Florida HOSA Organizational

Policies and Procedures Manual

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PREFACE

This document is one of several publications that a Florida HOSA leader should have in his/her library. Other publications which contain organizational information include the GLOBAL/NATIONAL HOSA HANDBOOK, HOSA, Inc. Bylaws, and the Florida HOSA Bylaws.

The Florida HOSA Board of Directors maintains the Florida HOSA Bylaws and makes the necessary changes from time to time in the Policies and Procedures Manual.

The Florida HOSA Organizational Policies and Procedures Manual was adapted from the Global/National document, and provides state leaders with a better understanding of how the organization operates. Any suggestions to improve these policies and procedures should be directed to the Chairperson of the Florida HOSA Board of Directors or through the Florida HOSA State Office.

I. NATIONAL AND STATE ORGANIZATIONAL STRUCTURE

A. HOSA, INC.

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

Florida HOSA exists as a chartered affiliate of the Global/National Organization, and is recognized as the official career and technical student organization (CTSO) for Health Science Education students in Florida by the Florida Department of Education. The Florida HOSA State Association is a resource and support organization that does not select, control, or supervise local chapter or individual member activities except as expressly provided in the Florida HOSA Bylaws.

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc. and Florida HOSA Bylaws. Florida is represented on HOSA, Inc. by the Florida HOSA State Advisor

2. HOSA REPRESENTATIVE

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

3. VACANCIES

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

B. FLORIDA HOSA BOARD OF DIRECTORS

1. PURPOSE

The Board of Directors shall manage all affairs of Florida HOSA. The Board is responsible for decisions made regarding operation and growth of the state association, and for regional management of the organization, and is accountable to the Florida Department of Education. The Florida HOSA Board of Directors meets three times annually: during the Fall Leadership Development Academy, the State Leadership Conference, and the International Leadership Conference.

2. MEMBERSHIP

The membership of the Board includes:

- Regional Advisors from each region; no more than one per membership division in each region - Middle School, Secondary, and Postsecondary
- 8 (max) elected student officers (one appointed as secretary):
    - Florida HOSA President (Co-Chairperson)
    - Florida HOSA President-Elect
    - Florida HOSA Secondary and Postsecondary VPs - 5 (max)
    - Florida HOSA Postsecondary/Collegiate Representative
- The At-Large Alumni Member (current FHAPA Board member)

Non-voting members of the Board include:

- Board Co-Chairpersons
- Florida HOSA Executive Director/State Advisor
- Florida Department of Education Health Science State Supervisor
- Industry representation
- Florida HOEAF representative

Regional Advisors and the At-Large Alumni Member are appointed and approved by the board. Industry representatives are approved by the board.

3. SERVICE

Student members of the Board shall be elected by the voting delegates during the Business Session at the Florida HOSA State Leadership Conference.

a. Members of the Board of Directors will serve until their successors are appointed.

b. The Regional Advisor Co-Chairperson of the Florida HOSA Board of Directors is the chief officer of the board and is elected by the members of the Board for a two-year term.

4. MEETING ATTENDANCE

Board members may not miss more than two (2) meetings biennially without notice. Exemptions for attendance must be submitted in writing to the Florida HOSA Executive Director no less than five (5) calendar days prior to the scheduled meeting. The Florida HOSA Executive Director reserves the right to issue discretionary exemptions.

5. QUORUM

Fifty percent (50%) of the voting members of the Florida HOSA Board of Directors shall constitute a quorum.

6. VACANCIES

Vacancies on the board will be filled by appointment and approved by the board except for student officer vacancies.

7. CO-CHAIRPERSON DUTIES

The Co-Chairpersons will:

(1) Serve as the Chief Executive Officers of Florida HOSA, Inc.

(2) The student officer State President Co-Chairperson will preside over all meetings of the Board and will serve as an ex-officio member on all other committees appointed by the board.

(3) Represent the association as deemed necessary.

(4) Receive communication from and give feedback to the Florida HOSA State Advisor.

(5) Review financial statements and audit report.

(6) Approve Check Request/Travel Reimbursement Forms (Regional Advisor Co-Chairperson).

8. REGIONAL MANAGEMENT

The Florida HOSA Board of Directors Regional Advisors will manage the delegation of regional responsibilities, and will be responsible for communication between the Florida HOSA State Office and teachers in their region.

9. VOTING

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

10. REMOVAL OF A BOARD MEMBER

Any member of the board may be removed at any time by a majority vote of all Directors in office. Removal from office shall not prejudice any contract rights of the person removed.

11. ELIMINATION OF BIASES

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

C. STANDING COMMITTEES

Two committees exist in addition to the Florida HOSA Board of Directors. They are the Florida HOSA Executive Committee and the Competitive Events Committee.

1. EXECUTIVE COMMITTEE

The Executive Committee will be composed of the Co-Chairpersons of the Board of Directors, the State Advisor, and five Regional Advisors elected from among the Board of Directors. The five Regional Advisors will serve two-year terms. The Florida HOSA Board of Directors will fill any vacancies on the Executive Committee by appointment for the remainder of the term.

The Executive Committee is empowered by the Board of Directors to oversee the daily operations of the corporation and will represent the corporation in all matters pertaining to the corporation. The Executive Committee has the power to take emergency action as required to meet the operational needs of the corporation. Presentation of matters regarding organizational concern should remain within the Executive Committee.

