an active membership status in HOSA.
- c. All Candidates for State Office must be Secondary Members of Missouri HOSA, with the exception of the Postsecondary/Collegiate Vice President.
- d. All Candidates for Postsecondary/Collegiate Vice President must be enrolled in a Postsecondary Institution or applying for the Fall Semester and pursuing or planning to pursue a career in health care. Candidates must also have been a member of HOSA in the Postsecondary/Collegiate Division for at least one (1) semester or have previously served as a member of the Missouri HOSA State Officer Team.
- e. Each chapter is limited to TWO (2) STATE OFFICER CANDIDATES.
- f. Only secondary student members in tenth (10th) grade are eligible for the President-Elect position. This is a two-year term.
- g. If you are a returning officer, you may not seek the same office.

4. Documentation of Candidacy

- a. Any student who wants to be considered as a candidate for a Missouri HOSA State Office must:
  - 1) Complete the Officer Candidate Application and all forms by the due date.
  - 2) Submit an official school transcript with evidence of a current 3.0 GPA on a 4.0 scale by the due date.
  - 3) Submit a professional resume by the due date.
  - 4) Compose a two (2) page essay on "Why I Want to be a Missouri HOSA State Officer" with a recent photo of yourself by the due date.
  - 5) Submit three (3) letters of recommendation from the following list by the due date.
  - 6) Submit travel, photography, medical liability release forms, and memorandums of understanding by the due date.

5. Term of Office

- a. Only secondary student members in tenth (10th) grade are eligible for the President-Elect position. This is a two-year term serving the first year as President-Elect and the second year as President.

- b. The following offices are one-year terms: Vice President of Membership; Vice President of Communications; Vice President of Public Relations; and, Postsecondary/Collegiate Vice President
  - c. State Officers may not serve more than two consecutive terms as a secondary member, but may serve for a third term as a postsecondary member.
- 6. Vacancies
  - a. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office.
  - b. No other vacancies will be filled. Specific duties of that office will be reassigned to the State Officer Team by either the President or the State Advisor.
- 7. Removal
  - a. The policy whereby a State Officer may be removed from office is as follows:
    - 1) Failure to meet the expectations of a State Officer as outlined in the State Officer Candidate Packet.
    - 2) State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
    - 3) If a State Officer documents two (2) inappropriate posts as deemed by the State Advisor and/or State Officer Advisor, made on personal social networking pages, the officer may be reprimanded or removed from office.
    - 4) Cyber bullying will not be tolerated and will be grounds for immediate removal from office.
    - 5) Officers who do not attend all of the required meetings will be removed from office. One-time exceptions may be granted by the State Advisor.
    - 6) Officers whose chapters do not actively participate in Missouri HOSA conferences and projects will not be allowed to remain an officer.
- 8. Finances
  - a. State Officers receive financial benefits as outlined in the State Officer Candidate Packet in exchange for completing State Officer assignments prior to and during conferences.
  - b. State Officers who fail to meet expectations may lose these benefits as outlined in the State Officer Candidate Packet.

## II. PROFESSIONAL ACTIVITY AND DEVELOPMENT

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### A. Missouri HOSA Statewide Conferences and Events

#### 1. Fall Leadership Conference (FLC)

##### a. Purpose

- 1) Provide members the opportunity to share common experiences in leadership development, community service and understanding of their health or biomedical science programs.
- 2) Provide members the skills and knowledge necessary to execute comprehensive programs of work in their respective local chapters and to work effectively as a team.

##### b. Registration

- 1) The Local Chapter Advisor is responsible for registering the local HOSA chapter by the written deadline, which is listed on the annual Calendar of Events & Deadlines, Missouri HOSA website, and monthly eNewsletter entries applicable to the statewide event.
- 2) There are no refunds for registration after the Fall Leadership Conference deadline.
- 3) If a registered participant cannot attend the Fall Leadership Conference, the participant can be replaced by another individual by contacting the State Advisor in writing. If apparel is included in the registration fee, size is not guaranteed for the replacement participant.
- 4) Each participant listed in the registration system MUST have a completed Code of Conduct and Medical Liability Release Form with appropriate signatures on file with his/her Local Chapter Advisor.

##### c. Attendance Eligibility

- 1) All Local Chapter Advisors and student members must be affiliated members for the current school year in order to attend the statewide event.
- 2) All HOSA members in good standing are eligible to attend the Fall Leadership Conference.

##### d. Finances

- 1) The Fall Leadership Conference should be a self-supporting conference. All income and expenses relating to the Fall



Leadership Conference should be recorded separately to determine the actual cost of this member service.

- 2) The Fall Leadership Conference registration fee shall be established by the Missouri HOSA Executive Committee and shall be based upon the proposed budget submitted by the State Advisor.
- 3) Local chapters must pay the full amount owed to Missouri HOSA within thirty (30) days after the closing day of the annual Fall Leadership Conference or be assessed a 5% penalty for late payment. Failure to pay the 5% penalty will be referred to the Missouri HOSA Executive Committee for action.
  - i. The State Advisor will lock chartered accounts through the HOSA Management System for all local chapters with invoices sixty (60) days overdue of the closing day of the Fall Leadership Conference.
  - ii. Missouri HOSA staff will notify Local Chapter Advisors:
    1. Via email by sending an invoice after registration closes.
    2. Onsite through a paper copy of the invoice in the registration packet.
    3. Via reminder email by sending an outstanding invoice and warning of a 5% penalty for late payment two weeks after the closing day of the Fall Leadership Conference.
    4. Via reminder email by sending a revised invoice assessing the penalty fee after thirty (30) days and a warning of the locked account.
    5. Via reminder email by sending a revised invoice assessing the penalty fee and notice of locked account after sixty (60) days.
    6. Local Chapter chartered account will be locked until payment is received.

e. Refund Policy

- 1) No refunds will be made. Substitutions are allowed.

