



# KENTUCKY HOSA POLICIES AND PROCEDURES MANUAL

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## PREFACE

This document is one of several publications that a KY Health Science Educator or KY HOSA Advisor should have in their professional library. Other publications which contain organizational information include the HOSA Inc. Policies, HOSA Handbook, HOSA Inc. Bylaws, Ky HOSA Bylaws, ILC Guide. This Policies and Procedural manual provides Ky HOSA leaders with a better understanding of how the organization operates.

Written policies and procedures are essential to effective and efficient operations of the organization; therefore, the policies are ever-changing.

The Ky HOSA Executive Committee maintains the Bylaws and makes the necessary changes from time to time in the Policies And Procedures Manual. Any suggestions to improve these policies and procedures should be directed towards the Ky HOSA Board at **[kyhosa@education.ky.gov](mailto:kyhosa@education.ky.gov)** .

A big thank you to the KY HOSA team for providing the vision of excellence that makes HOSA the number one student organization for tomorrow's healthcare professionals!

## KENTUCKY HOSA POLICIES AND PROCEDURES

### I. ORGANIZATIONAL STRUCTURE

#### A. HOSA, Inc.

The legal entity for International HOSA, is an incorporated non-profit organization chartered in Delaware receiving 501 ©(3) tax exempt status by the Internal Revenue Service. The object of HOSA, Inc, shall be to sponsor the student organization HOSA, Future Health Professionals. (Formerly the Health Occupations Students of America).

The primary documents for the organization are HOSA, Inc. Bylaws; HOSA Bylaws; Policies and Procedures Manual; ILC Guide; and HOSA Handbook.

#### B. Kentucky HOSA

Chartered association HOSA Inc, an International Organization

The legal name of this organization shall be Kentucky HOSA. The acronym KY HOSA may be used to designate the organization, its unit or members thereof.

### II. MEMBERSHIP AFFILIATION

A. KY HOSA Membership is specified in the KY Bylaws Article III Section 1.

B. Chapters shall renew affiliation with KY HOSA each year

C. Individual members of each chapter shall renew chapter, state, and International HOSA membership each year starting Aug 1st.

#### D. Affiliation Fees

Kentucky HOSA students, local advisors, and executive council members shall pay affiliation fees, both state and national, for the appropriate membership year.

- a) Failure to do so will result in loss of voting privileges with censure of the member.
- b) Honorary members are exempt from paying affiliation fees. These fees are paid by KY HOSA.
- c) Local advisor(s) must have membership in HOSA; therefore, they must pay affiliation fees.

State affiliation fees are \$10.00/year (updated 2022) and National affiliation fees are determined by National HOSA.

Membership registration will be done through on-line registration.

- d) All checks for affiliation fees should be sent to National HOSA.
- e) Checks for state and national affiliation fees should be made to National HOSA.

E. Middle School Affiliation

Any KY middle school that wishes to affiliate a HOSA chapter will need to follow the same procedures, and guidelines as secondary, and post-secondary schools wishing to affiliate.

- a) Until middle school membership reaches 5% of total KY HOSA membership, middle school members may not be eligible to serve as voting delegates or run as state officer candidates.

III. KENTUCKY HOSA STATE OFFICERS

- A. Students must be enrolled in the appropriate program when running for office and during the term of office. Officer candidates must have held a local office and be an active member, remaining active during their term of office.

- B. KY HOSA State Officers shall be:

President

Vice President

Secretary

Historian

Treasurer

Parliamentarian.

- C. These officers shall perform the duties described in these policies and procedures, Bylaws section \_\_\_\_\_ and, by the parliamentary authority adopted by this organization.

- D. Duties of Kentucky HOSA State Officers:

KY HOSA State Officers shall make themselves available as necessary in promoting the general welfare of HOSA.

State officers and their advisors are responsible for planning and conducting leadership training .

All state officers shall attend:

- a) All Executive Council Meetings
- b) State HOSA Meetings
- c) International HOSA Leadership Conference
- d) Assigned Committee Meetings
- e) State Conference Planning Meetings
- f) Leadership Training Sessions

State officers who miss two council meetings will be asked to resign.

