



Policy & Procedure Manual National & State Organizational Structure

NATIONAL AND STATE ORGANIZATIONAL STRUCTURE

NATIONAL HOSA INC.

HOSA Inc., the legal entity for HOSA, is an incorporated non-profit organization chartered in Delaware receiving 501 (c) (3) tax exempt status by the Internal Revenue Service. The object of HOSA, Inc. shall be to sponsor the student organization Health Occupations Students of America (HOSA). The primary documents for the organization are: HOSA Inc., Articles of Incorporation, HOSA Inc. Bylaws, HOSA Bylaws, Policies and Procedures, NLC Guide, and National HOSA Handbook.

North Carolina HOSA exists as a state affiliate of the National Organization and is recognized as the official career and technical student organization (CTSO) for Health Science Education students in North Carolina by the NC Department of Public Instruction.

1. MEMBERSHIP

Qualifications for membership in HOSA Inc. are specified in Article III, HOSA Inc. Bylaws. North Carolina is represented on HOSA Inc. by the NC Department of Public Instruction Health Science Education Consultant or designee.

2. TERM OF OFFICE

The corporate representative for each active state association shall be designated annually.

3. VACANCIES

The NC HOSA Board of Directors shall be responsible for filling a vacancy of its corporate representative. In the absence of a state directive or conflicting circumstances, the HOSA Inc. Board of Directors may designate persons as corporate members.

NC HOSA BOARD OF DIRECTORS

PURPOSE

As specified in Article III of the NC HOSA Inc. Bylaws, the Board of Directors shall manage all affairs of North Carolina HOSA. The Board is responsible for decisions made regarding



Policy & Procedure Manual National & State Organizational Structure

operation and growth of the state association, and for regional management of the organization, and is accountable to the North Carolina State Board of Education and Department of Public Instruction.

1. ELECTED MEMBERSHIP

- a. The membership of the Board, as specified in Article IV, Section 1 of NC HOSA Inc. Bylaws includes the following members with voting rights:
 - i. (2 years) One Regional Advisor representing middle school and secondary divisions in each region.
 - ii. One NCDPI Health Science Education Section Chief or designated staff representative.
 - iii. (2 years) Industry Representatives and Professional members whose total members are no more than 30% of the board members.
 - iv. (2 years) Postsecondary-Collegiate Representative.
 - v. (2 years) Alumni whose total members are no more than three of the board members.
 - vi. (1 year) North Carolina HOSA President.
- b. The following shall be ex-officio members without vote:
 - i. The Executive Director of North Carolina HOSA.
 - ii. The State Officer Advisor of North Carolina HOSA or designee.
 - iii. The Competitive Events Director or designee.
 - iv. The Accountant or designee employed by North Carolina HOSA.
 - v. (2 year) North Carolina HOSA President-elect (President-elect will transition to President the ensuing year).
 - vi. (1 year) North Carolina Post-Secondary/Collegiate President.

*Additional board positions are possible if and when the Board Chair, Chair-Elect, and/or Immediate Past Chair do not hold one of the standing board positions.

2. QUALIFICATIONS

- The qualifications for seeking elected membership on the Board are:
- a. Confirmation by the NC HOSA Executive Director that a candidate's current status is consistent with the Board position being sought via application process.
 - b. Commitment to attend four annual meetings of the NC HOSA Board of Directors. Tentative months are April, July, September, and January. Additional meetings may be called as needed.
 - c. Financial support/commitment from local school system to attend Board meetings for the position being sought. If local support is not approved/available, NC HOSA will provide assistance on an as needed basis.

3. ELECTION

- a. The elected members of the NC HOSA Board of Directors shall be elected by the local advisors at the NC HOSA State Leadership Conference.
- b. Elections for local advisor representatives will be held during the HOSA Advisor registration at the annual NC HOSA State Leadership Conference.
- c. Each local advisor will vote for one person from his/her region who has accepted nomination or has self-nominated and completed the application for a board position.
- d. All completed and time-stamped applications will be submitted to the NC HOSA Executive Director or designee and the NC Board of Directors Chairman, Immediate Past Chairman and Chairman-Elect.
- e. The local advisor receiving the most votes will be declared the winner.
- f. Elections of alumni and industry representatives will be held during the annual NC HOSA State Leadership Conference. Applicants will be voted by the NC HOSA Board of Directors.
- g. Student members of the Board shall be elected by the voting delegates during the Business Session at the NC HOSA State Conference. Student members include the President, Vice President, and Postsecondary/Collegiate President.
- h. As specified in Article IV of the NC HOSA Inc. Bylaws, the Board of Directors elects the chair-elect and secretary annually for a one-year term from within their own membership after board elections. The election will occur either at the board training in April or no later than the summer conference meeting in July. Advisors and health industry members are eligible for both positions.

4. QUORUM

Thirty percent (30%) of the voting members of the NC-HOSA Board of Directors shall constitute a quorum, as specified by Article V, Section 4 of the NC HOSA Inc. Bylaws.

5. VOTING

- a. Each voting member of the Board of Directors shall be allowed one (1) vote.
- b. Board members shall cast votes on association matters which are in the best interest of North Carolina HOSA and shall eliminate particular regional/district association views and personal biases.

6. REMOVAL

- a. If any Board member misses two scheduled meetings, recommendation will be made for removal as specified by Article IV, Section 5 of the NC HOSA Inc. Bylaws.