2. COMPETITIVE EVENTS COMMITTEE

The Director of Competitive Events will be appointed by the Florida HOSA State Advisor. Members shall be appointed by the Director of Competitive Events and State Advisor. Members of the committee will include the Director, the Co-Director, Competitive Events Chairpersons, and Tabulations.

a. Charges of the Florida HOSA Competitive Events Program

(1) Implement a program of competitive events to recognize individual and group development in the middle school, secondary, postsecondary/collegiate, and at large divisions and for members of special populations.

(2) Provide a management plan to efficiently and effectively implement the program.

(3) Appoint Lieutenants and Event Managers for each event.

(4) Monitor all awards and special recognition activities and actions to the benefit of HOSA and its supporters.

(5) Seek new avenues of recognition that will contribute in a positive manner to the growth of Florida HOSA.

b. Responsibilities

(1) Analyze all recommendations received from all sources.

(2) Submit recommendations to the Florida HOSA Board of Directors.

(3) Direct Florida HOSA Competitive Event policies.

D. STATE OFFICE STAFF

1. EXECUTIVE DIRECTOR/STATE ADVISOR

The Executive Director/State Advisor shall be hired by the Florida HOSA Board of Directors and will serve as the Chief Operating Officer of Florida HOSA and is responsible for the daily operation of the state office. The Regional Advisors of the Florida HOSA Board of Directors will evaluate the Florida HOSA Executive Director/State Advisor annually towards the end of the fiscal year. Forms will be collected by the Regional Advisor Co-Chairperson and shared with the Executive Director/State Advisor.

The State Advisor and/or designee shall also serve as an ex-officio member to all committees.

2. FLORIDA HOSA STATE OFFICE STAFF

The Florida HOSA State Office staff is hired by the Executive Director/State Advisor and the Business and Finance Manager.

II. ORGANIZATION STRUCTURE

A. FLORIDA HOSA, INC.

The name of the organization is Florida HOSA, Inc. - the Florida State Association HOSA. HOSA is a global/national organization of, by, and for students who are, or were enrolled in, middle school, secondary, postsecondary and collegiate health science education classes and/or are interested, planning to pursue, or pursuing a career in the health professions.

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

B. REGIONS

1. Florida HOSA is divided into regions, which in turn are composed of local chapters. Regions with membership over 1,000 may choose to form districts within that region with the consent of the Florida HOSA Board of Directors. Schools/members of a specific region are determined by the county in which the school resides and in which the member is enrolled as a student. A virtual school's regional appointment is based on the location of the main office. Competitors cannot compete in any other regional conference except the region in which the school they are enrolled in as a student member is located.

   The regions of Florida HOSA are:

   Emerald Coast Region (Region 1) - Northwestern Area
   Springs Region (Regions 2 and 3) - Northwestern Area
   Suncoast Region (Region 4) - Southwestern Area

Gulf Coast Region (Region 5) - Southwestern Area
Sunset Region (Region 6) - Southwestern Area
Gold Coast Region (Region 7) - Southeastern Area
Sunrise Region (Region 8) - Southeastern Area
Treasure Coast Region (Region 9) - Southeastern Area
Heartland Region (Region 10) - North Central Area
First Coast Region (Region 11) - North Central Area
Space Coast Region (Region 12) - North Central Area

2. The Board members for each region serve as the director of regional activities and as a liaison to the Florida HOSA State Office.

3. All members of the region shall be members of local chapters in good standing with the region, state, and global/national organizations. This means that HOSA members must be affiliated members at all levels - local chapter, region, state, and global/national.

4. Official State Office communication will be conducted with Regional and Chapter Advisors due to liability, as well as financial, confidential, and continuity issues.

C. AFFILIATION FEES

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

1. Annual state affiliation fees are $20/member and global/national affiliation fees are $10/member. Regional dues/fees are determined by Regional Advisors. The chapter advisor must be a dues paying (professional) member of HOSA.

2. Affiliation for state and global/national levels must be submitted to Global/National HOSA no later than January 1 or before if registration for a program requires.

   Members are not eligible for competition if they are not affiliated with the region, state, and global/national organizations prior to the registration deadline for conferences.

   Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to competition eligibility and the start of member/chapter services. All affiliations automatically expire on June 30th of the membership year.

3. Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation process, the chapter is obligated to pay the appropriate state and national dues for all members submitted.

4. Florida HOSA members should send chapter affiliation monies (for state and global/national dues) directly to Global/National HOSA. Chapters are required to affiliate using the HOSA home page on the Internet at www.hosa.org.

5. Each HOSA chapter must have one or more local advisors who pay an affiliation fee as a professional member.

6. All state staff will affiliate with the state and global/national associations.

7. All delegates in attendance at the Florida HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.

8. An affiliated member who leaves the sponsoring educational setting, either voluntarily or by removal, automatically forfeits their membership in HOSA.

9. An invoice for any outstanding regional, state, and global/national membership dues, as well as regional, FLDA, SLC, and ILC conference fees, will be sent to the Chapter Advisor and school principal. Blocks will be placed on the chapter in HOSA's on-line system so that students can no longer be affiliated as members, nor registered to participate in any conferences. The blocks will be lifted once the outstanding balance has been paid. The password to access the Global/National HOSA on-line affiliation and conference registration system is confidential and must not be given to student members for any reason. Only the Chapter Advisor accesses HOSA's on-line system.