- g) In the event of a resignation, it shall be the duty of the local adviser to provide a qualified applicant.
- h) If no such applicant is available, the Executive Council will make the decision to appoint a replacement, open the office for candidates as per current HOSA Bylaws, Article V Section 10, or leave the office vacant.

Each State Officer shall submit a written report of his/her annual position to the Executive Council at the March Executive Council meeting each year.

- i) The report should include a summary of official HOSA activities.

Adopted from KY HOSA bylaws and subject to change only at the annual executive council meeting in March.

President - It shall be the duty of the President to:

- j) Preside over all meetings of the KY Executive Council and state conferences.
- k) Develop an annual program of work with the assistance of the State Executive Council.
- l) Provide agendas to the Executive council with the help of his/her advisor in conjunction with the State Advisor, two weeks prior to the scheduled meeting.
- m) Have the deciding vote in the event of a tie.
- n) Serve as chairperson of the Script Committee, State Conference Planning Committee, and Future Planning/Exhibit Committee.
- o) Sit in on any other committee meetings that the state advisor

and/or the Executive Council deems necessary.

- p) Serve in an ex-officio status on all other committees.
- q) Make all necessary committee appointments after consulting with the State Advisor
- r) Attend the International Leadership Conference and serve as a voting delegate.
- s) Serve a one year term as immediate past president.
- t) The President must have an individual local advisor to serve as a member of the executive council alongside them.

Vice President - It shall be the duty of the Vice President to:

- u) Serve the state organization in any capacity as directed by the President, and to accept the responsibilities of the President as circumstances may demand.
- v) Responsible for publications and any other publicity event, including the KY HOSA Newsletter and disseminates this no later than the State Conference.
- w) Serve on committees deemed necessary by the President, Executive Council or State Advisor.
- x) The Vice president must have an individual local advisor to serve as a member of the executive council alongside them.

Secretary - It shall be the duty of the Secretary to:

- y) Keep an accurate record of all meetings of the KY Executive Council and KY HOSA Organization.
  - (1) These minutes shall be sent to members of the Executive Council within ten (10) days of the Executive Council meeting.
- z) Have previous minutes available at each meeting to be referenced upon. These minutes shall be distributed to the chapters upon request.
- aa) Prepare the minutes and other records as necessary, file records with KY HOSA, and handle all correspondence

- bb) Serve as chairperson of the Scholarship committee.
- cc) Serve on any committees deemed necessary by the President, Executive Council or State Advisor. Serve in any capacity as directed by the President.
- dd) He/She will send the state advisor a complete set of minutes which will include all motion sheets at the end of their term. This can be used in the audit of the HOSA Books.
- ee) The secretary must have an individual local advisor to serve as a member of the executive council alongside them.

Treasurer- It shall be the duty of the Treasurer to:

- ff) Submit annual reports on all accounts to the State Executive Council.
- gg) Give a report of the state organization's financial status at each Executive Council Meeting.
- hh) Compile and present a proposed budget for approval to the State Executive Council.
- ii) Keep an account of membership and compile a membership report to the council.
- jj) Serve as chairperson of the Finance Committee.
- kk) Serve on committees deemed necessary by the President, Executive Council or State Advisor.
- ll) The Treasurer position can be deemed unnecessary if a decision is made by the Executive Council to leave this office open.
- mm) Verify each local chapter's rosters, charter numbers, and membership numbers.
- nn) Make sure the advisor of each chapter is a paid member.
- oo) Keep an updated list of chapters with address, email, and phone number.
- pp) Keep a tally of secondary and postsecondary members on a spreadsheet to be used to calculate the number of voting delegates allowed. Middle school does not vote, but a tally of their members shall be kept on record.



- qq) Verify amount of payment after chapter affiliation.
- rr) Email chapters that have not affiliated by November 1
- ss) Send a welcome email after chapter has affiliated and paid
- tt) The Treasurer must have an individual local advisor to serve as a member of the executive council alongside them.