- f. Code of Conduct Forms
  - 1) Each participant must have a completed and signed "Code of Conduct Form" which should be on file with the Local Chapter Advisor.
  - 2) Members are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
  - 3) Local chapters that do not adhere to the Code of Conduct guidelines will be asked to send the Local Chapter Advisor and one (1) student member representative to a special meeting of the Missouri HOSA Executive Committee.
- g. Medical Liability Release Form
  - 1) Each participant must have a completed and signed "Medical Liability Release Form" which should be on file with the Local Chapter Advisor.
  - 2) Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- h. Chapter Assurance Form
  - 1) Each Local Chapter Advisor must submit an accurate and complete Chapter Assurance Form by the stated deadline to the Missouri HOSA State Advisor or assigned designee.
- i. General Sessions
  - 1) General sessions should be enthusiastic, but members must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session and to abide by the Code of Conduct guidelines.
- j. Dress Code
  - 1) Conference participant attire should be proper and appropriate since it reflects directly upon the local chapter and Missouri HOSA.
  - 2) Conference participants are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities.
  - 3) Specific dress code guidelines will be released regarding the Fall Leadership Conference through the Missouri HOSA website, monthly eNewsletters entries applicable to the statewide event, and emails from the State Advisor to Local Chapter Advisors attending the statewide event.

- 4) Some activities require official HOSA uniforms. See Appendix C at [www.hosa.org](http://www.hosa.org) for the official HOSA uniform policy.

## 2. Competitive Events Preparation Workshop

### a. Purpose

- 1) Provide the opportunity for members to gain a comprehensive overview of HOSA competitive learning activities.
- 2) Provide hands-on competitive event practice through mock sessions.

### b. Registration

- 1) The Local Chapter Advisor is responsible for registering the local HOSA chapter by the written deadline, which is listed on the annual Calendar of Events & Deadlines, Missouri HOSA website, and monthly eNewsletter entries applicable to the statewide event.
- 2) There are no refunds for registration after the Competitive Events Preparation Workshop deadline.
- 3) If a registered participant cannot attend the Competitive Events Preparation Workshop, the participant can be replaced by another individual by contacting the State Advisor in writing.
- 4) Each participant listed in the registration system MUST have a completed Code of Conduct and Medical Liability Release Form with appropriate signatures on file with his/her Local Chapter Advisor.

### c. Attendance Eligibility

- 1) All Local Chapter Advisors and student members must be affiliated members for the current school year in order to attend the statewide event.
- 2) All HOSA members in good standing are eligible to attend the Competitive Events Preparation Workshop.

### d. Finances

- 1) The Competitive Events Preparation Workshop should be a self-supporting conference. All income and expenses relating to the Competitive Events Preparation Workshop should be recorded separately to determine the actual cost of this member service.
- 2) The Competitive Events Preparation Workshop registration fee shall be established by the Missouri HOSA

Executive Committee and shall be based upon the proposed budget submitted by the State Advisor.

- 3) Local chapters must pay the full amount owed to Missouri HOSA within thirty (30) days after the closing day of the annual Competitive Events Preparation Workshop or be assessed a 5% penalty for late payment. Failure to pay the 5% penalty will be referred to the Missouri HOSA Executive Committee for action.

i. The State Advisor will lock chartered accounts through the HOSA Management System for all local chapters with invoices sixty (60) days overdue of the closing day of the Competitive Events Preparation Workshop.

ii. Missouri HOSA staff will notify Local Chapter Advisors:

1. Via email by sending an invoice after registration closes.
2. Onsite through a paper copy of the invoice in the registration packet.
3. Via reminder email by sending an outstanding invoice and warning of a 5% penalty for late payment two weeks after the closing day of the Competitive Events Preparation Workshop.
4. Via reminder email by sending a revised invoice assessing the penalty fee after thirty (30) days and a warning of the locked account.
5. Via reminder email by sending a revised invoice assessing the penalty fee and notice of locked account after sixty (60) days.
6. Local Chapter chartered account will be locked until payment is received.

e. Refund Policy

- 1) No refunds will be made. Substitutions are allowed.

f. Code of Conduct Forms

- 1) Each participant must have a completed and signed "Code of Conduct Form" which should be on file with the Local Chapter Advisor.

- 2) Members are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
- 3) Local chapters that do not adhere to the Code of Conduct guidelines will be asked to send the Local Chapter Advisor and one (1) student member representative to a special meeting of the Missouri HOSA Executive Committee.
- g. Medical Liability Release Form
  - 1) Each participant must have a completed and signed "Medical Liability Release Form" which should be on file with the Local Chapter Advisor.
  - 2) Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- h. Chapter Assurance Form
  - 1) Each Local Chapter Advisor must submit an accurate and complete Chapter Assurance Form by the stated deadline to the Missouri HOSA State Advisor or assigned designee.
- i. General Sessions
  - 1) General sessions should be enthusiastic, but members must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session and to abide by the Code of Conduct guidelines.
- j. Dress Code
  - 1) Conference participant attire should be proper and appropriate since it reflects directly upon the local chapter and Missouri HOSA.
  - 2) Specific dress code guidelines will be released regarding the Competitive Events Preparation Workshop through the Missouri HOSA website, monthly eNewsletters entries applicable to the statewide event, and emails from the State Advisor to Local Chapter Advisors attending the statewide event.
3. State Leadership Conference (SLC)
  - a. Purpose
    - 1) Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
    - 2) Conduct the necessary annual meeting of the membership as stated in the Missouri HOSA Bylaws where each

affiliated HOSA Chapter may exercise their membership voting privileges through voting delegates.

- 3) Provide educational workshops that promote the development of students and further HOSA-Future Health Professional purposes.

b. Registration

- 1) The Local Chapter Advisor is responsible for registering the local HOSA chapter by the deadline, which is listed on the annual Calendar of Events & Deadlines, Missouri HOSA website, and monthly eNewsletter entries applicable to the statewide event.
- 2) The deadline for the State Leadership Conference registration is February 1 of each year.
- 3) There are no refunds for registration after the State Leadership Conference deadline of February 1.
- 4) If a registered participant cannot attend the State Leadership Conference, the participant can be replaced by another individual by contacting the State Advisor in writing. These revisions must be requested by March 1 of each year.
- 5) Competitive event revisions may be made by contacting the State Advisor in writing. These revisions must be requested by March 1 of each year.
- 6) March 1 of each year is the last date to make any/all revisions to the upcoming State Leadership Conference registration.
- 7) Each participant listed in the registration system MUST have a completed Code of Conduct and Medical Liability Release Form with appropriate signatures on file with his/her Local Chapter Advisor.

c. Attendance Eligibility

- 1) All Local Chapter Advisors and student members must be affiliated members for the current school year in order to attend the statewide event.
- 2) All HOSA members in good standing are eligible to attend the State Leadership Conference.

d. Finances

- 1) The State Leadership Conference should be a self-supporting conference. All income and expenses relating to the State Leadership Conference should be recorded

separately to determine the actual cost of this member service.