D. STATE OFFICERS

1. ELECTED OFFICERS

The elected State Officer positions are:

President - either secondary or postsecondary/collegiate
President-Elect - either secondary or postsecondary/collegiate
Northwestern Vice-President - secondary
North Central Vice-President - secondary
Southwestern Vice-President - secondary
Southeastern Vice-President - secondary
Postsecondary/Collegiate Vice-President
Postsecondary/Collegiate Representative

2. DUTIES

The duties of the elected officers are specified in the State Officer Handbook. In addition, the State Officers shall:

a. Provide guidance, leadership, and inspiration, as well as build enthusiasm of all members (students and advisors).

b. Represent the views of the membership, not those of the individual officer or chapter.

c. Provide a monthly report to the State Advisor documenting HOSA activities.

d. Unless otherwise designated, wear the official HOSA uniform when representing Florida HOSA. Florida HOSA will provide a blazer, skirt/slacks, and tie/scarf. Officers are required to purchase their own shirts/blouses and shoes as required. Florida HOSA will pay for tuxedo rental for the Florida HOSA State Conference if required.

e. Carry out their responsibilities, but shall not let them interfere with continuing their education, to include maintaining a District and State GPA of 3.0 or higher. Officers whose grades fall below a 3.0 will result in evaluation and possible probation or removal by the Florida HOSA Board of Directors.

f. Not be allowed to compete in any competition at any level during their term of office and continuing throughout the following year after their term concludes. The exception to this shall be any new State Officer who was elected during that year's State Leadership Conference, who also successfully placed in their competitive event, may compete at the International Leadership Conference.

g. Forward all requests received for services to the State Advisor.

h. Notify the State Advisor immediately of circumstances which prevent carrying out an assignment.

i. Be reimbursed for expenses incurred while performing state office approved services for the association. Reimbursement for travel will be set by the Florida HOSA Board of Directors.

j. Act in a mature, responsible manner at all times, respecting the Florida HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.

3. CANDIDATES

Officer candidates must submit an application, information sheet, candidate summary, personal profile, code of conduct, medical liability release form, travel expenses reimbursement policy form, mandatory conferences and planning meetings form, acceptance of responsibilities form, nomination form, permission form, applicant questionnaire, transcript, and essay. Parents/Guardians must also participate on a webinar with the State Advisor.

At the state conference, candidates take a written test and the top candidates then participate in an interview with the Interview Committee. After interviews are completed, the Interview Committee will then determine the final slate of candidates for each office. Candidates that are slated for one of the State Officer positions after interviews have been completed must be present at the State Officer Candidate Meet & Greet, where candidates will take turns answering questions individually in a group presentation format to the assembled Voting Delegates.

Officer candidates slated for each office are permitted to address the Voting Delegates during the Business Session; candidates must not inquire about, address, or talk to Voting Delegates except during the Meet & Greet and the Business Session. The Voting Delegates are appointed by the Regional Advisors. A candidate may only address the Voting Delegates for three (3) minutes or less during the Business Session with their speech, plus up to one minute in an extemporaneous format in regard to an object the candidate has been given while on stage. No props, pictures, or other visuals will be allowed during the candidate's speech. Verbal campaigning is allowed; no campaign materials are permitted.

Candidates for secondary positions must be current high school students in 9th, 10th, or 11th grade. Candidates for postsecondary positions must be either current high school students in 12th grade or postsecondary/collegiate students.

State Officer candidates shall not be allowed to serve as Voting Delegates at the Florida state conference.

Chapter advisors are expected to support the candidate, if elected as a State Officer, until the officer has completed his/her duties of office.

4. DOCUMENTATION OF CANDIDACY

a. An application form to include a record of HOSA offices held.

b. A verified statement of academic performance (Transcript) for the current school year.

c. A nomination form including a statement of support with the signature of the school principal, CTE Director or Dean, the signature of the local chapter advisor and the signature of parent or guardian if the candidate is a secondary member.

5. STATE OFFICER CANDIDATE INTERVIEW COMMITTEE

The Interview Committee for slating of State Officer candidates will be comprised of as many different regions as possible. The Interview Committee consists of 1-2 Chapter or Regional Advisors, the State President and President-Elect, and 2-3 Past State and/or National/International Officers. The Interview Committee is appointed by the State Advisor.

The Interview Committee shall interview the qualified candidates and after the interviews are completed, the Interview Committee will then determine the final slate of candidates for each State Officer position.

6. TERM OF OFFICE

Student officers shall be elected by Voting Delegates at the annual Florida HOSA State Leadership Conference. Terms of office shall begin immediately after the annual conference at which officers are elected. Past State Officers may be re-elected, but are limited to two terms. A State Officer who has served one term may be slated for President-Elect and have a third term as President.

Florida HOSA may provide a hotel room for the first two nights of the ILC for newly elected State Officers if they attend, as well as pay the fee for the State Officer Workshop. Due to fiduciary obligations, State Officers of the same gender may have to share the same room/bed when in attendance at any HOSA function/conference for which Florida HOSA is financially responsible. The State Officers are expected to attend workshops, lead the state delegation at state meetings, lead all Florida HOSA members in spirit and fulfill state-related responsibilities at conferences.

Florida HOSA will also reimburse immediate past State Officers to attend the ILC to assist in leading the state delegation, preparation of national/ international officers, and other state-related responsibilities at the ILC, provided they arrive before Opening Session and stay for the entire conference. Immediate past officers should wear their official HOSA uniform when representing Florida HOSA at any function.

7. VACANCIES

A vacancy in the office of President shall be filled by a current State Officer at the State Advisor's discretion. A vacancy in the office of President-Elect may:

1) be filled by a current state officer if the state officer can commit to a two-year term, or, if not,
2) an active member appointed by the State Advisor and the State Officer Team who was slated for office at the previous State Leadership Conference and was not elected.

A vacancy in a State Office other than President or President-Elect may be filled by an active member, appointed by the State Advisor and the State Officer Team, who was slated for office at the previous State Leadership Conference and was not elected.

