



# **POLICIES AND PROCEDURES OF WASHINGTON STATE HOSA**

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# I. INTERNATIONAL AND STATE ORGANIZATIONAL STRUCTURE

## A. HOSA, Inc.

HOSA is a national organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate Health Science classes, biomedical sciences education programs or those students who are interested, planning to pursue, or are pursuing a career in the health professions.

The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.

## B. Washington State HOSA (here and thereafter referred to as WA HOSA)

WA HOSA, is an incorporated non-profit organization receiving 501 (c)(3) tax exempt status by the Internal Revenue Service. The primary documents for the organization are WA HOSA Bylaws and WA HOSA Policies and Procedures.

Qualifications for membership in WA HOSA are specified in Article 6.1 of WA HOSA Bylaws. An active local chapter exists when a minimum of five (5) students and one (1) advisor are affiliated with WA HOSA.

### 1. Board of Directors

a. **Purpose**—The Board of Directors shall manage all affairs of WA HOSA.

b. **Members**—The members of the WA HOSA Board of Directors shall be:

- i. **Chair** - Two year term, non-voting unless breaking a tie.
- ii. **Chair Elect** - Two year term
- iii. **Secretary** - Two year term
- iv. **Treasurer** - Two year term
- v. **Regional Representatives** - Three year term
- vi. **CTE Director Representative** - Three year term
- vii. **Members At Large (3)** - Three year term
- viii. **Ex-Officio Representative** which may include any of the following:

Executive Director

State Officer Advisor

OSPI Health Science Education Program Supervisor

HSCTE Representative - One year term

President of the Student Leadership Executive Council, or designee

c. **Roles and Responsibilities**—Roles and responsibilities of the WA HOSA Board of Directors:

#### i. Board of Directors

1. Meet two times a year, at a minimum
2. Approves the annual program of work
3. Approve annual budget submitted by Executive Director and Treasurer
4. Review Standing Committee Reports

#### ii. Executive Committee (Chair, Chair-Elect, Secretary, Treasurer)

1. Annually evaluate the Executive Director
2. Approve the Executive Director and State Officer Advisor salary

#### iii. Executive Director

1. Reports to the Board of Directors
  - a. Schedule Board meetings, prepare agendas and distribute minutes, manage communications of the organization, maintain official records of the organization and communicate with the International HOSA office as needed.
  - b. Manage the state organization's financial records and prepare them for annual review and/or audit.
  - c. Prepare and present written and verbal status, activity, and business reports to the Board of Directors at board meetings and upon request by the chair outside of the meetings when required.
2. Financial Management
  - a. In alignment with professional accounting practices, prepare and present, in cooperation with the Board Treasurer, an annual state budget for the Board's approval.
  - b. Execute the approved budget and maintain accurate detailed expense reports.

