



PREFACE

This document is one of several publications that a Health Science-HOSA leader should have in his/her professional library. Other publications, which contain organizational information, include the NATIONAL HOSA HANDBOOK, GEORGIA HOSA, INC. Bylaws, HOSA Bylaws, and the ILC GUIDE. It is believed the POLICIES AND PROCEDURES MANUAL provides GEORGIA HOSA-Future Health Professionals, INC. and HOSA leaders with a better understanding of how the state organization operates.

The GEORGIA HOSA, INC. Policy 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 to the Chairman of the GEORGIA HOSA, INC. Board of Directors, the Chairman of the Policy Committee or through the HOSA Headquarters.

GEORGIA HOSA, INC.

Board of Directors



I. ORGANIZATIONAL STRUCTURE

A. GEORGIA HOSA-Future Health Professionals, Inc.

GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., the legal entity for GEORGIA HOSA, is an incorporated, non-profit organization chartered in Georgia receiving 501 (c) (3) tax exempt status by the Internal Revenue Service. The object of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., shall be to sponsor the student organization, Georgia HOSA. (Formerly the Georgia Health Occupations Students of America.) The primary documents for the organization are: GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Articles of Incorporation; GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws; GEORGIA HOSA Bylaws; Policies and Procedures Manual; Georgia HOSA Chapter Management Guide; National HOSA Handbook.

1. MEMBERSHIP

Qualifications for membership in GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., are specified in Article VI, Section 1, Georgia HOSA, Inc., Bylaws. The membership of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., shall be determined by October 1st of each year.

2. TERM OF OFFICE

The corporate representative for each office shall be designated annually.

3. VACANCIES

The Georgia HOSA-Future Health Professionals, Inc. Board of Directors (hereinafter referred to as BOD) shall be responsible for filling any vacancies.

4. OFFICERS

The officers of the corporation are specified in Article IV, Section I, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws.

5. QUORUM

Fifty percent (50%) + 1 of the membership shall constitute a quorum as specified in Article V, Section 4, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws.



6. MEETINGS

The four (4) meetings of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., are specified in Article V, Sections 1 and 2, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws. In Section 2, special meetings may be called, except as provided by law, by the Chair of the Board or the BOD.

7. WRITTEN NOTICE

The headquarters staff will issue written notice of the date, time and place of any meeting not less than thirty (30) days prior to the meeting as noted in the Georgia HOSA-Future Health Professionals, Inc. Bylaws, Article V, Section 3.

8. VOTING

Every corporate representative having the right to vote shall be entitled to vote in person or by proxy. All elections shall be determined by a plurality vote and all other matters shall be determined by a majority vote of the members present in person or by proxy and voting on such other matters.

9. PROXY

Any member who is unable to attend a meeting may appoint a proxy to cast his or her vote. All such proxies shall be transmitted by the holder to the Secretary prior to any participation in the meeting on behalf of the absent member.

10. MAIL/EMAIL/CONFERENCE CALL BALLOTS

For expediency, mail, email or voice ballots are allowed in Article V, Section 5, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws. A quorum for mail ballot shall be a majority of the membership.



B. BOD

1. PURPOSE

The BOD shall manage all affairs of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC.

2. ELECTED MEMBERSHIP

The membership of the Board is specified in Article VI, Section 1, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws. The qualifications for seeking elected membership on the Board are:

- a) Confirmation by Georgia HOSA state headquarters that a candidate's current status is consistent with the Board position being sought.
- b) Commitment to attend meetings as specified in Article V, Sections 1 and 2, Georgia HOSA-Future Health Professionals, Inc., Bylaws.
- c) Financial support on an as needed basis to attend the meetings for the position being sought as specified in Article VI, Section 6, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws.
- d) Willingness to serve on one or more Standing Committees of the Board. Responsibility and initiative shall be exercised by each committee member in effecting the desired results of the committee's charge.

3. ELECTION

The elected members of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD shall be elected by the standing BOD attending the annual Board meeting in the first quarter of the fiscal year and shall be determined by majority vote, with the exception of the Immediate Past Chair of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD.

- a) The officers of the Board shall be Chair, Immediate Past-Chair, Chair-Elect, Treasurer, and Secretary. They shall serve on the Executive Committee. All officers shall be elected members of the BOD and shall be elected by a majority vote of the BOD. The Chair-Elect, Treasurer, and Secretary shall be elected



annually by the BOD. The Chair-Elect shall serve as Chair the following year. The responsibility of the officers shall be in keeping with their elected position.

- b) Process for Election: The Nominating Committee for board officers shall be the Chair of the Policy and Nominating Committee and two other committee members appointed by the Board Chair. It will be the responsibility of the nominating committee to secure and prepare an acceptable slate for the election of board officers.
- c) Persons seeking to be elected to either Chair-Elect, Treasurer, or Secretary must submit their intention in writing, along with a professional resume, to the chair of the nominating committee at least three weeks prior to the annual board meeting when the election is to take place. Members who need financial assistance to attend the Board meetings should make a written request to the Executive Committee Thirty (30) days prior to the need.
- d) The resume shall include information about the prospective nominee which includes current membership and leadership experience in HOSA (local, state and/or national), membership in the Association for Career and Technical Education/HSTE Division as well as nominee's verification that they will be able to meet the time commitments required to serve in the position. Each nominee will be required to submit a short paragraph regarding their philosophy about HOSA and future directions for the organization.



- e) The nominating committee will review applications and determine if they are complete and if applicants are eligible. At least two (2) weeks before the election is to take place, the committee will submit in writing the list of nominees and qualifications to the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD.
- f) The nominating committee will present the candidates to the board at the annual Board meeting in the first quarter of the fiscal year, allowing each candidate five (5) minutes to describe their qualifications and philosophy. The board will then elect officers by paper ballot. A simple majority of the board members present will be needed for elections.
- g) No persons may be placed on the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board Ballot unless they have been properly screened by the Nominating Committee and approved by the BOD as qualified candidates.

4. EX-OFFICIO MEMBERS

The ex-officio members are specified in Article VI, Section 1, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws. Ex-officio members serve the organization because of their current position or titles and are not elected by GEORGIA HOSA or GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC.

5. TERM LIMITS

A qualified person may be elected to serve two (2) consecutive two (2) year terms for a total of four (4) years on the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD.

6. QUORUM

Fifty percent (50%) +1 of the voting members of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD shall constitute a quorum as specified in Article V, Section 4, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws.

7. VACANCIES

As specified in Article VI, Section 3 in the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws, a vacancy on the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD may be filled until the next annual meeting of



the membership of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. by a majority vote of the Executive Committee.

- a) When a vacancy is determined, the Chair of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board will notify the BOD within thirty (30) days of receipt of a letter of resignation.
- b) Applications for an interim appointment by the BOD at the annual meeting during the 1st quarter will be accepted by the Nominating Committee until ten (10) days prior to the Board meeting.
- c) The Nominating Committee will screen the applications and provide the BOD with a list of qualified candidates to fill the vacancy until the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. meeting during the 1st quarter. BOD elected for an interim appointment may seek appointment by the corporate members for the remaining term of the Board position.