8. REMOVAL

Any State Officer may be removed from office if they fail to complete their duties of office as outlined in the State Officer Handbook. Removal must receive a 2/3 vote from the Board of Directors.

a. Violations of the code of conduct will initially be handled by the State Advisor and Business Manager who may recommend action or refer the violation to the Florida HOSA Board of Directors.

b. If the violation is not resolved by the State Advisor and Business Manager, the Regional Advisor Board Co-Chairperson will review the situation and recommend action to the State Advisor and Business Manager.

c. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Florida HOSA Board of Directors or Executive Committee for evaluation and action.

9. FINANCES

a. All State Officer travel must be approved by the State Advisor and based on the travel budget for the year.

b. State Officers will be reimbursed for their round-trip travel, lodging and meal expenses.

c. Reimbursements will be processed when a completed reimbursement/expense form and attached receipts are received in the Florida HOSA State Office. Completed forms should be submitted within thirty (30) days of the activity/meeting or they may not be reimbursed.

d. If a State Officer travels in-state by bus, train, and/or a ride service (i.e. Uber, Lyft, etc.), as opposed to a privately owned vehicle, they will be reimbursed the total cost of the trip by bus, train, and/or ride service OR the approved mileage rate roundtrip from the point of origin to point of destination, whichever is less.

E. HOSA DIVISIONS

1. MIDDLE SCHOOL DIVISION

As specified in Article III, Section 3 in the Florida HOSA Bylaws, the Middle School Division shall be composed of middle school students in grades 6 - 8 who are enrolled in an organized health career awareness program or who are interested or planning to pursue a career in the health professions.

The official definition for middle school members of HOSA for the purposes of Competitive Events is: A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state’s annual conference.

2. SECONDARY DIVISION

As specified in Article III, Section 3 in the Florida HOSA Bylaws, the Secondary Division shall be composed of secondary students who are enrolled in high school and in a Health Science program or an organized career awareness program or are interested, 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, a) is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions; b) has not received a high-school diploma (or its equivalent) prior to the state's annual conference; or c) has been within the continuous, sequential educational system for two or more years prior to the current year's annual state conference.

3. POSTSECONDARY/COLLEGIATE DIVISION

As specified in Article III, Section 3 in the Florida HOSA Bylaws, the Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED and are majoring in a health care related field or are interested or planning to pursue a career in the health professions.

The official definition for postsecondary members of HOSA for the purposes of Competitive Events is: A postsecondary student is one who (a) is enrolled in a state-approved postsecondary program or college level program; (b) has received a high-school diploma (or its equivalent) and/or has been out of the continuous, sequential educational system prior to the current Health Science enrollment for two or more years prior to the current year's annual state conference.

The official definition for collegiate member of HOSA for the purposes of Competitive Events is: A collegiate student is one who is seeking a baccalaureate degree.

4. ALUMNI

As specified in Article III, Section 3 in the Florida HOSA Bylaws, a former Active Member who no longer meets the criteria for active membership may become an alumni member. The Alumni Member shall not be able to vote, hold elective office, or enter the competitive events.

5. MEMBERS-AT-LARGE

As specified in Article III, Section 3 in the Florida HOSA Bylaws, Members-at-Large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with Florida HOSA, or by geographic region as determined by the Florida HOSA Board of Directors. At-Large Members may participate in competitions, act as Voting Delegates and seek regional and state office. They may not seek National/International Office, nor act as Voting Delegates at the ILC.

6. PROFESSIONAL

As specified in Article III, Section 3 in Florida HOSA Bylaws, a person participating in professional development of Florida HOSA is eligible to join as a Professional Member. Such membership includes, but need not be limited to, Health Science Advisors, Teacher Educators, Department of Education Health Science staff and practitioners in the health field. The Professional Member shall pay dues as established by the chapter, state and global/national organizations but shall not be eligible to vote, hold elective office or enter the competitive events. A Professional Member appointed to the Board of Directors shall have a vote at Board meetings.

7. HONORARY MEMBERS

As specified in Article III, Section 3 in the Florida HOSA Bylaws, Honorary Members are individuals who have made significant contributions to Florida HOSA and may be elected by the Board of Directors by a 2/3 vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective office, or enter the competitive events.

III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

A. FLORIDA HOSA STATE LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the Florida HOSA State Leadership Conference (SLC) are to:

a. Ensure the expansion of knowledge regarding the healthcare industry and its occupations.

b. Afford the recognition of competency through demonstrated proficiency of skills.

c. Nurture a commitment of professional organizations.

d. Afford opportunities for leadership development.

e. Ensure the democratic process.

f. Afford the unity of membership and fellowship.

2. FLORIDA HOSA SLC MANAGEMENT TEAM

The Florida HOSA SLC Management Team is appointed by the Florida HOSA State Advisor and serves to direct specified operations at the Florida HOSA State Leadership Conference. Members of the Management Team may include:

a. Conference Headquarters Chair - Responsible for scheduling assistance in Conference HQ and helping advisors and members during the conference.

b. Conference Headquarters Staff - Assist in conference operations.

c. Judge Coordinator - Responsible for coordinating judging of competitive events.

d. General Session Coordinator - Works with State Officers, technicians, and announcer to ensure the quality of the general sessions.

e. Production Assistant - enters winners' names into PowerPoint for Awards Sessions, as well as controlling the PowerPoint presentations during other general sessions.

f. Expo & Career Fair Coordinator - Contacts and coordinates potential exhibitors and directs the expo.

g. Courtesy Corps Coordinator - Assigns and supervises members of the Courtesy Corps.

h. Past State Officers - Former State Officers who are invited back to help with general conference management.

i. Tabulations Director - Compiles results of Competitive Events and prepares winners lists.

j. App Manager - Works closely with Tabulations to push second round competitor notifications.

