



Montana HOSA: Future Health Professionals Policy & Procedure Manual

Reviewed by Board of Directors, June 2021

MONTANA HOSA: FUTURE HEALTH PROFESSIONALS POLICIES AND PROCEDURES

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POLICIES AND PROCEDURES OVERVIEW

The policies of Montana HOSA- Future Health Professionals are under continual examination and revision. This manual is not a contract, but merely presents the policies and procedures in effect at the time of this publication and in no way guarantees that the policies and procedures will not change. For the most current and up-to-date policies and procedures, please visit www.montanahosa.org. This policy and procedures manual, revised June 2021, is the most current and applicable manual, and supersedes all previous policies, procedures, or manuals.

Montana HOSA reserves the right to modify requirements of membership, to amend any regulation affecting the membership at large, and to dismiss any person(s) from Montana HOSA if it is deemed by the organization to be in its best interest or the best interest of the person(s) to do so.

Questions regarding the revision, creation, or interpretation of the Montana HOSA Policies and Procedures Manual shall be directed to the Montana HOSA State Director, or by direct appeal to the Montana HOSA Executive Board. The State Director shall be the first point of contact regarding all violation, suggestions, complaints, issues, or concerns pertaining to Montana HOSA policy and procedure.

The most updated and revised copy of the Montana HOSA Policy and Procedures manual shall be readily available to the membership at large through online publication at www.montanahosa.org. Any changes, revisions, additions, or removal to the Policy and Procedures Manual shall require unanimous approval from the current Executive Board of the Montana HOSA Board of Directors.

I. State Organization Structure

A. Physical Address

Montana HOSA: Future Health Professionals (MT HOSA) mailing address, as of 7/1/20, is 3606 Surrey Circle, Billings, MT 59102. The office resides at the residence of the State Director, Katie Meier. Phone number listed on website is that of the State Director.

B. Staff

Montana HOSA: Future Health Professionals is a nonprofit Career and Technical Student Organization (CTSO) administered by the Montana Office of Public Instruction (OPI). A Board of Directors oversees operations and employs a contracted State Director.* The director is assisted by the Montana OPI Health Science Specialist who acts as the State Advisor and is paid through Montana OPI.

*Montana HB 86 standards require that the CTSO be operated by a “State Director.” National HOSA refers to the state director as the “State Advisor.” The Montana State Director attends the annual fall SAM (State Advisors Meeting), in D.C.

The State Director of Montana HOSA is a contracted employee of MT HOSA. The State Director is contracted on an annual or multi-year basis at the discretion of the MT HOSA Board of Directors. The State Director shall be paid an appropriate amount as agreed upon by the MT HOSA Board of Directors, or unanimous consent of the MT HOSA Executive Council. The State Director is charged with the day-to-day operations of MT HOSA, developing a Statewide Program of Work to advance and expand MT HOSA’s growth and opportunity, and other duties as assigned by the MT HOSA Board of Directors or the MT HOSA Executive Council. The State Director reports directly to the OPI Health Science Specialist, the MT HOSA Board of Directors, and the MT HOSA Executive Council throughout the contracted term. The State Director shall be covered on all MT HOSA liability insurance as an agent of the association, and be reimbursed for necessary and required expenses related to contract delivery; as monies and budgetary processes allows.

1. Hiring

The State Director shall be contracted on an annual or multi-year basis, at the discretion of the MT HOSA Board of Directors or by unanimous consent of the MT HOSA Executive Council. If the State Director position shall become vacant, or the Board of Directors elects to open the position to applications.

Employment process will include:

- a. Verification of whether any person(s) hired by Montana HOSA have been convicted of any crime, including sex related or child-abuse related offenses, before an offer of employment is made including background checks on any independent contractors.
- b. Verification of employment related references on all new hires
- c. A personal interview

2. Termination

A 2/3 majority of the MT HOSA Board of Directors and/or unanimous consent of the MT HOSA Executive Council have the authority to take action regarding State Director termination. If it is deemed appropriate to remove a State Director from his/her position, or to not renew the contract for services agreement, the following steps/procedures must be taken:

The Executive Council must send certified written notice of the termination decision to the State Director, with a minimum 30-days' notice to terminate his/her contract. The MT HOSA Executive Council, may, at their discretion, require the State Director to perform the remaining 30-days of the contract, or may simply elect to terminate the State Director effective immediately, in which case all monies, benefits, and obligations as outlined in the State Director Contract must be promptly addressed by MT HOSA. Prior to action, it is recommended that MT HOSA consult appropriate legal counsel and review applicable contract terms, restrictions and conditions. Upon receiving notice of termination, the MT HOSA State Director may accept the notice, or appeal such decision to the MT HOSA Board of Directors for a 2/3 overturn/veto. Such appeals shall be made in coordination with the MT HOSA Bylaws.

- a. The MT HOSA Treasurer shall remove the State Director from purchasing authority on all MT HOSA Treasury Accounts, and accurately account for all MT HOSA assets, both tangible and intangible.
- b. The MT HOSA Executive Council shall name an Interim MT HOSA State Director while working through the hiring and proper selection process of the MT HOSA State Director. The Interim State Director may be a person selected at the Executive Council's discretion, and may be compensated reasonably and fairly.

3. If Not Renewing Contract for Services:

- a. Follow the hiring procedures outlined in this section.

- b. The MT HOSA Treasurer shall remove the State Director from purchasing authority on all MT HOSA Treasury Accounts, and accurately account for all MT HOSA Assets, both tangible and intangible.
- c. The MT HOSA Executive Council, upon selection of a State Director, shall notify HOSA Inc. of appropriate change(s) in leadership.

4. Resignation:

If the State Director shall at his/her discretion freely offer their resignation with appropriate notice as specified in the terms and conditions of his/her contract, the MT HOSA Executive Council shall follow all applicable hiring/replacement procedures as outlined in this section, plus:

- a. The MT HOSA Treasurer, shall remove the State Director from purchasing authority on all MT HOSA Treasury Accounts, and accurately account for all MT HOSA Assets, both tangible and intangible.
- b. The MT HOSA Executive Council shall notify HOSA Inc. of such change(s) in leadership as well as their process moving forward.
- c. If necessary/applicable, the MT HOSA Executive Council shall name an Interim MT HOSA State Director while working through the hiring and proper selection process of the MT HOSA State Director. The Interim State Director may be a person selected at the Executive Council's discretion, and may be compensated reasonably and fairly.

C. Affiliation

Montana HOSA: Future Health Professionals became a chartered state association of HOSA, Inc. in 2004, and adheres to the National HOSA Policies and Procedures. CTSO State Directors are paid through their individual incorporated non-profit entities, and are supported through the Montana OPI Career and Technical Education Office.

D. Funding

In 2013, the Montana State Legislature passed House Bill 86 to strengthen Montana's career and technology student organizations by increasing graduation rates; enhancing student leadership opportunities, developing workforce skills, and facilitating transitions to postsecondary education and employment for all participating students; ensuring alignment of activities of local career and technology student organizations with nationally affiliated programs and activities; and providing a base of funding for the statewide coordination of state-approved career and technology student organizations. HB 86 was absorbed into HB 2, in April, 2019. The Montana OPI Career and Technical Student Organization (CTSO) funding formula is in place and HB 2

monies are allocated, to the seven (7) CTSO's through Montana OPI CTE based on a rubric determined by the Office of Public Instruction.

