



# **HOSA, TA Bylaws**

## **Section B**

Revised April 2010

This section Contains:

- HOSA, TA Bylaws
- Board of Directors Bylaws
- Board Policies & Procedures

# Health Occupations Students of America, Texas Association **BYLAWS**

## **ARTICLE I**

### **Name**

The name of this organization shall be the Health Occupations Students of America, Texas Association. The acronym "HOSA, TA" may be used to designate the Health Occupations Students of America, Texas Association, its subordinate units, or the members thereof. HOSA, TA is a constituent association of the Health Occupations Students of America, Inc.

## **ARTICLE II**

### **Purpose**

HOSA, TA is a Texas state organization consisting of local chapters and members who are currently enrolled in or associated with health occupations education programs as conducted by or in secondary, post secondary, and/or collegiate schools of Texas.

The purpose of HOSA, TA shall be to advance the education and welfare of its members in the following ways by:

- A. assisting local chapters in the growth and development of HOSA, TA;
- B. further developing a respect for education in health-related careers in order to contribute to occupational competence;
- C. providing opportunities for well-informed career choices among the health occupations;
- D. developing the leadership abilities of its members through a health occupations program of motivation, awareness, competition and recognition;
- E. encouraging the use of ethical standards in health occupations;
- F. developing character, promoting responsible citizenship and fostering patriotism;
- G. developing an understanding of current health care issues and an awareness of environmental concerns and;
- H. encouraging mental and physical health through participation in beneficial social and recreational activities.

## **ARTICLE III**

### **Members**

#### **Section 1. Membership**

The membership of HOSA, TA shall be divided into the six divisions:

- A. Secondary Division
- B. Post Secondary/ Collegiate Division
- C. Alumni Division

- D. Professional Division
- E. Honorary Member Division
- F. Lifetime Membership Division

All of which shall be recognized by HOSA, TA:

- a) **Secondary Division** shall be those 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. The official definition for secondary members of HOSA for the purposes of competitive events is: A secondary student is one who;
  - 1) is enrolled in a state approved Health Science Program or is planning to pursue a career in the health professions;
  - 2) has not received a high school diploma (or its equivalent) prior to the state's annual conference;
  - 3) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA national leadership conference.
  
- b) **Postsecondary/Collegiate Division** shall be composed of students enrolled in Health Science Programs at the postsecondary/collegiate level. The official definition for postsecondary members of HOSA for the purposes of competitive events is: A postsecondary student is one;
  - 1) who is enrolled in a state approved postsecondary program or college level program;
  - 2) who has received either 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 national leadership conference.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA national 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 HOSA. The official definition for a collegiate member of HOSA, for the purposes of competitive events is a collegiate student who is seeking a baccalaureate degree.
  
- c) **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 may not vote, make motions, hold office or compete in events.
  
- d) **Professional Member 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.

f) **Honorary Division** shall be those individuals who have made significant contributions to the development of or rendered outstanding service to HOSA or health science education.

Honorary membership shall be conferred for life by:

- 1) approval of an active HOSA, TA chapter;
- 2) recommendation for membership by the state advisor of HOSA, TA and a
- 3) majority affirmation vote of the board of directors of HOSA, TA.

Honorary members shall have all the rights and privileges of an active membership except that they shall not be eligible to vote, hold office or participate in competitive events. Honorary members shall pay no affiliation fees.

g) **Lifetime Membership** shall be available for persons who are or have been active members and who are or have participated in 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 HOSA.

## **Section 2. FEES**

State and National affiliation fees must be paid for the entire school year in order for chapter members to be eligible to participate in area, state, and national activities. Conference registration fees shall be due upon request.

## **Section 3. Membership Year**

The membership year shall be from the date of the receipt of chapter affiliation to the national HOSA office and shall extend for twelve months.

# **ARTICLE IV** **HOSA, TA Organization**

## **Section 1. Affiliated Chapter**

- A. Charter affiliation shall be issued to local HOSA, TA groups by national HOSA upon receipt of:
  1. a properly executed chapter affiliation process which clearly establishes the eligibility of the group
  2. payment of the state and national HOSA affiliation fees for all persons listed on the roster of members
- B. State chapter numbers are assigned by the HOSA, TA office.