- 2) The State Leadership Conference registration fee shall be established by the Missouri HOSA Executive Committee and shall be based upon the proposed budget submitted by the State Advisor.
- 3) Local chapters must pay the full amount owed to Missouri HOSA within thirty (30) days after the closing day of the annual State Leadership Conference or be assessed a 5% penalty for late payment. Failure to pay the 5% penalty will be referred to the Missouri HOSA Executive Committee for action.
  - i. The State Advisor will lock chartered accounts through the HOSA Management System for all local chapters with invoices sixty (60) days overdue of the closing day of the State Leadership Conference.
  - ii. Missouri HOSA staff will notify Local Chapter Advisors:
    1. Via email by sending an invoice after registration closes.
    2. Onsite through a paper copy of the invoice in the registration packet.
    3. Via reminder email by sending an outstanding invoice and warning of a 5% penalty for late payment two weeks after the closing day of the State Leadership Conference.
    4. Via reminder email by sending a revised invoice assessing the penalty fee after thirty (30) days and a warning of the locked account.
    5. Via reminder email by sending a revised invoice assessing the penalty fee and notice of locked account after sixty (60) days.
    6. Local Chapter chartered account will be locked until payment is received.

e. Refund Policy

- 1) No refunds will be made. Substitutions are allowed until March 1 of each year.

- f. Code of Conduct Forms
  - 1) Each participant must have a completed and signed "Code of Conduct Form" which should be on file with the Local Chapter Advisor.
  - 2) Members are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
  - 3) Local chapters that do not adhere to the Code of Conduct guidelines will be asked to send the Local Chapter Advisor and one (1) student member representative to a special meeting of the Missouri HOSA Executive Committee.
- g. Medical Liability Release Form
  - 1) Each participant must have a completed and signed "Medical Liability Release Form" which should be on file with the Local Chapter Advisor.
  - 2) Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- h. Chapter Assurance Form
  - 1) Each Local Chapter Advisor must submit an accurate and complete Chapter Assurance Form by the stated deadline to the Missouri HOSA State Advisor or assigned designee.
- i. General Sessions
  - 1) General sessions should be enthusiastic, but members must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session and to abide by the Code of Conduct guidelines.
- j. Awards and Recognition
  - 1) In recognition events, HOSA members are asked to meet a standard. Those who meet the standard are awarded a pin, certificate or plaque, depending on the event.
  - 2) Medals are not awarded for first, second and third place.
  - 3) For more details about events in the Recognition category, read the specific event guidelines at [www.hosa.org](http://www.hosa.org).
  - 4) For details regarding Missouri HOSA State Leadership Conference awards and recognition, please refer to the Missouri HOSA State Leadership Conference Recognition Event Guidelines and Deadlines document.



k. Dress Code

- 1) Conference participant attire should be proper and appropriate since it reflects directly upon the local chapter and Missouri HOSA.
- 2) Conference participants are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities.
- 3) Specific dress code guidelines will be released regarding the State Leadership Conference through the Missouri HOSA website, monthly eNewsletters entries applicable to the statewide event, and emails from the State Advisor to Local Chapter Advisors attending the statewide event.
- 4) Some activities require official HOSA uniforms. See Appendix C at [www.hosa.org](http://www.hosa.org) for the official HOSA uniform policy.

l. Competitive Events

- 1) Missouri HOSA will offer all regular Competitive Events found at [www.hosa.org](http://www.hosa.org) within the following categories:
  - i. Middle School Events
  - ii. Secondary and Postsecondary/Collegiate Events
    1. Health Science Events
    2. Health Professions Events
    3. Emergency Preparedness Events
    4. Leadership Events
    5. Teamwork Events
- 2) Missouri HOSA will NOT offer pilot or demonstration competitive events at the State Leadership Conference.
- 3) In order to align with HOSA, Inc. Competitive Events, Tallo (formerly known as STEM Premier) will be utilized for all applicable Competitive Events as stated in the guidelines. The Tallo deadline will be publicized in the Missouri HOSA Calendar of Events & Deadlines.
- 4) Student members eligible to compete shall register for one (1) Competitive Event at the State Leadership Conference. This may be an individual or team event of the student member's choice.
- 5) Missouri HOSA shall allow local chapters to register an unlimited number of participants in any given Competitive Event for onsite Round 1 competition.

- 6) The top twenty (20) individuals or teams will advance to Round 2 in any Competitive Event at the State Leadership Conference. If there are less than twenty (20) individuals or teams, all participants will advance to Round 2.
- 7) Missouri HOSA reserves the right to combine Rounds 1 and 2 at the discretion of the State Advisor.
- 8) Refer to Appendix A regarding the Missouri HOSA Competitive Events Inquiry Procedure.

m. Officer Elections

- 1) The guidelines/requirements for running for office are provided in the current Missouri HOSA State Officer Candidate Packet.

n. Voting Delegates

- 1) Each affiliated HOSA Chapter may exercise their membership voting privileges through voting delegates.
- 2) Each affiliated chapter shall be represented by no more than two (2) voting delegates.
- 3) Each affiliated chapter may select one (1) alternate delegate.
- 4) Balloting at the annual Delegates Session held at the State Leadership Conference may be conducted via paper or electronic correspondence.

o. Exhibitors

- 1) Exhibitor Rules and Regulations are provided in the current Missouri HOSA Exhibitor Contract & Partner Application.
- 2) Purpose
  - i. The SLC is conducted for educational and informational purposes to disseminate knowledge and ideas, encourage communication, promote relevant products, and offer hands-on career exploration and activities.
- 3) Eligible Exhibits
  - i. Missouri HOSA reserves the right to determine the eligibility of any exhibitor. No exhibitor shall sublet or share space. Exhibitors must promote only goods manufactured and services provided in their regular course of business. All promotional activities must be confined to the limits of the exhibit booth space.