8. OFFICER DUTIES

- a) The Chair shall:
 - (1) Serve as the Chief Executive Officer of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., with all legal responsibilities assigned to a not-for-profit corporation.
 - (2) Preside over all meetings of the Board and Executive Committee as well as serve in an ex-officio status on all other committees.



- (3) Preside over all of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Board of Director corporate meetings.
 - (4) Serve as special counsel for the Board as the occasion may require.
 - (5) Represent the association as deemed necessary, to include co-signing of major contracts.
 - (6) Assist, when needed, (with headquarters) all contracts and letters of commitment.
- b) The Chair-Elect shall:
- (1) Attend all Board and Executive Committee meetings.
 - (2) Be a person who is suitable to assume the position of Chair at the expiration of the Chair's term.
 - (3) Serve in the absence of the Chair.
 - (4) Shadow the Chair during their year of service.
 - (5) Perform such duties as the Chair may direct.
- c) The Secretary shall:
- (1) 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.
 - (2) Provide meeting minutes to members of the BOD within 5 business days upon the conclusion of any official board meeting.
 - (3) Assist, when needed, with notification of all meetings and special meetings of the Board and Executive Committee.
 - (4) Perform such other duties as the Chair may direct.
- d) The Treasurer shall:
- (1) Attend all Board and Executive Committee meetings.
 - (2) Manage or oversee the management of the financial affairs of the organization.



- (3) Have access to the QuickBooks account.
- (4) Create or monitor systems for ensuring the organization's ongoing financial health. (Policy & Nominating Committee)
- (5) Consider or create policies to include check signing authority, expense reimbursement, credit card usage, and petty cash policies. (Policy & Nominating Committee)
- (6) Facilitation of the preparation of the annual budget. (Executive Committee)
- (7) Monitoring the approved budget for meeting the organizations goals & mission. (Finance Committee)
- (8) Have knowledge and understanding of the key financial reports.
- (9) Keep the board apprised of key financial events, trends, & concerns. (Finance Committee)
- (10) Act as chair of the Financial Audit committee (an ad hoc committee of Georgia HOSA Board of Directors).

9. VOTING

Each voting member of the BOD shall be allowed one (1) vote.

10. REMOVAL OF A BOARD MEMBER

- a) If any Board member misses two (2) meetings, within his or her term, he or she will be reviewed by the Executive Committee and replaced if deemed necessary by the BOD.
- b) Except as otherwise provided by law, any Board Member may be removed by a majority of the membership (Article VI, Section 4). The removal may be appealed to GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC.

11. ELIMINATION OF BIASES

Board members shall cast votes on association matters which are in the best interest of the state association and shall eliminate particular chapter views and personal biases.



12. CHANGE OF STATUS

- a) Board members are elected by GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. to represent a specific category as specified in Article VI, Section 1. If a Board member's status changes during the term of office, the Board member will notify the Chair of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD. The membership of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., will be asked to determine the status of the Board member with a changed status. GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., by majority vote, can confirm continuation to serve, or ask the Board member to resign and, thus, initiate the replacement process.
- b) An allowance has been made that the Chair-Elect, Treasurer, and Secretary must seek election while a member of the GEORGIA HOSA INC. BOD and continue as a voting member of the Board throughout their term of office, even if they have completed their term of office on the BOD. Example: A Board member may be elected Chair-Elect in the final year of his/her two or three-year term but is not required to be re-elected to the Board position while completing his/her term as



Chair-Elect, or before advancing to Chair. The Chair advances to Immediate Past Chair upon completion of the year of service.

13. STANDING COMMITTEES

- a) The standing committees' function and perform those duties as set forth in policies and procedures, or from time to time deemed expedient by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD or Executive Committee (Article VIII, Section 1). The Chair of the Board, with approval of the Executive Committee, may appoint Chairmen, Vice Chairmen and members for the standing committees (Article VIII, Section 1). The Chair of the Board or the BOD may establish ad-hoc committees or task forces as specified in policies and procedures (Article VIII, Section 4).
- b) GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Committee members shall be appointed or reappointed by the Chair of the BOD with recommendations from the Chair of the specific committee to carry out the committee charge as determined by the Board Chair, the Executive Committee or the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD. Members may serve two consecutive two-year terms. A person may be reappointed after not serving on the committee for two consecutive terms. Standing committees shall have vested in them the authority to carry out their committee assignments. Items of budget consideration shall be approved by the Board Chair as stipulated in the Board approved budget.
- c) EXECUTIVE COMMITTEE
 - (1) Purpose

The Executive Committee shall also serve as the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Finance Committee. The Executive Committee shall handle GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. business between Board meetings regarding the operation of the state association and/or direction given by the Executive Director.
 - (2) Membership



The members of the Executive Committee are specified in Article VII, Section 1, Georgia HOSA Inc. Bylaws. The Executive Director and other headquarter staff participate in committee meetings in a non-voting capacity at the pleasure of the Chair.

The Board Chair shall serve as presiding officer. In the absence of the Chair, the Chair-Elect shall preside over the Executive Committee meetings.

(3) Term of Office

The Executive Committee members shall serve for one (1) year coinciding with their elected position. Since membership on the Executive Committee is a result of elected office, if an elective membership changes so does membership on the committee.

(4) Meetings

The conditions for meetings are specified in Article VII, Section 3, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws.

(5) Telephone Conference Calls/Electronic Correspondence/Other Technologies

The Executive Committee is authorized in Article VII, Section 4 in the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Bylaws to conduct official meetings by means of telephone conference calls or other technologies deemed necessary by the BOD.



(6) Quorum

A quorum of the Executive Committee shall be a majority of the voting members.

(7) Responsibility and Authority

The Executive Committee of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD shall:

- (a) Keep the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD fully informed as to any actions taken by the Executive Committee on behalf of the Board.
- (b) Make decisions that require immediate action in the absence of the Board. Use prudent judgment in determining what business it shall handle on behalf of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD.
- (c) Accept responsibility for preparing recommended task lists for GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., committees and finalizing the agenda for Board meetings.
- (d) Work with the Chairmen of the standing and ad-hoc committees to plan and accomplish the Program of Work.
- (e) Accept responsibility for the Program of Work.
- (f) The Georgia HOSA Board of Directors will evaluate the progress of the Program of Work on an annual basis in April.
- (g) Be responsible for the fiscal management of the organization.
- (h) Accept responsibility for statewide leadership conferences.
- (i) Provide for a continuing recognition of professional members of HOSA.

(8) Board Motions



Committees will present minutes and motions to the Executive Committee no fewer than fourteen (14) days prior to the regular GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Board meeting.

The Executive Committee will review the committee motions and determine if the motions are within the committee's authority. If so determined, the Executive Committee can recommend to:

- (a) Refer the motion to a Board committee for additional review and consideration.
- (b) Refer the motion back to the originator for clarification or additional work.
- (c) Retain the motion in the Executive Committee for further study and discussion; or,
- (d) Place the motion on the agenda for Board consideration.
 - (i) The Chair will present those motions placed on the agenda at the Board meeting during the specified agenda time and indicate the Executive Committee's recommendations regarding the motion.