- b. Any Board Member may be removed by a majority vote of the membership, except as otherwise provided by law, as specified by Article IV, Section 4 of the NC HOSA Inc. Bylaws.

7. VACANCIES

A vacancy in the Board of Directors may be filled by 2/3 majority vote after the application process has been completed by interested candidates, as specified by Article VI, Section 3 of the NC HOSA Inc. Bylaws.

8. OFFICER DUTIES

- a. The Chairman shall:
 - i. Serve as the Chief Executive Corporation Officer of the NC HOSA Board of Directors with all legal responsibilities assigned to a non-profit corporation.
 - ii. Preside over all meetings of the Board as well as serve in an ex-officio status on all other committees, as specified by Article V, Section 6 of the NC HOSA Inc. Bylaws.
 - iii. Serve as special counsel for the Board as the occasion may require.
 - iv. Represent the association as deemed necessary.
 - v. Build a network among state healthcare companies and associations.
 - vi. Receive communication from and give feedback to the NC HOSA Executive Director as well as include immediate past chairman and chairman-elect.
 - vii. Review financial statements and audit report.
 - viii. Recruit qualified Board members and officers.
- b. The Immediate Past-Chairman shall:
 - i. Serve as a Corporate Officer of the NC HOSA Board of Directors with shared legal responsibilities assigned to a non-profit corporation.
 - ii. Serve as mentor to the Chairman and as special counsel for the Board as the occasion may require.
 - iii. Represent the association as deemed necessary.
 - iv. Serve as a voting member on the NC HOSA Board of Directors.
- c. The Chairman-Elect shall:
 - i. Serve as a Corporate Officer of the NC HOSA Board of Directors with shared legal responsibilities assigned to a non-profit corporation.
 - ii. Preside over all meetings of the Board in the absence of the Chairman as well, as specified by Article V, Section 6 of the NC HOSA Inc. Bylaws.
 - iii. Represent the association as deemed necessary.
- d. The Secretary shall:
 - i. Serve as a Corporate Officer with shared legal responsibilities assigned to a non-profit corporation.

- ii. Attend all Board and Executive Committee meetings and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
- iii. Give notice of all meetings and special meetings of the Board.
- iv. Send minutes of all meetings and special meetings, including Executive Committee minutes to the Chairman for review within 72 hours of the adjournment of all meetings.
- v. Share approved Board and Executive Committee meeting agendas and minutes with the Chairman and the NC HOSA Executive Director. The NC HOSA Executive Director or designee will post documents to the NC HOSA board approved protected data management system prior to the next scheduled meeting.
- vi. Share new or updated board approved policies with the Policy Committee Chairman, the NC HOSA Board of Directors Chairman, and NC HOSA Executive Director. The Policy Committee Chairman will be responsible for updating all appropriate bylaw and policy and procedure documents. The Policy Committee Chairman will send updated documents to the NC HOSA Board of Directors Chairman and NC HOSA Executive Director.

9. BOARD REPRESENTATIVE DUTIES

- a. Promote NC HOSA, National HOSA, Health Science Education, NC Department of Public Instruction, and all professional affiliations positively in a true leadership capacity, as specified by Article VI, Section 10.
- b. Review financial statements.
- c. Build a network among healthcare companies and associations, as well as other industries interested in supporting students interested in healthcare.
- d. Each voting board representative is expected to participate in discussion of agenda items and voting to ensure his/her region/district has a voice in all NC HOSA matters.
- e. Each non-voting board representative is expected to participate in discussion of agenda items.
- f. The NC HOSA Board of Directors Representative from each region/district will manage the delegation of region/district responsibilities and will be responsible for all communication between the state office and teachers in their district.
- g. The Board Representatives for each region/district are advised to appoint a Region/District Manager to assist with the following:
 - i. delegation of roles at region/district functions
 - ii. management of region/district functions
 - iii. serve as a proxy for an absent board member at official Board meetings
- h. Complete the NC HOSA Executive Director's annual board approved performance evaluation tool.
- i. Each board representative will be asked to sign an annual non-disclosure agreement.

- j. Actively participate in committee assignments.

10. STANDING COMMITTEES

Standing committees exist in addition to the NC HOSA Board of Directors, as specified by Article VIII of the NC HOSA Inc. Bylaws. Standing committees function and perform those duties as set forth in policies and procedures, or at times deemed expedient by the Board of Directors or the Executive Committee.

a. COMPETITIVE EVENTS COMMITTEE

- i. The Director of Competitive Events will be appointed by the NC HOSA Executive Director and approved by the NC HOSA Board of Directors. Members shall be appointed by the Director of Competitive Events and Executive Director. Members of the committee will include the Director, the Co-Director, Lieutenants, and Interns.
- ii. The term of office for the Director and Co-Director of Competitive Events will be 4 years. Terms of office for Lieutenants will be 3 years. Interns are invited by the competitive events committee to serve a one-year term as they are mentored by a lieutenant, and then may be invited back to serve as a lieutenant the following year for a three-year term.
- iii. The Director and Co-Director tenure will be as follows:
 - 1. Year 1 Co-Director
 - 2. Year 2 Director
 - 3. Year 3 Director
 - 4. Year 4 Co-Director
- iv. The purpose of the first year as Co-Director will be to learn the role of Director. The second year as Co-director (after completing two years as Director) will be to assist and support the new Director.
- v. Charges of the NC-HOSA Competitive Events Program
 - 1. Implement a program of competitive events to recognize individual and group development in the middle school, secondary, and postsecondary/collegiate divisions, and for members of special populations.
 - 2. Provide a management plan to efficiently and effectively implement the program.
 - 3. Appoint Lieutenants, Event Managers, and Section Leaders for each event.
 - 4. Monitor all awards and special recognition activities and actions to the benefit of HOSA and its supporters.
 - 5. Seek new avenues of recognition that will contribute in a positive manner to the growth of NC HOSA.
- vi. Responsibilities