Income is generated through HOSA affiliation. Annual student and advisor affiliation is paid to National HOSA. National HOSA returns 50% of those funds which are applied to operating costs. Additional income is generated through corporate grants and sponsorships.

E. Subcontractors Contracts

Montana HOSA contracts with an independent contractor for accounting services and insurance coverage. Montana HOSA may hire two-three (2-3) part-time temporary staff to assist with Montana HOSA sponsored events.

F. Board of Directors

1. Purpose

Montana HOSA shall have a Board of Directors consisting of at least 9 Directors and no more than 12 Directors and shall manage all affairs of Montana HOSA. Except as otherwise provided by law, all corporate powers are exercised by or under the authority of the Board and the affairs of MT HOSA are managed under the direction of the Board. The Board Officers of MT HOSA (aka, Executive Board) shall be a Board Chair, Vice- Chair, and Secretary/Treasurer. Details of meeting structure, committee structure, and manner of acting are detailed in the Montana HOSA bylaws.

2. Application; Terms

Board members represent the following areas:

- Two (2) secondary health science/biomedical science teachers
- Two (2) post-secondary health science division faculty (one from MUS system; one from 2 year or private colleges)
- Two (2) Medical Center representatives (one from rural/CAH; one from large hospital system)
- Two (2) health-related non-profit agencies
- One (1) Healthcare Business Entity
- Two (2) representatives from any of the following areas: MT State Legislature, Financial Advisor, Lawyer, Workforce/Economic Development

The State Director and State Advisor sit on the Board as non-voting members. Standing Board Members make recommendations of new members. At the discretion of the board, up to 2 non-voting positions may be added as a "friend of the board" representing government

entities, legal and/or financial advisors. Members complete application and are elected to office at the first fall Board meeting. Each Board Officer shall serve a two-year term of office and may not serve more than three consecutive terms of office. The Montana HOSA Board of Directors adopted the initial Conflict of Interest Policy 11/14/19- (Appendix XIV). The policy is reviewed annually. Each Board Member signs a Conflict of Interest Policy, kept on file, to protect the 501(c)3 from federal sanctions.

3. Emergency Management Plan

The organization has a plan which lists the Executive Committee, who will assume responsibilities for the management of the organization in case of an emergency on behalf of/dismissal of the State Director.

4. Plan for Resolving Disputes

A person who is aggrieved by actions of the organization, or the organization's staff members, or another student may file a Grievance Form (Appendix IX). A Grievance Committee, comprised of at least three (3) members of the Board Executive Committee shall review the form within thirty (30) days of submission, and a hearing of the disputant and committee will be scheduled. The Grievance Committee compiles a fact-based report and makes recommendations for resolution to the State Director. All parties are presented in writing, by mail or in person, of the outcome of the grievance and the actions taken.

5. Staff Evaluations

Annual Montana HOSA staff evaluations are conducted by the Board Executive Committee and kept on file.

6. Removal from Board

According to Bylaws, Article VI, 6.05 Revised and approved 9-19-19: If a Director is absent and unexcused from more than two meetings of the Board, a Director may be removed by a majority vote of the Board of Directors then in office. The Board Chair is empowered to excuse Directors from attendance for a reason deemed adequate by the Board Chair.

G. Student Executive Council

1. Purpose & Qualifications

The purpose of the Student Leadership Executive Council is to provide student leadership and develop opportunities for members in Health Science Pathways, provide guidance and inspiration, and build enthusiasm of all members (students and advisors). Up to five (5) student state officer positions are open each year depending on the number of officer candidates seeking state office. Students who wish to submit application for Executive Council must submit written application in February of the academic year which demonstrates active participation in their own chapter, maintenance of a GPA of 2.5 or greater, and contains signature of parent, advisor, and school principal. A State Officer Handbook is accessible on the organization's website.

2. Training

Members of the Student Executive Council, following election at SLC, attend an orientation session. Officers attend Student Officer Leadership Training during the summer, previous to the academic year. Support is provided by and communications are maintained with the State Officer Coach. Officers are given the option to attend Global/Washington Leadership Academy, in Washington D.C. or virtually, hosted annually in September. Officers may also attend leadership training workshops at International Leadership Conference (ILC), in June.

3. Travel Policy

Montana HOSA may, if monies allow, pay for State Officer/Executive Council lodging and meal expenses at approved and authorized meetings, conferences, and planning sessions.

State Officers/Executive Council must secure official authorization for State Officer Travel. State Officers are not authorized to travel on Montana HOSA's behalf or represent Montana HOSA in official capacity with incomplete or un-submitted travel documentation.

While on official HOSA business, and while traveling on behalf of Montana HOSA, the State Director and/or the State Officer Coach shall serve as the State Officers' chaperone.

State Officers, in conjunction with the state officer coach, local school district administration, and parent/legal guardians shall determine the most appropriate, efficient, and safe arrangements to and from all official Montana HOSA functions.

Unless otherwise authorized, it is required that State Officers obtain an adult/chaperone driver for official HOSA business outside the city

limits of their home address. Montana HOSA may provide a driver/chaperone when available. At NO time may State Officers operate/drive vehicles while on official Montana HOSA business without a student driver waiver.

While transporting State Officer(s), Chapter Advisors, Montana HOSA Staff, and Montana HOSA Contract Agent(s)/Employees shall be given the option to not use personal vehicles for transportation.

Aforementioned parties may use State of Montana owned vehicles, or vehicles rented from an approval rental car company with the purchase of comprehensive and vehicle liability insurance. If adult drivers elect to use personal vehicles for transportation in accordance with local district policy, the driver assumes all risk and liability.

Chaperone/Adult drivers for State Officer(s) shall hold a valid driver's license, and are expected to obey all local, state, and federal transportation traffic laws/regulations.

If flying on official Montana HOSA business, it may be required that State Officers depart and arrive from separate home locations than the State Director or State Officer Coordinator. Should such situations or circumstances arise, the State Director or State Officer coordinator are required to land at the connecting city before the State Officer, and depart the connecting city after the State Officer. Should it be a direct flight, the State Director or State Officer Coordinator must accompany State Officers or arrive prior to the State Officer(s) and depart after the State Officer(s). Should delays or cancelations exist, the State Director and/or the State Officer Coordinator shall accompany all State Officer(s) through rebooking, accommodations, and travel necessities. The State Director or State Officer Coordinator shall stay with all State Officer(s) experiencing travel difficulty or delays, regardless of individual travel arrangements/plans until the State Officer(s) are departed for their appropriate home destination. Parents and/or legal guardians are to be notified of any travel bookings, modifications, or adjustments promptly after determination. If the State Officer(s) experience an aircraft diversion, and land in a city other than their home city, they shall promptly advise the State Director and Parental/Legal Guardians of situation circumstances. Under no circumstances should the State Officer(s) leave the secured area of the airport terminal. State Officer(s) experiencing aircraft diversion or travel delays, while in the unexpected un-supervision of the State Director or State Officer Coordinator, shall remain in the secure area of airline terminals, or report to the nearest safe location as advised by the Montana HOSA State Director and await further instruction.

4. Selection

Elections for student State Officer candidates will take place during State Leadership Conference each spring. At least two members of the Board of Directors will interview candidates and recommend officer positions. Executive Council positions include: President, First Vice-President, and no more than three (3) officers appointed Vice-President positions in accordance with annual objectives determined by the Board of Directors (i.e., public relations; internal communications, service projects).