## **Section 2. Special Divisions**

- A. Special divisions within HOSA, TA may be developed as the interest of the membership indicates.
- B. Each specialized division shall develop its own organizational structure, elect its own officers, and adopt its own operating bylaws and program of work in conformance with the bylaws of HOSA, TA and HOSA, Inc.

## **ARTICLE V** **HOSA, TA Officers**

### **Section 1. Officers**

The area officers of HOSA, TA shall consist of the president, vice president, secretary, historian and reporter. HOSA, TA officers must be enrolled in a Health Science Program when seeking or running for office.

The state officers of HOSA, TA shall consist of the president, secondary vice-president, post-secondary/collegiate vice president, secretary, historian and reporter. The secondary /collegiate vice-president shall be a HOSA, TA active member as prescribed in Section 1, Part A.

These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority of the organization. Local chapters may have additional officers as desired.

### **Section 2. Terms of Office**

All officers shall hold offices for one year or until their successors are elected. Officers shall not be eligible for re-election to the same office. Area and State officers shall not be eligible to hold more than one area or state elected office at a time. Area and state officers must be or have previously been enrolled in a Health Science Program while serving their term of office.

### **Section 3. Vacancies**

In the event of a vacancy in the office of president, the secondary vice-president shall immediately become president for the remainder of the unexpired term. In the event of any other vacancy, the vacancy shall be filled by area and state officers or by appointment of the board of directors with consideration given to the runners-up in these offices. Vacancies are to be filled immediately.

## **Section 4. Eligibility, Nominations, Credentialing, Elections and Commencement of Offices**

- A. *Eligibility.* Candidates eligible for secondary area and state office shall be sophomore or junior health science students who are active members of a HOSA, TA chapter. Each student must be approved by his/her HOSA advisor, principal, Career and Technical Education Director, and the respective Area or State Executive Council. Candidates eligible for post-secondary/collegiate office shall be an active member of a HOSA, TA chapter and must have at least one year remaining in their Health Science Program. Candidates seeking national office must have served as an area/or state officer of HOSA, TA.
- B. *Application Process.* All officer applications shall be mailed to the State Advisor. Officer applications must be postmarked at least twenty-one (21) days prior to the annual area spring conferences. The State Advisor shall transmit the applications to the appropriate area or state credentialing committees.
- C. *Credentialing.* Candidates for area, state, and national offices are to be endorsed by area executive councils and voting delegates at their spring conferences. Officers shall prepare a slate of candidates to be presented to the voting delegate assembly. In the event the number of officers is equal to or less than the number of offices, no more than one officer candidate shall be slated for each office. Credentialing for officer candidates shall be performed by area officers, a state officer, a representative from the board of directors of HOSA, TA and the Texas HOSA state advisor.
- D. *Elections.* Area and state officers shall be elected by ballot by the voting delegates at the area and state conferences. A majority of the votes cast shall be necessary for election. In the event no candidate for an office receives a majority of the votes cast, there shall be a “run-off” ballot between the two candidates receiving the largest number of votes for that office.
- E. *Commencement of Offices.* The newly elected officers shall begin their terms of office at the conclusion of the conference at which they are elected.

## **Section 5. Summer Leadership Conference**

In order to hold office, all area and state officers are required to attend the summer leadership conference unless excused by fellow area/state officers and the Texas HOSA state advisor.

## **ARTICLE VI Conferences and Meetings**

### **Section 1. Conference Times and Places**

- A. Annual area and state conferences shall be held each year at the place designated by the board of director’s representatives and the state advisor.

- B. The dates of the annual area and state conferences shall be determined by the board of directors, state advisor, and the host city advisors.
- C. Delegates to any Texas HOSA leadership conference must reside in the HOSA, TA approved conference housing or they will not be eligible to compete in competitive events or seek a Texas HOSA office except if residing in or close to the city where the conference is being held.

## **Section 2. Special Meetings**

Special meetings may be held at the call of the state president or state advisor, provided that the approval of the board of directors has been obtained.

## **Section 3. Representation**

- A. Members of HOSA, TA shall be represented through their duly selected delegates from their respective chapters.
- B. Each chapter shall select no more than two members who shall serve as voting delegates at the annual area leadership conference and no more than one member who shall serve as the voting delegate at the annual state leadership conference.
- C. Each voting delegate shall be entitled to one vote; a voting delegate must be registered, present, and wearing their ribbon at the voting delegate meeting in order to cast a vote.