1. Analyze all recommendations received from all sources.
2. Submit recommendations to the NC HOSA Board of Directors.
3. Keep accurate minutes of all official business and submit minutes to the NC HOSA State Office within ten (10) days.
4. Direct NC HOSA Competitive Event policies.

b. NC HOSA MANAGEMENT TEAM

- i. The NC HOSA Management Team is appointed by the NC HOSA Executive Director and serves to direct specified operations at the NC HOSA State Leadership Conference. Members of the Management Team may include:
 1. Educational Symposiums Director - Coordinates speakers/ presenters for the Educational Symposiums.
 2. Health Career Expo Coordinator - Contacts and coordinates potential exhibitors and directs the health fair.
 3. State Officer Candidate Manager - Coordinates the selection process for state officer candidates.
 4. Conference Page Director - Assigns and supervises members of the conference pages.
 5. Headquarters Staff - Assist in conference operations.
 6. Former State Officer Team - Former state officers who are invited back to help with general conference management.
 7. Tabulations Director - Compiles results of Competitive Events and prepares script.
 8. Director of Scholarships - Coordinates scholarship interviews and selection.
 9. State Officer Advisor - Coordinates and supervises the state officers and sessions.
 10. Judge Coordinator - Responsible for coordinating judging of competitive events.
 11. On-site and Off-site Facilities Coordinators - Coordinates and supervises the on-site and off-site facilities for competitive events.
 12. Director of Grants and Sponsorships - Coordinates grant writing and soliciting sponsorships to support NC HOSA and NC HOSA events.
 13. Director of Marketing and Image Designs - Creates and coordinates the image of NC HOSA brand, including certificates and awards.
- ii. Others may be appointed to the NC HOSA Management Team with approval from the Chairman of the NC HOSA Board of Directors.
- iii. Members of the Management Team may be compensated for their services, either in the form of a contract or through reimbursement for conference expenses.

c. Gold Star Chapter and Advisor Recognition

- i. The NC HOSA Chairman will assign NC HOSA Board of Director members to serve on the Gold Star Chapter and Advisor Ad Hoc committee to review, recommend, and update the recognition tools and submission procedures to recognize participating chapters and advisors at the NC HOSA State Leadership Conference. The NC HOSA Gold Star Advisor's name, earning the most points, will be submitted to be recognized at the International HOSA Conference.
- ii. The Gold Star Chapter and Advisor Recognition submissions will be judged by a committee consisting of five individuals. The judges will be comprised of a postsecondary/collegiate representative, an industry representative, an advisor representative, and alumni representatives not submitting submissions for recognition.

11. STATE OFFICE STAFF

a. Executive Director

- i. The Executive Director shall be hired by the NC HOSA Board of Directors as an employee of NC HOSA. A contract will be signed upon acceptance of the position.
- ii. The Executive Director will serve as the Chief Operating Officer of NC HOSA and is responsible for the daily operations of NC HOSA.
- iii. The Executive Director is hired on a consulting basis and must have the ability to plan, organize, and conduct regional/district and state leadership conferences for North Carolina HOSA.
- iv. The Executive Director and/or designee shall serve as an ex-officio member to all committees.
- v. The Executive Director shall serve as the liaison between National HOSA and NC HOSA, as well as the liaison between NC Department of Public Instruction and NC HOSA.
- vi. The Executive Director shall complete an annual performance evaluation of NC HOSA staff, including the State Officer Advisor and contract employees utilizing NC HOSA Board of Directors' approved evaluation tool.

b. State Officer Advisor

- i. Coordinate all work of the state officer/regional representative team.
- ii. Prepare and send information regarding state officer events to the officers and officer advisors at least one month prior to the event requiring state officer attendance. Send any updates to the information as needed.
- iii. Attend functions when necessary involving state officers (such as Washington Leadership Academy, Summer Conference, International Leadership Conference, State Leadership Conference, team meetings, etc.).

- iv. Coordinate with Administrative Assistant and Executive Director to schedule any travel necessary to attend events for self and officer team.
- v. Participate in the review of state officer candidate application process and packet making suggested changes to the Executive Director on an annual basis. The application packet must be posted no later than November each year.
- vi. Review and make recommendations to any speech an officer may need to prepare and deliver. Have examples readily available to share.
- vii. Be available to Audio Visual (AV) company to answer questions regarding scripts for SLC.
- viii. Review scripts for Chapter JumpStart and regional leadership conferences making any changes prior to practicing with the officer team.
- ix. Submit an annual personal growth plan to the Executive Director. Due by the end of April to make adjustments for the incoming officer team.
- x. Complete a monthly report of all accomplishments/activities.
- xi. Submit reimbursement requests and receipts within 30 days of the event for processing.
- xii. A NC HOSA credit card will be provided to use while at events to cover the cost of meals and other approved activities for staff/officers. Receipts for each purchase are required and should be submitted for reconciliation within 30 days of the event.

c. Administrative Assistant

- i. The administrative assistant is employed by the Executive Director under contract with the NC HOSA Board of Directors. A copy of the current contract for any employee of NC HOSA is available upon request by the NC HOSA Board of Directors.
- ii. The administrative assistant will complete duties as assigned by the Executive Director and/or Board of Directors.