5. Officer Duties

Officer job descriptions are kept on file and provided, in writing, to elected Student Executive Council members. Student Executive Council member expectations and obligations are detailed in the State Officer Handbook available online (Appendix XI).

6. Term

All state officer positions are held for one year, from the date of their election at the annual State Leadership Conference and ending at the State Leadership Conference the following year. If for any reason, a State Officer's school HOSA chapter dissolves during his/her/they term of office, the State Officer may be required to submit resignation. If, after election, a State Officer moves out of his/her/they current school district, he/she/they may need to submit resignation if they move to a new school/district without the support of a local HOSA chapter.

7. Removal from Office

According to Montana HOSA Bylaws, Article V, 5.05: Any elected officer who fails in performance of his/her duties as documented and signed in their officer application, may be removed by a two-thirds vote of the Executive Committee. The officer to be so removed must be notified in writing at least one month (30 days) prior to the removal and must have been given notice of unsatisfactory work before notice of removal is issued.

H. Advisors

1. Purpose and Qualifications

HOSA is a student-led organization. Each Montana HOSA student chapter is overseen by an advisor or co-advisors who works to fulfill the duties as detailed in the Advisor Job Description (Appendix I). Advisors must be employees of the chapter's school district. If the

advisor is not an employee of the district (i.e. hospital professional), a district employee must be appointed to travel with students. Advisors are to fulfill duties as listed in the Advisor Job Description (Appendix I).

A parent or appointed chaperone is expected to chaperone the Student Leadership Executive Council Officer when on official MT HOSA business.

2. Training & Recognition

HOSA Professional development is provided through Training Advisors at the Local Level (TALL), free online facilitated courses (3 levels) developed to assist new and veteran advisors. National HOSA provides CE and training at a variety of workshops offered at ILC. Montana HOSA may also provide training and CE credits for attendance at FLC.

Montana HOSA awards an annual Advisor of the Year Award at SLC. Selection for this recognition is based on years of service, advanced training, attendance at HOSA sanctioned national conferences, and development of curriculum-based school HOSA program. Members of the Board Executive Committee select Advisor of the Year.

3. National Affiliation

Advisors are required to affiliate with National HOSA. Affiliation allows attendance at WLA, FLC, SLC, and ILC.

4. Removal from State Association

Advisors must adhere to the policies of their college/school district. If an advisor is found to be in violation of his or her district policies, his/her association membership may be brought into question and reviewed by the Executive Committee of the Board of Directors. Temporary or permanent dismissal from a teaching position is grounds for immediate disassociation by 2/3 vote of the Executive Committee. The Board reserves the right to rescind an advisor's affiliation if he/she does not adhere to the Code of Conduct or fails to follow guidelines within his/her job description.

I. Organizational Policies

1. Nondiscrimination Policy

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA is that all

operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act. Montana HOSA maintains a sex equity policy to honor gender identification in compliance with a student's school district policies. In-state travel and lodging provided to any affiliated member shall be reserved in accordance with student's school district nondiscrimination sex equity policy.

2. Reasonable Accommodations Policy

Montana HOSA members with disabilities, and non-English speaking competitors, will be reasonably accommodated in the Montana HOSA Competitive Events Program through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize their own special equipment that Montana HOSA may not be able to provide.

Requests for reasonable accommodation must be indicated on the Montana HOSA sponsored event registration form, or Student Eligibility form in Special Needs events, and must be submitted to Montana HOSA by the conference registration deadline. HOSA will provide the same accommodations that were provided when they competed for eligibility to attend the ILC (normally their SLC).

3. Reproduction of Photographs Policy

As a delegate attending any Montana HOSA Conferences, 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 Montana HOSA unless it is made known by the delegate during registration. A release statement will be part of the Montana HOSA Code of Conduct.

4. Media Relations and Brand Use Policy

As all Montana HOSA members are affiliated with HOSA, Inc., all organizational insignia use of Name and Emblem, Creed, Motto, Slogan, and Mission Statement will be defined and proper use outlined by HOSA, Inc. Brand Style Guide.

5. Use of IRS EIN# Policy

Montana HOSA is a registered 501(c)3 non-profit. Any use of the Montana HOSA EIN# is strictly prohibited. Should a chapter require use of the number, for the purpose of fundraising, written permission must be obtained from the Board, and all monies must be processed through Montana HOSA accounts.

6. Proposal of Change to Policies & Procedures

Any changes to the policies and procedures must be approved by the Board.

7. Expense & Travel Policy

If Montana HOSA offers travel reimbursement for either Board or Advisors, a Travel Reimbursement Form must be submitted to Montana HOSA.

8. Grievance Policy

An aggrieved student, parent, or advisor may submit a Grievance Policy & Form (Appendix VIII) to Montana HOSA Board of Directors.

9. Abuse Prevention Policy

Montana HOSA has an organization wide commitment to zero tolerance for abuse. Montana HOSA is dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Montana and Federal Laws, all employees, volunteers, staff, chaperones, and guests of chaperones in direct contact with Montana HOSA members must submit to a background check, complete Sexual Abuse Prevention Training, and adhere to the Written Abuse Prevention Policy (Appendix XII). In partnership with local chapters, a HOSA District Volunteer Screening and Certification Form (Appendix XIII) will be completed by an authorized representative of the school district certifying that all staff working with members of Montana HOSA have completed and passed a background check and Sexual Abuse Prevention Training.

II. Professional Activity & Development

Conferences to include, but not limited to, Global/Washington Leadership Academy, the Fall Leadership Conference and State Leadership Conference, and International Leadership Conference.

A. Fall Leadership Conference (FLC)

Fall Leadership Conference is hosted in fall of each academic year. Student leadership training, for chapter officers, is conducted by State Officers. Objectives of the student training are: development of a chapter program of work; familiarity with national and state projects; improvement of leadership skills.

B. State Leadership Conference (SLC)

State Leadership Conference is hosted in spring of each academic year. All affiliation fees must be paid in full for a chapter to register for SLC. Affiliated student members in good standing are eligible to compete in any number of Knowledge Tests that are provided virtually prior to SLC. At the conference, students may compete in one leadership or teamwork event (hosted first day) and one health profession or emergency preparedness event (hosted second day). Students are expected to participate in competitive events, attend hosted demonstrations and workshops, and attend Opening Ceremonies and Awards Ceremonies. Advisors are expected to serve as Competitive Event Managers, as assigned, and attend ceremonies.

C. International Leadership Conference (ILC)

International Leadership Conference is hosted, by the National HOSA organization, in June of each year. In order to qualify for ILC, students must have placed 1st, 2nd, or 3rd in their competitive event. Students may only compete in one event at ILC. Students are responsible for all costs associated with attendance at ILC, and must attend under the supervision of an advisor, parent, or designated chaperone. All ILC chaperones must submit proof of a background check and completion of sexual abuse prevention training to Montana HOSA. Students and their chaperone must register on site during designated registration hours. Advisors and students attending ILC will be expected to attend Opening Ceremonies, Awards Ceremonies, and assist the state organization with proctoring assigned competitive events.

D. Washington Leadership Academy/Washington Leadership Academy (GLA/WLA)

Washington Leadership Academy is hosted, by the National HOSA organization, in the fall of each year. Students are responsible for all costs associated with attendance at WLA, and must attend under the supervision of an advisor, parent, or designated chaperone. If state officers choose to attend, Montana HOSA will provide the State Officer Coach as a designated chaperone while in attendance at the conference.