Historian- It shall be the duty of the Historian to:

- uu) Keep the records and materials of historical importance to the state organization in an electronic version of the scrapbook.
- vv) The scrapbook shall be archived either with the original scrapbook or in digital form and given to the state advisor prior to leaving the state conference.
- ww) An annual account of KY HOSA activities should be presented at the annual conference.
- xx) Submit articles for various publications including articles to the national organization.
- yy) Serve as a representative for Publicity publications, take photographs at all state HOSA activities and provide visual presentations at such events as state leadership conferences, and ILC.
- zz) Serve on any committees deemed necessary by the President, Executive Council, or State Advisor.
- aaa) The Historian must have an individual local advisor to serve as a member of the executive council alongside them.

Parliamentarian- It shall be the duty of the Parliamentarian to:

- bbb) Assist in conducting meetings in a business-like way and recommend changes to keep the Bylaws and Policies up-to-date.
- ccc) Conduct meetings according to Robert's Rules Newly Revised to which they are applicable and where they are not inconsistent with these Bylaws.
- ddd) The advisor to the Parliamentarian or an adult skilled in Parliamentary Procedures shall assist the official Parliamentarian during business meetings.

- eee) Serve as a voting delegate to the International Leadership Conference.
- fff) Serve as chairperson of the Bylaws Committee.
- ggg) Serve on committees deemed necessary by the President, Executive Council or State Advisor.
- hhh) He/She will be responsible for the Business session at SLC.
- iii) The Parliamentarian must have an individual local advisor to serve as a member of the executive council alongside them.

Past President- It shall be the duty of the Past President to:

- jjj) Act as peer advisor to the President and will be granted voting privileges.
- kkk) Serve as chair of the Alumni committee along with the Alumni members to the council.
- lll) The Past President or his/her advisor is expected to attend all regularly scheduled Executive Council meetings. Together, they shall have a total of one vote.
- mmm) The Past President may be assigned other duties by the State Advisor or President. If he/she is unable to fulfill the duties of this office, the advisor to the immediate past president will then assume the responsibilities.
- nnn) Upon graduation, the student may continue education, be employed in a healthcare related field, or be eligible to join as a professional member to retain the office of past president.
- ooo) The Past President must have a local advisor to serve as a member of the executive council alongside them. The Past President's advisor can be responsible for the past-president along with one other officer.

E. Supply Expenses: Each officer should utilize the advisor's school supplies whenever possible.

Any supplies/equipment provided by KY HOSA Executive Council (ie: thumb drives) shall be turned over to incoming officers at the first Executive Council Meeting following election of new officers.

The Historian will be responsible for an electronic version of the official HOSA scrapbook.

F. Travel Expenses- In state Travel - Approved travel of state officers will be reimbursed according to the following guidelines:

Meals:

- a) Breakfast      \$ 7.00
- b) Lunch            \$ 8.00
- c) Dinner           \$15.00

Lodging not to exceed \$50.00/night plus tax, unless required by KY HOSA.  
Receipts required

Mileage \$0.22/mile (when not provided by the local school).

- d) Printed map showing exact mileage must be submitted with a voucher and initiated by the officer's advisor.
- e) This cannot exceed \$10.00 one way, without Executive Council prior approval.

Parking fees and tolls -- receipt required over \$2.00.

- f) Must be incurred while on KY HOSA business.

Signature of the advisor and student's name must be listed for the proper approval of reimbursement of funds on travel expense forms.

Reimbursement forms are due to the state advisor within 30 days of expense

G. Code of Conduct

All state officers and/or student(s) appointed to stand in for an officer shall sign a conduct code and medical release form and provide proof of insurance.

- a) The original copy shall be given to the state advisor
- b) One copy to the state presidents advisor or Officer Coordinator
- c) One copy to the officer's local advisor.

A social media agreement will be signed by each state officer.

KY State officers and advisor's behavior at all times should be such that it

reflects credit to you, your school/college, your state and HOSA.

- d) This extends to the use of social networking sites including, but not limited, to Facebook, Twitter, Instagram, Snapchat, and YouTube.

Inappropriate behavior including social networking posts or outside behavior, could lead to disciplinary action, or resignation of office at the discretion of a committee appointed by the President.

An Advisor Code of Conduct Committee can be appointed by the president, which will be composed of non-officer executive council members, as needed.

#### IV. KENTUCKY HOSA STATE OFFICER ADVISORS

##### A. Officer Coordinator

The officer coordinator will not be a voting member of the council

Appointed by the executive council.