12. HEADQUARTERS

The headquarters of North Carolina HOSA will be at the Department of Public Instruction under the supervision of the Director of Career Technical Education. The executive director may work remotely and travel as needed.

REGIONS / DISTRICTS

1. North Carolina HOSA is divided into eight (8) regions/districts, which in turn are composed of local chapters. This reflects a change made in 2009 as a result of a directive received from the North Carolina Board of Education.

2. The elected Board Representative for each region/district serves as the director of regional/district activities and as a liaison to the NC HOSA State Office. A regional/district manager and coordinators of specific activities may be assigned to manage the regional/district HOSA events.
3. All members of the region/district shall be members of local chapters in good standing with the state and international organizations. This means HOSA members must be members of both state and international organizations, as well as their local chapters.

AFFILIATION

State associations in good standing are those who recognize the importance of all health science education students and local and state advisors being affiliated with the state and international organization. Unless a student or advisor is affiliated with the local, state and international organization, he or she should not be regarded as a North Carolina HOSA member nor receive any rights or privileges thereof.

1. Annual affiliation fees are \$10 state/member and \$10 international/member. The chapter advisor must also be an affiliated member of HOSA.
2. Affiliation runs per academic school year regardless of affiliation date.
3. Affiliation deadlines are as follows:
 - a. Affiliation for state and international levels must be submitted to National HOSA on or before January 1 of the membership year, or by March 1 for students enrolled after January 1.
 - b. Additional affiliations must be made no later than registration deadlines for state and international conferences.
 - c. Chapters will be invoiced upon request.
 - d. Students must be affiliated for the current year to be eligible for state and/or international competition.
4. Members are not eligible for state competition if they are not affiliated with the state and international organization prior to the registration deadline for the NC HOSA State Leadership Conference.
5. Members are not eligible for international competition if they are not affiliated with the national organization prior to International Leadership Conference.
6. Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to ILC eligibility and the start of member/chapter services.
7. Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation form online through the affiliation system, the chapter is obligated to pay the appropriate state and international dues for all members submitted.

8. North Carolina HOSA members should send chapter affiliation monies (for state and international dues) directly to National HOSA. Chapters are required to affiliate using the online affiliation system.
9. Each HOSA chapter must have one or more local advisors who pay a membership affiliation fees.
10. All board representatives and competitive events program staff shall be affiliated members in good standing.
11. All delegates in attendance at the NC HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.

STATE OFFICERS

1. ELECTED OFFICERS

The elected officers are specified in the NC HOSA Advisor Guide and the NC HOSA Bylaws, Article IV, Section 1.

2. DUTIES

The duties of the elected officers are specified in the NC HOSA Bylaws, Article IV, Section 2. In addition, the state officers shall:

- a. Provide guidance, leadership, inspiration, and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer, chapter, or region/district.
- c. Handle correspondence in a prompt and professional manner, receive approval from the State Officer Advisor and/or Executive Director before sending correspondence, and send a copy of all correspondence to the NC HOSA State Officer Advisor and/or Executive Director.
- d. Provide a monthly report to the State Officer Advisor and/or Executive Director documenting HOSA activities on all levels including, local, region/district, state, etc.
- e. Unless otherwise designated, wear the official HOSA uniform when representing NC HOSA.
- f. Carry out their responsibilities but shall not let them interfere with continuing their education, to include maintaining a 3.0 GPA average for each grading period.
- g. Officers whose grades fall below a 3.0 GPA average will be placed on probation. Failure to improve to a 3.0 GPA average by the next grading period will result in the officer's removal from office.
- h. Forward all requests received for services (school visitations, supplies, speaking engagements, etc.) to the State Officer Advisor and/or Executive Director.
- i. Notify the State Officer Advisor and/or Executive Director immediately of circumstances which prevent carrying out an assignment. Failure to do so may result in probation up to removal from office.
- j. Act in a mature, responsible manner at all times, respecting the NC HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.
- k. The responsibility of taking minutes for the meetings will be rotated among all the state officers. Minutes should be prepared and forwarded to the members of the Executive Council and State Officer Advisor and/or Executive Director within thirty (30) days following their presentation.

3. CANDIDATES

- a. Officer candidates must submit an application, nomination form, travel form, transcript, and letters of support, as well as take a written test, deliver a prepared speech to a panel of judges, and participate in an interview.
- b. Candidates for secondary positions may be current sophomores or juniors.
- c. Candidates for post-secondary positions may be current freshmen, sophomores or juniors in college. If there are no post-secondary candidates, a current high school senior may be considered as a candidate for the post-secondary position.
- d. Past state officers may be re-elected to serve a second term as a state officer in a different membership category as long as the terms are not consecutive.
- e. State officer candidates shall not be allowed to serve as voting delegates at the North Carolina HOSA State Leadership Conference.

