Texas HOSA Handbook:

Section C: Policy and Procedure

This section contains:

- Board Membership
- Board Officers
- Meetings
- Committees
- Financial Management
- Officer Advisor Planning Guide
- Abuse Prevention Policy for the Protection of Youth and Vulnerable Person
- Policies and Procedures Manual–Federal Grants

Activities and procedures within HOSA-Future Health Professionals, Texas Association are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals, Texas Association 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.

HEALTH OCCUPATIONS STUDENTS OF AMERICA
TEXAS ASSOCIATION
BOARD OF DIRECTORS
POLICIES AND PROCEDURES

I. BOARD MEMBERSHIP

The Texas HOSA Board of Directors is the governing body of Health Occupations Students of America, Texas Association (known as "Texas HOSA") providing strategic leadership, policy oversight, financial stewardship, and organizational direction to advance the mission of HOSA-Future Health Professionals. Board members act in the best interests of the organization and ensure that Texas HOSA operates with integrity and accountability and in compliance with its governing documents and applicable law.

This statement supplements the HOSA, TA Bylaws, the Board of Directors Bylaws, and the Texas HOSA Policy and Procedure Manual. In any conflict, those documents control. This statement applies to all voting members of the Board, including student officer members, and to ex officio members to the extent consistent with their roles.

General Responsibilities

Each Board member is expected to:

- Promote and uphold the mission, vision, and values of Texas HOSA.
- Act as a fiduciary, exercising the care, loyalty, and obedience owed to a Texas nonprofit corporation, and exercise sound judgment in the best interests of the organization rather than any individual, chapter, or area interest.
- Attend and actively participate in all scheduled Board meetings and committee assignments. Attendance is a condition of continued service; a member who fails to meet it is subject to removal under Article IV of the Board of Directors Bylaws.
- Review and approve policies, budgets, financial reports, and strategic initiatives, and monitor financial performance against the approved budget.
- Represent the interests of advisors, students, and stakeholders while maintaining confidentiality regarding Board business, including personnel, legal, financial, and student matters.
- Serve as an ambassador for Texas HOSA through professional conduct and ethical leadership.
- Comply with all Board policies and procedures and, for members who are advisors, the Texas HOSA Advisor Code of Ethics; all other members shall observe equivalent standards of honesty, professionalism, and ethical conduct.
- Participate in committee work as appointed by the Board President or established by the Board, and contribute recommendations that strengthen Texas HOSA programs and operations.

- Support long-range planning and organizational growth.
- Comply with the Texas HOSA Conflict of Interest Policy, including its annual disclosure requirement, and disclose promptly any interest or relationship that could influence a Board decision.
- Ensure responsible oversight of organizational resources and financial assets.
- Make decisions that prioritize student safety, educational excellence, fiscal responsibility, and the long-term success of Texas HOSA.

Governance and Relationship to the Executive Director

Board members shall:

- Establish organizational policies and strategic priorities.
- Approve the annual budget and monitor financial performance.
- Review committee recommendations and approve major organizational initiatives, including the form of significant contracts and any delegation of authority to sign them.
- Participate in the evaluation and continuous improvement of Texas HOSA programs.
- Support the Executive Director through governance, policy development, and strategic oversight, and direct the day-to-day administration of the association through the Executive Director rather than individually.
- Refrain from interfering with the daily administrative responsibilities of the Executive Director and staff. No individual Board member may direct staff, commit funds, or bind the association except as authorized by the Board or the governing documents.
- Avoid dual operational roles. Consistent with Board policy, Board members shall not serve as conference chairs or in similar operational positions for Texas HOSA events.

Professional Expectations

Board members shall:

- Demonstrate integrity, professionalism, and respect in all interactions.
- Prepare for meetings by reviewing materials in advance.
- Support Board decisions once officially adopted, regardless of the member's individual vote.
- Communicate respectfully with advisors, students, staff, and partners.
- Maintain the confidentiality of executive session discussions without exception.

