



**NEVADA HOSA  
Policy and Procedure Manual**

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## Conflict of Interest Policy

- I. Purpose: The purpose of the conflict of interest policy is to protect Nevada HOSA, Inc. (Nevada HOSA) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or trustee of Nevada HOSA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
  
- II. Definitions:
  - A. Interested Person: Any employee, volunteer, board member, or member with governing board delegated powers, who has a direct or indirect financial interest or potential for personal gain, as defined below, is an interested person.
  
  - B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
    1. An ownership or investment interest in any entity with which Nevada HOSA has a transaction or arrangement,
    2. A compensation arrangement with Nevada HOSA or with any entity or individual with which Nevada HOSA has a transaction or arrangement, or
    3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Nevada HOSA is negotiating a transaction or arrangement.
      - a. Compensation includes direct and indirect remuneration as well as gifts or favors that are greater than \$100.
      - b. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Trustee or committee decides that a conflict of interest exists.

III. Procedures

- A. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the trustee and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- C. Procedures for Addressing the Conflict of Interest:
  - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether Nevada HOSA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in Nevada 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.

- D. Violations of the Conflicts of Interest Policy: If the governing board or committee has reasonable cause to believe employees, volunteers, board members, or members have failed to disclose actual or possible conflicts of interest, it shall inform the employee, volunteer, board member, or member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- IV. Records of Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:
- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
  - B. The names of the persons who were present for discussions 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.
- V. Compensation:
- A. A voting member of the governing board who receives compensation, directly or indirectly, from Nevada 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 Nevada HOSA for services is precluded from voting on matters pertaining to that member's compensation.
- VI. Annual Statements: Each trustee, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
- A. Has received a copy of the conflicts of interest policy,
  - B. Has read and understands the policy,

- C. Has agreed to comply with the policy, and
  - D. Understands Nevada 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.
- VII. Periodic Reviews: To ensure Nevada 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, and the result of arm's length bargaining.
  - B. Whether partnerships, joint ventures, and arrangements with management organizations conform to Nevada HOSA written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- VIII. Use of Outside Experts: When conducting the periodic reviews as provided for in Article VII, Nevada HOSA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## Nevada HOSA Non-Discrimination Policy

It is the policy of Nevada HOSA to select, develop, and promote board members, advisors, vendors, partners and student leaders based on individual ability, experience, and community relationships. Nevada HOSA does not and will not tolerate any discrimination based on race, religion, color, national origin, veteran status, creed, gender, age, marital/family status, physical ability/disability, sexual orientation, or genetic coding.

Additionally, Nevada HOSA assures equal opportunity in all opportunities afforded to board members, advisers, and student participants.

Any person who believes that he or she has experienced discrimination in the above areas should report the facts to the Executive Trustee or the Board of Trustees Chair. If a person is not satisfied, he or she may then report it to the State of Nevada Equal Rights Commission or Office of Civil Rights, who will investigate the complaint.

This policy also prohibits reprisals or retaliation against any person because he or she has filed a complaint.

## Sexual Harrassment Policy

- I. Objective:
  - A. To clearly state Nevada HOSA, Inc.'s (Nevada HOSA) policy with regard to sexual harassment whether such action results from the conduct of employees, volunteers, board members, members, or certain others associated with Nevada HOSA.
  - B. To provide for disciplinary action in the event the policy is not followed.
  
