

KENTUCKY HOSA POLICIES

I. STATE OFFICERS

A. Instate Travel

Approved travel of state officers will be reimbursed according to the following guidelines:

1. Meals:

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

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

3. Mileage \$0.22/mile (when not provided by the local school). Printed map showing exact mileage must be submitted with a voucher and initiated by the officer's advisor. This cannot exceed \$10.00 one way, without Executive Council prior approval.

4. Parking fees and tolls -- receipt required over \$2.00. Must be incurred while on KY HOSA business.

5. Advisor initials are required for reimbursement of funds on travel expense forms.

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

7. Supply Expenses - Each State Officer should utilize advisor's school supplies whenever possible.

8. Both perishable and nonperishable supplies and equipment (i.e. thumb drives) will be turned over to incoming officers at the first Executive Council meeting following election at the State Conference.

B. 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. Original to be given to state advisor with copies to the advisor of the state president and to the officer's local advisor. 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. 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.

1. An Advisor Code of Conduct Committee can be appointed by the president, which will be composed of non-officer executive council members, as needed. A social media agreement will be signed by each state officer.

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C. Duties of Kentucky HOSA State Officers:

1. 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
2. State officers who miss two council meetings will be asked to resign.
3. In the event of a resignation, it shall be the duty of the local adviser to provide a qualified applicant. 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.
4. 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. The report should include summary of official HOSA activities.
5. Supply Expenses: Each officer should utilize advisor's school supplies whenever possible.
6. 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.
7. The Historian will be responsible for an electronic version of the official HOSA scrapbook.
8. PAST PRESIDENT- 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.

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D. Officer Advisors:

1. The advisor to the president shall act as the official advisor to the officers.
2. 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.
3. 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

4. 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 advisor teaching position.

II. EXECUTIVE COUNCIL

- A. After budget is approved, itemized bills shall be submitted to KY HOSA for payment. The budget committee will meet in February to begin work on the budget for the following year.
- B. Expenditures for any one item (or items of the same category) exceeding \$50.00 must have prior approval from the Executive Council. Exception: State Advisor may have to purchase items to conduct state meetings and or HOSA business.
- C. 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
- D. 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.
- E. All state officers will wear designated HOSA attire to Executive Council meetings as well as all official HOSA functions. This includes meals as a group. Designation will be made by advisor to the president or the state advisor. Executive Council members will wear business attire or HOSA casual (khakis and HOSA polo) to meetings. Remember, jeans are never appropriate for meetings and HOSA activities.
- F. Secondary advisors shall be elected on odd-numbered years. There is a 2-term consecutive limit.
- G. Postsecondary advisors shall be elected on even-numbered years. There is a 2-term consecutive limit.

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- H. One health professional or professional in a health-related field may be appointed by the council for a two year term. Appointments will be made on odd number years. The health professional shall have all the rights and privileges of a voting member and Executive Council meetings and will co-chair exhibitor/future planning committee. There is a 2-term consecutive limit.
- I. Alumni members must submit an application with a background check or be appointed by the Executive Council. Alumni members shall be appointed during March meeting of even years Executive Council. Alumni members shall 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. There is a 2-term consecutive limit.

- J. Issues that members wish to submit for electronic voting should be initiated by the State Advisor. Only those that are time sensitive (need to be decided before the next regularly scheduled meeting) will be handled by electronic means. Motions will then be generated by the sponsoring agency, (Bylaws, Article I, Section 2) and sent to the council for review and action.

III. INTERNATIONAL HOSA LEADERSHIP CONFERENCE

- A. Students who qualify to attend International 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. (1st, 2nd, 3rd place winners, category 1-5) Substitutes and 4th or 5th places do not qualify for reimbursement. Chapters that are not in good standing will not qualify for reimbursement. Checks will be sent to local chapters after the International Leadership Conference. HOSA's goal is to cover the conference registration cost for competitors.
- B. Financial priorities will be given to the following:
 - 1. State Officers, Delegates (Voting)
 - 2. Competitors in category I – V
- C. Priority order for voting delegates shall be:
 - 1. President
 - 2. Parliamentarian
 - 3. Vice President
 - 4. Secretary
 - 5. Treasurer
 - 6. Historian
- D. 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.

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- E. 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.
- F. 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.

- G. Completed chapter registrations and fees must be received by set deadline for consideration of allocation from KY HOSA.
- H. All student members who desire to attend ILC must attend SLC 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.
- I. 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.
- J. Kentucky HOSA has no responsibility for participant(s) while traveling to or returning from the International Leadership Conference.