1. Purpose

The purposes of the MT HOSA Conference are to:

- 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/events.

2. Attendance Eligibility

- a. All MT HOSA members in good standing are eligible to attend conferences.
- b. Each MT HOSA chapter attending shall have a registered advisor and/or registered chaperone(s) accompany registered members. The ratio of student to advisors/chaperones must be in accordance with chapter's school district policy.

3. Registration

- a. A chapter advisor is responsible for registering the chapter delegation by the deadline date established by the state.
- b. Only students who are registered will be admitted to the conference. No student guests may be in attendance. No last-minute substitutes are allowed.
- c. Each delegate listed on the registration form must have a completed Code of Conduct and Medical Liability Release Form with appropriate signatures submitted to the state office.
- d. Guests and family members are required to pay the registration approved by the MT HOSA Board.
- e. The registration fee will be approved by the board and includes, but is not limited to, all general sessions, socials, designated meals, workshops, Awards Ceremony, conference insurance, conference program materials, recognition program awards and other general conference operating expenses.
- f. Board members who attend SLC, attend Board meeting, and serve in capacity as judge, event manager or presenter are eligible for reimbursement for travel and lodging (Travel Reimbursement Form, Appendix VII).

4. Refund Policy

No refunds will be made unless the chapter's school district administration cancels travel due to adverse weather conditions. Refunds for adverse weather conditions with written request from the school administrator will be 50% of the registration fee. Full refund will be provided if the organization meets its insurer's reduced enforced attendance of 25%. In the event that Montana HOSA cancels

SLC, due to inclement weather, a full 100% refund will be made to each chapter.

5. Transportation and Lodging

Transportation/lodging arrangements and costs are the responsibility of each chapter/school.

If local school district permits, a local affiliated student may transport him/herself to the conference for any in town travel. MT HOSA insurance does not cover students who transport themselves or others in a private vehicle. To comply with MT HOSA policy, a student must provide copy of his/her driver's license, copy and proof of auto insurance to his/her advisor, and a signed MT HOSA Student Driver Waiver, to the organization, two (2) weeks prior to the MT HOSA sponsored event. A list of all approved local student drivers shall be kept on file at check-in, and all student drivers are allowed on conference premises only during MT HOSA sponsored event activities.

6. Code of Conduct & Liability

a. Adult Supervisor Code of Conduct

Montana HOSA's Adult Supervisor Code of Conduct (Appendix IV) must be completed by any and all chaperones and submitted to the organization prior to any Montana HOSA sponsored or branded event.

b. Student Delegate Code of Conduct

MT HOSA has adopted the HOSA, Inc. Code of Conduct. Each delegate to the Conferences must have a completed and signed "Code of Conduct Form" submitted by their chapter advisor at conference registration check in prior to the conference.

c. Medical Liability Release

Each delegate to MT HOSA sponsored events must have a completed and signed Medical Liability Release Form submitted to their chapter advisor prior to the conference. Medical attention could be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment if the medical liability release form is not on file.

7. Insurance

- a. MT HOSA maintains insurance coverage as directed by the Board. Conference insurance is provided to all delegates through MT HOSA.
- b. Each advisor/chaperone must, for their own protection, have current valid car insurance if traveling with student(s) in a rental or personal vehicle.
- c. Each advisor/chaperone must follow their school district's travel policy.

8. Competitive Events

- a. MT HOSA will follow the National HOSA competitive events and will be organized and facilitated by a standing committee established by the board.
- b. The primary authority for MT HOSA Competitive Events is the current National HOSA Handbook, Section B. Refer to the Handbook for which may include the following information:
 - i. Event Preparation
 - ii. Basic Event Regulations
 - iii. General Rules and Regulations
 - iv. Appendices and Resources
 - v. Competitive Events Inquiry Procedure and Form
- c. Proctored On-line testing is hosted prior to SLC and will be closely monitored to maintain the integrity of testing.
- d. Procedure for contesting results or process of any competitive events is detailed in the Montana HOSA Competitive Event Appeals Form (Appendix X)

9. Dress Code

Conference delegate attire should be proper and appropriate since it reflects directly upon student professionalism. MT HOSA adheres to the HOSA, Inc. Dress Code Policy. (See for www.hosa.org for the official HOSA uniform policy). The dress code applies to all adult advisors/chaperones as well.

10. Evaluation

Evaluation of SLC is conducted by the SLC management team. Chapter advisors will be invited to complete an online survey of the State Leadership Conference following the event. Event evaluation will be conducted, via conference call, one month following conclusion of SLC. Survey results, comments, and input from the SLC management team, will be reviewed, and written minutes will be made available to advisors. Review will be shared with the Board of Directors at the May Board meeting. Revisions will be reviewed, for advisors, at FLC.

E. Advocacy

1. Global Leadership Academy/Washington Leadership Academy (GLA/WLA)

Student State Officers and local chapter officers may register to attend Washington Leadership Academy (WLA), hosted by National HOSA, each September, in Washington, D.C. All individuals who attend GLA must be entered, by their advisor, into the new academic year affiliation system in order to register. Advisors must disseminate and collect all Code of Conduct and Medical Liability forms and e-mail those to the State Director no later than one week prior to GLA. Students must complete and submit, to the State Director, all Washington, D.C. off-site workshop preference forms to National HOSA by deadline indicated. Students are expected to attend all workshop sessions, tours, congressional appointments, on-site meals and presentations, and evening state meetings. Students are responsible for all expenses associated with attendance at GLA. Dress Code is enforced by National HOSA.

2. Montana Governor's Meeting

Montana State Legislature convenes for 90 days every other year, during odd years. During a legislative year, Montana OPI coordinates a morning February meeting of all of the seven (7) Career and Technical Student Organization State Officers, their advisors, and the Governor or appointed designee. The Board Executive Committee will determine, on an annual basis, if MT HOSA Executive Council will participate. State Officers and their advisor, parent, or designated chaperone travel to Helena the evening prior to the Governor's Meeting. Hotel and dinner costs are covered by the organization. Mileage is reimbursed to chaperone. Rental car is covered for any advisor/chaperone. State Officers are expected to attend an evening meeting to prepare for their gubernatorial presentation. Professional dress is required. All standard travel and chaperone policies should be followed.

III. Financial Structure

A. Budget Planning & Preparation

1. Responsibility

Based on previous year's expenditures, it is the responsibility of the State Director and the OPI Health Science Specialist to prepare the first

draft of the annual budget for presentation to the Executive Committee.

2. Procedure

Second draft will be presented to the Board of Directors for approval at the September Board meeting. Any changes to the budget may be taken under consideration by the Executive Committee and, if necessary, approval of altered budget may be delayed until ballot for approval can be disseminated via e-mail. Final budget is kept on file and submitted to the Montana OPI CTE Director.

B. Financial Reporting

1. Financial Consultant

Montana HOSA contracts with an independent contractor for review of financial records and submission of all federal tax reports

2. Income & Expense

It shall be the responsibility of the MT HOSA Board Treasurer and the Executive Director to review an income and expense summary (aka profit and loss report), to include a comparison of budget and actual income and expenses to be reviewed by the Board Treasurer prior to board meetings. This report shall be presented in the Treasurer's Report at each MT HOSA Board meeting.