- II. Content:
  - A. It is the policy of Nevada HOSA that all employees, volunteers, board members, or members be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age or disability. Nevada HOSA will not tolerate work-related harassment of employees whether it occurs on or off the job.
  - B. "Sexual harassment" means unwelcome or unsolicited sexual behavior, including sexual advances, requests for sexual favors, dirty jokes, and other verbal or physical conduct of a sexual nature when:
    1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's continued involvement with Nevada HOSA,
    2. Submission to or rejection of such conduct by an individual is used as the basis for involvement affecting such individual, or
    3. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation or creating an intimidating, hostile, or offensive environment for the employees, volunteers, board members, or members, including, but not limited to jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of Nevada HOSA communications facilities; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexist slurs; negative stereotyping; and public displays of affection.
  - C. Activities described above are prohibited on the part of all employees, volunteers, board members, or members, whether or not in a position of power or authority. It is not necessary that there be a supervisory relationship between the involved persons for the activity to be a violation of this policy.
  - D. Any employee, volunteer, board member, or member who feels they have been subjected to any prohibited activity described above should report the incident immediately to their supervisor or the Board of Trustees Chair. An employee, volunteer, board member, or member may report harassment without first contacting their



supervisor. All resulting investigations will be initiated promptly and will be handled confidentially as possible consistent with Nevada HOSA’s need to conduct an adequate investigation and take appropriate corrective action to rectify any harassment in violation of this policy that is found to have occurred.

- E. Retaliation against an employee, volunteer, board member, or member who makes a good faith report of harassment or who participates in good faith in an investigation is prohibited.
  - F. The Board of Trustees Chair or designee, will meet with employees, volunteers, board members, or members initially upon involvement and thereafter no less than annually, to explain the provisions of this policy **and** to restate Nevada HOSA’s prohibition of harassment and retaliation, and to describe the possible disciplinary consequences of violating this policy.
  - G. Any employee, volunteer, board member, or member violating this policy will be subject to disciplinary action up to and including termination of involvement.
  - H. This policy is not intended to supersede school district policies.
- III. Responsibility:  
Supervisory personnel and the Board of Trustees Chair shall be responsible for the enforcement of this policy.

I have read the Nevada HOSA Sexual Harassment Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Nevada HOSA Board member.

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Printed Name: \_\_\_\_\_

## Whistle Blower Protection Policy

- I. Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of Nevada HOSA, Inc. (Nevada HOSA) to make internal reports of suspected wrongdoing by Nevada HOSA employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.
  
- II. Content:
  - A. Nevada HOSA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of Nevada HOSA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.
  
  - B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of Nevada HOSA ethics policies, violation of other Nevada HOSA policies, or other wrongdoing against Nevada HOSA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
    1. Forgery or alteration of documents,
    2. Unauthorized alteration or manipulation of computer files,
    3. Fraudulent financial reporting,
    4. Misappropriation or misuse of Nevada HOSA resources such as funds, supplies, or other assets,
    5. Authorizing or receiving compensation for goods not received or services not performed, and
    6. Authorizing or receiving compensation for hours not worked.
    7. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.
  
  - C. Reporting procedure:
    1. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in

the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board of Trustees.

2. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that Nevada HOSA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)

D. Investigation:

1. All good faith reports of suspected wrongdoing will be investigated with due diligence.
2. All Nevada HOSA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
3. The Board of Trustees Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board of Trustees Chair is involved in the alleged wrongdoing, then the Board of Trustees Vice Chair will select a committee from the board to complete the investigation.
4. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
5. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.
6. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
7. During the investigation, Nevada HOSA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.

8. Unless involved in the alleged wrongdoing, the Board of Trustees Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions there from.
  9. The Board of Trustees Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
  10. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
    - a. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
    - b. Should provide an estimate of the timeframe for the investigation; and
    - c. Should let the reporter know when the investigation is concluded.
    - d. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.
- E. Prohibition against retaliatory action and harassment.
1. Nevada HOSA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith reports suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.
  2. Employees, volunteers, board members, and members who makes false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.
- III. Responsibility: The Board of Trustees Chair shall be responsible for administering this policy.

## Expense Reimbursement

### General Guidelines:

- All expenses for Nevada HOSA travel that are to be funded or reimbursed require advance approval by the Executive Director or Board of Trustees Chair.
- Original, itemized receipts are required for reimbursement of any expense.
- Any cost for upgrades of airline tickets, rental cars, or hotel rooms are not eligible for reimbursement. Travel shall be in economy/coach class, standard hotel rooms, and economy or mid-size rental cars unless prior approval is received from the Executive Director or Board of Trustees Chair.
- Nevada HOSA is a non-profit organization and every effort should be made to minimize any travel costs that are to be reimbursed by the organization.