The Board may:

- (a) Approve
 - (b) Disapprove
 - (c) Refer the motion back to the committee for additional work
 - (d) Refer the motion to another committee
 - (e) Place the motion on the agenda for a future Board meeting.
- (ii) The intent of this process is not to bypass the Board but to expedite Board business without having to review actions for



which Board action is not needed. The Board has the right, however, to consider the motion regardless of the action taken by the Executive Committee.

d) POLICY AND NOMINATING COMMITTEE

(1) Chair

The Chair shall be the Executive Director of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC.

(2) Committee Charges

The committee shall:

- (a) Consist of at least three [3] active members that meet regularly.
- (b) Analyze sources for policy and procedure development/revision including:
 - (i) Board action
 - (ii) Recommendations from:
 - (a) Executive Director
 - (b) Headquarters Staff
 - (c) Support groups
 - (d) Georgia HSTEA
 - (e) Local chapters
 - (f) Members and advisors
 - (g) Standing or Ad Hoc Committees
 - (iii) Recognize other sources for consideration:
 - (a) Situations/conditions which arise where new policies and procedures need to be established.



- (b) Program of work which involves activities where appropriate guidelines are not available.
- (iv) Accept responsibility for the maintenance of the Bylaws.
- (v) Accept responsibility for the nominating process.
 - (a) Review all applications for regular GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board positions and process according to policies and procedures.
 - (b) Review all applications for interim Board positions and process according to policies and procedures.
 - (c) Encourage potential candidates to seek GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board positions or become GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board Officers.
 - (d) Monitor the notification process of Board vacancies to ensure the widest and most timely distribution of position announcements.
 - (e) Submit official minutes of all meetings to the Board secretary and Headquarters staff within ten (10) days of official meeting.
- (vi) Analyze all recommendations received from all sources for revision of GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., and/or HOSA Bylaws. Give consideration to situations and conditions which arise where a revision in the Bylaws is necessary and cannot be managed through policies and procedures.



- (vii) Develop proposed revisions in the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., and Georgia HOSA-Future Health Professionals bylaws for consideration by:
 - (a) GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD;
 - (b) Executive Committee;
 - (c) Standing and Ad Hoc Committees.
 - (viii) Direct the process of submitting proposed revisions in the Georgia HOSA Bylaws to: GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD; Georgia HOSA Executive Council; and the Delegate Assembly.
 - (ix) Work closely with the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD when policies and procedures may be a more expeditious approach for the organization rather than a Bylaws revision.
 - (x) Submit committee endorsed motions to the Board for consideration via the Executive Committee.
- (3) Additional Responsibilities The committee shall:
- (a) Analyze the reports and recommendations adopted by the Board from all sources and shall:
 - (i) Identify those which have policy/procedure implications.
 - (ii) Review the Policies and Procedures Manual to determine if there is compatibility, conflict or a void.



- (iii) Review the strategic plan and make recommendations to the strategic planning committee as appropriate.
 - (b) Analyze the program of work and determine what, if any, policy or procedure should be established.
 - (c) Develop policies and procedures as appropriate for items (a) and (b) immediately above.
- (4) Recommendations
 - (a) Policies and procedures shall be properly worded, reproduced and presented to the Executive Committee in preparation for the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Board Meetings.
 - (b) At the Board meeting the Chair and all committee members shall be prepared to provide specific information to the Board as needed or requested.
- e) **MARKETING AND PARTNERSHIP COMMITTEE**
 - (1) Chair

The Chair may or may not be a member of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.
 - (2) Vice Chair

The Vice Chair may or may not be a member of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.
 - (3) Committee Charges

The committee shall:

 - (a) Consist of at least three (3) active members.
 - (b) Shall meet as needed determined by the committee Chair.



- (c) Monitor all official publications and audio-visual presentations and recommend revisions in HOSA materials as needed.
- (d) Identify related materials needed to implement HOSA into the classroom -- secondary and postsecondary/ collegiate -- and determine how best to produce such publications and audio- visuals.
- (e) Review related materials sales by Georgia HOSA and determine how best to market existing and new materials to the membership.

(4) Responsibilities

The committee shall:

- (a) Analyze all recommendations received from all sources.
- (b) Submit recommendations to the headquarters staff and other developers of recommended materials.
- (c) Review the HOSA strategic plan and make recommendations to the strategic planning committee as appropriate.
- (d) Keep accurate minutes of all meetings and submit to Board Secretary and Headquarters' staff within ten (10) days of the official meeting.
- (e) Submit committee endorsed motions to the Board for consideration via the Executive Committee.
- (f) Responsible for a program that recognizes, mentors, and supports chapter advisors.

f) STRATEGIC PLANNING COMMITTEE

(1) Chair

The Chair may or may not be a member of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.



(2) Vice Chair

The Vice Chair may or may not be a member of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.

(3) Committee Charges

The committee shall:

- (a) Seek regular feedback from Georgia HSTE-Georgia HOSA/Georgia HOSA-Future Health Professionals, Inc. partners and chairmen of all Georgia HOSA/Georgia HOSA-Future Health Professionals, Inc. Committees.
- (b) Maintain a strategic plan for Georgia HOSA-Future Health Professionals, Inc.
- (c) Is responsible for a yearly membership development plan.
- (d) Monitor other student organizations.

(4) Responsibilities

- (a) Analyze all recommendations received from all sources.
- (b) Submit recommendations to the headquarters staff, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD, GEORGIA HOSA and other support groups.
- (c) Keep accurate official minutes of all official meetings and submit to the Board Secretary and headquarters staff within ten (10) days of the official meeting.
- (d) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

h) AD HOC COMMITTEES

(1) Purpose



The GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board Chair shall appoint Ad Hoc Committees when deemed advisable to affect the work of the Association and when the assignment falls outside the normal activities handled by Standing Committees.

(2) Responsibility

The Ad Hoc Committee shall only address itself to the specific assignment for which it was appointed.

(3) Organization

The GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board Chair, with concurrence of the Board, shall appoint a committee membership of at least three (3) active members capable of handling the assignment. The Chair shall appoint a committee Chair to direct the activities of the Ad Hoc Committee.

(4) Procedure

(a) The committee shall be given the assignment and shall be given the parameters within which the work shall be conducted. If it is necessary for the committee to have a budget in order to carry out its assignment, specific details shall be provided to the Ad Hoc Committee Chair by the Chair of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board, in consultation with the Executive Director.

(b) The findings of Ad Hoc Committees shall be included in official minutes and presented to the Chair of the Board with a copy to the Executive Director within ten (10) days following the official meeting.

(5) Authority

Ad Hoc committees shall have no authority to speak or to take action for the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board



outside the activities necessary to carry out their commission as delegated to them by the Board.