Accountability, Suspension, Removal

Board service is conditioned on continuing qualification and conduct. The following applies to every Board member:

- **Duty to self-report.** A member shall give written notice to the Board President (or, for the President, to the President-Elect) within ten days after: an arrest for, charge of, or conviction, guilty or no contest plea, or deferred adjudication for any felony, any offense against a person or child, any sexual offense, or any offense involving illegal drugs; placement on the Texas Education Agency Do Not Hire Registry; a designation by the Department of Family and Protective Services as a perpetrator of abuse or neglect; any sanction by a school district or the State Board for Educator Certification arising from conduct involving a student or minor; or loss of the school administration sponsorship or employment on which Board service depends.
- **Recusal.** A member with a disclosed or apparent conflict on a matter shall be recused from deliberation and voting on it, and the recusal shall be recorded in the minutes.
- **Resignation.** A member may resign by written notice to the Board President, effective on receipt unless the notice states a later date.

Compensation and Service

Board members serve without compensation. Members may be reimbursed for reasonable expenses incurred in Board service in accordance with the travel and reimbursement provisions of the Policy and Procedure Manual. Service without compensation preserves the protections available to volunteers of charitable organizations under Chapter 84 of the Texas Civil Practice and Remedies Code.

Board service requires dedication, active participation, and a commitment to placing the interests of Texas HOSA above individual, chapter, or area interests.

The Board of Directors shall consist of the following elected members with voting rights:

I. MEMBERSHIP
   a. Section 1. The Board of Directors shall consist of the following elected members with voting rights:
      a. Two (2) advisors representing each area.
      b. President
      c. President-Elect
      d. Secretary
      e. Three (3) student HOSA members:
         i. State President
         ii. State Secondary Vice-President
         iii. State Post-Secondary Vice-President

2. Board members are expected to abide by the Advisor Code of Ethics and to professionally represent HOSA in all matters.

3. If the board member chooses to vacate their position before completing their term as board member, the area will elect a new board member. Election of new board members may be done electronically or at the next area event.

4. Vacancies of board members that have completed their term will be elected at the HOSA State Conference. Nominees do not need to be present to run for election.

5. Board membership will begin in August and will end in July.

6. Board Members should not serve as conference chairs, student officer advisors or event managers.

II. BOARD OFFICERS

A. The board shall elect its officers by plurality vote. Candidates shall be nominated from the floor. Nominated members must have served on the board for at least two years. Nominations will be taken at the State Leadership Conference and voted at the next board meeting.

B. Once a member begins his/her term of office as president, he/she is serving the board as a whole. The new president shall resign as an area board member in time for a replacement to be elected at the next board meeting. The president-elect and the secretary shall continue to serve as representatives for their areas.

C. Resignation of officers shall be submitted in writing to the board. Vacancies in any elected office shall be filled by a member of the board.

D. Duties of Board Officers

President

a. Set the agenda and send a tentative agenda to board members at least seven days prior to the meeting.

b. presides at all meetings.
c. performs such duties as are necessary to conduct the business of the board
d. provides a letter to administrators detailing the responsibilities of a board member.

President-elect

a. coordinates all committee activities.
b. performs the duties of the president in his/her absence.

Secretary

a. records the official minutes at all meetings.
b. provides official minutes to all members of the board within ten business days after each meeting.

E. Transition

Transition activities should begin no later than the end of the last board meeting. Activities include:

President: Transfer either electronically or in hard copy all unfinished business and activities

President-elect: transfer either electronically or in hard copy, all committee recommendations, and activities

Secretary: transfer either electronically or in hard copy, most recent minutes, proxy forms and correspondence

III. MEETINGS

MEETINGS

Section 1. Regular meetings of the Board of Directors shall be held:

1. in conjunction with the HOSA, TA Leadership Development Institute
2. general BOD meeting in January
3. in conjunction with the HOSA, TA State Leadership Conference, and
4. The specific dates and locations will be set by the Executive Director and the

IV. COMMITTEES

The term of committee service is one year.