### Travel Expenses:

- Mileage shall be reimbursed at the rate of \$.345 unless otherwise agreed to in a contractual agreement. A MapQuest or Google Map printout must be submitted with all mileage requests for verification of total miles traveled.
- All travel must be approved by the Executive Director or Board of Trustees Chair. Efforts will be made to use the most economical means of transportation.
- Plane tickets and other public transportation should be booked by the management team and should not require reimbursement as the association should pay these costs directly when possible.
- Additional fees for early check-in or late check-out are not reimbursable.

### Meal Expenses:

- Meal expenses may not exceed the GSA limits for the area in which meetings are held. This shall be calculated using the meals & incidental costs breakdown available from the GSA. Limits must include taxes and gratuities. Itemized receipts are required for all meal reimbursements. Per diem rates can be found at [www.gsa.gov/perdiemrates](http://www.gsa.gov/perdiemrates).
- Breakfast may only be reimbursed on days that travel begins prior to 6 a.m. or commences after 11 a.m. Lunch may only be reimbursed on days where travel begins prior to 10 a.m. or commences after 2 p.m. Dinner may only be reimbursed on days where travel begins prior to 3 p.m. or commences after 9 p.m.
- Alcohol is not a reimbursable expense.

### Incidentals and Gratuities:

- Internet Access is not a reimbursable expense unless prior approval is received from the Executive Director or Board of Trustee Chair and it is needed for Nevada HOSA business.
- \$1 per bag for bellman assistance, \$1 per pick-up or drop-off for valet parking, and \$1 per bag for shuttle service is reimbursable and no receipt is required. Personal incidental gratuities are capped at \$5 per day.
- In room movies or entertainment are not eligible for reimbursement.

## Nevada HOSA Cash Flow Management Policy

### Overview

The goal of this cash flow management process in the end is to maximize return on reserve and operating capital while maintaining safe and easy access to cash needed to meet Nevada HOSA commitments. It is understood that the cash flow management process for Nevada HOSA accounts will experience periods of high and low activity. This process outlines a monthly procedure and may vary slightly during high activity periods (e.g. conference season).

### **Step 1: Balance and Cash Flow Management of Checking Account (\$10,000-15,000)**

Nevada HOSA shall keep on hand \$10,000-\$15,000 in the association checking account for regularly occurring expenses and transactions. If the balance of the checking account drops below \$10,000 a request for transfer of funds from the association's Money Market Account will be made by the Financial Manager. If the checking account maintains a balance of more than \$15,000, the Financial Manager may request to transfer excess funds to the association's Money Market Account to maximize earnings.

### **Step 2: Balance and Cash Flow Management for Money Market Account (\$5,000-20,000)**

Nevada HOSA shall maintain \$5,000-\$20,000 in the association's Money Market Account. If the amount in the money market drops below \$5,000 a request may be made to transfer funds from the certificate of deposit reserves to the Money Market Account. If the Money Market Account balance exceeds \$20,000 for three months then a request may be made to transfer excess funds to Risk Free Certificates of Deposit to maximize the return of idle cash.

### **Step 3: Balance and Cash Flow Management for Certificates of Deposit (\$5,000-25,000)**

Nevada HOSA shall maintain a cash reserve in CDs. If the reserve funds in CDs exceed \$25,000 a request to transfer funds to higher yielding and mid-long term investments may be made. If the reserve funds available in CDs drop below \$5,000 the Board Chair and Treasurer shall be notified and a determination made on whether to transfer funds from Long-Term investments.

### **Step 4: Cash Flow Management for Long-Term Investment Accounts**

The Nevada HOSA Board of Trustees shall determine acceptable risk tolerance for investment of long-term cash reserves. The Board's Executive Committee shall research and recommend investment vehicles that adhere to the investment strategy and risk tolerance as established by the Board. The Board shall approve long-term investment vehicles.