Members of the SLC Management Team may be compensated for their services, either in the form of a contract or through reimbursement for conference expenses.

3. FINANCES

a. The Florida HOSA State Leadership Conference (SLC) should be a self-supporting conference. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of this member service.

b. A SLC registration fee shall be established by the Florida HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.

c. Registration fees for the SLC shall be in the Florida HOSA State Office by the published deadline or the registration may be revoked. Fees would still need to be remitted.

4. ATTENDANCE ELIGIBILITY AND REGISTRATION

a. Those eligible to attend the Annual State Leadership Conference are: Chapter Advisors; Regional Officers; the top 3 winners of each competitive event from the Regional Conferences; State Officers; State Officer Candidates; students with assigned specific responsibilities; Supervisors, Health Science Education; Florida Department of Education Staff; HOSA State Advisor and State Office Staff; Director, Health Science Education; participants and invited guests.

b. Each HOSA member attending shall:

(1) Be a member in good standing of HOSA. This means that HOSA members must be members of both Florida HOSA and HOSA, Inc.
(2) Have approval of parent or guardian if a middle school or secondary member.
(3) Have approval of local chapter advisor.
(4) Have approval of school administration.

c. The local advisor is responsible for registering their local chapter delegation by the published deadline.

d. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.

e. Family members are required to pay the registration fee as approved by the Board of Directors.

f. Non-members (guests) are required to pay the registration fee as approved by the Board of Directors.

g. The registration fee includes: all general sessions, entertainment, speakers, educational symposiums, media presentations, rentals, competitive events, Awards Ceremony, registration information, conference program materials, recognition program awards and other general conference operating expenses.

h. Anyone staying at the Florida HOSA conference hotel in the HOSA conference room block MUST BE A REGISTERED DELEGATE. All registered delegates MUST STAY AT THE CONFERENCE HOTEL FOR THE DURATION OF THE CONFERENCE. Due to the general liability insurance carrier, as well as the Board of Directors, Florida HOSA cannot take on the liability of approving or sanctioning schools/members missing any part of the conference.

i. Chapters are asked to provide at least a 1:15 adult to student ratio (or adhere to their school district ratio if lower) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.

j. Transportation of members to Florida HOSA functions must be in accordance with the school district's policy.

5. REFUND POLICY

There will be no cancellations or refunds after the registration deadline. All names in the registration system after it automatically closes must be paid for, even if the chapter/member does not end up attending the conference (no exceptions). Substitutions may be allowed.

6. HOTEL REGISTRATION

a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.

b. Delegates to the Florida HOSA State Leadership Conference must reside in approved conference housing for the duration of the conference or they will not be eligible to compete in competitive events or seek state office.

c. If the Chapter Advisor will not be accompanying his/her chapter at the SLC, a chaperone must be designated and properly registered for the conference.

d. Upon arrival at the hotel only the HOSA advisor should approach the hotel reservation desk to register his/her delegation.

e. Florida HOSA is NOT responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.

f. All HOSA delegates are responsible for additional charges incurred by use of the phone, movie service, damage to the room and/or removal of items from the room.

7. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORM

Each delegate to the SLC must have a completed and signed "Code of Conduct/Medical Liability Release Form." Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to the Florida HOSA State Office prior to the conclusion of conference registration.

Florida HOSA's Plan of Action for Student Members that do not follow the Code of Conduct is:

1. The Florida HOSA Executive Director/State Advisor will consult with the student member's Chapter Advisor/Chaperone.

2. A determination will be made after the advisor/chaperone consultation which may include disqualification from competitive event(s), parent/guardian notification, being sent home at student's own expense, and school administrator notification.

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew. Local advisors should not enable their students to be out after curfew. The general sessions should be enthusiastic, but attendees should not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of each session.

8. ADVISORS CODE OF ETHICS

Each advisor and chaperone attending the SLC must complete the Advisor's Code of Ethics and submit to the Florida HOSA State Office prior to the conclusion of conference registration.

Florida HOSA's Plan of Action for failure to follow the Advisors'/Chaperones' Code of Conduct & Ethics is:

1. Consultation with the Florida HOSA - Future Health Professionals Executive Director/State Advisor and/or designee.

2. Consequences to be determined by the Florida HOSA - Future Health Professionals Executive Committee, up to notification sent to the appropriate administrators.

9. COMPETITIVE EVENTS

The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Policies and procedures for the HOSA Competitive Events Program is provided in the current HOSA HANDBOOK. Refer to the HANDBOOK for the following information.

a. Event Preparation
b. Basic Event Regulations
c. General Rules and Regulations
d. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
e. Competitive Events Inquiry Procedure and Form
f. Competitive Event Photo ID Requirement
g. HOSA Members with Special Needs

Florida HOSA will emulate Global/National HOSA's Student Accommodations and Modifications policy regarding HOSA members with special needs.

No event at the State Conference will be canceled due to lack of involvement/ participation of competitors. However, awards will not be presented if the competitor(s) do not meet the established level of competency in the event. It is the competitor's responsibility to arrive to compete as scheduled in the SLC agenda including attending their event orientation; preferential scheduling of test/event times cannot be accommodated. Unless otherwise determined by the Board of Directors, awards will not be mailed out after the conference if a competitor is not present on stage during the conferring of awards.

10. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Florida HOSA. Members must wear either the official HOSA uniform or a navy blue/black suit to all general sessions. Appropriate business attire must be worn for orientations, and attire appropriate to the occupational area may be worn for specific skill events. The official Florida HOSA dress policy is posted on the state website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

11. VOTING DELEGATES

Voting Delegates at the State Leadership Conference are apportioned for each region based on the current year's membership as follows:

Membership	Voting Delegates
1-500	6
501-1000	7
1001-1500	8
1501-2000	9

For each additional 500 members, or fraction thereof, the region is allowed one additional Voting Delegate.

The apportionment of the Voting Delegates shall be made according to membership reported to Florida HOSA by February 1. Voting Delegates are appointed by the Regional Advisors.

12. SESSION PROTOCOL

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions.

During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions. Assigned regional seating may be used during the general sessions.

13. ADVISOR RESPONSIBILITIES

Following the Global/National HOSA policy which requires advisors with members participating at the ILC to assist with competitive events, the Florida HOSA Board of Directors has made it mandatory for all advisors attending the Florida HOSA State Conference to contribute to the success of the conference and the safety of student delegates by serving in competitive events as Lieutenant, Event Manager, or Judge.

14. ADVISOR ORIENTATION

The purpose of the Advisor Orientation scheduled for the first day of the State Leadership Conference is to provide important updates and information regarding competition and scheduled conference activities. Florida HOSA cannot be held responsible for information and processes that are missed by the advisors who fail to attend the Advisor Orientation.

B. FALL LEADERSHIP DEVELOPMENT ACADEMY

1. PURPOSE

The purpose of the Fall Leadership Development Academy is to provide leadership training for the local and regional officers within a region, and professional development for advisors.

2. RESPONSIBILITY AND FINANCES

a. It shall be the responsibility of the Florida HOSA State Office to select the site, set the date, and plan the program.

b. The conference should be self-supporting with income and expenses relating to the FLDA recorded separately to determine the actual cost of this member service.

c. A FLDA registration fee shall be established by the Florida HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.

d. Registration fees for the FLDA shall be in the Florida HOSA State Office by the published deadline or the registration may be revoked. Fees would still need to be remitted.

3. REFUND POLICY

There will be no cancellations or refunds after the registration deadline. All names in the registration system after it automatically closes must be paid for, even if the chapter/member does not end up attending the conference (no exceptions). Substitutions may be allowed.

4. FALL LEADERSHIP DEVELOPMENT ACADEMY REGISTRATION

a. If the Chapter Advisor will not be accompanying his/her chapter at the FLDA, a chaperone must be designated and properly registered for the conference.

b. Transportation of members to Florida HOSA functions must be in accordance with the school district's policy.

c. Upon arrival at the FLDA, only the HOSA advisor should approach the registration desk to register his/her delegation.

d. All HOSA delegates are responsible for additional charges incurred by damage to the room and/or removal of items from the room.

5. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORM

Each delegate to the FLDA must have a completed and signed "Code of Conduct/Medical Liability Release Form." Medical attention will be delayed

by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to the Florida HOSA State Office prior to the conclusion of conference registration.

Florida HOSA's Plan of Action for Student Members that do not follow the Code of Conduct is:

1. The Florida HOSA Executive Director/State Advisor will consult with the student member's Chapter Advisor/Chaperone.

2. A determination will be made after the advisor/chaperone consultation which may include parent/guardian notification, being sent home at student's own expense, and school administrator notification.

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew. Local advisors should not enable their students to be out after curfew. The general sessions should be enthusiastic, but attendees should not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of each session.

6. ADVISORS CODE OF ETHICS

Each advisor and chaperone attending the FLDA must complete the Advisor's Code of Ethics and submit to the Florida HOSA State Office prior to the conclusion of conference registration.

Florida HOSA's Plan of Action for failure to follow the Advisors'/Chaperones' Code of Conduct & Ethics is:

1. Consultation with the Florida HOSA - Future Health Professionals Executive Director/State Advisor and/or designee.

2. Consequences to be determined by the Florida HOSA - Future Health Professionals Executive Committee, up to notification sent to the appropriate administrators.

C. REGIONAL LEADERSHIP CONFERENCE

1. PURPOSE

The purpose of the Regional Leadership Conference is to provide an opportunity for regional competitive events and leadership/career activities.

2. RESPONSIBILITY

a. It shall be the responsibility of the Regional Advisors and/or assigned coordinator(s) within the region holding the conference to select the site, set the date, and plan the program.

b. The conference should be self-supporting with expenses paid from regional funds supported by regional dues and/or fees.

3. COMPETITIVE EVENTS

The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Policies and procedures for the Competitive Events Program is provided in the current HOSA HANDBOOK.

a. The top five (5) students will be recognized and the number of students advancing to the state conference will be determined by the Florida HOSA Board of Directors. Currently the top three (3) competitors/teams per event from each region and district become eligible to compete at the state conference.

b. Events offered at the Regional Leadership Conference may change based on the number of members in the region, the number of interested competitors/teams for an event, and whether a Regional Advisor has been identified. If a region has no identified Regional Advisor, members in that region are limited to competing in the Health Science Category events (test only for Medical Spelling - no spelldown), Epidemiology event, and the Healthcare Issues Exam only.

c. Per Global/National HOSA General Rules and Regulations, HOSA members may enter only ONE competitive event, and/or as many Recognition Category events as they would like. The events of *Organizational Leadership* and *Outstanding HOSA Achievement* are not offered in the Florida HOSA State Association. The *Outstanding HOSA Leader* event will be conferred on a current Florida HOSA State Officer as determined by Florida HOSA HQ.

d. If on-line testing is utilized during a regional conference or the State Leadership Conference, Chapter Advisors will designate test proctors ***which should not be themselves, nor a student***. Faculty personnel at the school which are paid employees may be utilized as test proctors; student staff may not be used.

e. Schools/members of a specific region are determined by the county in which the school resides and in which the member is enrolled as a student. A virtual school's regional appointment is based on the location of the main office. Competitors cannot compete in any other regional conference except the region in which the school they are enrolled in as a student member is located.

f. Teams *must* be composed of members from the same chapter (not school).