## **Section 4. Quorum**

Delegates representing a majority of the chapters present shall constitute a quorum at annual meetings.

# **ARTICLE VII** **The Executive Council**

## **Section 1. Composition**

The executive council shall consist of the state officers as designated in Article V, Section 1, the area presidents, a member of the HOSA, TA, board of directors, and the Director of Health Science, TEA. The immediate past president of HOSA, TA shall serve as an ex officio member of the council for one year.

## **Section 2. Duties**

- A. The executive council shall have general supervision over the affairs of the state association between its meetings; it may make recommendations to the state

association; and it shall perform other duties as are specified in these bylaws. The executive council shall be subject to the orders of the state association, and none of its acts shall conflict with action taken by the association. All actions of the executive council shall be reviewed and approved by the HOSA, TA board of directors.

- B. The executive council may plan activities for the state association as deemed advisable. Such activities shall follow the guidelines set forth in Article II.
- C. The state officers of the executive council shall serve as Texas voting delegates for the National HOSA Leadership Conference. Additional delegates may be appointed by the state president and state advisor.
- D. The current HOSA state president, HOSA state vice-president, and HOSA state post/secondary/collegiate vice-president shall serve as members of the HOSA, TA board of directors.

### **Section 3. Annual Program of Work**

- A. With the assistance of the state advisor, the executive council shall develop an annual program of work at the summer leadership conference.
- B. The state advisor shall be responsible to the executive council for conducting the annual program of work.

## **ARTICLE VIII** **Committees**

Ad hoc committees shall be formed as needed and shall be appointed by the HOSA, TA president.

## **ARTICLE IX** **Finances**

### **Section 1. Funds**

HOSA funds shall only be deposited in designated HOSA, TA accounts as managed by the HOSA, TA board of directors.

### **Section 2. Bills, Portfolios, and Invoices**

All bills, portfolios, and invoices shall be submitted on payment vouchers with the appropriate signature of an advisor and the senior area board of director member.

### **Section 3. Affiliation Fees**

All state and national affiliation fees shall be mailed directly to the national headquarters.

#### **Section 4. Accounting**

All area and state officers shall receive an annual financial report at the leadership conference in order to plan their program of work. The HOSA, TA board of directors is responsible for all financial accountability for HOSA, TA.

#### **Section 5. Account Inquiries**

All inquiries concerning HOSA, TA finances shall be referred by an advisor to the HOSA, TA board of directors. All written inquiries shall be answered within twenty working days after receipt by the board of director's representative.

### **ARTICLE X** **Area Associations**

#### **Section 1. Area Associations**

Area associations shall be formed to assist communications and promote leadership development among chapter officers and members. Geographic boundaries for area association shall conform to the geographic boundaries adopted by the board of directors.

#### **Section 2. Executive Director**

The executive director of HOSA, TA shall assign local HOSA chapters to the appropriate area association.

#### **Section 3. Governance**

Actions taken by any area association shall not in any way conflict with the bylaws, standing rules, or actions of HOSA, TA or HOSA, Inc.

### **ARTICLE XI** **Parliamentary Authority**

The current edition of Robert's Rules of Order, newly revised edition shall govern this organization in all cases in which they are applicable in which they are not inconsistent with these bylaws and any special rules of order this organization may have adopted.

**ARTICLE XII**  
**Amendment of Bylaws**

These bylaws may be amended by a two-thirds affirmative vote of the authorized delegates at any annual state meeting. The proposed amendment(s) must be submitted in writing to a state officer prior to the state officer fall planning conference. The state officers shall then be authorized to disapprove the proposed amendment(s), or to allow its consideration by sending copies of the proposed amendment(s) to the local HOSA chapters at least twenty days prior to the annual meeting at which the proposed amendment(s) is/are to be considered.

# BOARD OF DIRECTORS for HOSA, TA BYLAWS

## ARTICLE I Name

The name of this organization shall be the Health Occupations Students of America, Texas Association Board of Directors.