4. STATE OFFICER SCREENING COMMITTEE

- a. A screening committee composed of former state officers, chapter advisors, healthcare professionals, and others as appropriate are appointed by the Executive Director or the State Officer Candidate Manager.
- b. The screening committee shall interview qualified candidates and shall nominate no more than two (2) candidates for each region/district and for the office of Postsecondary/Collegiate President. Candidates may also be nominated from the floor if they have met the qualifying requirements.
- c. The screening committee may also screen International Officer Candidates. A state association shall submit no more than two (2) secondary, and two (2) postsecondary/collegiate candidates for student office. (Article IV, Section 6, National HOSA Bylaws)

5. TERM OF OFFICE

- a. Student officers shall be elected by ballot during the Business Session at the annual NC HOSA State Leadership Conference to serve one year.
- b. Terms of office shall begin May 1 after the annual conference at which officers are elected.

6. FINANCIAL RESPONSIBILITY

- a. All state officer travel must be approved by the State Officer Advisor and/or Executive Director.
- b. State officers who serve on the NC HOSA Board of Directors will be reimbursed for their round-trip travel, lodging, and meal expenses for official Board meetings.

- c. State officers who go to college out-of-state will be required to fulfill the duties of their office, regardless of distance, and will be reimbursed for travel at a rate no greater than reimbursement from their school of election.
- d. State officers will be reimbursed for expenses incurred while performing approved services for the association. Reimbursement for services at the local level will be the responsibility of the local chapter. Reimbursement for travel will be at the current local, regional, or state rates or as set by NC HOSA board.
- e. Reimbursements will be processed when a completed reimbursement/expense form and attached receipts are received by the State Officer Advisor and/or Executive Director. Completed forms should be submitted within thirty (30) days of the activity/meeting or they may not be reimbursed.
- f. State officers are expected to pay their membership affiliation fees.
- g. State officers are expected to pay baggage fees when flying.
 - i. Credit/debit cards are only accepted at the airline.
 - ii. NC HOSA will pay if needed and provide a receipt for any cash received to reimburse for baggage fees.
- h. NC HOSA will pay \$1000 toward the International Leadership Conference cost for newly elected state officers.
 - i. Officers must attend the entire conference to be eligible for the \$1000.
 - ii. The remaining balance for ILC is the responsibility of the individual officer and must be paid to NC HOSA.
 - iii. Each officer will receive an invoice for the amount owed.
 - iv. Officer balance per invoice is due by June 15 unless arrangements are made for a payment plan.
 - v. Balances are due even if officer does not attend after commitment made to attend the conference.
 - vi. If balance is not paid by SLC, officer will not be allowed to participate in SLC activities.
- i. NC HOSA will pay \$500 toward the International Leadership Conference cost for immediate past state officers if approved by the State Officer Advisor and/or Executive Director and if funds are available based on current year's budget.
 - i. Past state officers must make a request for approval and funds to the State Officer Advisor and/or Executive Director.
 - ii. If approved, past state officers must attend the entire conference to be eligible for the \$500.
 - iii. The remaining balance for ILC is the responsibility of the individual past state officer.
 - 1. If traveling with NC HOSA, an invoice will be provided for the remaining balance owed. All balances are due by June 15.
 - 2. If traveling with a local chapter, a check will be provided for \$500 to the local chapter for the past state officer.

- j. Any current state officer unable to afford the fees mentioned above will be able to request financial assistance. The expectation is the officer will communicate with the State Officer Advisor and/or Executive Director.
- k. Any officer removed from office will be expected to repay NC HOSA for all expenses incurred while in office, which may include travel/lodging, meals, clothing, etc.

7. VACANCIES

In the event of a vacancy in any state office, the regional/district vice-president/runner-up or Postsecondary/Collegiate President runner-up may become a state officer if approved by the Executive Council and NC HOSA Board of Directors in communication with the State Officer Advisor and Executive Director.

8. REMOVAL

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

- a. If a state officer should miss three (3) consecutive monthly reports, or two (2) required meetings, the officer may be asked to resign or go before a committee. The committee will consist of two (2) state officers, two (2) members of the Board of Directors, the state officer advisor, and the Executive Director. The committee shall determine the removal of the state officer.
- b. Violations of the Code of Conduct will initially be handled by the Executive Council. The council may recommend action or refer the violation to the NC HOSA Board of Directors.
- c. If the violation is not resolved by the Executive Council, the Chairman of the Board of Directors will review the situation and recommend action to the State Officer Advisor and/or Executive Director.
- d. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the NC HOSA Board of Directors for evaluation and action. If the officer involved is a member of the Board of Directors, he/she would not take part in the disciplinary referral.
- e. If the decision is to remove the state officer, the state officer may appeal the decision in writing to the NC HOSA Board of Directors. The Chairman of the Board of Directors will meet with, or conduct a conference call with, the state officer on behalf of the Board of Directors and make a full written report to the Board. A majority vote of the Board of Directors is required to overturn the decision. An email ballot will probably be taken to poll the Board members if time is an issue.

HOSA DIVISIONS

1. MIDDLE SCHOOL DIVISION

- a. As specified in Article III, Section 3 in the NC HOSA Bylaws, the Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions.
- b. The official definition for middle school members of HOSA for the purposes of Competitive Events is a middle school student is one who
 - i. is enrolled in a state approved health science program or is interested in or planning to pursue a career in the health professions
 - ii. has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference

2. SECONDARY DIVISION

As specified in Article III, Section 4 in the NC HOSA Bylaws, the Secondary Division shall be composed of secondary students who are or have been enrolled in a state approved Health Science program, an organized health career awareness program, and/or are interested, planning to pursue, or pursuing a career in the health professions.