4. ADVISOR RESPONSIBILITIES

All advisors who attend the Regional Leadership Conferences will contribute to the success of the conference and the safety of student delegates by being involved. The Florida HOSA Board of Directors has made it mandatory for each local/chapter advisor to assist in the management of events, the sessions, judging, etc.

Each advisor and chaperone attending the Regional Leadership Conference must complete the Advisor's Code of Ethics.

5. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORM

Each delegate to the regional conference must have a completed and signed “Code of Conduct/Medical Liability Release Form.”

6. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Florida HOSA. Members must wear either the official HOSA uniform or a navy blue/black suit to all general sessions. Appropriate business attire must be worn for orientations, and attire appropriate to the occupational area may be worn for specific skill events. The official Florida HOSA dress policy is posted on the state website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

D. INTERNATIONAL LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the HOSA International Leadership Conference are to:

a. Provide a variety of educational and social learning activities at an international level for HOSA members.

b. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health or biomedical science programs.

c. Provide information about current health industry issues and concerns at the local, chartered association, and international level in health and biomedical science and the student organization of HOSA-Future Health Professionals which fosters attitudes of good ethical practices and respect for the dignity of work.

d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.

e. Conduct the necessary annual business of the career and technical student organization of HOSA by the HOSA voting delegates and HOSA, Inc. Board of Directors.

f. Provide educational workshops that promote the development of students and further HOSA-Future Health Professional purposes.

2. FINANCES

a. The HOSA International Leadership Conference should be a self-supporting conference. All income and expenses relating to the ILC should be recorded separately to determine the actual cost of this member service.

b. An ILC registration fee shall be established by the HOSA, Inc. Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the HOSA, Inc. Board.

c. Registration fees for the ILC shall be in the International HOSA Headquarters by May 15.

d. Chartered Associations must pay the full amount owed to HOSA, Inc. within ten (10) days of the closing day of the annual International Leadership Conference or be assessed a 5% penalty for late payment. Failure to pay the 5% penalty will be referred to the HOSA, Inc. Board of Directors for action.

3. ATTENDANCE ELIGIBILITY

a. All HOSA members in good standing are eligible to attend the ILC.

b. Each HOSA member attending shall:
   (1) Be a member in good standing of HOSA (as defined in the Bylaws)
   (2) Have approval of parent or guardian unless the student is of legal age.
   (3) Have approval of chapter advisor.
   (4) Have approval of school administration.
   (5) Have approval of chartered association.

4. REGISTRATION

a. The Chartered Association Advisor and/or Local Chapter Advisor is responsible for registering the chartered association delegation. The deadline for delegate registration is May 15.

b. Chapter Advisors complete conference registration by the deadline date established by the chartered association. One check for the full amount of the delegation's registration must accompany the registration before it is finalized.

c. All affiliation and conference fees must be received by the International Leadership Conference to avoid jeopardizing participation.

d. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.

e. Family members are required to pay the registration fee as approved by the Board of Directors.

f. Non-members (guests) are required to pay the registration fee as approved by the Board of Directors.

g. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation between approved hotels, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.

h. Anyone staying at any HOSA conference hotel in the HOSA conference room block MUST BE A REGISTERED DELEGATE.

5. REFUND POLICY

a. No refunds will be made. Substitutions are allowed until official registration closes at 10:00 pm on Tuesday of the International Leadership Conference.

6. HOTEL REGISTRATION

a. The hotel reservations MUST be submitted by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chartered associations not complying with the deadline date may not be provided rooms.

Chartered Associations cannot hold hotel blocks and only rooms with names that are paid will be held by hotels. This cannot be done by a travel agency speaking on behalf of a chartered association's designee. Management has the right to release any blocks made at the hotel.

HOSA will provide multiple hotels at comparable costs for all conference delegates.

b. All registrations must follow the process established by the Executive Committee in cooperation with the conference headquarters hotel, as published in the ILC Guide. If assignments are made to another hotel, the headquarters hotel will transfer all reservations/registrations.

c. Delegates to the HOSA International Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek Executive Council positions.

d. The HOSA room block is available to registered delegates only at the International Leadership Conference. The Headquarters staff will recommend hotels in the area for non-registered delegates who do not intend to participate in any ILC functions.

e. If for some reason the chartered association Advisor or designee will not be accompanying his/her delegation at the time of arrival, a Designee should be selected. Both the Conference Hotel and HOSA Headquarters should be informed prior to the conference as to the identity of the Designee.

7. TRANSPORTATION

For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. Contact the HOSA Travel Service (if provided) or your travel agent for assistance. The local chapter and chartered association accepts all liability for travel to, during and from chartered association and HOSA meetings.

8. CODE OF CONDUCT FORM

Each delegate to the ILC must have a completed and signed "Code of Conduct Form." Refer to the ILC GUIDE for a copy. Members 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.

GENERAL SESSION PROTOCOL - The general sessions should be enthusiastic but we must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. Chartered associations that do not adhere to general session protocol will be asked to send a representative to a special meeting of the Executive Council.