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IV. HOSA ADVISORS ATTENDING INTERNATIONAL LEADERSHIP CONFERENCE

- A. HOSA Advisors may attend the National Leadership Conference if willing to pay their own way. Official advisors shall be chosen according to the following priorities:
 - 1. Local advisors to State Officers may be given first priority, dependent on conference registration.
 - 2. Local advisors with competitors will be chosen according to the state policy and the following point system
 - First place – 30 points
 - Second place – 20 points
 - Third place – 10 points
 - Group and team events count as one competitive event.
 - 3. The number of official advisors eligible to receive partial reimbursement will be dependent upon the number of student members who attend the International Leadership Conference. Reimbursement to official advisors will depend upon the budget allocated (through the Office of Career and Technical Education): the total amount budgeted (through the Office of Technical Education) for ILC is allocated among the official advisors; however, the official advisor may not receive full reimbursement for the conference.
- B. If a designated official advisor cannot attend due to illness or extenuating circumstances, the State Advisor shall be notified immediately and will select an alternate official advisor.
- C. If a local advisor is not designated as an official advisor, the members from his/her chapter will be placed under the supervision of an advisor who is receiving funds.

This procedure adheres to the Office of Career and Technical Education policy for student organization advisors attending out-of-state national meetings.

- D. 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.
- E. KY HOSA will not be responsible for refunds to advisors for registration, travel expenses, etc. in the event the advisor does not attend ILC.

V. **RESPONSIBILITIES OF HOSA ADVISORS ATTENDING ILC**

- A. Advisors who receive funds to attend ILC are expected to participate in the TOTAL conference program.
- B. 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.
- C. Participation in the competitive event(s) sponsored by KY will be expected of all advisors and all students attending the International Leadership Conference

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- D. Official advisors' responsibilities for students begin upon the designated arrival date at the International Leadership Conference and end the morning following the closing session at the time of the advisor's departure.
- E. 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.
- F. 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.
- G. Local advisors traveling to International Leadership Conference with students, are responsible for the students from time of departure until time of return.

VI. **AFFILIATION FEES**

- A. Kentucky HOSA students, local advisors, and Executive Council members shall pay affiliation fees, both State and National, for the appropriate membership year. 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.

- D. State affiliation fees are \$8.00/year and National affiliation fees are determined by National HOSA.
- E. Middle schools that wish to affiliate a HOSA chapter need to follow the same procedures, and guidelines as secondary, and post-secondary schools wishing to affiliate. 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.
- F. All checks for affiliation fees should be sent to National HOSA. Membership registration will be done through on-line registration. Checks for state and national affiliation fees should be made to National HOSA.

VII. STATE & INTERNATIONAL CONFERENCE

- A. All chapters must be in good standing in order to participate in State and International Conferences.
- 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.

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- C. Kentucky HOSA shall provide 50% cost of lodging, meals and travel for each requested International HOSA Officer participating in the State Conference, meals not to exceed 25.00/day with banquet meal provided or current National HOSA policy.
- D. In order to call a special meeting of delegates during State Conference, approval must be obtained from the State Advisor.
- E. A late registration fee of \$25.00 will be assessed per chapter for any state or international conference.
- F. Deadline for registration changes for State Conference is to be set by the State Advisor. After this deadline, changes due to extenuating circumstances must be approved at conference registration desk.
- G. On-site registrations will be assessed a \$25.00 per person fee, if space is available.
- H. Kentucky HOSA will charge a fee of \$30.00 for any check returned due to insufficient funds.
- I. No student checks are to be submitted for payments to the state association. i.e. Only local chapters, boards of education, and/or advisors should make checks payable to "KY HOSA".
- J. NO refunds will be given after registration deadlines.
- K. In extenuating circumstances, if the state advisor approves a refund, there will be a

charge of \$20 for each refund.

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VIII. HOSA OFFICIAL DRESS CODE POLICY

A. General Session Dress (REQUIRED):

1.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) Closed - toe blue or black (hose optional for women)
- f) Belt (blue or black)
- g) Head covers that are required for religious purposes or to honor cultural tradition are allowed.

2.OR,

- a) Black or navy-blue suit
- b) White, closed-neck, tailored dress shirt with tie (maroon or navy long tie)
- c) White blouse (can be member's choice)
- d) Accent: maroon HOSA scarf
- e) Members may choose to wear knee-length skirt or slacks
- f) Closed-toe blue or black shoes (hose optional for women)
- g) Belt (blue or black)
- h) Head covers that are required for religious purposes or to honor cultural tradition are allowed.