Interest earned from Long-Term investments may be re-invested in long-term investments or made available for operating cash flow to augment the association budget based upon requests to the Board Chair and Treasurer or by Direction of the Board.

Funds available for Long-Term investment shall be made available once the upper limits for the checking account balance, money market balance, and reserves in CDs have been met.

## Nevada HOSA Chapter Registration/Membership/Payment Policy

Nevada HOSA incurs regular/annual expenditures that include but are not limited to awards, room rentals, competitive event licenses/printing/duplication, food and beverage, scoring, judge recruitment, state officer program/travel, insurance, etc. In order to offset this we utilize revenue that includes donations, membership dues, registration fees, conference fees, interest income, etc. Our budget, like any other institutions, is tight. Therefore, when estimated/promised earnings don't arrive or are significantly late, then it makes a serious impact on the financial health of the association and negatively impacts the experience of other HOSA members and advisors who have planned accordingly and submitted their registration in a complete and timely fashion. In addition to the difficulty of managing association funds it has become increasingly difficult to plan/prepare for conferences and competitive events due to last minute changes/additions/substitutions.

To that end, the following policies have been instituted:

- **Chapter Non-Payment Policy:** Each school must have their state HOSA account at a \$0 balance and all outstanding bills paid within 30 days after the last HOSA event or they will be ineligible for participation in further HOSA activities until the balance is zero.
- **Late Registration Policy:** Registrations received after the conference registration deadline will be subject to a late fee of \$20.00 per person. Late registrations will not be accepted without late fees. This policy applies to all HOSA Conferences.
- **Refund Policy:** All registration fees are non-refundable. There are no exceptions to this rule. Registration fees are due and owing as soon as the registration is submitted (regardless of whether payment has been made). No drops are allowed once registration is submitted. For events that require air travel, no drops are allowed after the deadline for names to be submitted to the airline (as listed in the conference registration materials). No exceptions.
- **Substitution/Change Policy:** Substitutions after the registration deadline are accepted, up to the stated deadline for receiving changes/substitutions. Substituting student(s) MUST compete in the same event(s) as the student for whom they are substituting. Reminder, no refunds are permitted. There is a \$10.00 change fee for each substitution/change that is made (this fee is per change; if three students are substituted or there are changes made to registrations for three students it is a total of \$30.00). Verbal changes are not accepted; all changes must be in writing and on the proper forms.
- **Membership Policy:** The official membership roster and dues must be received by HOSA, Inc. by October 15 for the HOSA 100 Club of each membership year. Students may be added to the roster until the final state membership deadline of each membership year. HOWEVER, to be eligible to compete, students MUST be registered HOSA members prior to the registration deadline for the conference they are competing in. If a student has been found competing in a conference and their dues have not been paid, the student/school will forfeit any awards, recognition, and qualifications to advance to higher



competition. Further, HOSA is a unified dues organization. It is unacceptable to receive dues locally for members and then, for example, only submit the state/national portion in order to make them eligible for a conference. Local chapters are permitted to assess a reasonable amount for local membership dues.

## Active Chapter Standards

Active Chapter Standards: Nevada HOSA has three types of chapters:

- In-Active: Have not achieved “Chapter in Good Standing” or “Active” status.
- Chapter in Good Standing: Have paid dues, but have not met all of the requirements to be recognized as an “active chapter.
- Active: Are recognized as active because they have met all of the requirements to be “active”.

To be recognized as an Active Chapter, all of the following requirements must be met:

- Current Chapter By-laws submitted by October 15;
- Submit chapter Program of Work by October 15
- Elect Chapter Officers and submit the officer roster by October 15;
- Register and pay curriculum fee for at least ten (10) members by October 15 using the National Online Membership System;
- Attend at least one conference sponsored by Nevada HOSA throughout the year;
- Plan and implement a minimum of eight (8) chapter events, meetings, activities, fundraisers, or any combination of the items on this list.