4) Restrictions

- i. Missouri HOSA reserves the right to restrict exhibits, which, for any reason, become objectionable and HOSA may evict any exhibitor which, in the opinion of HOSA, detracts from the general character of the exhibit. HOSA will not be liable for any refunds or other expenses in this instance.

5) Liability

- i. Neither Missouri HOSA, nor their agents, or representatives, will be responsible for any injury, loss, or damage that may occur to exhibit or personnel.

### **III. FINANCIAL STRUCTURE AND RELATED ACTIVITIES**

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#### **A. Budget Planning and Preparation**

##### **1. Responsibility**

- a. It shall be the responsibility of the Financial Secretary and State Advisor to prepare an annual budget to be presented to the Executive Committee for approval.
- b. It shall be the responsibility of the Administrative Assistant of the Health Science Education section and the Financial Secretary to prepare a monthly reconciliation of all accounts.
- c. The Financial Secretary will schedule a set monthly financial meeting with the State Advisor to review the reconciliations and accounts.

##### **2. Procedures**

- a. The proposed fiscal year budget shall be presented to the members of the Executive Committee at the required annual Executive Committee Meeting.
- b. The Executive Committee shall adopt the proposed budget for the next fiscal year at the required annual Executive Committee Meeting.
- c. Three (3) Missouri DESE staff shall serve as the signatories on all Missouri HOSA accounts. They will include but not limited to the Director of Health Science Education, the Director of Engineering and Technology Education, and the Coordinator of Career and Technical Education.
- d. All signatories shall be bonded.

##### **3. Income**

- a. Income shall be derived from affiliation fees and conference registration fees.
- b. The State Advisor and other state staff members responsible for partners, exhibitors, and marketing shall be charged with the responsibility of soliciting additional income sources (i.e. royalties, advertising, sale of Missouri HOSA related materials, publications, and grants).
- c. All income derived from the Fall Leadership Conference, Competitive Events Preparation Workshop, State Leadership Conference, and any other state event shall be recorded and

reflected in the budget approved by the Missouri HOSA Executive Committee.

- d. All income related to the Fall Leadership Conference, Competitive Events Preparation Workshop, State Leadership Conference, and any other state event (i.e. Competitive Events sponsorship, Educational Symposium exhibition hall income, advertising, and registration fees) shall be posted to a FLC, SLC, or state event line item per the approved budget.

#### 4. Expenses

- a. Executive Committee
  - 1) Executive Committee members' affiliation fees for Professional Membership of HOSA, Inc. shall be the responsibility of Missouri HOSA.
  - 2) The members of the Executive Committee shall participate on a volunteer basis. Missouri HOSA shall not be responsible for travel reimbursement to scheduled meetings and/or any other event the Executive Committee would attend.
  - 3) Missouri HOSA will provide meals at all scheduled meetings for the Executive Committee.
- b. State Officer Team
  - 1) Missouri HOSA will not provide a HOSA Official Attire uniform, but will provide the first name badge for each State Officer, which is required for all HOSA-related events. If a State Officer needs a replacement name badge, (s)he will be financially responsible for the new name badge. Each State Officer will be provided other business casual HOSA attire, which is required for all HOSA-related events. If a State Officer needs replacement apparel, (s)he will be financially responsible for the new attire.
  - 2) Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their Local Chapter Advisor or the Missouri HOSA State Officer Advisor to all meetings. This may require a change in the Local Chapter Advisor's personal automobile insurance policy or special permission given by the State Officer's parents and/or school system officials. State Officers may be permitted to travel to/from an event with

a parent(s)/guardian(s) or instructors from other school systems as long as both school systems are in agreement.

- 3) Missouri HOSA and Missouri DESE will not assume liability for student travel.
- 4) Missouri HOSA will not reimburse Local Chapter Advisors or school systems for mileage and/or expenses resulting from having a State Officer.
- 5) State Officers shall receive the following financial benefits in exchange for completing State Officer assignments prior to and during conferences. However, State Officers who fail to meet expectations may lose these benefits.
  - i. State Officer Training Retreat:
    1. Lodging (State Officer)
    2. Meals (State Officer)
    3. Please note that the State Officer's school or parent/guardian is responsible for transportation to/from the event.
  - ii. International Leadership & Skills Conference:  
(Funds and approval from State Advisor permitting)
    1. Lodging for pre-conference (State Officer)
    2. Registration for pre-conference (State Officer)
    3. Meals for pre-conference (State Officer)
    4. Please note that the State Officer's school or parent/guardian is responsible for registration fees and transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation.
  - iii. Washington Leadership Academy: (Funds and approval from State Advisor permitting)
    1. Registration Fees (State Officer)
    2. Lodging (State Officer)
    3. Airfare (State Officer)
    4. Please note that the State Officer will be responsible for some meals/snacks/souvenirs and the State Officer's school or parent/guardian will need to coordinate with the State Advisor on scheduling transportation.
  - iv. State Fall Leadership Conference:

1. Registration Fees (State Officer)
  2. Lodging for pre-conference (State Officer)
  3. Meals during pre-conference activities (State Officer)
  - v. State Competitive Events Preparation Workshop:
    1. Registration Fees (State Officer)
  - vi. CTE Legislative Day
    1. Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation.
  - vii. State Leadership Conference
    1. Registration Fees (State Officer, unless competing)
    2. Lodging for pre-conference (State Officer)
    3. Meals for pre-conference (State Officer)
    4. Please note that the State Officer's school or parent/guardian is responsible for transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation.
  - viii. Executive Committee Board Meetings
    1. Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation.
  - ix. Local Chapter Visits
    1. Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation.
- 6) In an effort to reduce costs, Missouri HOSA may additionally cover some expenses for one Local Chapter Advisor accompanying his/her State Officer, if necessary.

Lodging will be booked at double occupancy. This is at the State Advisor's discretion, funds permitting.

- 7) For all other activities, conferences, or events, Missouri HOSA will not cover expenses, unless approved by the Missouri HOSA State Advisor. The reimbursement and/or coverage of above expenses may be subject to change at the discretion of the State Advisor. In such instance, prior notice will be given.
  - 8) Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Missouri HOSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.
- c. Missouri Department of Elementary and Secondary Education Staff
    - 1) The State Advisor, Financial Secretary, and Administrative Assistant for Missouri HOSA shall be employees of the Health Science Education section of Missouri DESE.
    - 2) Any expenses incurred by the State Advisor, Financial Secretary, and Administrative Assistant shall be the responsibility of Missouri DESE per organizational reimbursement policies.
  - d. Committees
    - 1) The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the required annual meeting of the Missouri HOSA Executive Committee. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.