- c. In collaboration with the WA HOSA Treasurer, present expense reports at all Board of Directors meetings and upon request.
  - d. Oversee the tracking of accounts receivable and payable and all other aspects of the organization's operating budget.
  - e. File the IRS Form 990-N annually within 30 days of the end of the fiscal year.
  - f. May hire a bookkeeper if budgeted for and approved by the Board.
3. Association Development
    - a. Responsible for the promotion of WA HOSA and CTSO's, acquisition of grants, sponsorships and partnerships supporting the legislative agenda.
    - b. Initiate and maintain new contacts with business, industry and educational partners to obtain financial, volunteer and advisory support.
    - c. Report annual outreach efforts to the WA HOSA Board of Directors.
  4. Membership
    - a. Actively recruit new members, support, coordinate and facilitate the establishment of new chapters throughout the state.
    - b. Manage all correspondence and maintain membership information from the national organization.
    - c. Provide updated membership information to the Board of Directors and OSPI.
    - d. Provide timely response to all inquiries regarding membership.
  5. State Officer Team
    - a. Communicate with the State Officer Advisor, all aspects of the state officer team, including training sessions (location procurement and logistics, agenda, curriculum, presenters, and related correspondence and financials).
    - b. As needed, attend and participate in officer meetings and assist with their committees.
    - c. Supervise the State Officer Advisor and assume their duties if the position is vacant.
  6. State Officer Leadership Training
    - a. Coordinate with the State Officer Advisor and WA HOSA Student Executive Council on the agenda and plan.
    - b. Oversee and execute the facility planning, logistics, registration and promotion of the annual leadership conference.
    - c. With the State Officer Advisor, develop the program and all aspects of the training.
  7. State Leadership Conference (SLC)
    - a. Assume responsibility for planning and execution of the annual State Leadership Conference.
    - b. Responsible for locating and procuring facilities for the conference.
    - c. With the conference planning team, coordinate and secure all supplies/equipment and recruitment and training of contest judges.
    - d. Collaborate with the State Leadership Conference Committee, Student Executive Council, the State Officer Advisor and Board of Directors on the agenda and overall conference plan.
    - e. Oversee and execute registration and the contest results process; manage correspondence; operate within established budget; coordinate travel and hospitality requirements; prepare and distribute promotional materials and event program; arrange for speakers and workshop presenters; assist officers in planning special student events.
    - f. Oversee the preparation and distribution of contest results, including submission of the results to the international HOSA office.
  8. International Leadership Conference (ILC)
    - a. Manage the registration for the Washington delegation.
    - b. In collaboration with the State Officer Advisor prepare and provide a conference information packet for WA HOSA members.

- c. Plan and schedule the state delegation meeting and other activities during the conference as delegated by HOSA, Inc.
  - d. Ensure state obligations for Competitive Event Personnel are met for the state's assigned competitive event at ILC.
  - e. Assign chapter advisors responsibilities on other required duties requested by the national office.
  - f. Represent WA HOSA as the State Advisor at HOSA, Inc. meetings or assign a designee.
9. Other Meetings
- a. Attend the state Career & Technical Student Organization Directors meeting.
  - b. Attend WA-ACTE, WA CTA, and other organization meetings as needed throughout the year.
  - c. This may include WA HOSA representation in the planning and attending of legislative and related OSPI functions.
10. General Management
- a. Supervise personnel related to the functions and operations of the state organization.
  - b. Produce and distribute communications throughout the year to keep the membership informed.
  - c. Oversee the website to ensure up-to-date information.
  - d. Produce and manage administrative support, office space, and related office technology (phone, fax, and internet access) for WA HOSA.
  - e. Oversee and approve additional storage space as needed for state conference materials, supplies, file cabinets and other related resources.
  - f. Annually evaluate the State Officer Advisor.
- iv. **State Officer Advisor**
- 1. Reports to the Executive Director.
  - 2. Attend all Board of Directors meetings and report on activities as required.
  - 3. State Leadership Executive Council
    - a. Plan and coordinate all aspects of the Student Leadership Executive Council, including training sessions, elections, travel, and meetings.
    - b. Communicate all Student Leadership Executive Council travel and lodging arrangements and itineraries to parents/guardians and local advisors.
    - c. Provide leadership, oversight and advisement of the Council.
    - d. Attend and participate in all officer meetings and assist with their committees as needed.
    - e. Chaperone the Student Leadership Executive Council when on official WA HOSA business.
    - f. Establish an annual Program of Work in collaboration with the Student Leadership Executive Council to be submitted to the Executive Director for review then presented to the Board for approval.
  - 4. Fall Leadership Conference (FLC)
    - a. Responsible for planning and executing the Fall Leadership Conference, in collaboration with the officer team.
    - b. Assist the Council on the agenda and conference plan, to develop and facilitate the program for the training.
  - 5. State Leadership Conference (SLC)
    - a. In coordination with the Student Leadership Executive Council and the Executive Director, plan, execute and oversee general sessions, entertainment and other special programs.
  - 6. International Leadership Conference (ILC)
    - a. Assist the Executive Director in the planning and facilitation of the State Delegation meeting when directed by HOSA, Inc.
    - b. Assist with registration of the Washington Delegation at ILC.