## Document Retention Policy

This Document Retention and Destruction Policy of Nevada HOSA, Inc.(Nevada HOSA) identifies the record retention responsibilities of employees, volunteers, board members, or members and outsiders for maintaining and documenting the storage and destruction of Nevada HOSA’s documents and records.

- I. Rules: The Nevada HOSA employees, volunteers, board members, or members and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
  - A. paper or electronic documents indicated under the terms for retention below will be transferred and maintained in the administrative office;
  - B. all other paper documents will be destroyed after three years;
  - C. all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
  - D. no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
  
- II. Terms for retention:

Type of Record	Retention Period, Years
Accounting and fiscal: <i>Tax Exemption Status records</i> – Tax exemption determination letter and related correspondence.	Permanently
<i>Tax records</i> – Annual tax returns, files related to tax audits, accounts receivable & payable ledgers and schedules	7 years
<i>Financial records</i> – Audited financial statements, attorney contingent liability letters	Permanently
All Bank Records	7 years
Past budgets	1 year
Payroll	3 years from separation of employment

<p>Corporate</p> <p><i>Governance Records</i> – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes</p> <p><i>Intellectual property records</i> – copyright and trademark registrations and samples of protected works</p> <p><i>Government relations records</i> – State and federal lobbying and political contribution reports and supporting records</p>	<p>Permanently</p> <p>Permanently</p> <p>10 years</p>
<p>Contracts and leases in effect</p> <p><i>Lease, insurance, and contract/license records</i> – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement)</p>	<p>Term of the agreement and for 3 years after termination</p>
<p>Human Resources</p> <p><i>Employee/employment records</i> – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual)</p> <p><i>Pension and benefit records</i> -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records</p>	<p>3 years after separation of employment</p> <p>10 years</p>
<p>Correspondence</p> <p><i>All other electronic records, documents and files</i> – Correspondence files, past budgets, publications, employee manuals/policies and procedures, survey information</p>	<p>1 year</p>

III. Exceptions: Exceptions to these rules and terms for retention may be granted only by the Board of Trustees Chair.

## Nevada HOSA ILC Process Adopted by the Board of Trustees on November 20, 2016

On March 31 at 5 p.m. each year, ILC Intent to Compete forms are due for all students who placed in the top 5 in their competitive event. If no intent to compete form is received for any student, it is assumed they have no interest in advancing to the International Leadership Conference for competition. The management team will not seek out answers from anyone who did not complete a form.

By April 10 of each year, the results of the ILC drop down process will be published.

By April 15, any student who advanced for competition and is no longer going to be able to go to ILC needs to notify Nevada HOSA so that the opportunity may be offered to the next possible competitor.

Any students who are still listed on the competition roster after April 15 are expected to attend the International Leadership Conference. Canceling attendance at ILC after April 15 is taking an opportunity away from another student or team of students.

Any competition slots that are canceled after April 15 are subject to a \$95 cancellation fee per competitor that is a freshman, sophomore, or junior and a \$190 cancellation fee for seniors, payable to Nevada HOSA. The chapter who canceled is responsible for payment of this fee and will be ineligible to participate in future Nevada HOSA activities until this fee is paid in full.

## Nominating Committee Policy Adopted by the Board of Trustees on November 20, 2016

This is a proposal to change the process for nominating and slating state officer candidates. The primary goal in suggesting change is to more closely mirror the process that takes place at the HOSA ILC, as well as to recognize that Nevada HOSA has grown very substantially since the current process was put into place.