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

IX. COMMITTEES

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

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

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

D. Script committee:

- 1.The script committee will consist of the President, Vice President, Parliamentarian, and their advisors.
- 2.The script committee will be presented with a template for writing scripts.
- 3.The committee will meet during planning sessions prior to each state conference.

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X. STATE FUND RAISER

A. Right Response is a participating HOSA Fundraising Company. KY HOSA receives 5% of the Right Response portion of the profit from all fundraisers conducted by

HOSA Chapters.

XI. 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.
- C. The Talent Show competition has two divisions – solo and group. Talent Show competition is a state event only. Talent Show contestants are still eligible to compete in one individual or one group competitive event from Categories I-V
 - I. Health Science Events
 - II Health Professions Events
 - III Emergency Preparedness Events
 - IV Leadership Events
 - V Teamwork Events
- D. Talent Show Group Competition can include middle school, secondary and post-secondary within the same group.
- E. All students involved in Skill events held off site must ride the bus to and from the competition site. If they do not, they will be disqualified in the event in which they are entered.

XII. STATE OFFICER CANDIDACY

- A. Candidacy test is to be made and revised by HOSA State Advisor.
- B. The Officer Candidacy Test will be given prior to Nominating Committee Interviews at the State Conference.
- C. Advisors to Officer Candidates and the Candidates themselves are to be interviewed by the Nominating Committee.
- D. The Candidate interviews will include candidate and local advisor.

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- E. No state officer candidates' campaign expenses will be paid by Kentucky HOSA Treasury.
- F. Campaign rules will be disseminated in the State Leadership Conference Packet. Campaigning may start at the time designated by the Nominating Committee.
- G. Campaign costs should not exceed \$100.00 (reasonable value of donations must be included). Receipts are to be turned in to the Nominating Committee.
- H. Each candidate for state office should indicate a second and third choice for state

office on his/her application. Student officer candidates can be slated to run for any office, in accordance with Bylaws, Article V, Section 4 B

I. Members of the interview committee shall not have an officer candidate.

J. The interview committee will be appointed by the State Advisor.

XIII. NATIONAL OFFICER CANDIDACY

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

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

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

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

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

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

XIV. FINANCIAL MANAGEMENT

A. KY HOSA Treasurer

1. Membership duties:

- a) Check rosters verifying charter number and number of members. Make sure advisor is paid member.
- b) Keep updated list of chapters with address, email, and phone number.
- c) Keep tally of secondary and postsecondary members (can do all on spread sheet) this will be used for number of voting delegates allowed.
- d) Verify amount of payment after chapter affiliation.
- e) Email chapters that have not affiliated by November 1
- f) Send welcome e-mail after chapter has affiliated and paid

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2. Ann Vescio Scholarship:

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

B. Chief Financial Officer

1. Ledger:

- a) All expense and income records are kept on a Quicken Program.

- b) Savings account is recorded on separate sheet and balanced every three months with bank statement.
 - c) Financial reports:
 - i. Reports are compiled from the Quicken Program for every Executive Council meeting.
 - ii. Yearly report is given at the close of the accounting period August 1st - July 31st.
2. Deposits and Receipts:
- a) Each item is receipted (voided receipts are kept in receipt book, marked "VOID" and both copies are stapled together).
 - b) Deposit tickets are attached to deposit slips and kept in deposit book from the bank.
 - c) Official receipts are completed for all income sources.
 - d) Copies of the official receipts are provided to each payee upon request
3. Expenditures:
- a) 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)
 - b) Consecutive numbered vouchers explaining expenditures are filled out and kept on file (voided vouchers must also be kept on file)
 - c) Persons signing checks will be bonded at the expense of KY HOSA
4. Bank statements:
- a) Reconciling of Bank statements are done with outstanding checks, debits and deposits and filed for audit
5. Federal income tax report is prepared and filed after fiscal year and will be used with 501 © 3, which correlates with National HOSA.

C. State Staff or designee:

- 1. Checks must have voucher number listed on them and have two signatures

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Appendix I

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

KY HOSA Officer Duties

SECTION 1. The elected student officers of the Kentucky HOSA: Future Health Professionals shall be President, Vice President, Secretary, Historian, Treasurer, and Parliamentarian. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this organization.

SECTION 2. Students must be enrolled in the appropriate program when running for office and

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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.

SECTION 3. Duties of the Officers: The officers of the Kentucky HOSA: Future Health Professionals shall make themselves available as necessary in promoting the general welfare of the Kentucky Health Occupations Students of America. State officers and their advisors are responsible for planning and conducting Leadership training for local officers at the annual (KLTI) Kentucky Leadership Training Institute.