14. HEADQUARTERS STAFF

The Georgia HOSA/Georgia HOSA-Future Health Professionals, Inc. headquarters is managed by the Executive Director. The Executive Director is hired by the Georgia HOSA-Future Health Professionals, Inc. BOD.

a) EXECUTIVE DIRECTOR

- (1) The Executive Director serves as the Chief Operating Officer and State Advisor of the state association and is responsible for the overall organization. The Executive Director, or designee, shall serve as liaison to the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Board on behalf of the headquarters staff. The Executive Director and/or designee shall also serve as an ex-officio member to all Board appointed committees.
- (2) The Executive Director is responsible for all aspects of conference planning.
- (3) The Executive Director is responsible for the hiring/firing of all headquarters staff.
- (4) The Executive Director is responsible for reporting membership & event data to the Board & Department of Education each year.
- (5) The Executive Director shall participate in at least two-yearly public relations events, Healthcare Science Technology Educators Association, HSTEA, Winter Conference, & Georgia Association of Career & Technical Educators, Summer Conference to provide updates & information to teachers exploring a Career & Technical Student Organization, CTSO.



- (6) Georgia HOSA Staff will maintain an email service to provide Updates, Links, Deadlines, resources, & other information to the community including, advisors, administrators, judges, presenters, & exhibitors.
- b) Support Personnel
- (1) Provides assistance to the Executive Director for effective management and operations of Georgia HOSA/Georgia HOSA-Future Health Professionals, Inc.
 - (2) Performs responsibilities as outlined in the job description.
 - (3) May act as needed as a designee for the Executive Director to Georgia HOSA-Future Health Professionals, Inc. /Georgia HOSA meetings.



15. COMPETITIVE EVENTS PROGRAM

The Georgia Competitive Events Program will operate under the direction of the Executive Director. The competitive events management team will function under the leadership of the Competitive Events Coordinator with terms as follows:

Members shall be appointed by the Executive Director and the Competitive Events Coordinator.

- a) Competitive Events Coordinator
 - (1) May or may not be a member of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD. Will oversee the competitive events program in its entirety.
- b) Competitive Events Team Lead
 - (1) May or may not be a member of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD. The purpose of the Team Lead will be to assist the Director in all capacities.
- c) Lieutenants/Category Chair
 - (1) Appointed by the Coordinator of the Competitive Events Program under the supervision of the Executive Director & Competitive Events Coordinator.
- d) Charges of the State Competitive Events Program
 - (1) Implement a program of competitive events to recognize individual and group development in the middle, secondary, postsecondary/collegiate, and associate divisions and for members of special populations.
 - (2) Provide a management plan to efficiently and effectively implement the program
 - (3) Appoint Category Chairs and Lieutenants for each category of events.
 - (4) Provide the management and oversee the facilitation of the following:
 - (a) Contracts/Agreements with Off-site competitive event locations.



- (b) Conference Competitive Events Program (on-site/pre-site management)
- (5) Monitor all awards and special recognition activities and actions to the benefit of Georgia HOSA and its supporters.
- (6) Seek new avenues of recognition that will contribute in a positive manner to the growth of HOSA.
- e) Responsibilities
 - (1) Analyze all recommendations received from all sources.
 - (2) Submit recommendations to the headquarters staff.
 - (3) Keep accurate minutes of all official business and submit a Report to the BOD and the headquarters staff.
 - (4) Finalize their year with a phone call to review and make changes for the next year's program.

II. ORGANIZATION STRUCTURE

A. Georgia HOSA

1. The name of the organization sponsored by GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., is Georgia HOSA. Georgia HOSA is a state affiliate of the national HOSA organization of, by, and for students who are or were enrolled in middle school, secondary, postsecondary and collegiate Health Science classes or those students who are interested, planning to pursue, or pursuing a career in the health professions.
2. The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.



3. The Georgia Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.

4. Regions

- a) Georgia HOSA is divided into seven (9) regions, which in turn are composed of local chapters.
- b) The elected Board member for each region serves as a resource to local chapters and represents their region to the respective council.
- c) All members of the region shall be members of local chapters in good standing with the state and national organizations. This means that HOSA members must be members of both the state and national organizations.

B. LOCAL CHAPTERS

1. According to the Georgia HOSA Bylaws (Article III, Section 1), the total eligible members of the chartered local chapter shall comprise the membership of Georgia HOSA.
2. Local HOSA chapters shall be chartered by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni and Professional. (Article III, Section 3, Georgia HOSA Bylaws).
 - a) Interested schools should contact the Georgia HOSA Headquarters and express their interest in forming a local chapter.
 - b) There is no state/national charter fee for affiliating with HOSA.
 - c) Georgia HOSA will provide the following support to a new local chapter:
 - (1) A link to the online Chapter Management Guide
 - (2) Consultation regarding activating the local chapter and its local activities.
 - (3) Other assistance as necessary to ensure a successful launch.



- (4) Georgia HOSA allows only one chapter per school and the school will designate the chapter advisor who is the primary contact to Georgia HOSA headquarters.
- (5) In order to have an active HOSA chapter, you need at least five (5) members and a chapter advisor, and you must pay affiliation fees.
- (6) All members of the local chapters should be in good standing with the state and national organizations. This means that HOSA members must be members of both the state and national organizations.
- (7) All chapters must be in good standing with Georgia HOSA in order to participate in statewide/national events. This means that the chapter has no outstanding balances with Georgia HOSA Headquarters.

3. HOSA defines a "Health Science" program as an in-school program designed to prepare the student to pursue a health career, as recognized by a HOSA State Association.
4. Students at schools without Health Science may be offered the opportunity to affiliate with HOSA as Middle School, Secondary, Postsecondary/Collegiate chapters and members, as recognized by Georgia HOSA.
5. Georgia HOSA will provide opportunities throughout the year to recruit & maintain membership. These opportunities may include social media, print materials, online resources & virtual or live events.
6. Activities of local chapters must be in line with state association.

C. AFFILIATION FEES

Local chapters in good standing are those who recognize the importance of all HSTE students and local advisors being affiliated with the state and national organization. Unless a student or advisor is affiliated with the local, state and national organization, he or she should not be regarded as a HOSA member nor receive any rights or privileges thereof.

1. Annual affiliation fees shall be established by the local, state and national organizations.



2. Members are not eligible for attendance/competition if they are not affiliated with the national/state/local organization prior to the respective event. Initial and supplemental affiliation applications can be accepted throughout the entire membership year.
3. Chapters may not substitute names on the Chapter Affiliation Application. Once a chapter submits an affiliation form, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
4. Local chapter affiliation monies (for state and national dues) are sent directly to National HOSA. Affiliation must be completed via the online affiliation system at www.hosa.org. Login credentials can be retrieved from Georgia HOSA Headquarters.
5. Each HOSA chapter must have one or more local advisors who paid an affiliation fee as a professional member.
6. All HSTE state staff who works with HOSA shall pay an affiliation fee to a state professional chapter or join through a local chapter.
7. All Board members, competitive events program staff and headquarters staff shall be affiliated members in good standing.
8. All State Honorary Life Members shall be affiliated each year at the expense of the state association.
9. All Lifetime Members shall be affiliated members in good standing.
10. All delegates in attendance at all HOSA events should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee.
11. Annual affiliation fees for each membership classification shall be recommended by the Board.

D. STATE OFFICERS

1. ELECTED OFFICERS

The elected officers are specified in the Georgia HOSA Bylaws in Article VII, Section 1.