Committee Chair Duties

- Promote the mission of HOSA.
- Keep the president-elect informed of committee meetings and activities.
- Serve as liaison with other committee chairs to facilitate joint study and projects.
- Submit to the president-elect a written report of committee meetings activities and recommendations.
- Maintain files and records of committee work and transfer such files to succeeding chairs.

Scholarship Committee

- Membership shall consist of five board members, and the state vice-president.
- Evaluate all aspects of the scholarship program and make recommendations.
- to the board for improvements
- Facilitate industry and professional partnerships to enhance the state scholarship program.
- Serve as the state scholarship selection committee for state HOSA scholarships.

Bylaws Committee

- Membership shall consist of the past-president, the president, the president- elect, and one or more board members.
- Study, evaluate, and recommend any changes necessary to revise the bylaws of HOSA, TA and bylaws of HOSA, TA board of directors.

Competitive Events Committee

- Membership shall consist of the Texas Executive Director/State Advisor, Texas HOSA Competitive Events Coordinator, state president and 3 board members.
- Study, evaluate, and recommend any changes necessary for the state competitive events program.
- Make constructive recommendations to the HOSA Competitive Events Program for the improvement and enhancement of national competitive events.

Budget Committee

- Membership shall consist of the Texas HOSA Executive Director/State Advisor, HOSA, TA accountant, the president, past-president, president-elect, TEA representative, Officer Coordinator, secretary and one board members.
- Review past expenses.
- Make recommendations for the proposed budget for the upcoming year.
- Report on the proposed budget at the next board meeting
- Employees of Texas HOSA may not be included in the discussion of employee salaries.

Financial Committee

- Membership consists of the HOSA, TA accountant, the president, two board members.
- Establish guidelines/policies for long term assets.
- Work with HOSA, TA board approved investment group to assist in recommendations for management of funds
- Make quarterly reports and recommendations to the board of directors about investment of funds.
- Develop and update the financial policy of HOSA, TA
- Maintain a record of committee activities and investment reports.

V. FINANCIAL MANAGEMENT

A. All student money must be deposited in the general account. No HOSA money may be deposited in any account other than that of HOSA, TA and should be sent to the HOSA, TA accountant.

B. All Texas HOSA Bank accounts signature cards should reflect the accountant, the executive director, and the officer Coordinator.

C. Fall, Spring, and State Conference registration fees will be mailed to Texas HOSA Accountant by the set deadline or paid by credit card by the set deadline the Competitive Events Team, and the Executive Director/State Advisor.

D. Approval, in the form of the signature by the person designated by the BOD's shall be obtained before money can be disbursed.

E. All requests for reimbursement related to any HOSA event must be submitted within 30 days of incurrence. Any formal request submitted after 30 days (is) to be submitted to the HOSA, TA board president for possible consideration.

F. Money shall only be dispersed with original receipts or invoices. Purchases made with a credit card must be submitted with a receipt indicating a description of the items which were purchased.

G. To facilitate a smooth transition, the outgoing president may authorize reimbursement until the end of the fiscal year.

H. Budgets

Area budgets shall be monitored and approved by the designated board member of that area. The state budget shall be monitored and approved by the board president.

I. Request for Payment form (RFP)

The Executive Director will receive and approve RFP forms pertaining to expenditure from all budgets. The executive director will sign and forward the form with the original receipts to the HOSA TA accountant for payment. The executive director will retain a copy of the form and receipts.

Board president will receive RFP forms pertaining to expenditures from the executive director. If approved, the president will sign and forward the form with the original receipts to the HOSA, TA accountant for payment. The president should retain a copy of the form and receipts for his/her records. In the absence of the President, the President elect can approve RFP forms from the executive director.