9. MEDICAL LIABILITY RELEASE FORM

Each delegate to the ILC must have a completed and signed “Medical Liability Release Form.” Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the ILC GUIDE for a copy.

10. ADVISORS CODE OF ETHICS

The HOSA, Inc. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation.

11. COMPETITIVE EVENTS

The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Policies and procedures for the Competitive Events Program is provided in the current HOSA HANDBOOK. Refer to the HANDBOOK for the following information.

a. Event Preparation
b. Basic Event Regulations
c. General Rules and Regulations
d. Appendices and Resources
e. Competitive Events Inquiry Procedure and Form

Note: Award may not be presented if competitor(s) do not meet the established level of competency in the event.

12. AWARDS AND RECOGNITION

The Recognition Program is presented in Section B of the **HOSA Handbook, Recognition Category**.

a. Individual Recognition
b. Chapter Recognition
c. Chartered Association Recognition
d. Special Recognition

13. ADVISOR ILC CE RESPONSIBILITIES

Because the Global/National HOSA Office assigns each State/Chartered Association a portion of the competitive events and/or activities to supervise and manage during the ILC, the Florida HOSA Board of Directors has made it mandatory for all advisors attending the International Leadership Conference to assist with those assignments.

14. OFFICER ELECTIONS

The guidelines/requirements for running for International Office are provided in the Florida HOSA Bylaws and current ILC Guide and include:

a. Candidate Nominating Procedure
b. Nomination Form for Executive Council
c. Travel Policies
d. Statement of Support
e. Candidate Information Resume
f. Candidate Campaign
g. Study Guide for Written Exam
h. Interview Rating Sheet
i. Photograph for Program Book

15. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon the chartered association and HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require official HOSA uniforms. See Appendix D for the official HOSA uniform policy.

16. EXHIBITORS

Rules and regulations for exhibitors are presented in the Exhibitor's Guide prepared each year for the ILC. The Headquarters staff prepares the rules and regulations in consultation with legal counsel.

17. INSURANCE

a. Conference insurance shall be provided to all delegates.

b. Each local and chartered association advisor, for his/her own protection, should secure insurance against accident and/or liability claims while traveling with students.

c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

18. VOTING DELEGATES

Florida HOSA Voting delegates at the International Leadership Conference will be Florida HOSA State Officers with additional positions filled by members appointed by the Florida HOSA Executive Director/State Advisor. Voting Delegates are apportioned for each division (Secondary and Postsecondary/Collegiate) based on the current years membership by division as follows:

Membership	Voting Delegates
0 - 25	0
26 - 100	1
101 - 1,000	2
1,001 - 3,000	3
3,001 - 5,000	4
5,001 - 7,000	5
7,001 - 9,000	6
9,001 - 11,000	7
11,001 - 13,000	8
13,001 - 15,000	9
15,001 - 17,000	10
17,001 - 19,000	11
19,001 - 21,000	12
21,001 - 23,000	13
23,001 - 25,000	14
25,001 - 27,000	15
27,001 - 29,000	16
29,001 - 31,000	17
31,000 - 33,000	18
33,001 - 35,000	19
35,001 - 37,000	20

19. ADVISOR ORIENTATION

The purpose of the Advisor Orientation scheduled for the first day of the International Leadership Conference is to provide important updates and information regarding competition and scheduled conference activities. HOSA cannot be held responsible for information and processes that are missed by the advisors who fail to attend the Advisor Orientation.

20. GENERAL SESSIONS

Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. HOSA cannot be held responsible for delegates who miss recognition because they failed to attend a general session.

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY AND PROCEDURE

It shall be the responsibility of the State Advisor and the Business Manager to prepare an annual budget and such other financial resumes and reports as requested by the Florida HOSA Board of Directors.

The proposed fiscal year budget shall be presented to the members of the Florida HOSA Board of Directors at the ILC Board meeting for approval before the fiscal year begins on July 1.

2. INCOME

a. Income shall be derived from state affiliation dues and state conference registration fees as recommended by the Florida HOSA Board of Directors. All funds raised under the collective name of “Florida HOSA” are used by the organization for the purpose of Florida HOSA.

b. All income derived from the Fall Leadership Development Academy and State Leadership Conference shall be recorded as reflected in the budget approved by the Florida HOSA Board of Directors.

c. One hundred percent of all monies received for scholarships will be identified and designated as a separate line item and given to the Florida HOSA Foundation, Inc.

3. EXPENSES

a. Florida HOSA Board Members

Board members are entitled to reimbursement for reasonable expenses incurred in attending meetings as affixed by the Board of Directors and approved in advance by the Board chair and State Advisor.

b. State Officers

(1) Travel and per diem of the State Officers in attending the Fall Leadership Development Academy and State Leadership Conference shall be reimbursed in accordance with the current budget approved by the Board of Directors.

(2) State Officer expenses incurred while traveling at the request of the state association shall be reimbursed in accordance with the current budget approved by the Florida HOSA Board of Directors.

c. Florida HOSA State Office Staff

Travel and per diem for state office staff shall be reimbursed in accordance with the current budget approved by the Florida HOSA Board of Directors.

B. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The Florida HOSA State Office shall receive and disburse all monies of the state association.

2. FINANCIAL REPORTING

It shall be the responsibility of the Business Manager to prepare an income and expense summary, to include a comparison of budget and actual income and expenses.

3. ANNUAL AUDIT/REVIEW

The Business Manager shall arrange for an annual financial audit/review by an independent accountant(s) who will audit/review all accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service.