3. Annual Review

The MT HOSA Board Treasurer and the Executive Director shall arrange for an annual financial review by an independent accountant(s) who will review all accounts, prepare a balance sheet, and file appropriate records (990) with the Internal Revenue Service to maintain non-profit status.

4. Montana OPI Final CTSO Report and Fiscal Report

It shall be the responsibility of the State Director and OPI Health Science Specialist to complete the OPI CTSO Annual Rubric, the OPI Annual Fiscal Report, and the State of Montana Annual Report prior to close of fiscal year (June 31).

5. Service Contracts (1099)

All organization payments, over \$600, made to contracted individuals shall require filing of a W-9 from payee. The organization will provide a 1099 to payee prior to closing of the fiscal year.

C. Operational Procedure

1. Handling of Monies

The MT HOSA office shall receive and disburse all monies of the state association. According to Montana HOSA bylaws, the Board Chair is a signer on the account.

2. Payment for Conferences & Past Due Collections

MT HOSA reserves the right to “block” State Leadership Conference (SLC) registration for any chapter whose affiliation is not paid in full prior to opening of SLC online registration. Affiliation is paid directly to HOSA Headquarters, in Southlake, TX. Payment for SLC is made directly to Montana HOSA. Payments not received by end of March will be considered past due.

Registration for ILC and GLA is paid directly to Montana HOSA. Montana HOSA disburses registration payment to National HOSA.

3. Sponsorship Solicitation

Montana HOSA submits corporate grants to support activities and state projects of the organization. MT HOSA also solicits for sponsorship for MT HOSA sponsored events beginning in October of the academic year. Montana HOSA prohibits the use, by individual chapters, of the organizations EIN#, unless prior approval from the Board has been given and monies are processed through MT HOSA accounts. The MT HOSA Board intends to honor a well-established chapter-business partnership if there exists evidence of received monies, in kind services and/or in kind materials. A chapter advisor may submit a Non-solicitation Request (Appendix IX) for non-solicitation of sponsorship to any business partner within their district. All requests will be reviewed by the Board and honored for the duration of a chapter’s affiliation.

APPENDIX I

Montana HOSA Advisor Job Description

Roles & Responsibilities

- Acquaint the students and parents with HOSA and identify the individual rewards gained through its instructional activities.
- Encourage students to attend functions open to them and supervise them during attendance.
- Affiliate students at the state and national level and help chapter to remain in good standing meeting affiliation, registration, and payment deadlines.
- Work to identify contacts with members of the professional community relative to the student organization.
- Help the students establish a Program of Work, which is a list of activities, projects and events for the year.
- Suggest resources - people, places, and materials to finance and implement the Program of Work.
- Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility
- Monitor, revise, and constructively critique all chapter officer reports (Secretary, Treasurer, etc.)
- Encourage fundraising activities and supervise the financial aspect.
- Attend advisor workshops if attending the Fall Leadership Conference hosted each October.
- Encourage chapter participation in state and national conferences (and serve as a chaperone for your members at these events).
- Coordinate chapter member participation at SLC, including: online pre-tests, registration, hotel, bus, meals, and district permission forms.
- Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress
- Assist students in preparing leadership activities and competitive events and coordinate other forms of student recognition.
- Serve in various assigned roles at the State Leadership Conference (if in attendance) which may include CE ambassador, judge, and/or presenter.
- Encourage capable members to seek local, state, and national offices.
- Inform the school administration, faculty, students, parents, and the community, as well as state and national offices, of your chapter's achievements.
- Submit Montana HOSA End of Year Reports including: tracking of membership involvement hours, certifications, graduation information, and Quality Chapter Form
- Agree to the abuse and molestation prevention policy each year and have district volunteer screening certification on file with Montana HOSA for each adult in the chapter who chaperones or works closely with members updated yearly.
- Strive to meet the requirements of a Quality Chapter on a yearly bases.

APPENDIX II

Executive Officer Code of Conduct

It is the desire of the organization that all members conduct themselves appropriately both during and not during the organization's events. In order to reinforce the organization's commitment to upholding high standards for the organization, failure to maintain satisfactory performance and to comply with the Officer Code of Conduct and reasonable expectations may result in corrective disciplinary action up to and including removal from office.

1. Your behavior should be professional at all times and reflect positively of you, your school, your state and HOSA.
2. Have at least one year remaining in high school.
3. Not hold a state office in another CTSO, while serving as a MT HOSA state officer and have an expressed interest in pursuing a health science-related career pathway.
4. Have an advisor at his/her school, parent, school principal, and parent(s) who will support the member's candidacy.
5. The newly elected State Officers will be given an official HOSA uniform and HOSA polo to use for the duration of their term in office. The uniform or polo (as determined by officers or state staff) is to be worn at all official HOSA activities and must be returned clean and in good condition.
6. The State Officer should fulfill his/her duties and obligation as described in the **State Officer Candidate Handbook** and serve as a role model to other HOSA members. Failure to join HOSA and remain active in your local chapters may result in dismissal.
7. State officers must maintain a 2.5 GPA during their term of service. If this becomes an issue, in accordance with FRPA, state staff may make written request of student's current education records.
8. Any elected officer who fails in performance of his/her duties as documented and signed in their officer application, may be removed by a two-thirds vote of the Executive Committee (MT HOSA Bylaws 5.05).
9. All state officers are **REQUIRED** to attend all state officer meetings, state officer trainings and conferences. State officers are also strongly encouraged to attend the International Leadership Conference and/or Washington Leadership Academy.

10. State officers may not purchase, consume, or be under the influence of alcohol or illegal substances at any time during their term. Violators may be removed from office.
11. Students who disregard the rules will be subject to disciplinary action and, if attending event, will be sent home at their own expense. Parents will be notified.
12. Complete duties as described in the individual State Officer Job Descriptions, and submit trimester reports to the State Director.
13. A candidate for any office must agree that in case he/she enrolls later in a school in which there is not an active chapter or HOSA advisor willing to support them, he/she will resign the office

Appendix III

Montana HOSA Member Conduct Code

A good reputation enables members to take pride in their organization. HOSA members have built an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions).
3. You are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew.
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Members/participants attending the any HOSA branded event may not be in possession of illegal substances. This includes: using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, e-cigarettes, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by his/her doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person. Violators will be subject to stringent disciplinary action including being sent home at their own expense along with parent/guardian notification.
8. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents/guardians will be notified.
9. Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual student and/or parents.

10. Members are to abide by the MT HOSA SLC attire policy at all sessions, tours and other "Official HOSA" activities.

11. As a delegate of Montana HOSA, 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 HOSA-Future Health Professionals.

12. No delegate may be found responsible for bullying another student. According to Montana state definition, "bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated.

I have read the Code of Conduct for Montana HOSA and agree to abide by these rules.