3. POST-SECONDARY/COLLEGIATE DIVISION

As specified in Article III, Section 5 in the NC HOSA Bylaws, the Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED, and are enrolled in a healthcare related field at the undergraduate level, or are interested in or planning to pursue a career in the health professions.

4. MEMBERS-AT-LARGE

As specified in Article III, Section 6 in the NC HOSA Bylaws, members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with state associations, or where no active state association is established, directly with National HOSA. Members-at-large are not eligible to serve as voting delegates to the State/International Conference or seek elected office.



Policy & Procedure Manual National & State Organizational Structure

5. ALUMNI

As specified in Article III, Section 7 in the NC HOSA Bylaws, the Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

6. PROFESSIONAL

As specified in Article III, Section 8 in NC HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science in professional capacities. These may include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

7. HONORARY MEMBERS

As specified in Article III, Section 9 in the NC HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of NC HOSA - Future Health Professionals and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the NC HOSA Board of Directors. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office, and competing in events.

NC HOSA COMMUNICATION POLICIES AND PROCEDURES

WEBSITE MAINTENANCE POLICY AND PROCEDURE

Purpose: The NC HOSA web site is designed to provide information about NCHOSA for members, their parents, schools, healthcare partners and corporate sponsors.

Links to NCHOSA - NC HOSA will grant permission for educational and healthcare sites to link to the NC HOSA website, provided the educational or healthcare site is reputable and consistent with NC HOSA's mission. Written permission from NC HOSA Inc. must be obtained in order for another web site to use NC HOSA's emblem. Permission to use NCHOSA's emblem will only be granted to Associate Partners and Corporate Sponsors.

Right of Refusal - NC HOSA reserves the right to decline to link to a website for the following reasons:

- The website contains information which may be objectionable to the NC HOSA membership or NC HOSA Inc. Board of Directors.
- The website would create a conflict of interest with NC HOSA's existing partners.
- The content of the web site is not consistent with the mission of NC HOSA.
- The web site is NOT a healthcare website.

Access, Passwords, and Document Back Up:

- Minutes, agendas, contracts, and other NC HOSA documentation shall be stored in a contracted online cloud storage program. Members of the NC HOSA Board of Directors will be given access to view documentation pertinent to their role on the board through the online cloud storage program. Administrators of the online cloud storage program will be the staff of NC HOSA.
- All NC HOSA financial records reside with the accountant during the current fiscal year. Any check payments received by the NC HOSA office are forwarded to the accountant after remote deposit.
- Upon completion of the fiscal year end processing, all documentation is returned to the Executive Director for placement in the NC HOSA storage facility.
- All documentation is retained and destroyed per current IRS guidelines.

National Affiliation - NC HOSA will link to www.hosa.org and direct visitors to National webpage for resources that are not available on the NC HOSA site.

Partnership Links - All NC HOSA partners and sponsors will be listed on the Partnership page.

NC HOSA Home Page - NC HOSA reserves the right to add corporate logos with links to a corporate description page and website for sponsors, partners, and corporate associates.

Use of Photos - Any HOSA Conference attendee, whether it be at Regional, State, or International level, grants NC HOSA permission to take, use, and/or publish their photo/video on the NC HOSA website by way of the required signed participant form. *[Photo Release: "By attending this event, the student consents to North Carolina HOSA taking photo/video of the student during the event. North Carolina HOSA is authorized to use and publish these photos/videos in print and/or electronically and may use these photos/videos for any lawful purpose, including for example: publicity, illustration, advertising, and web content" (from the student form)].*

Use of Personal Information - NC HOSA uses the password protected, web-based platform, Tallo, to collect personal information. NC HOSA will only use personal information for NC HOSA related purposes. NC HOSA does not provide/sell personal information to commercial entities. Whenever a user voluntarily discloses personal information online, they do so with full knowledge of the risk. NC HOSA cannot be held accountable for any security breach encountered by Tallo.

Disclaimer - NC HOSA has provided links and pointers to Internet sites maintained by third parties. NC HOSA does not operate or control in any respect any information, products, or services on these third-party sites. The materials at www.hosa.org and the third-party sites are provided "as is" and without warranties of any kind either express or implied. To the fullest extent permissible pursuant to applicable law, NC HOSA disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. HOSA does not warrant that the functions contained in the materials will be uninterrupted or error-free, that defects will be corrected, or that this site or their server that makes it available, are free of viruses or other harmful components. NC HOSA does not warrant or make any representations regarding the use or the results of the use of the materials in this site or in third-party sites in terms of their correctness, accuracy, timeliness, reliability, or otherwise. The user (and not NC HOSA) assumes the entire cost of all necessary maintenance, repair, or correction.

PROCEDURES FOR WEBSITE MAINTENANCE

Maintaining the NC HOSA Webpage should focus on 4 key questions:

1) Does everything look as it should?

- Are photos/graphics appropriate size?
- Are logos correct and well placed?
- Check for typos and text formatting issues.
- Perform a brand audit - does everything on the site reflect the HOSA brand?
- Check how it looks from handheld devices, tablets, phones, etc.

2) Is the information accurate and current?

- Update program and services
- Review forms and update dates
- Check time-limited content/deadlines

3) Are all the access points working properly?