- a) Duties



- (1) State Officers may only compete in Recognition Events during their year of office.
- (2) All State Officers must be an active and involved member in their local chapter.
- (3) All State Officers are required to communicate regularly and respond promptly to all inquiries for information. The State Officer Coach must be copied on all correspondence outside the Executive Council.
- (4) Officers must check their email twice daily.
- (5) Officer must attend all State Officer meetings and functions from start to finish
- (6) All State Officers represent Georgia HOSA. It is the State Officer's responsibility to display excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- (7) All State Officers are expected to speak at functions involving Georgia HOSA upon request. They are responsible for preparing for said events by memorizing or being familiar with scripts.
- (8) State Officers could be required to complete monthly reports online including information regarding local, regional, and state HOSA activities in which one may have participated.
- (9) State Officers make visits to local chapters to discuss HOSA and encourage further participation of current and new HOSA members in state and national HOSA Chapters. Upon completion of these visits' officers are expected to complete school visit reports online within two business days of the visit.



- (10) Officers support chapter advisors in their efforts to implement Georgia HOSA.
- b) Individual Officer Responsibilities
 - (1) President
 - (a) Guides Executive Council
 - (b) Presides over all meetings
 - (c) Creates committees for Program of Work
 - (d) Serves as an ex officio member of each committee
 - (e) Serves of the Georgia HOSA-Future Health Professionals, Inc. BOD
 - (2) President-Elect
 - (a) Assists President to train for following year
 - (b) Presides over meetings in absence of President
 - (c) Serves in any capacity as directed by the President
 - (3) Vice President of Membership
 - (a) Aids in the development and promotion of HOSA chapters
 - (b) Serves an important role in keeping track of accountability across the team
 - (c) Serves in any capacity as directed by the President
 - (d) Lends a helping hand to the team in every situation
 - (4) Vice President of Officer Relations
 - (a) Creates and maintains supporting documents of all state officer meetings, events, and conference calls
 - (b) Takes detailed notes during all team calls and meetings



- (c) Plays an important role in organizing events and making sure that each task is appropriately delegated and documented with the team
 - (d) Serves in any capacity as directed by the President
 - (5) Vice President of Innovation
 - (a) Oversees the progress of Georgia HOSA articles
 - (b) Increase community awareness of HOSA
 - (c) Aids in HOSA advertisement via various outlets
 - (d) Serves in any capacity as directed by the President
 - (6) Region Representative
 - (a) Lead and represent the student membership of their region of Georgia HOSA.
 - (b) Communicate regularly and respond promptly to all inquiries for information. Georgia HOSA staff must approve of all external communication and be included on all correspondence. Aids in HOSA advertisement via various outlets
 - (c) Complete all assigned projects and responsibilities to the best of your ability and by assigned deadlines.
 - (d) Make visits to local chapters to discuss HOSA and encourage further participation of current and new chapters.
 - (e) Have rehearsed and be ready to deliver all remarks, speeches, and scripts to the best of their ability.
- c) CANDIDATES (State Officer or Region Representative)



- (1) Membership: Candidates must be members of Georgia HOSA-Future Health Professionals and International HOSA at the Secondary level and maintain good standing within the organization.
- (2) Candidates must have completed their freshmen year of high school.
- (3) Endorsement: Candidates must be endorsed by their Chapter Advisor, School Principal and parent/guardian.
- (4) The Chapter Advisor is the only person authorized to initiate State Officer candidate proceedings.
- (5) Prior Officer Team Status: Candidates who have resigned or been removed from a previous Officer Team are not eligible to run for state office.
- (6) DOCUMENTATION OF CANDIDACY
 - (a) To be eligible to run for a State Officer position, each candidate must complete the State Officer Application packet, released each year, in its entirety and be in attendance for ALL phases of the candidacy process. There are five phases leading to the election of a Georgia HOSA State Officer: (I) Application Submission and Online Exam, (II) Virtual Interview, (III) Onsite Interview, (IV) Candidate Speech, Meet and Greet Campaigning, and (V) Election.

2. GEORGIA HOSA NOMINATING COMMITTEE

The Nominating Committee could consist of a mix of Georgia HOSA Staff, current State Officers, representative(s) from the Georgia HOSA-Future Health Professionals, Inc.

BOD, and third-party representative(s).

a) TERM OF OFFICE



State officers, except the President, shall be elected by ballot at the annual Georgia HOSA State Leadership Conference (SLC) to serve one year. The President-Elect shall succeed to the office of President for one year. In the event a majority vote is not secured by any candidate, a run-off will be held between the two candidates with the most votes. Terms of office shall begin immediately after the SLC, at which officers are elected.

b) VACANCIES

In the event of a vacancy in the office of President, the President-Elect shall succeed to that office.

c) REMOVAL

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

- (a) If any of the following occur, the officer will be removed from the Executive Council:
 - (i) Missing one state or national conference
 - (ii) Missing two training sessions
 - (iii) Violations of the Code of Conduct
 - (iv) Lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions
 - (v) If the decision is to remove the State Officer or if the officer resigns, the officer may be required to pay back all expenses incurred during their year of office.
 - (vi) Violations of the Code of Conduct will initially be handled by the Georgia HOSA State Officer Coach.
 - (vii) If the violation is not resolved by the State Officer Coach, the Georgia HOSA-Future Health Professionals, Inc. BOD' Executive Committee will review the situation and recommend action to the Executive Director.



- (viii) If the decision is to remove the state officer, the state officer may appeal the decision in writing to the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD. The Executive Committee will meet with or conduct a conference call with the state officer on behalf of the BOD and make a full written report to the Board members. A majority vote of the BOD is required to overturn the decision. An email ballot can be used to poll the Board members if time is an issue.

d) FINANCES

Georgia HOSA covers most travel expenses for the Executive Council. All officers must have three (3) potential sponsors in case of funds not being available in the state budget.

E. HOSA DIVISIONS

1. MIDDLE SCHOOL DIVISION

- a) 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:
 - (1) A middle school student is one who: a.) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b.) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

2. SECONDARY DIVISION



- a) The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.
- b) The official definition for secondary members of HOSA for the purposes of Competitive Events is:
 - (1) A secondary student is one who, a) is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions; b) has not received a high-school diploma (or its equivalent) prior to the state's annual conference; or c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA National Leadership Conference.

3. POSTSECONDARY/COLLEGIATE DIVISION

- a) The Postsecondary/Collegiate Division shall be composed of students enrolled in Health Science programs at the postsecondary/collegiate level as specified in Article III, Section 3(B) in the Georgia HOSA Bylaws.
- b) The official definition for postsecondary members of HOSA for the purposes of Competitive Events is:
 - (1) A postsecondary student is one who (a) is enrolled in a state-approved post- secondary program or college level program; (b) has received a high-school diploma (or its equivalent) and/or has been out of the continuous, sequential educational system prior to the current Health Science enrollment for two or more years prior to the current year's HOSA International Leadership Conference.
 - (2) Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the State/International Leadership Conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of Georgia HOSA.



c) The official definition for collegiate member of Georgia HOSA for the purposes of Competitive Events is:

(1) A collegiate student is one who is seeking a baccalaureate degree.