Print Name of Parent/Guardian	Parent/Guardian Signature	Date
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Print Name of Student	Student Signature	Date
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APPENDIX IV

Adult Supervisor (aka Advisor; aka Chaperone) Code of Conduct- should be filled out for any adult supervising HOSA Events

1. Have Appendix XIII HOSA District Volunteer Screening and Training Certification form submitted from your school district on your behalf and adhere to Montana HOSA Written Abuse Prevention Policy
2. If transporting students in personal/rental vehicle, provide proof of current valid insurance and Montana driver's license.
3. Adhere to Montana HOSA Policies and Procedures Manual
4. Be held to the standards of the Professional Educators of Montana Code of Ethics and follow the policies of their school district at all times.
5. Promote the goals and objectives of HOSA as a positive student experience; therefore, act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
6. Be appropriately dressed at all HOSA activities in accordance with the HOSA Dress Code.
7. Be cognizant of schedule and attend with students: Conference check-in; Opening Ceremonies; Recognition Ceremonies (ILC only); Awards Ceremonies.
8. Disseminate all student conference materials and review conference information with students.
9. Be prepared and schedule time to serve as Event Manager for competitive event (SLC only).
10. Be prepared and schedule time to serve on Event Management Team for competitive event assigned to Montana HOSA (ILC only).
11. Be aware of their student's activities and whereabouts at all times. Encourage students to participate in conference student optional activities.
12. If assuming sole chaperone role, be in the same venue with students at all times.
13. Be immediately available in the event of an emergency and report any accidents, injuries, or significant illnesses to the conference staff.
14. Be responsible for, or report to supervisory advisor, details for the resolution of all damages incurred by their students.
15. May NOT use or have in their possession any illegal substances or alcohol while supervising students at a HOSA event.
16. Follow school district overnight rooming and supervision policies. Advisors should verify hotel room occupancy each night, prior to curfew. Adult supervisors/advisors should refrain from entering student lodging rooms, unless required by an emergency.
17. Observe all curfews as stipulated by State and/or National HOSA organization.
18. Be responsible for observing any photo/social media reproduction restrictions in place for their students.
19. Carefully read all emails and information from the Montana HOSA offices.

I have read the Code of Conduct for Montana HOSA and agree to abide by these rules.

Name

Signature

Date

APPENDIX V
Montana HOSA Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the Montana HOSA Conferences. This form should be returned to the HOSA Chapter Advisor who will forward all forms to the State Director. In turn, the HOSA State Director will make a copy for his/her files and mail the original forms to National HOSA.* Please check with your State Director for annual due date. *Submitted to National for ILC only.

Student/Delegate Information

Name Date of Birth:

Cell Phone:

Parent/Guardia(s) Information

Name Relation:

Phone Home Cell:

Name Relation Phone Home Cell:

School Information

School Name State:

Local Advisor:

Phone Work Cell:

Medical Provider

Physician Name Phone

Address

Is the individual covered by group or medical insurance: Yes No

Name of Insured:

Insurance Company:

Group Number Policy Number:

Please completely describe any medical condition which may recur or be a factor in medical treatment:

- a. Allergies
- b. Physical Handicap
- c. Convulsions
- d. Medicine Reactions
- e. Blackouts
- f. Disease of any kind
- g. Heart/lung issues
- h. Other (Be specific)

If currently taking medication, please provide the following information:

Name of medication:

Prescribing Physician/Phone Number:

LIABILITY RELEASE. I certify that the information on this form is accurate and complete to the best of my knowledge. I understand each individual is responsible for his/her own insurance coverage during this trip. I hereby release the HOSA Board of Directors, the HOSA Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature & Date *(Applicable for delegates under the age of 18 and must be signed by the parent or legal guardian.)*

Delegate's Signature & Date:

Advisor's Signature & Date:

APPENDIX VI
Montana HOSA Student Driver Waiver

Student Name:

Gender:

Current Year in School:

School:

Chapter: (if different)

Emergency Contact Name:

Emergency Contact Phone:

Emergency Contact E-mail:

Current Driver's License

Current Proof of Auto Insurance

Advisor has verified both documents

Advisor Signature:

Date:

Montana HOSA: Future Health Professionals carries an insurance policy with Robyianes, Education and Nonprofit Insurance Company of America, LLC, through Philadelphia Insurance, policy PHPK2028721. All students are covered while in attendance at Fall and State Conference. Students traveling with a commercial bus, contracted with the school district, are covered under the bus company's insurance. Students are covered by Montana HOSA's insurance when/if they travel with an advisor, staff member or board member in a rental vehicle.

A student who chooses to transport himself/herself in his/her own private vehicle must:

- 1. Reside in city limits in which event is being hosted**
- 2. Have advisor verification for current Montana driver's license**
- 3. Have advisor verification for proof of insurance**
- 4. Transport only himself/herself in the vehicle**
- 5. Not transport any other students attending the conference**
- 6. Remain on conference premises for full duration of each day's activities**
- 7. Not travel on any other school's bus**
- 8. Confirm, at check-in, that they are on the approved "Student Driver's List."**

I (parent/guardian) _____ understand that my child will be transporting himself/herself to a Montana HOSA sponsored event. It is my understanding that my child is not covered under Montana HOSA's insurance until he/she is on the event premises, and only for the duration which he/she is on the event premises. My son/daughter has read and understands the provisions and requirements of the Student Driver Waiver.

Parent/Guardian Signature:

Date:

Student Signature:

Date:

**APPENDIX VII
STATE HOSA TRAVEL REIMBURSEMENT FORM**

This form should be completed, scanned and Katie Meier montanahosa@katiemeier.co

Name:			
Address 1:			
Address 2:			
City:	State:	Zip:	
Date(s) of Travel:			
Reason for Travel:			
From:	To:	Miles RT:	
If meals are not provided, reimbursement for breakfast/lunch/dinner is \$7/\$11/\$23	Breakfast	Lunch	Dinner
Check to made payable to:			
Check to mailed to:			
Signature: (typed suffices):			
For office use:			

You may also mail it to: Montana HOSA, 3606 Surrey Circle, Billings, MT 59102

Montana Board of Directors passed motion 3/17, that mileage reimbursement would be current state rate of \$.27/mile and must be pre-approved bay Montana HOSA. The higher state rate may be approved under special circumstances by Montana HOSA.

APPENDIX VIII

Montana HOSA Grievance Policy

A person who is aggrieved by actions of the organization, or the organization's staff members, or another student have options in dealing with their grievance. Of these options, a person may choose to utilize our informal grievance policy or may choose to utilize our formal grievance policy. Each policy is discussed in greater detail below.

Informal Grievance Policy

For students, teachers and community members who believe that a professional working or educational environment can be maintained, the informal grievance policy is an effective and efficient way to resolve an issue.

For students, teachers, and community members who wish to grieve informally it is recommended that they first document the situation in writing and then contact the disputant, should they choose to do so. The individual holds a greater amount of control and ability to solve the problem on their own.

Individuals who pursue the informal grievance policy reserve the right to still pursue the formal grievance policy. The grievant should note that there are no timelines on the informal grievance policy but there are timelines in the formal grievance policy as listed below.

Some individuals choose to not follow the informal grievance policy for whatever reason. The informal process allows for greater control of the process and simple resolutions. The formal grievance policy requires the grievance go to review by the Grievance Committee and judgments are made. The formal grievance policy can result in formal discipline of the respondent, which is unlikely to occur in the informal grievance process.

If the individual does not choose to approach the disputant in an informal grievance they are recommended to contact the administrator of the respective field (for example: teacher or administrator). If the issue is with the administrator they are recommended to speak with the State Advisor, if the grievance is with the State Advisor they are directed to go directly to the Grievance Committee.