- v. **Chair**
  - 1. Serve as the Chief Executive Officer of WA HOSA.
  - 2. Preside over all meetings of the Board and Executive Committee.
  - 3. The Chair is responsible for setting the tone for all members, overseeing governance and policy setting with a focus on mission, direction and priorities. Trust, respect and a willingness to rely on each other's strengths are critical, along with a common understanding of the organization's goals and the strategies needed to get there.
- vi. **Chair Elect**
  - 1. Be a person who is suitable to assume the position of Chair at the expiration of the Chair's term.
  - 2. Serve in the absence of the Chair.
  - 3. Perform such duties as the Chair may direct.
- viii. **Secretary**
  - 1. Attend all Board and Executive Committee meetings and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
  - 2. Give notice of all meetings and special meetings of the Board and Executive Committee.
  - 3. Perform such other duties as the Chair may direct.
- ix. **Treasurer**
  - 1. Review all financial documents and transactions with the Executive Director and bookkeeper, if applicable, on a quarterly basis.
  - 2. Be responsible to see that the review is made available to such persons/groups as directed by the Board.
  - 3. Reviews the list of chapters failing to remain in good standing and collaborates with the Executive Director and Bookkeeper, if applicable to collect payment.
  - 4. Create a treasurer's report with collaboration with the Executive Director and Bookkeeper, if applicable for the board meeting.
- x. **Regional Representatives**
  - 1. Represent the region at the Board of Director meetings.
  - 2. Serve as a lead mentor for advisors in their region.
  - 3. Provide training and support for advisors in their region.
  - 4. Mentor the Vice-President of the Region when applicable.
  - 5. Assist with regional obligations for Competitive Event Personnel at SLC.
- xi. **Members At Large**
  - 1. Attend all Board of Director meetings.
  - 2. Actively participate in WA HOSA conferences and activities
- xii. **CTE Director Representative**
  - 1. Attend all Board of Director meetings.
  - 2. Actively participate in WA HOSA conferences and activities
  - 3. Serve as a liaison between WA HOSA and WACTA.
  - 4. Advocate for chapter growth and development with Health Sciences Programs in Washington State Schools.
- xiii. **OSPI Pathway Supervisor**
  - 1. Attend all Board of Director meetings.
  - 2. Actively participate in WA HOSA conferences and activities.
  - 3. Serve as a liaison between WA HOSA and OSPI.
  - 4. Advocate for chapter growth and development with Health Sciences Programs in Washington State Schools.
- xiv. **President of the Student Leadership Executive Council, or Designee**
  - 1. Attend all Board of Director meetings.
  - 2. Actively participate in WA HOSA conferences and activities.
  - 3. Serve as a liaison between Board of Directors and both the Student Leadership Executive Council as well as WA HOSA Members.
- xv. **HSCTE Representative**
  - 1. Attend all Board of Director meetings.