## B. Financial Reporting

1. The Financial Secretary shall oversee the receiving, depositing, investing, and disbursing of funds by the State Advisor in accordance with the budget approved by the Missouri HOSA Executive Committee.
2. Income and Expense Summary
  - a. It shall be the responsibility of the Financial Secretary and the Administrative Assistant to prepare an income and expense summary, to include a comparison of budget and actual income and expenses.



- 1) This report shall be reviewed by the State Advisor at a monthly financial meeting with the Financial Secretary and Administrative Assistant.
  - 2) This report shall be presented at each Missouri HOSA Executive Committee Meeting.
- b. Scholarships
- 1) Purpose of Scholarship Program
    - i. Missouri HOSA offers the International Leadership Conference (ILC) Scholarship, which is open to any current Missouri HOSA member who has competed in a competitive event at the Missouri HOSA State Leadership Conference and won first place in that competitive event.
    - ii. The scholarship award shall be used to supplement any expenses related to the HOSA International Leadership Conference.
    - iii. Missouri HOSA newly elected State Officers are EXEMPT from applying.
    - iv. Missouri HOSA does not award scholarships to individuals for any purpose other than as stated above.
  - 2) Legal Compliance
    - i. The following policies and procedures shall be interpreted to ensure Missouri HOSA's compliance with all applicable requirements of the Internal Revenue Code, including Section 4966, accompanying Treasury Regulations and guidance from the Internal Revenue Service, as may be amended from time to time.
    - ii. Under Section 4966 of the Tax Code, scholarships may not be awarded from donor-advised funds unless the following conditions are met:
      1. The sponsoring organization (Missouri HOSA) appoints all members of the International Leadership Conference Scholarship Committee.
      2. Neither the donor nor the parties related to the donor control the International Leadership Conference Scholarship Committee directly or indirectly.

3. All scholarships are awarded on an objective and nondiscriminatory basis using a procedure that has been approved in advance by the Missouri HOSA Executive Committee.
  4. The State Advisor and other state staff members responsible for partners, exhibitors, and marketing shall be charged with the responsibility of soliciting scholarship donations.
  5. All scholarship donations derived from sponsors shall be recorded as a separate line item and reflected in the budget approved by the Missouri HOSA Executive Committee.
  6. Additional Missouri HOSA funds will be utilized for scholarships at the discretion of the State Advisor.
- iii. Additional details regarding the International Leadership Conference (ILC) Scholarship can be found in the application, which is revised annually.
- 3) Role of the International Leadership Conference Scholarship Committee
- i. Missouri HOSA, as stewards of the funds and the organization's purposes, is responsible for ensuring that the original intent of the scholarship fund is carried out.
  - ii. The State Advisor annually appoints the International Leadership Conference Scholarship Committee to guide the scholarship selection process and to make recommendations regarding scholarships that would meet the purpose and restrictions of each scholarship fund.
    1. All International Leadership Conference Scholarship Committee members must evaluate the eligibility of all applicants without bias and conflicts of interest and make selection recommendations based on the established specific selection criteria.

2. A pre-determined rubric will be utilized by all International Leadership Conference Scholarship Committee members.
    3. The highest average score(s) will determine scholarship recipients.
    4. International Leadership Conference Scholarship Committee members will not discuss individual rubric scores.
  - c. Contract Guidelines
    - 1) Purchases made by Missouri HOSA staff that are under \$5000.00 do not require bids.
    - 2) Three documented bids are requested for purchases between \$5001.00 - \$25,000.00 that are irregular.
    - 3) Purchases costing \$25,001.00 and greater must have advertised bids.
    - 4) If the vendor is considered the only vendor that could provide the item or service, notation of the reasoning behind this purchase must be retained.
    - 5) All procurement documents, such as, bids, quotes, documentation on evaluation of bids, etc. must be maintained through a financial review.
    - 6) Contracted bids for items above \$5000.00 may be contracted for no more than a three-year period.
3. Annual Financial Review
  - a. The Financial Secretary shall arrange for an annual financial review by an independent accountant for the purposes of:
    - 1) Reconciliation of all Missouri HOSA accounts.
    - 2) Verification of account balances.
    - 3) Assurance of propriety of receipts and expenditures.
    - 4) Preparing all appropriated records to be filed with the Internal Revenue Service.
      - i. An IRS Form 990 shall be filed by the Missouri HOSA organization by November 1<sup>st</sup> each year.
        1. The Missouri Association of HOSA shall maintain its status as a not-for-profit corporation of the State of Missouri and as a subsidiary organization of HOSA, Inc., an IRS 501-C-3 tax exempt organization.
  - b. The Annual Financial Review and reports of account balances for the Missouri HOSA accounts shall be made available for review by the Missouri HOSA Executive Committee.

- c. An annual recap of the activity for the organization must be submitted to the Chief Financial Officer at Missouri DESE by July 31<sup>st</sup>. This recap must include a beginning balance, receipts, expenditures, and an ending balance. The recap must also include information noting the balance of any investments.

## C. Operational Procedures

### 1. Handling of Monies

- a. All receipts and expenditures shall be used for the purpose of the Missouri HOSA organization.
- b. The Missouri HOSA State Office shall receive and disburse all monies of Missouri HOSA.
  - 1) All checks received will be deposited on a weekly basis.
    - i. Payments will be recorded in QuickBooks and deposited into the Missouri HOSA account by the Administrative Assistant.
      - 1. Conference registration fee payments will be recorded in the HOSA Management System and a tracking excel spreadsheet, as well as QuickBooks.
  - 2) As a standard operating policy, all outstanding checks that are six (6) months old or older will be voided. Missouri HOSA will contact organizations with checks over \$100.00 to verify that organization is still in possession of the check and encourage the authorized representative to cash the check within a 10-day period. In the event that the organization does not confirm receipt, the check will be voided and re-issued.
  - 3) Any cash received shall be documented through a receipt and immediately deposited in the appropriate account. Cash receipts shall be strongly discouraged.
  - 4) Purchase orders received in payment shall be entered in the accounts receivable file and an invoice issued for payment of the purchase order shall be provided in a timely manner.
  - 5) Expenditures shall be made by a request for a check approved by the State Advisor.
    - i. The check shall then be signed by two of the Missouri DESE Staff signatories.