Formal Grievance Policy

Any grievance should be filed within sixty (60) days of when the grievant knew or should have reasonably known of the alleged conduct. Formal complaints of discrimination must be filled within one hundred eighty (180) days from when the grievant knew or should have known of the alleged discrimination action. Formal complaints of discriminatory harassment including racial and sexual harassment must be filed within three hundred sixty five (365) days from when the grievant knew or should have known of the alleged harassment action.

Students who want to file a grievance with an outside agency other than Montana HOSA should be aware that outside agencies may have different time frames and different forms to be filed.

The Grievance Committee is compiled of at least three (3) members of the Montana HOSA Executive Committee. If a committee member is unable to uphold their obligation to be neutral and impartial to the grievance process or is involved in the grievance they will be asked to step down from the Committee for the specific grievance.

Within thirty days (30) days after receipt of the complaint, the Grievance Committee shall complete such investigation of the matter as it deems necessary, order the correction of any noncompliance found to exist or to have occurred and transmit a report of the findings of its investigation and corrective action to the State Advisor and complainant. The report will be considered filed when it is postmarked and sent to the last known address of the student, or when it is hand delivered to the student in person. The thirty (30) day time frame may be extended for not more than thirty (30) days upon application by the Grievance Committee and approval of the State Advisor.

The Grievance Committee may require the grievant to appear in front of the Grievance Committee. Written notice of the time date and place of the hearing will be presented to the disputants at least ten (10) days prior to the hearing. No disputant or grievance Committee Member shall intentionally try to stall, prolong, or delay the proceedings of the Grievance Committee. Each individual who appears may have one advocate join them at the Grievance Committee meeting.

Disputants in the grievance process are asked to submit all written documentation and evidence to the Grievance Committee no later than five (5) days before the hearing. The complainant shall have the responsibility of producing satisfactory evidence of respondent's noncompliance. Both the complainant and the respondent shall have the right to appear and to participate in the Grievance Committee hearing, to present relevant evidence to the Grievance Committee, to cross-examine witnesses and to submit rebuttal evidence.

At the conclusion of the testimony, the Grievance Committee may permit each party to make a summation; if this privilege is extended to one side, it must be extended to the other side. The Grievance Committee may request the timely submission of written summations.

The Grievance Committee compiles a fact based report and makes recommendations for resolution to the State Advisor. All parties are presented in writing, by mail or in person, of the outcome of the grievance and the actions taken. The specifics of the corrective action taken, if any, are made by the Grievance Committee.

GREIVANCE FORM

Name of Grievant:

Date:

E-mail:

Phone:

Statement of Grievance: (Attach documents if needed)

Signature:

Send to: Montana HOSA, 3606 Surrey Circle, Billings, MT 59102

APPENDIX IX
Non-solicitation Request Form

Submittal Date:

Advisor Name:

Chapter:

Partner Business:

Check all that apply:

- Sponsorship monies
- In kind services (list):
- In kind materials (list):

Additional notes on partnership:

Board Review Date:

Board action:

- Approved
- Denied

Notes:

APPENDIX X
Montana HOSA Competitive Events Appeal

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring this to the attention of the Event Manager for immediate correction. Once an event is completed, the decision of the judges is final. The inquiry process will NOT reverse any decision made by judges, but allows Competitive Events to examine what happened in an event from the competitor's perspective, review how the event ran, and fix that which can be corrected.

THIS FORM MUST BE FILLED OUT, SIGNED BY THE STATE ADVISOR AND TURNED IN TO COMPETITIVE EVENT HEADQUARTERS NO LATER THAN TWO HOURS AFTER THE CONCLUSION OF THE COMPETITIVE EVENT.

Date:

Time submitted:

Event Title:

Constructive Suggestion:

Name (Person submitting):

- Competitor
- Advisor

E-mail Address:

Local Advisor Signature:

State Director's Signature:

Student Signature:

Narrative of Problem: (Use reverse side of form, if necessary)

CE Management Team Action:

Appendix XI

Written Abuse and Prevention Policy

Purpose:

Montana HOSA is committed to providing safe and respectful environments that support the well-being of all members. Montana HOSA seeks to institute guidelines and resources for staff, volunteers, chaperones, and guests of chaperones in direct contact with Montana HOSA members and enforce a zero tolerance policy for abuse for our organization.

Definitions:

- A. **Grooming Behaviors:** Grooming is the process used by an abuser to select a child, win the child's trust and the trust of their parent or guardian to manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers "groom" children for abuse, it is possible a staff member or volunteer may witness behavior intended to "groom" a child for sexual abuse.
- B. **Physical Abuse:** Conduct by the abuser that is intentional or reckless, causing physical injury or serious or protracted impairment of the physical, mental, or emotional condition of the vulnerable person or causing the likelihood of injury or impairment. Examples: hitting, kicking, biting, slapping, shoving, throwing, punching, dragging, shaking, choking, smothering, burning, cutting or the use of corporal punishment. Note/Exception: physical abuse shall not include emergency interventions necessary to protect the safety of any person.
- C. **Psychological Abuse:** Conduct (verbal or non-verbal) that is intentional or reckless that adversely affects and results in or is likely to cause a substantial diminution of the vulnerable person's emotional, social, or behavioral condition. Examples include, but are not limited to: taunts, derogatory comments or ridicule, intimidation, threats, the display of a weapon or other object that could reasonably be perceived by a HOSA member as a means for infliction of pain or injury, in a manner that constitutes a threat of physical pain or injury.
- D. **Sexual Abuse:** Conduct that constitutes certain crimes under Montana Penal Law. Examples include rape (forcible compulsion or physical helpless or incapable of consent); forcible, inappropriate touching; indecent exposure; sexual assault; prostitution offenses (such as promoting, compelling, or permitting prostitution); and "sexual performance" offenses (such as inducing a HOSA member to engage in sexual conduct in any play, motion picture, photography or any other visual representation before an audience).

Policy Guidelines:

Screening and Training: All employees, volunteers, chaperones, and guests of chaperones in direct contact with Montana HOSA members must submit to a yearly

written background check, Sexual Abuse Prevention Training, and adhere to the Written Abuse and Prevention Policy. The HOSA District Volunteer Screening and Training Certification Form must be filled out and submitted by appropriate district personnel at the start of each school year before HOSA activities commence.

Employment Process: Screening and hiring procedures provide safeguards to strive to eliminate from consideration any candidate who demonstrates behavior that indicates a high risk for violating this policy. Background checks will be done before an offer of employment is made and routinely throughout tenure of employment. Personal interviews and verification of employment related references will be conducted prior to an offer of employment.

Mandatory Reporting Laws and Requirements: Regardless of the Montana State Law requirements, staff members/volunteers/advisors of Montana HOSA are asked to report “grooming” behavior, abuse, any policy violations, or any suspicious behaviors to an executive board member who shall report to the appropriate agencies.

Structural Guidelines:

- All members, board members, employees, volunteers, chaperones, and guests of chaperones in direct contact with Montana HOSA members are expected to follow the HOSA Code of Conduct, HOSA Policies and Procedures, school district policies, as well as, all federal, state and local laws/regulations.
- Montana HOSA encourages the prompt reporting of complaints and concerns so that rapid and constructive action can be taken. While early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, no fixed reporting period has been established.
- Any allegations will be investigated promptly and shall include the notification of appropriate authorities and providing appropriate services to those who have been impacted.
- Incidents requiring discipline will be handled on a case-by-case basis. Responsive action may include, for example, training, referral to counseling or disciplinary action such as warning, reprimand, withholding promotion or pay increase, reassignment as Montana HOSA believes appropriate under the circumstances.