2. Actively participate in WA HOSA conferences and activities.
  3. Serve as a liaison between WA HOSA and HSCTE.
  4. Advocate for chapter growth and development with Health Sciences Programs in Washington State.
- d. Vacancies**—Vacancies on the WA HOSA Board of Directors may be filled until the next annual meeting of the membership by a majority vote of the current Board members.
- e. Standing and Ad Hoc Committees**  
Standing and Ad Hoc committees will be established by the board and report to the board.
- 2. Student Leadership Executive Council**
- a. Purpose**  
The purpose of the Student Leadership Executive Council is to provide student leadership and develop opportunities for members in Health Science Pathways.
- b. Officers**  
The Student Officer positions shall be:
- i. President
  - ii. President-Elect
  - iii. Region Vice Presidents
  - iv. Post-Secondary Vice President
  - v. Secretary
- c. Duties**  
The state officers shall:
- i. General Duties
    1. Act as an extension of WA HOSA through professional conduct aligned with the HOSA Code of Conduct.
    2. Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
    3. Represent the views of the membership
    4. Handle correspondence in a prompt and professional manner.
    5. Wear the official HOSA uniform or other official attire when representing HOSA.
    6. Carry out their responsibilities, but shall not let them interfere with continuing their education.
    7. Notify the State Officer Advisor and State President immediately of circumstances which prevent carrying out an assignment.
    8. Be reimbursed for expenses incurred while performing approved services for the association. Reimbursement for services for state activities shall be arranged for by the State Officer Advisor and Executive Director.
    9. If elected, candidates must purchase their own official uniforms, and must make arrangements to have the official uniform during any officer training
  - ii. **President**
    1. Shall preside at the state conferences and all Executive Council meetings.
    2. Make committee appointments unless otherwise provided.
    3. Develop an annual program of work with the assistance of the Executive Council and State Officer Advisor.
    4. The president will serve on the WA HOSA Board of Directors.
  - iii. **President-Elect**
    1. Shall serve in any capacity as directed by the President and, in the absence of the President, will assume those duties.
    2. They will serve alongside the president, actively learning the role and duties in preparation for their term as President the following year.
  - iv. **Regional Vice Presidents**
    1. Shall promote the growth and development of their region in accordance with the program of work.
    2. They shall assist in the coordination of the annual Fall Leadership Conference and State Leadership Conference.
    3. Participate in any other capacity as directed by Student Executive Leadership Council.



- v. **Post-Secondary Vice President**
  - 1. Shall promote the growth and development of postsecondary chapters in accordance with the program of work.
  - 2. They shall assist in the coordination of the annual Fall Leadership Conference and State Leadership Conference.
  - 3. Participate in any other capacity as directed by Student Executive Leadership Council.
- vi. **Secretary**
  - 1. Shall record the proceedings of all business and State Executive Leadership Council meetings
  - 2. Maintain minutes and/or proceedings of all meetings and conferences.

**e. Elections**

The election process including candidate requirements, selection process and officer expectations are outlined in the WA HOSA State Officer Candidate Application

**f. Voting Delegates**

Annually, each chapter registers two voting delegates. It is the delegate's responsibility to represent their chapter at the business meeting.

**g. Term of Office**

- i. All elected officers shall serve for one year following their election.
- ii. Terms of office shall begin immediately after the State Leadership Conference at which officers are elected.
- iii. The President-Elect shall succeed to the office of President for one year.
- iv. Except for the President-Elect succeeding to the Presidency, state officers may seek re-election to the same or any other office within the same division.

**h. Vacancies**

A vacancy in the office of president that occurs at any point during the year will be filled by the president-elect to complete that term. The President Elect would then remain in the position of President the following year.

Other vacancies may be filled through a similar election process prior to State Officer Leadership Training at the discretion of the State Officer Advisor and the board member who holds the same office. Any vacancies that occur after State Officer Leadership Training will remain vacant for the remainder of the term and duties will be shared among remaining state officers.

**h. Removal from Office**

Elected WA HOSA State Officers who do not fulfill their obligations and responsibilities outlined by the by-laws and policies and procedures may be asked to resign from the Student Leadership Executive Council by the board.

The policy whereby State officers may be relieved from duty is as follows:

- i. If a state officer should miss three (3) consecutive meetings that officer may resign or go before a committee.
- ii. The committee will consist of the State Officer Advisor, Executive Director and a board member. This committee shall determine the next steps for improvement or removal of the State officer.
- iii. Violations of the Code of Conduct will initially be handled by the State Officer Advisor.

If the decision is to remove the State officer, the State officer may appeal the decision in writing to the WA HOSA Board of Directors. A majority vote of the Board of Directors is required to overturn the decision.

**C. Organizational Policies**

**1. Non-Discrimination Policy**

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

**2. Reasonable Accommodation Policy**

WA HOSA members with disabilities, and non-English speaking competitors, will be reasonably accommodated in the WA HOSA Competitive Events Program through event modification as a means of

providing them an equal competitive opportunity. Such members may be allowed to provide and utilize their own special equipment that WA HOSA may not be able to provide.