1. If the requestor is also a signatory, he/she cannot sign the check.
    - 6) Bank statements shall be opened and reviewed by the Administrative Assistant and Financial Secretary to prepare the monthly reconciliation.
      - i. Signatories on the Missouri HOSA checking account shall not open and review bank statements.
  - c. Financial Secretary Responsibilities
    - 1) The Program Specialist of the Health Science Education section shall serve as the Financial Secretary to the Missouri HOSA association and shall designate responsibility for and oversee the receiving, depositing, investing, and disbursing of funds by the State Advisor in accordance with the budget approved by the Missouri HOSA Executive Committee.
    - 2) The Administrative Assistant of the Health Science Education section shall have the responsibility of day-to-day management of the funds, such as making the weekly deposits and writing checks for any invoices.
    - 3) Records shall be kept in accordance with generally accepted accounting principles for a cash basis accounting system.
    - 4) An inventory will be maintained and updated annually on any equipment owned by the Missouri HOSA. This inventory will include, but not limited to the description of the item, the location of the item, and if disposed, when it was disposed and a notation of any income derived from the disposition.
  - d. Investment Policy
    - 1) Any excess funds may be invested at the discretion of the Missouri HOSA Executive Committee.
2. Excess Expenses
  - a. The State Advisor may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.
  - b. When category budget amounts exceed the 10% limitations, the State Advisor and Financial Secretary shall indicate a transfer of funds from another category. This recommendation shall be made

by the Financial Secretary as a part of his/her financial report to the Missouri HOSA Executive Committee.

3. Financial Consultant

- a. The State Advisor may, upon consultation with the Executive Committee, determine a knowledgeable consultant to assist as a financial advisor to Missouri HOSA.
- b. Chart of Accounts – See attached Appendix B.

4. Special Activities

- a. The Executive Committee must approve any commitment of funds for special activities not previously included in the approved budget.
- b. The commitment of funds for a special activity is contingent upon the Executive Committee developing an acceptable funding source.

## IV. SERVICE TO MEMBERS

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### A. Emblematic Materials

1. Purpose
  - a. HOSA emblematic materials shall be used by the HOSA membership in order to display the character of the organization.
2. Use of Emblematic Materials by Local Chapters
  - a. If the HOSA emblem is reproduced, it shall be an exact replica.
    - 1) Members and advisors in good standing may use the emblem, including the name, motto, creed and emblem.
    - 2) Local chapters may use the emblem on materials which have public relations value. Local chapters may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to interpret HOSA through non-competitive activities.
    - 3) The HOSA emblem and name may be used for fundraising projects which are sponsored by local chapters and chartered associations. The name of the local chapter or chartered association shall be spelled out on the above materials so that it will not give the impression that the fundraising project or programs for which they are used are sponsored by HOSA, Inc.
    - 4) For more information on the HOSA Brand, please visit <http://www.hosa.org/brand>.

### B. Publications

1. Missouri HOSA publications include:
  - a. The Missouri HOSA website found at [www.missourihosa.org](http://www.missourihosa.org).
  - b. Missouri HOSA Bylaws, which may be found on the Missouri HOSA website.
  - c. The Missouri HOSA monthly eNewsletter provided through mailchimp. A full list of archived eNewsletters may be found on the Missouri HOSA website.
  - d. The Missouri HOSA Flier, which is revised annually.
  - e. The Missouri HOSA Policy & Procedure Manual.

### C. Organizational Policies

1. Non-Discrimination Policy
  - a. Activities and procedures within Missouri HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of

Missouri HOSA is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations. Therefore, Missouri HOSA is in compliance with the Americans with Disabilities Act.

2. Reasonable Accommodation Policy

- a. HOSA members with disabilities or who do not speak English will be reasonably accommodated in competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that Missouri HOSA may not be able to provide. For competitors speaking a second language, Missouri HOSA will allow the competitor to bring an interpreter pre-approved by the State Advisor. Requests for reasonable accommodation must be indicated in writing by the Local Chapter Advisor by February 1 of each year. Only accommodations that have been approved at the State Leadership Conference will be applicable for the International Leadership Conference.
- b. The following Competitive Events require eligibility as specified in the guidelines including the submission of the STUDENT ELIGIBILITY AND ACCOMODATION FORM:
  - 1) Personal Care.
  - 2) Life Support Skills.
  - 3) Interviewing Skills.
  - 4) Speaking Skills.

3. Reproduction of Photographs

- a. As a participant at any Missouri HOSA state conference/event, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Missouri HOSA, unless it is made known by the delegate during registration. A release statement will be part of the HOSA Code of Conduct.

4. Conflict of Interest Policy

- a. **Purpose:** The purpose of the conflict of interest policy is to protect Missouri HOSA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Interested Person of Missouri HOSA or might result in a possible excess benefit transaction. This policy is



intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**b. Definitions:**

- 1) Interested Person: Any employee, volunteer, Executive Committee member, or who has a direct or indirect financial interest or potential for personal gain, as defined below, is an interested person.
- 2) Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - i. An ownership or investment interest in any entity with which Missouri HOSA has a transaction or arrangement,
  - ii. A compensation arrangement with Missouri HOSA or with any entity or individual with which Missouri HOSA has a transaction or arrangement, or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Missouri HOSA is negotiating a transaction or arrangement.