## ARTICLE II Object

- A. Provide direction for policy, procedure, and the management of HOSA, TA
- B. Assure area representation for HOSA, TA
- C. Assure adequate funding for the operation of HOSA, TA
- D. Facilitate the scholarship program of HOSA, TA
- E. Promote partnerships between HOSA, TA, health care industry, professional health-related organizations, and businesses in support of Health Science
- F. Facilitate the integration of HOSA into Health Science Programs

## ARTICLE III Members

### Section 1.

Membership of the Board of Directors shall include two members from each designated geographic area of HOSA, TA who shall be elected by and from the representatives of their areas to serve staggered terms for a period of two consecutive years. Each area will elect one board of director member each year during the state leadership conference. Other members include the board of directors president, president-elect, current HOSA secondary state president, secondary state vice president, and postsecondary/collegiate vice president. **Ex-officio members include the Texas Education Agency (TEA) Director of Health Science or a designated representative, Health Science Curriculum Specialist, HOSA,TA board past president, secondary state advisor, postsecondary state advisor, executive director, and the financial resource person.**

### Section 2.

Members may serve a maximum of two consecutive terms. Elected board members must be a registered HOSA advisor of an active chapter which is currently affiliated with national HOSA and has been affiliated for a minimum of three years.

### **Section 3.**

Student members shall serve a term of one year, but may serve an additional term if elected to another term of office, other than the office which was previously held.

### **Section 4.**

All members serving on the board are entitled to a vote, with the exception of the ex-officio members and the board president. In the event of a tie, the president may cast the tie-breaking vote.

### **Section 5.**

In the event that a member cannot fulfill his/her term of service, written notice shall be communicated to both the board and the area represented. The vacancy shall be filled by a majority vote of area members present at the next area meeting. The newly elected member shall fill the unexpired member's term.

## **ARTICLE IV** **Officers**

### **Section 1.**

The officers of the board shall be a president, president-elect, and secretary. These officers shall be elected at the regular meeting held prior to the health science professional development conference.

### **Section 2.**

The president and president-elect shall be elected to a one year term. This may extend these officers' membership on the board beyond his/her original term of representation. The secretary shall be elected for a one-year term. Each term of office shall begin at the conclusion of the professional development conference. The secretary must have at least one year of membership remaining on the board at the time of election.

### **Section 3.**

The board shall elect its officers by majority vote. Candidates shall be nominated from the floor. Nominated members must have served on the board for at least one year.

#### **Section 4.**

Once a member begins his/her term of office as president, he/she is serving the board as a whole. The new president shall resign as area board member in time for a replacement to be elected at the summer professional development conference.

#### **Section 5.**

Resignations of officers shall be submitted in writing to the board. Vacancies in any elected office shall be filled by a member of the board.

#### **Section 6.**

The board, based on good cause, reserves the right to remove an individual from office. Removal from office requires a two-thirds vote of the board.

#### **Section 7.**

Board officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

- A. The president shall set the agenda and send a tentative agenda at least seven days prior to the meeting, preside at all meetings, perform such duties as are necessary to conduct the business of the board, and provide a letter to administrators detailing the responsibilities of a board member.
- B. The president-elect shall coordinate all committee activities, and shall perform the duties of the president in his/her absence.
- C. The secretary shall record the official minutes at all meetings, and shall provide official minutes to all members of the board within ten days after each meeting.

### **ARTICLE V** **Meetings**

#### **Section 1.**

Four annual regular meetings shall be held: one shall be held in conjunction with the HOSA, TA Leadership Development Institute, one meeting shall be in January, one shall be held prior to the HOSA, TA state leadership conference, and one shall be held prior to the professional development conference.

**Section 2.**

The regular meeting held prior to the professional development conference shall be for the purpose of electing officers, coordinating committee meetings, handbook revisions, independent contract review and for any other business that may arise.

**Section 3.**

Special meetings may be called by the president and/or the TEA Director of Health Science.

**Section 4.**

A quorum shall be a majority of the voting members of the board.

**Section 5.**

Members must be present at all meetings. In the event a member is unable to attend, an advisor from the area may be designated as a proxy to attend the meeting. Written notice from the member must be submitted by the proxy at the beginning of the meeting and filed with the secretary.

**Section 6.**

If there are absences or proxy designations from two consecutive meetings, the board member shall be notified by the president for possible replacement.