SECTION 3A. President:

It shall be the duty of the President to preside at all state conferences and meetings; make all necessary committee appointments after consulting with the State Advisor; serve as an ex-officio member of these committees; and develop with the assistance of the State Executive Council, an annual program of work. The local advisor to the President shall serve as the State Conference Planning Committee Chairperson. Duties of the president shall include: in conjunction with the State Advisor, be responsible for providing agendas to the Executive Council two weeks prior to the scheduled meetings, as presiding officer will have the deciding vote in the event of a tie. The President shall serve as chairperson of the Script Committee and attend all meetings of the KLTI/State Leadership Conference Planning and Exhibitor Committee. The President shall sit in on any other committee meetings that the state advisor and/or the Executive Council deems necessary. The President will attend the International Leadership Conference and serve as a voting delegate. The President shall serve a one-year term as immediate past president.

SECTION 3B. Vice President:

It shall be the duty of the Vice President to serve the state organization in any capacity as directed by the President, and to accept the responsibilities of the President as circumstance may demand. The Vice President is responsible for publications and any other publicity event, including the KY HOSA Newsletter and disseminates this no later than the State Conference. The Vice President shall serve on committees deemed necessary by the President, Executive Council or State Advisor.

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SECTION 3C. Secretary

It shall be the duty of the Secretary to keep an accurate record of all meetings of the state organization and State Executive Council meetings. These minutes shall be sent to members of the Executive Council within ten (10) days of the Executive Council meeting. The Secretary shall also have previous minutes available at each meeting to be referenced upon. These minutes shall be distributed to the chapters upon request. The Secretary shall prepare the minutes and other records as necessary; shall file all such records with KY HOSA; shall handle all correspondence; and serve in any capacity as directed by the President. The Secretary shall serve as chairperson of the Scholarship committee and serve on any committees deemed necessary by the President, Executive Council or State Advisor. 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 is be used in the audit of the HOSA Books.

SECTION 3D. Treasurer

The Treasurer shall submit annual reports on all accounts to the State Executive Council; give a report of the state organization's financial status at each Executive Council Meeting; compile and present a proposed budget for approval to the State Executive Council; keep an accounting of membership and compile a membership report to the council. The Treasurer shall serve as

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chairperson of the Finance Committee. The Treasurer shall serve on committees deemed necessary by the President, Executive Council or State Advisor. The Treasurer position can be deemed unnecessary if a decision is made by the Executive Council to leave this office open.

SECTION 3E Historian

It shall be the duty of the Historian to keep the records and materials of historical importance to the state organization in an electronic version of the scrapbook. The scrapbook shall be archived either with the original scrapbook or on CD form and given to the state advisor prior to leaving state conference. An annual account of KY HOSA activities should be presented at the annual conference. The Historian is responsible for submitting articles for various publications including articles to the national organization. The Historian shall serve as a representative for Publicity publications, take photographs at all state HOSA activities and provide visual presentations at such events as KLTI, State Leadership Conference, and ILC. The Historian shall also serve on any committees deemed necessary by the President, Executive Council, or State Advisor.

SECTION 3F Parliamentarian

A Parliamentarian shall assist in conducting meetings in a business-like way and recommend changes to keep the Bylaws and Policies up-to-date. The Parliamentarian shall conduct meetings according to Roberts Rules Newly Revised to which they are applicable and where they are not inconsistent with these Bylaws. The advisor to the Parliamentarian or an adult skilled in Parliamentary Procedures shall assist the official Parliamentarian during business meetings. The newly elected Parliamentarian shall serve as a voting delegate to the International Leadership Conference. The Parliamentarian shall serve as chairperson of the Bylaws Committee. The Parliamentarian shall serve on committees deemed necessary by the President, Executive Council or State Advisor. He/She will be responsible for the Business session at SLC.

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SECTION 3G Past President

The Past President shall act as peer advisor to the President and will be granted voting privileges. He/She will serve as chair of the Alumni committee along with the Alumni member to the council. 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. 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.

Conclusion of Appendix I

Addendums

Policy statement

Funds:

All funds raised under the collective name of "HOSA" are used by the HOSA organization for the purpose of HOSA.

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.

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KY HOSA's policies and procedures 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. The state advisor and the HOSA treasurer and their advisor work together to update membership. In December and January the treasurer and their advisor send out reminders to local advisors . In the April HOSA meeting the finance committee meets and compiles lists of outstanding balance from the all conferences and from membership dues. The committee send out reminders. May the committee make person contact r/t outstanding invoices. Mid May the principal and teacher are emailed the outstanding invoices.

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

The policies and procedures for collecting past dues and paid in a timely manner and all outstanding invoices are paid.