**c. Procedures:**

- 1) **Duty to Disclose**: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Committee considering the proposed transaction or arrangement.
- 2) **Determining Whether a Conflict of Interest Exists**: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, (s)he shall leave the governing board while the determination of a conflict of interest is discussed and voted upon. The Executive Committee members shall decide if a conflict of interest exists.
- 3) **Procedures for Addressing the Conflict of Interest**:
  - i. The State Advisor shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- ii. After exercising due diligence, the Executive Committee shall determine whether Missouri HOSA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
    - iii. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Committee shall determine by a majority vote whether the transaction or arrangement is in Missouri HOSA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
  - d. Violations of the Conflicts of Interest Policy: If the governing board or committee has reasonable cause to believe employees, volunteers, Executive Committee members, or members have failed to disclose actual or possible conflicts of interest, it shall inform the employee, volunteer, Executive Committee member, or member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- 5. Emergency/Crisis Plan
  - a. Refer to Appendix C regarding the Missouri HOSA Emergency/Crisis Plan.
- 6. Whistleblower Protection Policy
  - a. Missouri HOSA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, Executive Committee members, and members. It is the policy of Missouri HOSA that no retaliation shall occur against employees, volunteers, Executive Committee members, and members when good faith reports of suspected wrongdoing are made.
  - b. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of other Missouri HOSA policies, or other wrongdoing against Missouri HOSA or its employees, volunteers, Executive Committee members, and members. Examples of such conduct include, but are not limited to:
    - 1) Fraudulent financial reporting,

- 2) Misappropriation or misuse of Missouri HOSA resources such as funds, supplies, or other assets,
  - 3) Authorizing or receiving compensation for goods not received or services not performed.
- c. Employees, volunteers, board members, and members shall report suspected wrongdoing to the State Advisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority at Missouri DESE. Reports will be used as the starting point for investigations.
- d. Investigation:
- 1) All good faith reports of suspected wrongdoing will be investigated with due diligence.
  - 2) All Missouri HOSA employees, volunteers, Executive Committee members, and members have a duty to cooperate with such investigation.
  - 3) The State Advisor will complete the investigation. If the State Advisor is involved in the alleged wrongdoing, then the Missouri DESE Coordinator of Career and Technical Education will complete the investigation.
  - 4) An investigation may be concluded whenever appropriate.
  - 5) The State Advisor, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.

**Missouri HOSA Competitive Events Inquiry Procedure**

Concerns about event management and/or judging may be communicated through writing to the State Advisor on the day of the competitive event. The State Advisor has the final say and right to deny the inquiry or obtain more information about the inquiry from any source.

**Once an event is completed, the decision of the judges is final.** The inquiry process will NOT reverse any decision made by judges, but allows the Competitive Events Management Team to examine what happened in an event from the competitor’s perspective, review how the event ran, and fix that which can be corrected.

In order to process an inquiry, please complete all of the following:

- 1. The Local Chapter Advisor must complete this document and submit it to the HOSA Help Desk on the day of the inquiry.
- 2. Those in question or involved in the inquiry may not be approached by the advisor or anyone tied to the chapter (i.e. a parent, advisor, chaperone or student should never approach a judge to confront them about a result, process, or score).
- 3. Do not approach a student from another school regarding the inquiry.
- 4. Remain professional in your actions and words involving the inquiry.
- 5. Any cases in which the Local Chapter Advisor, chapter members, or persons tied to the chapter fails to follow this protocol as well as the conference expectations or conference code of conduct where it pertains to the inquiry are grounds for dismissal of the grievance.

**Date:** \_\_\_\_\_ **Chapter Name:** \_\_\_\_\_

**Competitive Event:** \_\_\_\_\_ **Contestant's Name:** \_\_\_\_\_

*Describe the incident in question and your preference for action to be taken. Please be specific.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Competitor	Printed Name	Date
Signature of Local Chapter Advisor	Printed Name	Date

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of State Advisor	Printed Name	Date
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# Missouri HOSA Account Listing January 3, 2020

Account	Type	Description
US Bank Checking 8848	Bank	
US Bank Community Card 8143	Bank	
Accounts Receivable	Accounts Rec...	Unpaid or unapplied customer invoices and credits
12000 · Undeposited Funds	Other Current ...	Funds received, but not yet deposited to a bank account
Accounts Payable	Accounts Pay...	Unpaid or unapplied vendor bills or credits
2400 · Payroll Liabilities	Other Current ...	Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid
2500 · Net Assets	Equity	Other Income
30000 · Opening Balance Equity	Equity	Opening balances during setup post to this account. The balance of this...
32000 · Unrestricted Net Assets	Equity	Undistributed earnings of the corporation
3000 · Chapter Affiliation Dues	Income	
3000 · Chapter Affiliation Dues:3001 · Affiliation Dues	Income	
3100 · Fundraising & Promotional Items	Income	
3100 · Fundraising & Promotional Items:3101 · Promotional Items Income	Income	Sales from HOSA Store
3100 · Fundraising & Promotional Items:3102 · Fundraising Income	Income	
3200 · Fall Leadership Conference	Income	
3200 · Fall Leadership Conference:3201 · FLC Registration Fees	Income	
3300 · State Leadership Conference	Income	
3300 · State Leadership Conference:3301 · SLC Registration Fees	Income	
3400 · International Leadership Conf	Income	
3400 · International Leadership Conf:3401 · ILC Registration Fees	Income	
3400 · International Leadership Conf:3402 · Trading Pin Sales	Income	
3500 · Washington Leadership Academy	Income	
3500 · Washington Leadership Academy:3501 · WLA Registration Fees	Income	
3500 · Washington Leadership Academy:3502 · WLA Lodging	Income	
3600 · Miscellaneous Income	Income	
3600 · Miscellaneous Income:3601 · Processing Fees	Income	
3600 · Miscellaneous Income:3602 · Miscellaneous Income	Income	
3700 · Sponsors & Donations	Income	
3700 · Sponsors & Donations:3701 · Donations	Income	
3700 · Sponsors & Donations:3702 · Sponsors	Income	
3800 · Partner Application Fees	Income	
3800 · Partner Application Fees:3801 · SLC Exhibitor Fee	Income	
3800 · Partner Application Fees:3802 · SLC Advisor Breakfast	Income	
3800 · Partner Application Fees:3803 · SLC HOSA Zone	Income	
3800 · Partner Application Fees:3804 · ILC Scholarship Fund	Income	
3900 · Competitive Events Prep Workshop	Income	
3900 · Competitive Events Prep Workshop:3901 · CE Prep Workshop Registration	Income	
4000 · Administration	Expense	
4000 · Administration:4001 · Affiliation Dues	Expense	Missouri HOSA Affiliation Dues
4000 · Administration:4002 · Professional & Legal Fees	Expense	
4000 · Administration:4003 · Tax and Filing Fees	Expense	
4000 · Administration:4004 · Audit	Expense	
4000 · Administration:4005 · Bank Account Expenses	Expense	
4000 · Administration:4006 · Credit Card Payment	Expense	Automatic Credit Card Payment
4100 · Fundr & Promo Items Expenses	Expense	Fundraising & Promotional Items Expenses
4100 · Fundr & Promo Items Expenses:4101 · Promotional Items Expenses	Expense	HOSA Store items, Swag Bag Items, and anything bought to promote H...
4100 · Fundr & Promo Items Expenses:4102 · Fundraising	Expense	Items purchased for fundraisers
4200 · Fall Leadership Conference Exp	Expense	Fall Leadership Conference Expenses
4200 · Fall Leadership Conference Exp:4201 · FLC Printing	Expense	