J. Travel

HOSA, TA Travel Policy for Board of Directors, and Staff Reimbursement
Travel expenses associated with mandatory HOSA, TA, are paid on a reimburse basis.

Travel Policy for Officers and their advisors see Section E.

Process
Original receipts along with an RFP form must be submitted for any reimbursement. Reasonable travel expenses for any Board Member or staff doing business for HOSA, TA will be reimbursed according to state guidelines. When making travel plans, (driving or flying), the most economical means must be chosen. Special circumstances will be considered by the Board of Directors. RFP must be submitted showing calculated cost of mileage vs. airfare. Special circumstances will be addressed by the Board President and Executive Director.

1. Allowable travel expenses

Personal automobile mileage
Allowable travel expenses Personal automobile mileage from headquarters (home or office) to the place of official HOSA business will be reimbursed at the appropriate state per diem rate at the time the expense is incurred. This can also include mileage to and/or from an airport, conference site to hotel. Mileage will only be reimbursed while conducting official HOSA business. Mileage reimbursement will be calculated using google maps which should include miles travel.

Airfare
Airfare should be booked at the lowest possible refundable fare available. Additional personal baggage is not eligible for reimbursement.

Rental cars
Car rental fee (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or unless you document that car rental is more cost effective than alternate modes of travel. (The car rental must be documented with a receipt.) Gasoline for the rental car is allowable with a receipt. The use of rental vehicles should be exercised very judiciously and only in situations where the cost of using a taxi would exceed the cost of the rental vehicle. Rental cars must be pre-approved by the HOSA, TA board of director's president. Any additional vehicle insurance purchased will not be reimbursed. If a school district requires a rental car to transport students, HOSA, TA will reimburse mileage only. It is the responsibility of the district to pay car rental and gasoline expenses.

Taxi Fares, Parking and Tolls
Taxi fares for official business are allowable. Taxi fares, parking and toll fees will be reimbursed at actual costs. Airport parking is eligible for reimbursement with receipts. Original receipts are required.
Valet parking is not eligible for reimbursement according to federal guidelines.

Lodging
Reasonable lodging costs will be reimbursed with a receipt or portfolio printout. If the Perkins Grant is the only source of funds that will be covering the lodging cost, the amount reimbursed will not exceed the federal guidelines.

Double occupancy of rooms should be utilized whenever possible and/or feasible (i.e., two individuals of the same sex traveling to the same destination), in the interest of

conserving HOSA, TA funds. Any individual requesting special accommodations should contact the board president for approval. All board members, contract workers and employees may have their own room.

Meals
Meals will be reimbursed up to $54.00 per day (in state) and $75.00 per day (out of state). First & Last Day of Travel is $40.50 (in state) and $56.25 (out of state). Duties begin at 6:00 a.m. and end at 10:00 p.m. on the same day, meals may not be claimed unless the amount is spent. The per diem rates are not an allowance. Scanned receipts along with an RFP form must be submitted. Scanned, itemized, legible receipts must be submitted with your Request for Payment. If there is more than one person on the meal receipt, all individual names must be listed on the receipt. Reasonable credit card tips and gratuities are reimbursable. Meal Receipts should include the name of the restaurant, if not on receipt, write it on receipt. There must be a detailed receipt showing what was purchased and individual amounts. Total must be legible. There needs to be a date and time, if not, write it on receipt.