- Do hyperlinks and redirects work properly?
- Test access from various browsers and devices
- Review analytics, if available for utilization data

4) Is our site safe and secure?

- Regular backups
- Check status of domain ownership and renewals

- Run regular security updates
- Update software and plugins

Domain	Items for Review	Person Responsible
Look	<p>photos/graphics appropriate size <i>(Monthly)</i></p> <p>logos correct and well placed <i>(Quarterly)</i></p> <p>typos and text formatting issues <i>(Monthly)</i></p> <p>brand audit <i>(Annually)</i></p> <p>how it looks from handheld devices, tablets, phones, etc. <i>(Annually)</i></p>	<p>Website committee members will review the site monthly and report any errors and needed corrections to the paid NC HOSA staff (i.e., Executive Director, State Officer Coordinator, and Admin Support).</p> <p>BOD can also make suggestions about corrections/improvements to the website, including suggestions received from constituents.</p>
Accuracy	<p>Update program and services <i>(Quarterly)</i></p> <p>Review forms and update dates <i>(Quarterly or six weeks prior to an event)</i></p> <p>Check time-limited content/deadlines <i>(Quarterly or 6 weeks prior to an event)</i></p>	<p>Website committee members, BOD Members and paid NC HOSA staff (i.e., Executive Director, State Officer Coordinator, or Admin Support).</p>
Operations	<p>hyperlinks and redirects <i>(Quarterly)</i></p> <p>access from various browsers and devices <i>(Annually)</i></p> <p>Analytics <i>(Annually)</i></p>	<p>Paid NC HOSA staff (i.e., Executive Director, State Officer Coordinator, or Admin Support).</p>

Domain	Items for Review	Person Responsible
	Integrations (<i>Annually</i>)	
Safety	Regular backups (<i>Monthly</i>) Status of domain ownership and renewals (<i>Annually</i>) Regular security updates (<i>Monthly</i>) Confirm Security Certificate (<i>Annually</i>) Permissions (<i>Annually</i>) Update software and plugins (<i>Quarterly</i>)	Paid NC HOSA staff (i.e., Executive Director, State Officer Coordinator, or Admin Support).

GRIEVANCE POLICY

The intent of this policy is to ensure and provide a way to improve NC HOSA through discussion of complaints or problems that are inhibiting the success of the organization in a timely and professional manner. All parties involved shall have a right to file a grievance, using the procedures described below, without fear of recrimination. All advisors should attempt to solve a conflict informally with the assistance of the executive director and/or elected regional board representative. The informal resolution of conflicts between differing parties is encouraged. However, conflicts that cannot be resolved in this manner should be referred to the North Carolina HOSA Board of Directors Chair by following policy below.

Every effort should be made to file a grievance within sixty (60) days of when the grievant knew or should have reasonably known of the alleged conduct. The formal complaint must be submitted to the NC Board of Directors Chair in writing, signed, and dated. The written complaint must include:

- A statement of the policy, procedure, personnel practice, performance evaluation, or other violation,
- Details of the complaint; including names, dates, and times,
- The perceived impact of the alleged violation(s), and
- The recommended action needed to resolve the matter.

Upon receipt of the formal complaint, the NC HOSA Board of Directors Chair shall have thirty (45) days to review the formal complaint, solicit a response from all parties involved, and to schedule a board meeting to discuss the complaint. The board will notify all parties, announcing the date of the meeting within fourteen (14) days of the meeting; allowing all parties time to submit any details/documents needed for review. The Board of Directors will then meet and decide what actions need to take place. *If a board member is unable to uphold their obligation to be neutral and impartial to the grievance process or is involved in the grievance, they will be asked to exclude themselves for the specific called meeting.* At the conclusion of the meeting, the board will compile a fact-based report and make decision for resolution to the State Executive Director. All parties will be presented in writing, by mail, or in person, of the outcome of the grievance and the actions taken within thirty (30) days of the called meeting by the State Executive Director. The specifics of the corrective action taken, if any, are made by the NC Board of Directors and all decisions related to formal complaints or grievances are final.

NC HOSA Executive Director Annual Evaluation - Chairman Duties

The intent of this policy is to ensure consistency in practice and a way to communicate the annual performance evaluation of the NC HOSA Executive Director.

a. The Chairman shall:

- Review the NC HOSA Board of Directors' approved evaluation tool with the full board during its annual board training and provide instructions. Each rating shall include a comment to support the rationale for the rating. Reminders and discussion will take place throughout the annual term.
- Instruct the full board of directors to complete the performance evaluation tool within five days of the completion of the NC HOSA State Leadership Conference.
- Instruct the NC HOSA Executive Director to complete a self-evaluation using the NC HOSA Board of Directors' approved performance evaluation tool and to provide artifacts by the designated deadline.
- Instruct the full board of directors to complete the annual performance evaluation tool and submit by the designated deadline. The performance evaluation tool results shall be submitted to the Chairman, Chairman-Elect, and Immediate Past Chairman to ensure transparency of the ratings.
- Review and compile the results to send to the NC HOSA Executive Director and the NC HOSA Executive Committee for their review prior to the May board of directors' meeting. An average of each evaluation rating and all comments will be shared. The names of the members submitting will be excluded to maintain anonymity.