In the event the officer coordinator is not available, the advisor to the president shall act as the official advisor to the officers.

The Duties of the officer coordinator are to:

- a) Support and facilitation of the State Leadership Team
- b) Planning and facilitating monthly meetings of the team
- c) Preparing materials for the team
- d) Providing summaries and evaluation of meetings
- e) Facilitating the policy and systems development of the team
- f) Any other duties deemed necessary by the Executive council

- B. All officer advisors are expected to attend council meetings and shall assist as requested by the state advisor/Executive Council &/or advisor of the president.

Advisors should notify the State Advisor prior to 48 hours of a meeting if they are unable to attend.

- C. The state advisor, CFO, or designee shall make room reservations for the student officers.

It shall be the responsibility of each individual officer's advisor to notify the bookkeeper a week in advance if a student is not going to attend a

meeting/conference.

If the officer does not attend (and prior notification was not given), their local chapter will be responsible for the room charge

- D. The advisor signing the officer's candidate support form will be expected to serve as the Officer's advisor during term of office, transporting the officer to meetings when at all possible.

Only exception will be termination of the advisor teaching position.

## V. KY HOSA STATE EXECUTIVE COUNCIL

### A. KY HOSA State Executive Council Election Process

One health professional or professional in a health related field may be appointed by the council for a two year term.

- a) Appointments will be made on odd numbered years.
- b) The health professional shall have all the rights and privileges of a voting member of the Executive Council, and will co-chair exhibitor/future planning committee.

Alumni members must submit an application with a background check, or be appointed by the Executive Council.

- c) Appointed during the March meeting of even numbered years
- d) Have all the rights and privileges of a voting member at Executive Council meetings, and will co-chair the Alumni Committee with the Past President.

Secondary advisors shall be elected on odd-numbered years.

Postsecondary advisors shall be elected on even-numbered years.

### B. Voting

Both outgoing and incoming council members shall have voting privileges at the first Executive Council meeting following the election of officers at the State Conference.

Issues that members wish to submit for electronic voting should be initiated by the State Advisor.

- a) Only those that are time sensitive (need to be decided before the

next regularly scheduled meeting) will be handled by electronic means.

- b) Motions will then be generated by the sponsoring agency, (Bylaws, Article I, Section 2) and sent to the council for review and action.

### C. Committees

Committee members may be appointed at the April Executive Council meeting.

All members will be notified by the secretary as to their appointment.

Members will be notified by the committee chair as to meeting times.

The local advisor to the President shall serve as the State Conference Planning Committee Chairperson.

Script committee:

- a) Consist of the President, Vice President, Parliamentarian, and their advisors.
- b) Presented with a template for writing scripts.
- c) Meet during planning sessions prior to each state conference.

Finance committee:

- d) The finance committee will meet in February to work on the budget for the following year.
- e) After the budget is approved, itemized bills shall be submitted to KY HOSA for payment.
- f) Expenditures for any one item (or items of the same category) exceeding \$50.00 must have prior approval from the Executive Council.

(1) One exception shall be that the state advisor may have to purchase items to conduct state meetings and or HOSA business.

- g) As circumstances allow, efforts will be made to reduce the cost of participation in HOSA functions for those KY HOSA Executive Council members who are not reimbursed by their employer

Educational Workshop Committee:

- h) The educational workshop committee shall consist of the president's advisor, the vice president's advisor, the secretary's advisor, the treasurer's advisor, the historian's advisor, the parliamentarian's advisor, and the past president's advisor.
- i) The chair of the committee shall be the President's advisor
- j) This committee is responsible for all educational workshops/symposiums for the state leadership conference.

#### D. HOSA Attire

All state officers will wear designated HOSA attire to Executive Council meetings as well as all official HOSA functions.

- a) This includes meals as a group.
- b) Designation will be made by the State Officer Coordinator, Advisor to the President, or the State Advisor.

Executive Council members will wear business attire or HOSA casual (khakis and HOSA polo) to meetings.

Jeans are never appropriate for meetings and HOSA activities.