Statement of Acknowledgement and Agreement:

I have read and understood Montana HOSA’s Written Abuse Prevention Policy and agree to abide by its terms and conditions of the policy requirements.

Signature:

Date:

**Appendix XII
HOSA District Volunteer Screening and Training Certification Form**

Volunteer Screening and Training Certification

Montana HOSA is dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Montana and Federal Laws, all employees, volunteers, staff, chaperones, and guests of chaperones (“staff”) in direct contact with Montana HOSA members must submit to a Criminal Background Check and complete Sexual Abuse Prevention Training. In partnership with local chapters, this form is required to be completed by an authorized representative of the school (district), certifying that all state provided by the school (district) and working with members of Montana HOSA have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Name	School	Date of Background Check	Date of Abuse Prevention Training

Information obtained is not an automatic bar to volunteering with Montana HOSA, but will be considered in view of all relevant circumstances. Please notify montanahosa@katiemeier.co of any issues, concerns, or questions.

The above statements are true and complete to the best of my knowledge:

Signature:

Printed Name:

Date:

Phone Number:

Appendix XIII Conflict of Interest Policy and Annual Statement

For Directors and Officers and Members of a Committee with Board Delegated Powers

Article I – Purpose

1. The purpose of this Board conflict of interest policy is to protect Montana HOSA's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of Montana HOSA or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify “independent” directors.

Article II -- Definitions

1. **Interested person** -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **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 Montana HOSA has a transaction or arrangement,
 - b. A compensation arrangement with Montana HOSA or with any entity or individual with which Montana HOSA has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Montana HOSA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. **Independent Director** -- A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director --

- a. is not, and has not been for a period of at least three years, an employee of Montana HOSA or any entity in which Montana HOSA has a financial interest;
- b. does not directly or indirectly have a significant business relationship with Montana HOSA, which might affect independence in decision-making;
- c. is not employed as an executive of another corporation where any of Montana HOSA's executive officers or employees serve on that corporation's compensation committee; and
- d. does not have an immediate family member who is an executive officer or employee of Montana HOSA or who holds a position that has a significant financial relationship with Montana HOSA.

4. **Nonfinancial interest**—is a nonfinancial interest that might influence an officer's, director's, or committee member's participation or vote in an action of the officer's, director's, or committee member's duties:

- a. The person's relationship as an unpaid volunteer, officer or director of an organization that may be affected, directly or indirectly, by action to be taken, or not taken, by Montana HOSA.
- b. The person's personal, political, religious, friendship, or personal relationships which may be affected by an action to be taken, or not taken, by Montana HOSA.

Article III – Procedures

1. **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of any financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.

2. **Disclosure of nonfinancial interests.** Directors shall disclose nonfinancial interests generally in their annual statement, and specifically as individual interests arise. Nonfinancial interests are expected, and shall not be reviewed unless a Board member (including the affected member) requests that the interest be reviewed under the Conflict of Interest Policy.

3. **Recusal of Self** – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

4. **Determining Whether a Conflict of Interest Exists** -- After disclosure of the financial interest all material facts will be disclosed and reviewed, including discussion with the interested person. Upon request by a Board member the material facts of a nonfinancial interest will be reviewed, including discussion with the interested party. Then the potentially conflicted Member shall leave the Board or Executive Committee

meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

5. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction, arrangement, or other matter involving the possible conflict of interest.

- b. The Chairperson of the Board or Executive 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 Board or Executive Committee shall determine whether Montana HOSA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a financial conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a financial conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Montana HOSA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

6. Violations of the Conflicts of Interest Policy

- a. If the Board or Executive Committee has 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 an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the 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 Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

a. A voting member of the Board who receives compensation, directly or indirectly, from Montana HOSA for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Montana HOSA for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Montana HOSA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflict of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands Montana HOSA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.

3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.

4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure Montana HOSA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to Montana HOSA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, Montana HOSA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Revision History by the Montana HOSA Board Initial Conflict of Interest policy adopted November, 2019 Director and Officer Conflict of Interest Statement

- | | | | |
|--|----------------------------|-------|----|
| 1. Name: | | Date: | |
| 2. Are you a member in Good Standing? | Yes | No | |
| 3. What organization or other membership affiliation do you represent? | | | |
| 4. Position: | Are you a voting Director? | Yes | No |
| | Are you an Officer? | Yes | No |

If you are an Officer, which Officer position do you hold?

5. I affirm the following (check):
- I have received a copy of the Montana HOSA Conflict of Interest Policy.
 - I have read and understand the policy.
 - I agree to comply with the policy.
 - I have reviewed the Board Member Job Description.

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

6. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with Montana HOSA?

Yes No

i. If yes, please describe it:

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?

Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with Montana HOSA?

Yes No

i. If yes, please describe it, including when (approximately):

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy?

Yes No

7. Are you an independent director, as defined in the Conflict of Interest policy?

Yes No

If you are not independent, why?

Board Member Signature:

Date:

Date of Review by Executive Committee:

Montana HOSA Board Member Job Description

Montana HOSA: Future Health Professionals Board Members serve as advisors, mentors, and liaisons in support of the non-profit organization. Duties include:

- Advocate for and promote the mission of Montana HOSA
- Participate in bi-monthly conference call meetings; attend annual March meeting
- Approve annual budget and approve any expenditures in excess of \$1,000
- Access resources for Montana HOSA
- Support HOSA chapters within community in which Board Member resides

Board members submit a written application to the Montana HOSA State Director and are elected at the September Board meeting. There are five (5) Montana HOSA Board meetings per year: September, November, January, March, and June. March meeting is hosted at the State Leadership Conference (at Montana city TBA, annually), and Board members are expected to make an attempt to physically attend the spring meeting. As written and approved (September, 2019) in the Montana HOSA Bylaws, following are: Election; Terms; Qualifications; Resignation and Removal; Compensation.

Article IV

4.03 Election

- (a) Following completion of the fiscal year (June 30), nominations for the Board may be submitted to the Executive Committee. Nominees may participate in Board activities at any time throughout the fiscal year, but may not serve as voting Members until elected by electronic (e-mail) ballot in September. The Board shall solicit names of nominees from the membership in any reasonable manner before finalizing the slate of nominees.
- (c) Term of office for each newly elected Board Member shall commence in September of each year

Article VI

6.03 Terms. All Directors will be elected to serve three-year terms, provided, however, that the term may be extended until a successor has been elected.

6.05 Removal of Directors If a director is absent and unexcused from more than two meetings of the Board, a director may be removed by a majority vote of the Board of Directors then in office. The Board Chair is empowered to excuse Directors from attendance for a reason deemed adequate by the Board Chair.

6.10 Qualifications of Directors. In order to be eligible as a Director on the Board of Directors, the individual must be 18 years of age and either a representative of a

Member in good standing or of an affiliate within affiliate classifications created by the Board of Directors.

Article VII

7.03 Removal and Resignation. The Board of Directors may remove an Officer at any time, with or without cause. Any Officer may resign at any time by giving written notice to MT HOSA without prejudice to the rights, if any, of MT HOSA under any contract to which the Officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

7.09 Compensation for Professional Services by Directors. Directors are not restricted from being remunerated for professional services provided to MT HOSA. Such remuneration shall be reasonable and fair to MT HOSA and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.