1. The current nominating committee would be dissolved and a new committee would be established. The committee will be called: **The State Officer Candidate Review and Slating Committee.**
2. The new committee will be made up of the following **Committee Members**:
  - One Board Member as appointed by the Board of Trustees Chair
  - One State Officer as appointed by the Management Team (this officer may not have a candidate for office from their current or previous chapter)
  - One Qualified Advisor
    - The Qualified Advisor:
      - \* must not have a current state officer from their chapter
      - \* must not have a current candidate for state office from their chapter
      - \* must not serve on the Board of Trustees
      - \* must fill out a simple form declaring interest in serving
      - \* will be selected randomly from qualified advisors who declared interest
  - Three Qualified Members, one from each region
    - The three Qualified Members:
      - \* must not have a current state officer from their chapter
      - \* must not have a current candidate for state office from their chapter
      - \* must fill out a simple form declaring interest in serving
      - \* must not be in the same chapter as anyone else serving on the committee
      - \* will be selected randomly from qualified students who declared interest
  - One Nevada HOSA staff member (such as the state officer coach or the courtesy corps manager) who serves as a non-voting facilitator to advise on region boundaries, process, and qualifications
3. **The review process:**

When applications for state office are submitted, they are reviewed by the state officer coach. Any incomplete applications or applications that do not meet requirements will be given one week to make appropriate corrections. Any incomplete applications at that time will be disqualified.

Those applicants that meet the minimum qualifications will move on to the next step of the process.

4. **On-site process at SLC:**

- **Candidate test and orientation:** Officer applicants will complete a 25 question candidate test at 11:00 am on the first day of SLC (currently Monday). Those scoring 70% or higher will advance to interviews. Those scoring under 70% will not be allowed to continue in the process. After scoring the candidates exams, applicants who are moving on to the interview will randomly be assigned an interview time. The interview schedule will be posted at 1:00 pm outside of headquarters.
- **Interview:** Interviews will take place beginning at 1:30 pm on the first day of SLC and will last approximately 8-15 minutes depending on the number of candidates.
- **Review and slating:** The review and slating committee, in its sole discretion, will slate candidates for offices. The committee is **not** required to slate candidates for all offices and the committee is **not** required to slate all candidates. (e.g., If a region only has one candidate, the committee could slate that candidate for president and leave the region VP position vacant)
- **Posting:** Slating will be posted at 5:30 pm on the first day of SLC (currently Monday). The committee's role ends at that time.

5. **Campaign Speeches** will still take place at opening session. When candidates give their speeches, just like at ILC, they will know what office they are running for and giving a speech for.

6. **Meet the Candidates Meeting:** Immediately following the opening session, there will be a Meet the Candidates Meeting for voting delegates. During the meet the candidates meeting, the candidates will have time to interact with the voting delegates and also participate in a Q & A session. This Q & A session will replace the session that used to take place at the Business Meeting.

7. **Business Meeting:** Just prior to voting, each candidate may give a final 30 second pitch to the voting delegates. The only items related to officer candidates at the business meeting will be the final 30 second pitch and elections.

## Student of the Year (Outstanding State Leader) Policy

At the State Leadership Conference each year, Nevada HOSA shall recognize a student of the year. The student of the year may be selected from the Nevada HOSA membership.

Criteria for the selection of student of the year include:

- Contributions to Nevada HOSA
- Leadership within Nevada HOSA
- Accomplishments with Nevada HOSA
- Must have been a HOSA member for at least two years

Any student may be nominated by a local chapter advisor, the state officer coach, the Executive Director, or the Education Program Professional. The nomination form will be due on the SLC registration deadline and it will allow for information about the criteria to be identified.

The student of the year shall be selected by a majority of three votes. The votes are vested in the Executive Director, the State Officer Coach, and the Education Program Professional from the Nevada Department of Education.

The student selected as student of the year shall automatically be submitted to Nevada ACTE as the Nevada HOSA Student of the Year.

If the student of the year is able to attend the National Leadership Conference, this student shall represent Nevada HOSA as the Outstanding State Leader. If this student is unable to attend the National Leadership Conference, an alternate will be recognized may be named by the Executive Director, State Officer Coach, and Education Program Professional.

Nominations may be submitted online using the link below:

<https://trileadership.wufoo.com/forms/nevada-hosa-student-of-the-year-nomination/>