#### E. State Advisor Evaluation

The executive council shall conduct an evaluation of the State Advisor annually in February

- a) The evaluation form will assess key areas including
  - i) Clear and efficient communication
  - ii) Leadership and Management Skills
  - iii) Areas for improvement

### VI. KY REGIONAL CONFERENCES

- A. If a KY HOSA Region chooses to have a regional leadership event, it must be coordinated through KY HOSA and must use CMS (this is for liability issues-must be an official KY HOSA event).
- B. Regional events must be held in the fall, prior to the January SLC registrations.

VII. STATE LEADERSHIP CONFERENCE (SLC)

- A. All chapters must be in good standing in order to participate in SLC.
- B. Students must be covered by personal insurance or school insurance when attending official meetings or conferences of the state or international organizations.

This insurance information must be on the medical release form.

- C. Kentucky HOSA shall provide 50% cost of lodging, meals and travel for each requested International HOSA Officer participating at SLC.

Meals not to exceed 25.00/day with a banquet meal provided or current National HOSA policy.

- D. In order to call a special meeting of delegates during SLC, approval must be obtained from the State Advisor.
- E. Deadline for registration changes for SLC is to be set by the State Advisor.

After this deadline, changes due to extenuating circumstances must be approved at the conference registration desk.

A late registration fee of \$25.00 will be assessed per chapter for any state or international conference.

On-site registrations will be assessed a \$25.00 per person fee, if space is available.

Kentucky HOSA will charge a fee of \$30.00 for any check returned due to insufficient funds.

No student checks are to be submitted for payments to the state association. Only local HOSA chapters, boards of education, and/or advisors should make checks payable to "KY HOSA".

NO refunds will be given after registration deadlines.

In extenuating circumstances, if the state advisor approves a refund, there will be a charge of \$20 for each refund.

VIII. HOSA OFFICIAL DRESS CODE POLICY

- A. General Session Dress (REQUIRED):

HOSA's Official Uniform Policy

- a) Tailored navy blazer with emblem affixed over the heart.



- b) Matching navy slacks or navy knee length skirt
- c) White, closed-neck, tailored dress shirt suitable for tie or scarf
- d) Accents: maroon HOSA scarf or maroon or navy long tie
- e) Blue or black closed-toe shoes
- f) Hose are optional
- g) Belt (blue or black)
- h) Head covers that are required for religious purposes or to honor cultural tradition are allowed.

OR,

- i) Black or navy-blue suit
- j) White, closed-neck, tailored dress shirt with tie (maroon or navy long tie)
- k) White blouse (can be member's choice)
- l) Accent: maroon HOSA scarf
- m) Members may choose to wear knee-length skirt or slacks
- n) Blue or black closed-toe shoes
- o) Hose are optional
- p) Belt (blue or black)
- q) Head covers that are required for religious purposes or to honor cultural tradition are allowed.

Guidelines for appropriate attire for Competitive Events may be found in individual Competitive Event Guidelines.

## IX. COMPETITIVE EVENTS

- A. Students in Kentucky HOSA Competitive Events shall follow current National guidelines.
- B. In written competitive events, in case of a tie, current National guidelines shall be followed.

### Categories I-V

- a) I. Health Science Events

- b) II. Health Professions Events
- c) III. Emergency Preparedness Events
- d) IV. Leadership Events
- e) V. Teamwork Events
- f) Talent Show competition is a state event only.

(1) The Talent Show competition has two divisions – solo and group.

(2) Talent Show contestants are still eligible to compete in one individual or one group competitive event from Categories I-V

(3) Talent Show Group Competition can include middle school, secondary and post-secondary within the same group.

All students involved in skills events held off site must ride the bus to and from the competition site.

- g) If they do not, they will be disqualified in the event in which they are entered.

#### X. INTERNATIONAL HOSA LEADERSHIP CONFERENCE (ILC)

##### A. Attendance

All chapters must be in good standing in order to participate in ILC.

All student members who desire to attend ILC must attend SLC

- a) Unless it is due to extenuating circumstances, of which they have (3) days following the close of SLC to file an appeal with the KY HOSA State Advisor and Bylaw Committee who will also develop the format for the appeal process.

HOSA members and guests who are not a part of the Official Kentucky HOSA delegation and wish to attend the International Leadership Conference must do so by registering through the Kentucky State Advisor.