4. ALUMNI

As specified in Article III, Section 3(E) in the Georgia HOSA Bylaws, the Alumni Division shall be composed of persons who have been enrolled in Health Science programs and were members of HOSA, or former members of a HOSA chapter who no longer meet the requirements of regular chapter membership. Alumni members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

5. PROFESSIONAL

As specified in Article III, Section 3(F) in Georgia HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science in a professional capacity. These may include health professionals 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.

a) The advisor(s) is responsible for advising students on health science activities that relate to HOSA. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

6. MEMBERS-AT-LARGE

As specified in Article III, Section 3(D) in the Georgia 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 Georgia HOSA. Members-at-large are not eligible to serve as voting delegates to the International Conference or seek elected office.

7. HONORARY MEMBERS

As specified in Article III, Section 3(G) in the Georgia HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of Georgia HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a 2/3 vote of the BOD of GEORGIA HOSA- FUTURE HEALTH PROFESSIONALS, INC. 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.

8. LIFETIME MEMBERSHIP

Lifetime membership shall be available for persons who are or have been active members and who are or have participated in Georgia HOSA in a professional capacity. Lifetime membership affiliation fees shall be \$150. Lifetime members may not vote, make motions or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles in Georgia HOSA; e.g. Delegate Assembly, GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. of BOD.

III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

A. Finance

1. All policies set forth must be adhered to by advisors and students.
2. All deadlines must be met as designated by Georgia HOSA, not by National HOSA's net 30-day policy. Failure to meet predetermined deadlines may result in forfeiture of participation in the activity.
3. All fees must be paid by the deadline as stated in the Chapter Management Guide or late fees will be incurred as follows:
 - a) Late Fee Definition. The late fee for past due balances is \$25 on the total invoice balance, as of the assessment date, with a minimum late fee of \$25 per month. Late fees are assessed on unpaid invoices after the date and time of designated



deadlines and will recur automatically every 30 days thereafter and up to 60 days past due.

- b) Step 1: One (1) - Thirty (30) Days Past Due
 - (1) If a payment is not received by the deadline, a \$25 late fee will be applied to the invoice
 - (2) A statement will be sent to the school to the attention of the chapter advisor and school bookkeeper.
 - (3) The statement will inform the advisor/bookkeeper of the \$25 late fee (on the total amount past due), with a minimum late fee of \$25 per month. All disputes should be sent, in writing, to Georgia HOSA Headquarters.
- c) Step 2: Sixty (60) Days Past Due:
 - (1) Once a school (60) days past due, a letter will be sent to the school to the attention of the advisor, administration and bookkeeper informing them that their chapter will be ineligible for all future event registration and membership until the balance is paid in full.
 - (2) The balance due will be addressed, as well as the appropriate \$25 late fee added to the second notice (totaling \$50 late fees since deadline).

B. Events

The Chapter Management Guide located on georgiahosa.org includes details for all events.

- 1. Fall Leadership Rally, Fall Leadership Conference, State Leadership Conference
 - a) Provide a variety of educational and social learning activities at a state level for HOSA members.



- b) Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
 - c) Provide information about current health care issues and concerns at the local, state and national level in health science and the student organization of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
 - d) Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
 - e) Provide educational workshops that promote the development of students and further Georgia HOSA purposes. (Only Fall Leadership and State Leadership Conference)
 - f) Conduct the necessary annual business of the state career and technical student organization of Georgia HOSA by the state voting delegates and GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD. (State Leadership Conference)
2. State Qualification Testing or Region Testing
- a) Serves as a qualification round to advance to the State Leadership Conference (SLC) for the events outlined in the State Qualification Testing Conference Guide, located in the Chapter Management Guide.
 - b) The top 5 students/teams in each of Georgia HOSA's 9 regions will advance to the SLC. At the SLC, the students will take their first round written test and then the top competitors will move to the second round.
3. Event Protocol
- a) Advisor Updates
 - (1) During conferences, chapter advisors will receive any updates via the app or other online platform, covering any conference updates.
 - b) Advisors Participation Form



- (1) All advisors must submit an Advisor Participation Form at the beginning of each membership year. The chapter's affiliation and conference registration abilities will be frozen until an Advisor Participation form is submitted for the chapter.
- c) Attendance Eligibility
- (1) All Georgia HOSA members in good standing, as defined in the Georgia HOSA bylaws, are eligible to attend the event. For Fall Leadership Rally, the student does not have to be a HOSA member.
 - (2) All conference attendees shall have approval of a parent or guardian unless the student is of legal age and has the chapter advisor's approval.
- d) Dress Code
- (1) Conference delegates should be in proper and appropriate attire since it reflects directly upon the local association and Georgia HOSA. Conference delegates must abide by the Georgia HOSA Dress Code that is outlined in the Chapter Management Guide.
- e) Exhibitors
- (1) Rules, fees, and regulations for exhibitors are presented in the Exhibitor's Form prepared each year for the event. The headquarters staff prepares the rules and regulations in consultation with legal counsel.



- f) Finances.
 - (1) Registration fee shall be established by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD and shall be based upon the proposed budget submitted by the Executive Committee for approval by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board.
 - (2) Registration fees for specified events shall be paid in full to the State HOSA Headquarters by the onsite payment deadline. Any payment received after the onsite deadline will be subject to a late fee.
- g) General Session Protocol
 - (1) The general sessions should be enthusiastic but must not be rude or obnoxious to those in the audience or on stage and following other conference safety rules. It is important to remain seated until the end of the session. Chapters and/or attendees that do not adhere to general session protocol may be sent home from the conference.
 - (2) Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. Georgia HOSA cannot be held responsible for delegates who miss recognition because they failed to attend the entire session.
 - (3) Members are expected to attend all general sessions and other scheduled conference activities. All attendees are expected to be prompt and show respect to those in the audience and on stage.
- h) Hotel Registration
 - (1) The Chapter Advisor or designee must submit the hotel reservations in accordance with the reservation policy set forth by the Chapter Management Guide by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.



Rooms booked outside of the block will not be honored and students are not eligible for conference participation.

- (2) All registrations must follow the process established by the Georgia HOSA BOD in cooperation with the conference headquarters hotel, as published in the Chapter Management Guide.
 - (3) Delegates of the conference must reside in approved conference housing or their chapter may not be eligible to participate in the conference activities.
 - (4) If for some reason the Chapter Advisor or designee will not be accompanying his/her local delegation at the time of arrival, a replacement Local Advisor Designee should be selected. Both the Conference Hotel and the Georgia HOSA Headquarters should be informed prior to the conference as to the identity of the Designee.
- i) Insurance
- (1) Each local advisor, for his/her own protection, should secure insurance against accident and/or liability claims while traveling with students.
- j) Participation Form
- (1) Each delegate attending the event must have a completed and signed the Participation Form for their membership level (Student and Guest). The participation form will serve as a Code of Conduct, Photo Release, and Medical Liability Release. The Participation Forms are located in the Chapter Management Guide.
 - (2) Medical attention may be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.