- Share the compiled data with the full board of directors. A comparative analysis of the performance evaluation ratings from the previous year will be included in the data.
- Allot time on the May board of directors' agenda for a closed session, excluding the NC HOSA Executive Director and ex-officio members. The closed session will provide opportunity for voting board members to discuss the data and relevant comments. The NC HOSA Executive Director will be asked to rejoin the meeting and provided an opportunity to share any information they believe merits further clarification.
- Review the NC HOSA Executive Director's employment contract.

NC HOSA Conflict of Interest Policy

PURPOSE

The purpose of the NC HOSA Conflict of Interest policy is to guide those affiliated with NC HOSA to act within the best interest of the organization and describe potential conflicts of interests and when to disclose such conflicts.

“A conflict of interest policy defines conflicts of interest, identifies the classes of individuals within the organization covered by the policy, facilitates disclosure of information that can help identify conflicts of interest, and specifies procedures to be followed in managing conflicts of interest.”

(IRS - Instructions to the Form 990, p. 22).

SCOPE

This policy shall apply to any executive board member (as defined in HOSA, INC. Bylaws, Article IV, Section 1), volunteer, or employee of NC HOSA.

Definition

1. Conflict of Interest

A *conflict of interest* arises when a person in a position of authority over an organization, such as an *officer, director, manager, or key employee* can benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. For this purpose, a conflict of interest does not include questions involving a person's competing or respective duties to the organization and to another organization, such as by serving on the boards of both organizations, that don't involve a material financial interest of, or benefit to, such person (IRS - Instructions to Form 990, p. 22).

2. Interested Person



Policy & Procedure Manual National & State Organizational Structure

Any Board of Director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

IRS Considerations

The IRS Form 990 asks not only about whether NC HOSA has a written conflict of interest policy, but also about the process that NC HOSA uses to manage conflicts, as well as how NC HOSA determines whether board members have a conflict of interest.

The IRS requires notice (on IRS Form 990) if NC HOSA's officers, directors, trustees, and key employees are required to disclose or update annually (or more frequently) information regarding their interests and those of their family members that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations and those of family members.

Furthermore, the IRS requires a written process for identifying the organization's practices for monitoring proposed or ongoing transactions for conflicts of interest and dealing with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Conflicts that are not managed can result in significant penalties, called "intermediate sanctions," (defined as an excise tax) assessed against the person who benefits as well as against the organization (IRS, 2016a).

The IRS also states that section 501(c)(3) organizations must not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests (IRS, 2016b). No part of the net earnings of a section 501(c)(3) organization may inure to the benefit of any private shareholder or individual. A private shareholder or individual is a person having a personal and private interest in the activities of the organization.

Policy

A policy governing conflicts of interests is perhaps the most important policy NC HOSA can adopt. The policy should include an explanation of which persons are covered under the policy, the level at which determinations of whether a conflict exists are made, and the level at which actual conflicts are reviewed. Also explain any restrictions imposed on persons with a conflict, such as prohibiting them from participating in the governing body's deliberations and decisions in the transaction.



Policy & Procedure Manual National & State Organizational Structure

Process in disclosing / reviewing conflicts of interest

1. The Board Chairman shall include in the agenda of at least one meeting annually if any **voting** member of the executive committee (including their family) has any potential or foreseen conflicts of interest. Affirmative responses will be recorded in the minutes. Board members may be asked to complete a questionnaire disclosing existing or potential conflicts of interest (Appendix).
2. The Board Chairman shall also query newly appointed (voting) board members during their initial orientation on potential conflicts of interest and report affirmative responses in the next scheduled board meeting to be recorded in the minutes. Newly elected/appointed board members will be asked to complete a questionnaire disclosing existing or potential conflicts of interest (Appendix).

Process to manage conflicts of interest

1. Any voting board member who believes they may have a conflict of interest with a proposal or decision up for a vote shall recuse themselves or abstain from the voting process.
 - a. When recording the vote in the minutes, it should be recorded that a vote was taken but that the “interested” member abstained.
2. The board will discuss any disclosed conflicts and how to handle the conflict. The board member in question may be asked to leave the room at the discretion of the Board Chairman.
3. Any voting board member who knowingly fails to disclose conflicts shall be disciplined up to and including removal from the board.

Appendix: Conflict of Interest Questionnaire

Board of Director Annual Conflict of Interest Statement

1. Name: _____ Date: _____
2. Position:
 - Are you a voting Board of Director Member? Yes No
 - Are you an Officer? Yes No
 - If you are an Officer, which Officer position do you hold: _____.
3. I affirm the following:
 - I have received a copy of the NC HOSA Conflict of Interest Policy. _____ (initial)
 - I have read and understand the policy. _____ (initial)
 - I agree to comply with the policy. _____ (initial)



Policy & Procedure Manual National & State Organizational Structure

- I understand that NC HOSA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____ (initial)

4. Disclosures:

- Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with NC HOSA? Yes No
 - If yes, please describe it: _____
 - If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No
- In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with NC HOSA? Yes No
 - If yes, please describe it, including when (approximately):

 - If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

Date: _____

Signature of Board of Director: _____ Date: _____

Date of Change	Revision
02-28-2020	Added Website Maintenance and Grievance Policies and Procedures
5-15-2021	Added Changes to Voting Members and Clarification to Duties
	Added NC HOSA Executive Director Annual Performance Evaluation
5-15-2021	Added Non-disclosure and Confidentiality
	Added Conflict of Interest Policy
	Added Document Storage Policy