Requests for reasonable accommodation must be indicated on the WA HOSA State Leadership Conference registration form, or Student Eligibility form in Special Needs events, and must be submitted to WA HOSA by the conference registration deadline. HOSA will provide the same accommodations that were provided when they competed for eligibility to attend the ILC (normally their SLC).

**3. Reproduction of Photographs Policy**

As a delegate attending any WA HOSA Conferences, 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 WA HOSA unless it is made known by the delegate during registration. A release statement will be part of the WA HOSA Code of Conduct (see Appendix C).

**4. Quorum Calculation**

A majority of the number of directors in filled board positions provided by the By-Laws and Policies and procedures shall constitute a quorum for the transaction of business at the Board meeting. If a quorum is not present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

**5. Organizational Insignia**

As all WA HOSA members are affiliated with HOSA, Inc., all organizational insignia use of Name and Emblem, Creed, Motto, Slogan, and Mission Statement will be defined and proper use outlined by HOSA, Inc.

**6. Changes to the Policies and Procedures**

Any changes to the policies and procedures must be approved by the board.

## II. PROFESSIONAL ACTIVITY AND DEVELOPMENT

**Conferences**—To include, but not limited to, the Fall Leadership Conference and State Leadership Conference.

### 1. Purpose

The purposes of the WA HOSA Conference are to:

- a. Provide a variety of educational and social learning activities at a state level for HOSA members.
- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
- c. Provide information about current health care issues and concerns at the local, state and national level in health science and the student organization of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
- d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities/events.

### 2. Attendance Eligibility

- a. All WA HOSA members in good standing are eligible to attend conferences.
- b. Each WA HOSA chapter attending shall have a registered advisor and/or registered chaperone(s) accompany registered members.

### 3. Registration

- a. A chapter advisor is responsible for registering the chapter delegation by the deadline date established by the state.
- b. Each delegate listed on the registration form must have a completed Code of Conduct and Medical Liability Release Form with appropriate signatures submitted to the state office (see Appendices B, C and D).
- c. Guests and family members are required to pay the registration approved by the WA HOSA Board.
- d. The registration fee will be approved by the board and includes, but is not limited to, all general sessions, socials, workshops, Awards Ceremony, conference insurance, conference program materials, recognition program awards and other general conference operating expenses.

### 4. Refund Policy

No refunds will be made unless the chapter's school district administration cancels travel due to adverse weather conditions. Refunds for adverse weather conditions with written request from the school administrator will be 50% of the registration fee.

### 5. Transportation and Lodging

Transportation/lodging arrangements and costs are the responsibility of each chapter/school.

### 6. Advisors Code of Conduct

WA HOSA board will develop an Advisors Code of Conduct including the consequences for violation.

### 7. Student Delegate Code of Conduct

- a. WA HOSA has adopted the HOSA, Inc. Code of Conduct
- b. Each delegate to the Conferences must have a completed and signed "Code of Conduct Form" submitted by their chapter advisor at conference registration check in prior to the conference (see Appendix C).

### 8. Medical Liability Release

Each delegate to conferences must have a completed and signed Medical Liability Release Form submitted to their chapter advisor prior to the conference. Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.

### 9. Insurance

- a. WA HOSA shall maintain insurance coverage as directed by the board. Conference insurance is provided to all delegates through WA HOSA.
- b. Each local and state advisor is encouraged, for their own protection, to secure insurance against accident and/or liability claims while traveling with students.
- c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

### 10. Competitive Events

- a. WA HOSA will follow the National HOSA competitive events and will be organized and facilitated by a standing committee established by the board.