- k) Pre-Conference Communication
 - (1) It is the responsibility of the advisor to be knowledgeable about event information, deadlines, and updates prior to arriving at the conference. Advisors should read the Chapter Management Guide in its entirety before submitting conference registration. Regular communication will be sent out via the Georgia HOSA newsletter, which can be subscribed to via the Georgia HOSA website.
- l) Refund Policy
 - (1) No refunds will be given, except for a State of Emergency, that is either affecting the system traveling to the event or the location of the event.
- m) Registration
 - (1) The Chapter Advisor and/or designee is responsible for registering the local/state delegation. The deadline for conference registration will be posted in the Chapter Management Guide.
 - (2) Chapters must complete conference registration via the HOSA Conference Management System. - Changed "HOSA Online Affiliation System" to "HOSA Conference Management System" to reflect National HOSA system name.
 - (3) While a designee may register chapter members for the event, it is the responsibility of the advisor to review and approve all conference registrations before the registration deadline.
 - (4) All nonmembers, including but not limited to family members, chaperones and administration are required to register as guests, and pay the registration fee as approved by the BOD.
 - (5) The registration fee includes: all general sessions, socials, entertainment, speakers, media presentations, rentals, registration information, conference program materials, recognition program awards and other general conference operating expenses.
- n) Transportation



- (1) For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. The local chapter accepts all liability for travel to, during and from state and national meetings.

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY

- a) It shall be the responsibility of the Executive Committee to prepare an annual budget and such other financial resumes and reports as requested by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.

2. PROCEDURES

- a) The proposed fiscal year budget shall be presented to and approved by the members of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD before the fiscal year begins.

3. INCOME

- a) Income shall be derived from affiliation fees as recommended by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.
- b) The Executive Director shall be charged with the responsibility of soliciting additional income sources: i.e., royalties; advertising; sale of HOSA related materials; publications; and grants.
- c) All income derived from events and conferences shall be recorded and reflected in the budget approved by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD.



4. EXPENSES

- a) GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Board Members
 - (1) As specified in Article VI, Section 6 of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. Bylaws, Board members are entitled to reimbursement for reasonable expenses incurred in attending meetings as affixed by the BOD and approved in advance by the Executive Committee.
- b) State Officers
 - (1) State officer expenses incurred while traveling at the request of the state office or local chapter shall be reimbursed by the Executive Director in accordance with the current budget approved by the GEORGIA HOSA- FUTURE HEALTH PROFESSIONALS, INC., BOD. See Appendix A for current schedule of authorized reimbursement.

5. Committees

- a) The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the annual meeting of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.
- b) Travel and per diem expenses for committee activities may be reimbursed by the Executive Director when requested through the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board Chair in accordance with the current budget approved by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD. See Appendix A for current schedule of authorized reimbursement.

6. Headquarters Staff

- a) Travel and per diem expenses for headquarters staff shall be reimbursed by the Executive Director in accordance with the current budget approved by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC. BOD. See Appendix A for current schedule of authorized reimbursement.



B. FINANCIAL REPORTING

1. FINANCIAL ADVISOR

- a) The GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., accountant shall serve as financial advisor to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds to the Executive Director in accordance with the budget approved by the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.

2. INCOME AND EXPENSE SUMMARY WITH BUDGET COMPARISON

- a) It shall be the responsibility of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., accountant and the Executive Director to prepare an income and expense summary, to include a comparison of budget and actual income and expenses. This report shall be presented in the Directors' Report at each GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board meeting.

3. ANNUAL REVIEW

- a) The GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Executive Director shall arrange for an annual review by an independent accountant(s) who will review all accounts, prepare a balance sheet and file a Form 990 with the Internal Revenue Service.

C. OPERATIONAL PROCEDURES

HANDLING MONIES

- a) The HOSA Headquarters shall receive and disburse all monies of the national association.
Credit Card Policy:
- b) All purchases using the Georgia HOSA Credit Card must be for the sole purpose of the organization and not personal
- c) Debit cards are not to be used under any circumstances,
- d) All receipts are turned into the accountant within 30 days of purchase.



- e) All abuses of the credit card policy are reported to the govern body immediately.

Lost receipt policy:

- f) All efforts should be made to locate a replacement receipt for each purchase.
- g) For purchases greater than \$100 where a receipt cannot be produced a memo should be sent to the board with explanation of purchase.

Use of Funds:

- h) Use of Georgia HOSA funds are for organization use only. Personal uses are strictly prohibited.

Open Financial Record Policy:

- i) The financial records of Georgia HOSA are open for inspection by any professional member, the board of directors, HOSA, Inc., and the Georgia Department of Education with a written request. Georgia HOSA has 7 days to process the request



2. EXCESS EXPENSES

- a) The GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Chair and/or Executive Director may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.
- b) When category budget amounts exceed the 10% limitations, the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Chair, Executive Director shall indicate a transfer of funds from another category. This recommendation shall be made by the Executive Director as a part of his/her financial report at the BOD Meeting.

3. FINANCIAL CONSULTANT

- a) The Executive Director may, upon consultation with the Chair, determine a knowledgeable consultant to assist as a financial advisor to the state association.

4. SPECIAL ACTIVITIES

- a) The Executive Committee of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., Board must approve any commitment of funds over \$5000 for special activities not previously included in the approved budget of the GEORGIA HOSA-FUTURE HEALTH PROFESSIONALS, INC., BOD.
- b) The commitment of funds for a special activity is contingent upon the Executive Committee developing an acceptable funding source.

V. SERVICE TO MEMBERS

A. EMBLEMATIC MATERIALS

1. PURPOSE

- a) Georgia HOSA emblematic materials shall be used by the Georgia HOSA membership in order to display the character of the organization.

2. PURCHASE

- a) All emblematic materials are copyrighted and can be purchased only from the Georgia HOSA Supply Service. Georgia HOSA emblematic materials are sold



only to affiliated Georgia HOSA groups. Legal counsel will be used to halt the illegal use of the Georgia HOSA logo and/or copyrighted materials.

3. MANUFACTURE OF GEORGIA HOSA LOGO

- a) All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of Georgia HOSA shall be made by the State Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of Georgia HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.

4. USE OF EMBLEMATIC MATERIALS BY CHAPTERS

- a) If the Georgia HOSA logo is reproduced, it shall be an exact replica.
- b) Members and advisors in good standing may use the Georgia HOSA logo.
- c) Local chapters may use the logo on materials which have public relations value. Chapters may give permission to civic groups and organizations to reproduce and use the Georgia HOSA logo when they are helping to interpret Georgia HOSA through non- competitive activities.
- d) The Georgia HOSA name and logo may be used for fundraising projects which are sponsored by local chapters. The name of the local chapter shall be spelled out on the above materials so that it will not give the impression that the fundraising project or programs for which they are used are state sponsored.
- e) If the Georgia HOSA name and logo is used, they have to abide by the affiliated guidelines established by the national organization.