2. Unallowable Travel Expenses
   - First class airfare
   - Alcoholic beverages
   - Entertainment/recreation
   - Meals or any other expenses for other persons unless pre-approved by the HOSA, TA board of director's president.
   - Unreasonable accommodations such as penthouse, suite or expensive hotel room.
   - Mileage, parking, and toll road expenses for purposes other than official business
   - Personal accident insurance or personal effects coverage for rental cars.
   - Rental car for personal use or for purposes not associated with official HOSA duties.
   - Any expenses for a rental car are related to the operation of the rental car, except for parking, toll expenses and gasoline.
   - Valet Parking
   - Fees paid for Early Bird boarding or fees paid for boarding/seating upgrades and additional baggage are not eligible for reimbursement.
   - Miscellaneous cash tips are NOT allowed for reimbursement. This includes tips for baggage handling and other non-meal related items.
   - Texas HOSA is not responsible for any chaperone and or parent expense.
   - Spouse Travel- on occasion when a spouse may accompany employee or contract personnel on HOSA, TA business trip the employee/spouse will be responsible for any additional cost associated with traveling.

K. Outstanding Debt

Outstanding Debt Any Texas HOSA chapter with a past due account, to include national HOSA fees will be considered to have an outstanding debt to HOSA, TA. An outstanding debt is one that has not been paid by the due date. If a School has a chapter with a past due account, all chapters within that campus will be temporarily blocked.

Accountant will submit past due amounts report at the January Board meeting, State meeting, and LDI.

The accountant will email the chapter/school advisor that the payment has not been received and requests that the advisor follows up with the district Accounts Payable department and then relay the resulting information to the accountant. The accountant should mention that non-payment has resulted in the school being blocked from future registration.

If the advisor says that it has been paid, the accountant is to request that the advisor obtain documentation (including contacting National HOSA) and send it to the accountant. The accountant will document this contact including the date of the email, the date of the response, and the result from the advisor, CTE director, and principal to the board president. Once payment has been received, the chapter/school will be allowed to register, if the registration deadline has not passed.

"Returned check" fee for any and all returned checks of $25.00

A fee for making Card payments on the https://secure.affinipay.com/pages/texashosa/payments website that belongs to HOSA, Inc. (National HOSA) and the respective transaction fee charged by the card processor, if possible, payment will still be refunded.

L. Accountant

Shall provide quarterly financial reports of cash disbursements and payments at the following board meetings.

- HOSA, TA Leadership Development Institute
- General BOD meeting in January
- HOSA, TA State Leadership Conference

M. Scholarships

All HOSA, TA Area and State scholarship recipients must be a senior and/or graduating from high school during the semester the scholarship is awarded.
Post-secondary students may apply for State Scholarships.

Procedure

1. The Board of Directors awards the scholarships.
2. The Board of Directors will present each scholarship recipient with an award certificate, authorization form and instructions.
3. Each scholarship recipient should provide a Scholarship Recipient Form. Plus, an invoice for your tuition fees or your enrollment form to the college or university.
4. The appointed HOSA, TA Board member, must receive the following documents, in terms of verification: Scholarship Recipient Information Form; Verification Letter from the college/university; any other verifiable documentation.
5. The appointed HOSA, TA Board member must then follow the RFP process and send original verification documents and RFP forms to the HOSA, TA accountant
6. HOSA, TA accountant, will process the payment and will notify the student that the check has been mailed to the college/university.

N. HOSA, TA Credit Card Policy, and Procedures

1. Staff and Board President shall be provided a credit card.
2. Credit cards will be used only for HOSA business purposes. Personal purchases of any type are not allowed.
3. The following purchases are not allowed:
    a. Capital equipment
    b. Construction, renovation/installation
    c. Maintenance agreements
    d. Personal items or loans
    e. Purchases involving trade-in of Texas HOSA property.
    f. Rentals (other than short-term autos)
    g. Any items deemed inconsistent with the values of the Texas HOSA
4. Cash advances on credit cards are not allowed
5. Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.
6. Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the date, time, names of all people involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
7. Monthly statements, with detailed original receipts attached, must be submitted in accordance with Request for Payment (RFP) procedures within 10 days of receipt of the statement to enable timely payment of amounts due.
8. All monthly statements submitted for payments must include the signature of the cardholder; the signature of the approving staff member; and the date of approval.
9. All monthly statements for payments must have the appropriate expense code and the associated amounts clearly written on the statement.