**ARTICLE VI**  
**Management Responsibilities**

**Section 1.**

The board shall review, evaluate, and approve budgets, expenditures, and audit reports to assure sound financial management for HOSA, TA.

**Section 2.**

The board shall negotiate and sign contracts for the collection, disbursement, and accounting of funds on behalf of HOSA, TA.

**Section 3.**

The board shall review the HOSA, TA accounting system and recommend any changes that would facilitate the accounting of funds for HOSA, TA.

#### **Section 4.**

The board shall require an annual audit of financial records by a CPA.

#### **Section 5.**

The board shall designate the area and state conference dates and conference managers, and shall coordinate the competitive events program for HOSA, TA.

#### **Section 6.**

The board shall facilitate the tabulation and inquiry process at area and state leadership conferences.

### **ARTICLE VII** **Committees**

#### **Section 1.**

The president-elect shall appoint sufficient members for each committee for a term of one year. Committee meetings shall be held during the professional development conference. Special meetings may be called as needed by the president-elect or committee chair.

#### **Section 2.**

The chair of each committee shall be appointed by the president-elect. The committee chair shall:

- A. promote the mission of HOSA;
- B. keep the president-elect informed of committee meetings and activities;
- C. serve as liaison with other committee chairs to facilitate joint study and projects;
- D. submit to the president-elect a written report of committee meetings, activities, and recommendations;
- E. maintain files and records of committee work, and transfer such files to succeeding chairs.

#### **Section 3.**

The Scholarship Committee shall:

- A. evaluate all aspects of the scholarship program and make recommendations to the board for improvements;
- B. facilitate industry and professional partnerships to enhance the state scholarship program, and to
- C. serve as the state scholarship selection committee for state HOSA scholarships.

Membership of the committee shall consist of two senior board members and three junior board members.

#### **Section 4.**

The Bylaws Committee shall:

- A. study, evaluate, and recommend any changes necessary to revise the bylaws of HOSA, TA and the bylaws of the HOSA, TA board of directors.

Membership of the committee will consist of the past president, the president, the president-elect, and one or more board member(s).

#### **Section 5.**

The National Conference Committee shall:

- A. make recommendations to create a unified Texas delegation at the national conference;
- B. plan and coordinate state activities for the Texas delegation at the national conference and coordinate the state responsibilities for national competitive event management.

Membership of the committee shall consist of the president, the president-elect and one other board member.

#### **Section 6.**

The Competitive Events Committee shall:

- A. study, evaluate, and recommend any changes necessary for the state competitive events;
- B. make constructive recommendations to the National Competitive Events Program for the improvement and enhancement of national competitive events.

Membership of the committee shall consist of the Texas HOSA Executive Director, 2 senior board members and 3 junior board members.

#### **Section 7.**

The Budget Committee shall:

- A. review past expenses;
- B. make recommendations for the proposed budget for the upcoming year; and
- C. report on the proposed budget at the Leadership Development Institute.

Membership of the committee shall consist of the HOSA, T.A. accountant, the president, past president, president-elect, and 2 senior board members.

#### **Section 8.**

The Financial Committee shall:

- A. establish guidelines/policies for long term assets;

- B. work with the HOSA, T.A. board approved financial resource person to assist in recommendations for management of funds;
- C. make quarterly reports and recommendations to the board of directors for investment of funds;
- D. develop and update the financial policy of HOSA, T.A.; and
- E. maintain a record of committee activities and investment reports.

Membership of the committee shall consist of the Texas HOSA financial resource person, the HOSA,TA accountant, the president, past president, president- elect, one junior and one senior board member.

### **Section 9.**

Special committees shall be appointed at the discretion of the president.

## **ARTICLE VIII** **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, newly revised edition shall regulate the board in all cases to which they are applicable.

## **ARTICLE IX** **Amendments of Bylaws**

These bylaws may be amended at any regular meeting by a two-thirds vote, provided that the amendment has been submitted in writing and distributed to members fourteen days in advance of the meeting.

# HEALTH OCCUPATIONS STUDENTS OF AMERICA TEXAS ASSOCIATION BOARD OF DIRECTORS POLICIES AND PROCEDURES

## I. OFFICER EXCHANGE:

Communication, whether verbal or written, is the vital link to any successful organization.

