



Texas HOSA Handbook:

Section C: Policy and Procedure

This section contains:

- Board Membership
- Board Officers
- Meetings
- Committees
- Financial Management
- 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 Board of Directors shall consist of the following elected members with voting rights:

1. See HOSA, TA Bylaws Article III
<https://texashosa.org/wp-content/uploads/documents/handbooks/2018/texas-hosa-advisor-handbook-section-b-rev20180307.pdf>
2. Board members are expected to abide by the Advisor Code of Ethics and to professionally represent HOSA in all matters.
3. The first year is a provisional year. First year board members will confer with the president or president-elect before the State Leadership Conference to determine if the board member wishes to continue to serve on the board for the remaining two years of the term.
4. If the board member chooses to vacate their position before completing their term as board members, the area will elect a new board member. Election of new board members may be done electronically or at the next area event.
5. 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.
6. Board membership will begin in August and will end in July.
7. Board Members should not serve a 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

- A. Meeting obligations: See Article V, Section 2 of the HOSA, TA
<https://texashosa.org/wp-content/uploads/documents/handbooks/2018/texas-hosa-advisor-handbook-section-b-rev20180307.pdf>

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 the HOSA, TA board of directors

Competitive Events Committee

- Membership shall consist of the Texas Executive Director/State Advisor, HOSA CE Committee member(s), 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 the HOSA, TA board approved investment group to assist in recommendations for management of funds
- Make quarterly reports and recommendations to the board of directors for 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 those of HOSA, TA and should be sent to the HOSA, TA accountant.**
- B. All of Texas HOSA Bank accounts signature cards should reflect the CPA, the executive director, and the officer Coordinator.**
- C. Fall, Spring, and State Conference registration fees will be collected at registration with assistance of board members, 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 from that area.
 - The state budget shall be monitored and approved by the board president.
- I. Request for Payment form (RFP)**
 - Executive Director will receive and approve RFP forms pertaining to expenditures from all budgets. The executive director will sign and forward the form with the original receipts to the HOSA, TA CPA 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 CPA 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 Financial Assistance and Reimbursement

Travel expenses associated with mandatory HOSA, TA, are the responsibility of the individual. If the district is unable to assume any or all expenses, Texas HOSA will do so, but only if an official letter from a district administrator is received, stating which expenses need to be covered and for whom. Letter of Financial assistance ([Sample of letter](#)) will be sent to the Executive Director and is kept on file and shared with the accountant.

Original receipts along with an RFP form must be submitted for any reimbursements.

Reasonable travel expenses for any person 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.

1. Allowable travel expenses

Personal automobile mileage

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 can be calculated using a mapping website which should include miles traveled.

Airfare

Airfare should be booked at the lowest possible fare available. Fees paid for Early Bird boarding or fees paid for boarding/seating upgrades and addition baggage are 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

Lodging will be reimbursed at the state per diem rate or the rate consistent with the hotel contract. 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 labor and employees may have their own room.

Meals

Meals will be reimbursed up to \$36.00 per day (in state) and \$50.00 per day (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 was actually spent. The per diem rates are not an allowance. Original receipts along with an RFP form must be submitted. Scanned, itemized, legible receipts must be submitted with your Request for Payment. If more than one person on meal receipt, all individual names must be listed on receipt. Reasonable credit card tips and gratuities are reimbursable. Meal Receipts should include name of restaurant, if not on receipt, write it on receipt. Must be 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 that 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 fess paid for boarding/seating upgrades and addition 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

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 conference date.

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

The Accountant will email the chapter/school advisor, principal and CTE Director that the payment has not been received and requests that the advisor follow – up with the district Accounts Payable department and then relay the resulting information to the Accountant. The Accountant should mention that non-payment may result in the chapter/school being blocked from future registration.

If the advisor says that is 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.

L. 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 will request that the college/university submit documentation on official letterhead or via official online communication verifying the student's 30-day enrollment at the designated college/university. This verification letter must be sent directly to the appointed HOSA, TA Board member as indicated on the scholarship award letter.
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.

M. 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 persons 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 attached detailed original receipts, 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.

VI Area Officer Coordinator Expectations

Area Officer Coordinators (AOC):

1. Maintain open lines of communication with area officers and their advisors, and the Texas Officer Coordinator (TOC).
2. Act as a liaison between the Texas Officer Coordinator and the area officers and their advisors.
3. Attend all required functions of the area officers.
4. Act as a liaison between the area officers and their advisors and conference chairs for your area.
5. Ensure the conference needs of the area officer team are met.
6. Process request for payment forms as needed for area officer conference responsibilities.
7. Assist area officers with stage presence, script writing for conference sessions and rehearsals for conferences.
8. Make lodging arrangements for officers and advisors according to HOSA, TA policy.

VII. Officer Advisor Expectations

1. Maintain open lines of communication with the Area Officer Coordinator (AOC)/Texas Officer Coordinator (TOC).

2. Attend all required functions of officers.

- The officer's advisor of record is expected to accompany the officer to all functions. Parents cannot replace the advisor.
- If an employee of the school district, other than the advisor of record is accompanying the officer, an official letter from a district administrator must be on file with the TOC at least two weeks prior to the event.