All attending with KY HOSA will be expected to adhere to all conference rules and regulations.

Kentucky HOSA has no responsibility for participant(s) while traveling to or returning from the International Leadership Conference.

## B. Funding

Students who qualify to attend the International HOSA Leadership Conference may receive funds from KY HOSA as voted on by the Executive Council and indicated on the approved budget.

At the March Executive Council meeting each year, the financial status will be reviewed and if funds are available a notice will be given to advisors regarding the amount of funds available for members.

The funds will be allocated to those chapters whose members actually attend and participate in a competitive event at the International Leadership Conference.

The state Secretary will make a list of students who qualify and submit the list to the Treasurer for reimbursement of allocated funds to the chapters.

- a) 1st, 2nd, 3rd place winners category 1-5
- b) Substitutes and 4th or 5th places do not qualify for reimbursement.
- c) Financial priorities will be given to the following:
  - (1) State Officers, Delegates (Voting)
    - (a) President
    - (b) Parliamentarian
    - (c) Vice President
    - (d) Secretary
    - (e) Treasurer
    - (f) Historian
  - (2) Priority order for voting delegates shall be:
    - (a) President
    - (b) Parliamentarian
    - (c) Vice President
    - (d) Secretary
    - (e) Treasurer
    - (f) Historian
  - (3) Competitors in category 1-5

Chapters that are not in good standing will not qualify for reimbursement.

A student eligible for receiving Kentucky HOSA money will be given allotted funds for one individual or team event only.

KY State HOSA officers are not eligible to receive competitive event allocations.

Completed chapter registrations and fees must be received by the set deadline for consideration of allocation from KY HOSA.

Prior to any allocations reimbursed to chapters for eligible ILC participants, the chapter advisor will provide the State Advisor with a copy of the ILC registration and will initial each student who actually attended ILC and participated in all general sessions, their competitive event or other assignments.

Checks will be sent to local chapters after the International Leadership Conference.

#### C. Voting Delegates

If there is not an adequate number of voting delegates to fulfill Kentucky's obligations at the International Leadership Conference, the State Advisor shall determine the selection of additional students.

#### D. HOSA Advisors Attending ILC

HOSA Advisors may attend ILC if willing to pay their own way.

Official advisors shall be chosen according to the following priorities:

- a) Local advisors to State Officers may be given first priority, dependent on conference registration.
- b) Local advisors with competitors will be chosen according to the state policy and the following point system
  - (1) First place – 30 points
  - (2) Second place – 20 points
  - (3) Third place – 10 points
  - (4) Group and team events count as one competitive event.

The number of official advisors eligible to receive partial reimbursement will be dependent upon the number of student members who attend ILC.

- c) Reimbursement to official advisors will depend upon the budget allocated through the Office of Career and Technical Education
- d) The official advisor may not receive full reimbursement for the conference.

If an advisor cannot attend ILC due to illness or extenuating circumstances

- e) The state advisor shall be notified immediately
- f) If an official Advisor cannot attend, the state advisor will appoint another official advisor.
- g) If a local advisor is not designated as an official advisor, and cannot attend, his/her chapter will be placed under the supervision of an advisor who is receiving funds.
- h) This procedure adheres to the Office of Career and Technical Education policy for student organization advisors attending out-of-state national meetings.

Reimbursement procedures will follow guidelines established by the funding agency i.e. Office of Career and Technical Education; Division of Career and Technical Education; and Kentucky Community and Technical College System.

- i) KY HOSA will not be responsible for refunds to advisors for registration, travel expenses, etc. in the event the advisor does not attend ILC.
- j) Advisors who receive funds to attend ILC are expected to participate in the TOTAL conference program.

All advisors attending are to take responsibility for the well-being of the members under their supervision to see that they participate in the total conference program, meet curfews, and conduct themselves properly while representing Kentucky HOSA.

Participation in the competitive event(s) sponsored by KY will be expected of all advisors and all students attending ILC

Official advisors' responsibilities for students begin upon the designated arrival date at ILC and end the morning following the closing session at the time of the advisor's departure.

Local advisors traveling to International Leadership Conference with students, are responsible for the students from time of departure until time of return.