B. PUBLICATIONS



1. A variety of publications and audio-visual materials are available through the National and State Headquarters. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisors. Publications include:
 - a) HOSA NATIONAL HANDBOOK
 - (1) Section A -- National HOSA - The Organization
 - (2) Section B -- National Competitive Events Program
 - (3) Section C -- Chapter Management Guide
 - b) AUDIOVISUALS
 - (1) HOSA PowerPoints
 - (2) Georgia HOSA Promotional Videos
 - c) BYLAWS (HOSA, Inc., HOSA, and Georgia HOSA-Future Health Professionals, Inc., Georgia HOSA)
 - d) HOSA DIRECTORY
 - e) HOSA MAGAZINE (Published on the HOSA website)
 - f) INTEGRATING HOSA INTO THE HSTE CLASSROOM
 - g) POLICIES AND PROCEDURES MANUAL (HOSA, Inc. and Georgia HOSA-Future Health Professionals, Inc.)
 - h) BROCHURES
 - i) COMPETITIVE EVENTS MANAGEMENT GUIDE
 - j) NATIONAL HOSA WEBSITE - www.hosa.org
 - k) STATE HOSA WEBSITE- www.georgiahosa.org
 - l) COMPETITIVE EVENTS REPORT (published annual)
 - m) STUDENT MEMBERSHIP HANDBOOK
 - n) CHAPTER MANAGEMENT GUIDE



C. ORGANIZATIONAL POLICIES

1. NON-DISCRIMINATION POLICY

- a) Activities and procedures within Georgia HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of Georgia HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. Georgia HOSA is in compliance with the Americans with Disabilities Act.

2. REASONABLE ACCOMMODATION POLICY

- a) Georgia HOSA members with disabilities or who do not speak English will be reasonably accommodated in national and state competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that Georgia HOSA may not be able to provide. For Spanish speaking competitors, Georgia HOSA will make every effort to find interpreters as needed. Requests for reasonable accommodation must be indicated on the Georgia HOSA Special Accommodations Form and submitted to Georgia HOSA by the published deadline.

3. REPRODUCTION OF PHOTOGRAPHS

- a) As a delegate to any conference or meeting, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Georgia HOSA unless it is made known by the delegate during registration. A release statement will be part of the Participation Forms



APPENDICES

APPENDIX A

TRAVEL REIMBURSEMENT POLICIES

Official HOSA travel can be defined as any travel incurred due to the written request of the Board Chair or the Executive Director to conduct HOSA business.

1. Georgia HOSA provides insurance to cover employees, board members and volunteers while driving on behalf of Georgia HOSA when requested by the Executive Director.
2. Board members, state officers, and headquarters staff will be expected to consider costs when arranging travel and lodging.
3. Board members, state officers, and headquarters staff will be reimbursed for round-trip travel costs, lodging costs, meals and incidental expenses or an amount appropriate to designated location of the event. Georgia HOSA uses the United States General Services Administration and Internal Revenue Service as the determining factor for per diem rates.
4. Expenses for board members, state officers, and headquarters staff may be paid directly with the Georgia HOSA-Future Health Professionals, Inc. debit card or credit card.
5. Board members, state officers, and headquarters staff will retain all receipts and submit them with the completed Georgia HOSA expense form to HOSA headquarters. The Executive Director will submit his/her expense report along with keeping it on file at the Georgia HOSA headquarters.



6. Reimbursement will be made only to board members with a completed expense form and attached receipts.

7. Travel advances may be made to board members, state officers, and headquarters staff upon approval from the Executive Director.



Appendix B

Crisis Response Plan

At all Georgia HOSA events, staff, board members, volunteers, local advisors, & attendees will be informed of potential or actual crisis via an automated text via the Georgia HOSA App. Local advisors submit and maintain a Medical release form for each attendee in their group. Georgia HOSA has access to these forms in Formstack. In the event of an actual emergency, Georgia HOSA Staff will respond and notify the proper authorities as required. Local advisors will establish contact with parents/guardians of required actions. Georgia HOSA staff & directors, & volunteers will adhere to all state and national guidelines on treatment of injuries.



Appendix C

Local Chapter Travel

Local chapter advisors shall adhere to all local & county policies as they apply to the supervision & transportation of students to Georgia HOSA events.

Georgia HOSA requires the following:

§ For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. The local chapter accepts all liability for travel to, during and from state and national meetings.

§ Each local advisor maintains a list of students in attendance & a copy of their required forms.

§ A minimum of 1 advisor to 10 students in attendance at a HOSA event.

§ Local advisors will be present with students after curfew.



Appendix D

Conflict of Interest Policy

Article I:

Purpose

The purpose of the conflict-of-Interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II:

Definitions:

Interested Persons Any director, principal officers, 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.

Financial Interest A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
- b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- c. A potential ownership of investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.



- d. Compensation includes direct and indirect remuneration as well as gifts or favors that aren't substantial. A financial interest isn't necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III:

Procedures

1. **Duty to Disclose** In connection with any actual or possible conflict of interest and interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determine Whether a Conflict of Interest Exists** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
 - a. And interested person may make a presentation at the governing board or committee meeting, but after the presentation he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing body or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by majority vote of the disinterested directors whether the transaction or arrangement is in the organization best interest, for its own benefit, and whether it is fair and reasonable. In the conformity with the above determination, it shall make its decision as to whether to enter into the transaction or agreement.



4. Violations of the Conflict-of-Interest Policy

- a. If the governing board or committee has a reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member the opportunity to explain the alleged failure to disclose.
- b. If after hearing the members response and after making further investigation is warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions, including any alternatives to proposed transactions or arrangement, and a record of any votes taken in connection with the proceedings.



Appendix E

Whistle-Blower Protection Policy

I. Objective:

To encourage and provide an avenue for employees, volunteers, board members, and members of the Georgia HOSA to make internal reports of suspected wrongdoing by Georgia HOSA employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.

II. Content:

A. Georgia HOSA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of Georgia HOSA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.

B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of Georgia HOSA ethics policies, violation of other Georgia HOSA policies, or other wrongdoing against Georgia HOSA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:

1. Forgery or alteration of documents,
2. Unauthorized alteration or manipulation of computer files,
3. Fraudulent financial reporting,
4. Misappropriation or misuse of Georgia HOSA resources such as funds, supplies, or other assets,



5. Authorizing or receiving compensation for goods not received or services not performed, and
6. Authorizing or receiving compensation for hours not worked.
7. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.

C. Reporting procedure:

1. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board.
2. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that Georgia HOSA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)

D. Investigation:

1. All good faith reports of suspected wrongdoing will be investigated with due diligence.
2. All Georgia HOSA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
3. The Board Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board Chair is involved in the alleged wrongdoing, then the Board Treasurer will select a committee from the board to complete the investigation.
4. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.



5. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.

6. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.

7. During the investigation, Georgia HOSA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.

8. Unless involved in the alleged wrongdoing, the Board Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions therefrom.

9. The Board Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.

10. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:

- a. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
- b. Should provide an estimate of the timeframe for the investigation; and
- c. Should let the reporter know when the investigation is concluded.
- d. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether Employee confidentiality dictates that information should not be disclosed.

E. Prohibition against retaliatory action and harassment.

1. Georgia HOSA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith report suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any



employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.

2. Employees, volunteers, board members, and members who make false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.

III. Responsibility:

The Board Chair shall be responsible for administering this policy.

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