3. While attending required functions with your student officer(s), assist the AOC/TOC with preparing the officers for their official duties.

- Officer advisors will **remain on site with the officer(s)**, attend sessions, and assist when needed.
- Officer Advisors should be a presence for the officers, take an interest in their learning, and be aware of the officer responsibilities in conference activities.
- Remember, you are responsible for your student, this includes meals not provided by Texas HOSA, and travel (transportation) arrangements.

4. Serve as a chaperone to the officer during all required functions. Advisors are to remain with officers during the officer performing his/her duties.

- Travel:
 - **ACCOMPANY** the officer during travel using the school district approved mode of transportation to the event, during the event, and after the event is completed.
 - Ensure officer is safely on board any district approved mode of transportation prior to departing locations/venues.
 - Remain on site at locations/venues while the officer is performing duties of his/her office.
 - Officers are to travel **ONLY** using the mode of transportation approved by the school district.
 - Officers may **NOT** transport other members/officers in their personal vehicle, at any time.
 - HOSA, TA does not assume liability for officer/advisor travel at any time during an event.
 - HOSA, TA will not transport officers unless it is an arranged shuttle as a part of conference transportation.
- Hotel:
 - Coordinate with the AOC/TOC regarding lodging arrangements for required events. Ensure all accommodations have been arranged for the officer and advisor.
 - Stay at the same conference hotel as the officer.
 - Ensure curfew rules are followed.
 - Remain on site at the approved hotel if the officer is on property.
- Meals:
 - Advisors are responsible for providing meals for the officer, as needed.

VIII. Area Officer and Advisor

Event Attendance and Information

HOSA, TA Travel Policy for Financial Assistance and Reimbursement

Travel expenses associated with mandatory HOSA, TA Officer Functions, are the responsibility of the officer's chapter/district. If the chapter/district is unable to assume any or all expenses, Texas HOSA will do so, but only if an official letter from a district administrator stating which expenses, if any, the district will assume, sent to the Texas Officer Coordinator, and is kept on file with the Executive Director and shared with the accountant.

I. State Conference: Attendance NOT mandatory but is encouraged.

- Registration and costs incurred in attending this conference are the responsibility of the officer's chapter/district.
- It is expected that if **Area Officers** will be attending the State Leadership Conference, they will attend the Area Officer Leadership Academy held in conjunction with this conference. There is no additional fee to attend.
- Area Officer Coordinator (AOC) should assist officers, as necessary, with their spirit ideas.

II. Leadership Development Institute (LDI): Attendance is MANDATORY.

- HOSA, TA Travel Policy for Financial Assistance and Reimbursement applies.
- The area officer's advisor is responsible for making district approved travel arrangements to the conference.
- Area officers will receive further leadership training and collaborate with Fall and Spring Conference Chairs in planning Area Conferences.
- Area officer advisors will remain on site, attend sessions, and assist when needed.
- Area officer advisors will attend sessions and assist as needed with area officers Program of Work development.
- Area officer advisors should be aware of officer responsibilities in conference planning.

III. Fall Leadership Conference (FLC): Attendance is MANDATORY.

- Conference registration fees are the responsibility of the area officer's chapter/district. Officers will register with their school chapter and the chapter/district is responsible for payment.
- The area officer's advisor is responsible for making district approved travel arrangements for the conference.
- An overnight stay for preparation may be deemed appropriate for area officers and advisors facilitating Fall Leadership Conferences located greater than 50 miles, one way, from the officer's home district. This stay would occur the night before the conference.

- HOSA, TA Travel Policy for Financial Assistance and Reimbursement will apply only for those requiring an overnight stay.
- The Area Officer Coordinator will ensure any travel arrangements have been made for officers and advisors requiring an overnight stay. Expenses may be handled by reimbursement or by requesting a check for payment prior to the conference. A request for payment (RFP) form and hotel invoice will be needed to receive a check in advance.
- Officer advisors will accompany their officer(s), remain on site, and assist when appropriate.
- AOC will accompany area officers and assist with planning of conference details. AOC will advise and help area officers to implement their plan for a successful conference.

VI. Area Spring Conference: Attendance is MANDATORY.

- Registration fees are the responsibility of the officer's chapter/district. Officers will register with their school chapter and the chapter/district is responsible for payment.
- The area officer's advisor is responsible for making district approved travel arrangements for the conference.
- Advisors will be prepared to come to the conference early with their area officer(s). Officers are required to arrive at the conference one day earlier than other conference attendees. Arrival is usually by 4:00 p.m. on Thursday.
- HOSA, TA Travel Policy for Financial Assistance and Reimbursement applies.
- The AOC will facilitate lodging arrangements for Area Officer Advisors and Officers, as needed. Expenses may be handled by reimbursement or by requesting a check for payment prior to the conference. A request for payment (RFP) form and hotel invoice will be needed to receive a check in advance.
- **HOSA, TA will ONLY cover the Thursday night lodging and meals until the Opening Session of the Conference.** At that time, all expenses revert to the home school. If the school will not otherwise be attending the conference, **and if the officer is NOT registered to compete in an event**, HOSA, TA will cover travel expenses the officer and advisor for the duration of the conference.
- Officer advisors will remain on site, attend sessions, and assist when needed.
- Area officers will be preparing for the nominating process, interviewing the new area officer candidates, conducting the business session, and officiating at opening and closing sessions.
- AOC will advise and help area officers to implement their plan for a successful conference. The Texas Officer Coordinator will attend the conference to assist the AOC.