Board members are elected by the advisors in their area at the state leadership conference. In order to maximize the professional image and credibility of the board in its decision-making role, board members must have at least three years experience as a HOSA advisor with an active nationally affiliated HOSA chapter before seeking or being elected to a position on the board.

A commitment must be made by each member to attend all meetings and disseminate material to their respective area advisors after each board meeting.

To provide a smooth transition each year when membership on the board changes, the following activities should take place at the summer professional development conference:

### **President:**

- Change the signature card to reflect the current president, CPA, and immediate past president.
- Provide guidance for the incoming president regarding agenda preparation.

### **President-Elect:**

- Transfer notebook of all committee recommendations and activities.

### **Secretary:**

- Transfer notebook containing minutes, proxy forms and correspondence.
- Maintain a current listing of board members at all times.

### **Outgoing Senior Members:**

- Transfer the area senior board member notebook containing past minutes and budget to the new senior member.

### **Outgoing Junior Members:**

- Transfer the area junior board member notebook containing past minutes and budgets to the newly elected junior member.

In order to facilitate the smooth running of area and state conferences, members of the board of directors serve as tabulation staff and the inquiry committee and need to be available in tabulation, and hence should not have the additional duties of serving as conference chairs or event managers at the same time. Specific duties of board members at area and state conferences are outlined in the Competitive Event Management section of the HOSA, TA Advisor Handbook.

The safety and security of students being a foremost responsibility of HOSA, the required ratio for adult supervision of students is 1 adult sponsor per 10 students for all HOSA activities. As board members are preoccupied with their previously described duties, they cannot adequately chaperone students. Chapters should provide a sufficient number of chaperones to eliminate the need for board members to serve in that capacity.

In order to be covered by the HOSA liability insurance policy, each person attending conferences must be registered to attend. Names of chaperones should be submitted in advance so they may be covered, even though they are not expected to pay the registration fee.

## **II. FINANCES:**

- A. All student money **MUST** be deposited in the general account. No HOSA money may be deposited in any account other than those of HOSA, TA.
- B. Annual HOSA membership affiliation fees for state and national HOSA shall be mailed directly to national HOSA. Texas members shall pay affiliation fees for state and national membership. State membership only is not permitted.
- C. Area fall leadership conferences and area spring conferences should be self-supporting through registration fees. Fall registration fees for all areas shall be \$10.00 per participant (excluding food). Spring registration fees for all areas shall be \$20.00 per participant (excluding food). All HOSA registration fees must be sent directly to the CPA of HOSA, TA. A financial report shall be submitted to the respective area senior board member within 60 days after the event. (See the attached financial report form.)
- D. Area budgets shall be monitored and approved by each respective area senior board member. The state budget shall be monitored and approved by the board president and the Texas HOSA state advisor.
- E. All expenditures shall be authorized by the senior board member after receiving a Request for Payment form and the original receipts for expenditures. The senior board member will promptly sign and forward the requisition to the CPA for prompt payment. Senior board members should retain a copy for their records.
- F. Advisor and student officer meals (with prior approval) may be reimbursed at the current allotted state rate per day.
- G. Reasonable travel expenses for officers and their advisors will be reimbursed according to state guidelines, if districts refuse in writing to pay, and if the student officer is not registered to compete in a competitive event.
  - 1. HOSA, TA will only reimburse travel for districts that have a financial assistance letter on file with the HOSA, TA board of directors president for the current school year.