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# Missouri HOSA Account Listing January 3, 2020

Account	Type	Description
4200 · Fall Leadership Conference Exp:4202 · FLC Awards	Expense	
4200 · Fall Leadership Conference Exp:4203 · FLC Facilities	Expense	
4200 · Fall Leadership Conference Exp:4204 · FLC Meals	Expense	
4200 · Fall Leadership Conference Exp:4205 · FLC Shirts & Accessories	Expense	
4200 · Fall Leadership Conference Exp:4206 · FLC Supplies	Expense	
4200 · Fall Leadership Conference Exp:4207 · FLC Registration Fee Refunds	Expense	
4300 · State Leadership Conference Exp	Expense	State Leadership Conference Expense
4300 · State Leadership Conference Exp:4301 · SLC Printing	Expense	
4300 · State Leadership Conference Exp:4302 · SLC Awards	Expense	Medals, Plaques, Engravings
4300 · State Leadership Conference Exp:4303 · SLC Facilities	Expense	
4300 · State Leadership Conference Exp:4304 · SLC Meals	Expense	
4300 · State Leadership Conference Exp:4305 · SLC Shirts & Accessories	Expense	T-shirts and Trading Pins
4300 · State Leadership Conference Exp:4306 · SLC Supplies	Expense	
4300 · State Leadership Conference Exp:4307 · SLC Registration Fee Refunds	Expense	
4300 · State Leadership Conference Exp:4308 · SLC HOSA Zone Supplies	Expense	games, coloring books, and activities purchased for the HOSA Zone
4300 · State Leadership Conference Exp:4309 · SLC Speaker & Contractors	Expense	
4400 · Internat'l Leadership Conf Exp	Expense	International Leadership Conf Expenses
4400 · Internat'l Leadership Conf Exp:4401 · ILC Registration Fees	Expense	
4400 · Internat'l Leadership Conf Exp:4402 · ILC Shirts & Accessories	Expense	shirts and glow items
4400 · Internat'l Leadership Conf Exp:4403 · ILC Scholarship	Expense	
4400 · Internat'l Leadership Conf Exp:4404 · ILC Supplies	Expense	
4500 · Supplies	Expense	
4500 · Supplies:4501 · Office Supplies	Expense	
4500 · Supplies:4502 · Miscellaneous Supplies	Expense	
4600 · Equipment Expense	Expense	
4600 · Equipment Expense:4601 · Small Equipment	Expense	
4700 · Website & Software	Expense	
4700 · Website & Software:4701 · Website Maintainanence	Expense	Domains and anything needed to maintain the HOSA website
4700 · Website & Software:4702 · Computer Software	Expense	
4800 · State Officers	Expense	
4800 · State Officers:4801 · Travel	Expense	
4800 · State Officers:4802 · Meals	Expense	
4800 · State Officers:4803 · Lodging	Expense	
4800 · State Officers:4804 · Uniforms & Accessories	Expense	Suits, shirts, ties, and name tags
4800 · State Officers:4805 · WLA Registration Fees	Expense	
4800 · State Officers:4806 · Supplies	Expense	
4800 · State Officers:4807 · Summer Training	Expense	
4900 · CE Prep Workshop	Expense	
4900 · CE Prep Workshop:4901 · CE Prep Workshop Meals	Expense	

## Missouri HOSA Emergency/Crisis Plan

### Definition of an Emergency/Crisis:

Any situation that is threatening or could threaten to harm people or property, seriously interrupt business, damage reputation and/or negatively impact the bottom line in a significant way.

### Types of Emergencies:

- Natural, such as earthquakes, tornado, weather related.
- National emergency, such as a terrorist incident.
- Facility impairment due to fire, flood, etc. which makes it impossible to have the meeting at an acceptable standard.

### Authority:

Depending on time, setting, and situation, decisions will be made in this order (from most time to least time available):

- Executive Committee
- State Advisor

Missouri HOSA support team and staff shall provide as much information as available and offer advice, counsel, and readiness to respond when called upon.

### General Guidelines for Approaching Emergencies/Crisis:

#### Assess the Situation

- Identify what happened and categorize the type of emergency/crisis.
- Determine extent of damage or potential damage to people and property first and all other concerns next and if further issues are expected.
- Identify who will be directly impacted in the short-term.
- Identify support personnel who can assist with the situation.
- Identify who is the lead of the response to the situation as well as who needs to know.

#### Report

- Notify/contact emergency personnel and superiors.
- Clarify situation, impact and potential disruptions of service.
- Determine if additional information is needed.
- Identify regular time frames to check in to exchange information.

#### Enact a Plan

- Decide if the standing Crisis/Emergency Response Plan is necessary.

- Determine external communication methods and messages.
- Act within your skill and knowledge set.

#### Sample Messages for Websites and Social Media

- "We have implemented our Emergency/Crisis Plan, which places the highest priority on the health and safety of our participants."
- "We will be supplying additional information when it is available and posting it on our website and/or conference app. If available, messages will be sent through Remind to Local Chapter Advisors."

#### **Emergency/Crisis Plan Steps:**

- Ensure clear understanding of impact to people and property, especially direct staff, volunteers, and participants of the organization.
- Contact Insurance Company to file a claim.
- Contact Facility Events staff for suggestion of relocation.
- Secure applicable organizational documents (i.e. Competitive Events documentation).
- In all circumstances, demonstrate organization's concern and acknowledgement of the situation.
- Begin documentation of all actions including times and people involved with contact information.
- Contact HOSA, Inc. and Missouri DESE to inform staff of the emergency/crisis.
- The State Advisor will act as the spokesperson or will assign a designee, and refer all questions.