#### E. Travel to ILC

All secondary students are expected to travel with an adult chaperone and stay at the official conference hotel in which an official HOSA advisor is housed.

ALL participants, students, advisors, guests, and family registered through

the state office must arrive at the ILC by the date designated by the state advisor, stay in a designated conference hotel, and pay conference registration fee.

XI. NATIONAL OFFICER CANDIDATE

A. Eligibility

KY HOSA Chapters in good standing may submit one qualified officer candidate

KY HOSA Candidates must have completed a minimum of a one year term as a KY HOSA State Officer.

B. National Officer Candidate Packet will be obtained from the state advisor.

C. The KY State Advisor may use any process she/he wishes to determine which candidate is eligible to run for a national office.

D. It is the KY State Advisor's responsibility to verify all forms, sign the application form if the candidate is endorsed and believes that the candidate is a good representative of KY HOSA and to the best of her/his knowledge would fulfill the responsibility of a National HOSA Officer.

E. All national candidate information must be submitted and received to the KY HOSA State Advisor by April 15.

XII. FINANCIAL MANAGEMENT

A. Ann Vescio Scholarship:

The Treasurer will send reminders in January to all chapters requesting Ann Vescio donations and maintain a list of all chapters donating to be recognized at the State Conference in March with a certificate.

B. Chief Financial Officer

Ledger:

- a) All expense and income records are kept on a Quicken Program.
- b) Savings account is recorded on a separate sheet and balanced every three months with a bank statement.

Financial reports:

- c) Reports are compiled from the Quicken Program for every Executive Council meeting.

- d) Yearly report is given at the close of the accounting period August 1st - July 31st.

Deposits and Receipts:

- e) Each item is receipted in sequential order
  - (1) Voided receipts are kept in receipt book, marked "VOID" and both copies are stapled together
- f) Deposit tickets are attached to deposit slips and kept in the deposit book from the bank.
- g) Official receipts are completed for all income sources.
- h) Copies of the official receipts are provided to each payee upon request

Expenditures:

- i) All expenditures must be in the approved budget or voted on by the Executive Council (up to \$50 over approved amount can be spent without prior approval).
- j) Consecutive numbered vouchers explaining expenditures are filled out and kept on file (voided vouchers must also be kept on file).
- k) Persons signing checks will be bonded at the expense of KY HOSA

Bank statements:

- l) Reconciling of Bank statements are done with outstanding checks, debits and deposits and filed for audit.

Federal income tax report is prepared and filed after the fiscal year and will be used with 501 © 3, which correlates with National HOSA.

State Staff or designee:

- m) Checks must have voucher number listed on them and have two signatures

- C. All funds raised under the collective name of "HOSA" are used by the HOSA organization for the purpose of HOSA.
- D. KY HOSA forbids any and all uses of organization funds, whether cash or checks, for personal or any use other than expressly for the benefit of HOSA.
- E. HOSA's policies and procedures are to collect past due accounts to ensure

affiliation and conference fees are collected and paid in a timely manner and all outstanding invoices are paid.

- F. The state advisor and the HOSA treasurer and their advisor work together to update membership.
- G. In December and January the treasurer and their advisor send out reminders to local advisors.
- H. In the April HOSA meeting, the finance committee meets and compiles lists of outstanding balances from conferences and from membership dues.

The committee shall send out reminders.

In May, the committee shall contact chapters with outstanding invoices.

Mid May, the principal and teacher are emailed the outstanding invoices.

When the new affiliation system goes active the following school year, all the chapters with outstanding invoices are blocked.

I. Credit Card Policy

All purchases must be for the sole purpose of HOSA and not personal.

Debit cards are not to be used under any circumstances.

- a) All receipts must be turned into the person responsible for the accounting functions within 30 days of the purchase.
- b) If any receipt is lost, a memo of explanation of the purchase and photo proof of the purchase must be submitted within 30 days of the purchase to the Board of Directors/Governing Body from the State Advisor within 30 days of the date of purchase.
- c) All abuses of the use of the credit card must be reported to the governing body immediately.

J. Open Financial Record Policy

- 1. All financial records must be open for inspection by any professional, Board of Directors member, HOSA, Inc., and or state education agency representative that have direct interest in or supervise the program or upon written request.