H. Allowable Travel Expenses to include:

1. Personal automobile mileage from headquarters (home or office) to the place of official business will be reimbursed at the appropriate state per diem rate at the time the expense is incurred. Mileage reimbursement can be calculated using the vehicle odometer readings or a mapping website such as Mapquest.
2. Personal automobile mileage incurred for official HOSA business may be within the headquarters, to or from the airport, to or from a place of business or residence as long as the shortest possible route is claimed.
3. Airfare should be booked at the lowest possible fare available. Original receipts along with a Request for Payment form must be submitted. When making travel plans (driving or flying), the most economical means should be chosen and must be pre-approved by the HOSA, TA board of directors president.
4. Rental cars are not allowed unless other transportation such as a taxi or shuttle is not available or unless it is documented that it is more cost effective to rent a car than it is to take alternate travel. Rental cars may be claimed if used for performing duties associated with an independent contract. Rental cars must be pre-approved by the HOSA, TA board of directors president and include justification that the rental car is more cost effective.
5. Gasoline for a rental car may be claimed. Original receipts along with a Request for Payment form must be submitted.
6. Parking and toll road expenses while on official business.
7. Airport parking may be claimed provided it is accompanied by an original receipt and a Request for Payment form.
8. Lodging will be reimbursed at the state per diem rate or the rate consistent with the hotel contract. Meals will be reimbursed at \$36.00 per day.  
If in the conduct of the contract, duties begin at 6:00 a.m. and end at 10:00 p.m. on the same day, meals may not be claimed unless the amount was actually spent. The per diem rates are not an allowance. Original receipts along with a Request for Payment form must be submitted.
9. Taxi fares for official business will be reimbursed; however, tips will not be reimbursed.

10. Itemized miscellaneous expenses such as sales tax on lodging, business phone calls, printing, materials supplied by contractor used in carrying out services described in the contract.

I. Unallowable Travel Expenses include:

1. First class airfare.
  2. Tips and gratuities paid in conjunction with meal expenses are generally not reimbursable. A service charge may only be reimbursed if it is imposed by an establishment and cannot be refused by the customer.
  3. Alcoholic beverages.
  4. Entertainment/ recreation.
  5. Meals or any other expenses for other persons unless pre-approved by the HOSA, TA board of directors president.
  6. Unreasonable accommodations such as penthouse, suite or expensive hotel room.
  7. Mileage, parking and toll road expenses for purposes other than official business.
  8. Personal accident insurance or personal effects coverage for rental cars.
  9. Rental car for personal use or for the purposes not associated with the performance of services specified in the contract.
  10. Any expenses, with the exception of parking and toll expenses and gasoline for a rental care that are related to the operation of an automobile.
- J. Room sharing with other board of directors will require both members to sign a document to be kept on file with the executive director and the HOSA, TA board of directors president for the purposes of assigning rooms. If districts are unable to pay for lodging expenses and a board member is requesting a private room, then HOSA, TA will pay for half of the room rate. Likewise, if a family member is accompanying a board member then HOSA, TA will only pay for half of the room rate.
- K. Reasonable travel expenses for board members will be reimbursed according to state guidelines if districts refuse to pay; however, there must be a financial assistance letter on file with the HOSA, TA board of directors president for the current school year.

- L. Reasonable travel expenses for National Competitive Events Program Texas representatives will be reimbursed according to state guidelines if district/ post-secondary institution/ national HOSA refuses in writing to pay. Maximum reimbursement is not to exceed \$500/ per person per year.
- M. Refunds for registration fees will be honored **prior** to the registration deadline date if necessary. No refunds will be granted past that date.
- N. Any Texas HOSA chapter with outstanding debt, to include national HOSA fees, will not be allowed to register for upcoming HOSA events until all monies are paid in full. Payment for outstanding fees must be mailed to the HOSA accountant and will not be accepted at any conference onsite registration.
- O. Procedures for disbursements and collection of money for HOSA, TA:
1. All money shall go to the HOSA, T.A. accountant.
  2. All money disbursed must go through the approval process. Board representatives for the areas act as budget managers for their respective area. The board president shall be the budget manager for the state budget. The approval, in the form of the signature of the appropriate budget manager, shall be obtained before money can be disbursed. ALL requests for reimbursement related to any HOSA event must be submitted within 60 days of incurrence. Any formal request submitted after 60 days are to be submitted to the HOSA, TA board president for possible consideration.
  3. Money shall only be reimbursed for original receipts or invoices. Purchases made with a credit card must be submitted with a receipt indicating a description of the items which were purchased.
  4. Documentation of money spent is required for all HOSA events. The financial report (B-23) is due within 60 days of the event.
  5. Signature authority for Texas HOSA accounts includes the president, president-elect and the HOSA, TA accountant.
- P. No HOSA chapter fundraising is permitted at any conference. HOSA, TA prohibits the receipt and disbursements of currency during any HOSA event.
- Q. No HOSA advisor may register as a chaperone for any HOSA conference. Advisors must register as such and pay any conference registration fee(s).