- b. The primary authority for WA HOSA Competitive Events is the current National HOSA Handbook, Section B. Refer to the Handbook for which may include the following information:
  - i. Event Preparation
  - ii. Basic Event Regulations
  - iii. General Rules and Regulations
  - iv. Appendices and Resources
  - v. Competitive Events Inquiry Procedure and Form
- c. Proctored On-line testing will be closely monitored to maintain the integrity of testing. Advisors must sign an on-line testing agreement and are subject to the rules on the form which includes disqualification for failure to follow the rules.
- d. Appeals process – All appeals will be handled by the SLC committee. The decision of the SLC committee shall be final.

**11. Dress Code**

Conference delegate attire should be proper and appropriate since it reflects directly upon student professionalism. WA HOSA adheres to the HOSA, Inc. Dress Code Policy (see Appendix E).

### III. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

#### A. Budget Planning and Preparation

##### 1. Responsibility

- a. It shall be the responsibility of the Board Treasurer, Executive Director and bookkeeper when applicable to prepare an annual budget and such other financial reports as required by the WA HOSA Board of Directors.
- b. An annual narrative plan of work shall be developed and presented with the annual budget by the Treasurer in collaboration with the Executive Director. This narrative shall present the program of work in terms of anticipated income and expenditures.

##### 2. Procedures

- a. The proposed fiscal year budget shall be presented to the members of the WA HOSA Board of Directors at the annual beginning of the year Board meeting by the Treasurer in collaboration with Executive Director.
- b. The HOSA Board of Directors shall adopt the budget for the next fiscal year at the annual beginning of the year Board meeting.

##### 3. Expenses

Staff will retain all receipts and submit them with the completed WA HOSA Reimbursement Form (see Appendix F) to the state office. Reimbursement will be made only when a completed reimbursement form and receipts are submitted. If a receipt is not provided, a detailed explanation needs to be attached or the expense reimbursement may be denied.

###### a. *State Staff and Board of Directors*

Travel, meals and reasonable expenses for WA HOSA official business shall be reimbursed in accordance with the current budget approved by the WA HOSA

###### b. *State Officers*

Travel, meals and reasonable expenses when on official WA HOSA business, as well as supplies and materials used by the Student Leadership Executive Council need to be approved by the State Officer Advisor and Executive Director and may be reimbursed in accordance with the current budget approved by the WA HOSA Board of Directors.

###### c. *Committees*

- i. The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, by the WA HOSA Board of Directors at the first meeting beginning the calendar year. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.
- ii. Travel, meals and reasonable expenses for WA HOSA official committee business may be reimbursed when requested through the WA HOSA Board, Chair, and or Executive Director if in accordance with the current budget approved by the Board of Directors.

#### B. Financial Reporting

##### 1. Financial Report

The WA HOSA Board Treasurer shall report to the Board of Directors while the Executive Director shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds in accordance with the budget approved by the WA HOSA Board of Directors.

##### 2. Income and Expense Summary

It shall be the responsibility of the WA HOSA Board Treasurer and the Executive Director to prepare an income and expense summary, to include a comparison of budget and actual income and expenses to be reviewed by the Board Treasurer prior to board meetings. This report shall be presented in the Treasurer's Report at each WA HOSA Board meeting.

##### 3. Annual Review

The WA HOSA Board Treasurer and the Executive Director together with the bookkeeper shall arrange for an annual financial review by an independent accountant(s) who will review all accounts, prepare a balance sheet, and file appropriate records with the Internal Revenue Service to maintain non-profit status.

#### C. Operational Procedures

##### 1. Handling of Monies

The WA HOSA office shall receive and disburse all monies of the state association.

**2. Excess Expenses**

- a. When a line item within a category budget amounts exceed the budgeted amount the Executive Director may approve the transfer of funds from another line item within that category. This transfer shall be reported by the Treasurer as a part of his/her financial report to the Board of Directors.
- b. If reserve funds need to be accessed to pay category expenditures exceeding the budgeted amount shall require board approval.

**3. Financial Consultant**

The Executive Director may, upon consultation with the Chair, determine a knowledgeable Certified Public Accounting (CPA) to assist as a financial advisor to the state association.