VII. International Leadership Conference: Attendance is NOT mandatory but is encouraged.

- Registration and expenses incurred in attending this conference are the responsibility of the officer's chapter/district.

IX. State Officers and Advisors

Event Attendance and Information

HOSA, TA Travel Policy for Financial Assistance and Reimbursement

Travel expenses associated with mandatory HOSA, TA Officer functions, are the responsibility of the officer's chapter/district. If the chapter/district is unable to assume any or all expenses, Texas HOSA will do so, but only if an official letter from a district administrator stating which expenses, if any, the district will assume, sent to the Texas Officer Coordinator, and is kept on file with the HOSA, TA board president.

I. International Leadership Conference: Attendance is NOT mandatory but is encouraged.

- Registration and expenses incurred in attending this conference are the responsibility of the officer's chapter/district. Officers will register with their school chapter and the chapter/district is responsible for payment.
- Advisors will assist the officers with duties assigned by the TOC.

II. Professional Development Conference: Attendance is mandatory.

- HOSA, TA Travel Policy for Financial Assistance and Reimbursement applies.
- The state officer's advisor is responsible for making district approved travel arrangements for the conference.
- Lodging will be arranged by the HOSA, TA Executive Director for the advisors and officers.
- Meals will be either provided as a part of the conference or reimbursed by Texas HOSA, as appropriate.
- Officer advisors will remain on site with the officer(s), and assist with duties assigned by the TOC when needed.

III. Leadership Development Institute (LDI): Attendance is mandatory.

- HOSA, TA Travel Policy for Financial Assistance and Reimbursement applies.
- Lodging will be arranged by the Texas Officer Coordinator for the advisors and the officers.
- Meals will be either provided with conference registration or reimbursed by Texas HOSA, as appropriate.
- Officer Advisors will remain on site, attend sessions, and assist when needed.
- Officer Advisors should be aware of officer responsibilities in conference planning.

IV. Washington Leadership Academy: Attendance is mandatory.

- HOSA, TA Travel Policy for Financial Assistance and Reimbursement applies.
- The state officer advisor is responsible for making district approved travel arrangements for the conference and accompanying the officer during travel.

- Lodging and registration will be arranged by the Texas Officer Coordinator for the advisors and the officers.
- Meals will be either provided with conference registration or reimbursed by Texas HOSA, as appropriate.
- Advisors will assist the officers with duties assigned by the TOC.
- Officer Advisors will remain on site, attend sessions, assist when Needed, and accompany officer to all conference functions.
- Conference transportation will be provided by shuttle service.

V. Fall Leadership Conference (FLC): Attendance is requested IF the officer's school is attending.

- Registration fees are the responsibility of the state officer's chapter or district. Officers will register with their school chapter and the chapter/district is responsible for payment.
- State officers should be available to assist Area Officers at their request.
- Officer Advisors will remain on site, attend sessions, and assist when needed.

VI. Area Spring Conference: Attendance is requested IF the officer's school is attending.

- Registration fees are the responsibility of the state officer's chapter/district. Officers will register with their school chapter and the chapter/district is responsible for payment.
- State officers should be available to assist Area Officers ONLY at their request.
- In the event the BOD approves a State Officer to attend an Area Spring Conference outside of their home area, Texas HOSA will reimburse any expenses incurred for travel.
- Officer Advisors will remain on site, attend sessions, and assist when needed.

VII. State Leadership Conference: Attendance is mandatory.

- The state officer advisor is responsible for making district approved travel arrangements for the conference.
- Registration fees are the responsibility of the area officer's chapter/district. Officers will register with their school chapter and the chapter/district is responsible for payment.
- HOSA, TA Travel Policy for Financial Assistance and Reimbursement applies.
- Advisors will be prepared to come to the conference early with their state officer(s). Officers and advisors will be expected to arrive a day prior to the start of the conference for planning and rehearsals.
- HOSA, TA will only assume expenses until the opening session of the conference if the officer's school is attending the conference.
- HOSA, TA will cover travel expenses for the officer and advisor, if the officer's school is not attending the conference, and the officer is not registered to compete in an event.
- HOSA, TA Executive Director will assist in making the state officer advisor and officer lodging arrangements, as needed.

- State officer advisors will remain on site, stay at an approved conference hotel, and assist officers with duties assigned by the TOC.
- State officers will be preparing for the nominating process, interviewing the new state officer candidates, conducting the business session, and officiating at opening, business, recognition and closing sessions.