

Policy and Procedure Outline

1. Meeting policy
 - a. Executive board meeting
 - i. Monthly
 - ii. Agenda posted week prior
 1. Includes
 - a. Treasurer update
 - b. New Business
 - c. Old business
 - d. Committee report out
 2. Structure Robert's Rules of Order
 - b. General Board meeting
 - i. Minimum twice year
 1. Includes
 - a. Treasurer update
 - b. New Business
 - c. Old business
 - d. Committee report out
 2. Structure Robert's Rules of Order
 3. Agenda posted a week prior
 - c. All meetings will be recorded by the secretary with notes submitted within 2 weeks following the meeting
 - d. Meetings will be available on zoom and recorded for reference
 - e. Meeting minutes will be posted every 3 months on the MIHSE website via a shared drive for transparency
 - i. Minutes containing protected information will be edited for privacy
2. Website
 - a. Hosted by Wix website services
 - i. Administrators
 1. President
 2. Secretary
 - ii. Contributors
 1. All other officers
 - b. Updated frequency
 - i. Minimum of monthly check in
 - ii. Update as needed with newsletters and conference information
 - c. Group pages
 - i. Update as needed
 - ii. Members can contribute as they see fit to the group pages
 - iii. Only paid members can access
 1. Access must be updated annually

3. Social media
 - a. Facebook
 - i. Administrators to page
 1. President and Secretary
 - ii. Goal minimum of a monthly post
 1. Posts to direct others to the organization
 2. Member highlights
 3. General information
 4. All posts should reflect the goal of advancing and growing the organization as a community that is for the professional development of all Health Science Educators
4. Newsletter
 - a. Will be published monthly beginning with the 2022 school year
 - b. Articles will be related to Health Science and Health science education
 - c. All members can make a contribution
 - i. President will be responsible for the final copy
 - ii. Regions to submit a newsletter article monthly on a rotating basis (2 per year)
 - iii. Vendors are welcome to submit articles that will benefit the membership
 - iv. Updates from SOM consultant to be included as available
 - d. Paid articles or notices
 - i. Vendors may pay for advertisement space or paid articles (to be clearly posted that article was paid for by the vendor).
5. Membership
 - a. Yearly, beginning with the October conference
 - b. Cost
 - i. Currently set at \$60 per member
 1. \$30 to MIHSE
 2. \$30 to NCHSE
 - c. Benefits
 - i. Members only website
 - ii. Newsletter
 - iii. Scholarship opportunities for member students
 - iv. Access to professional development
 - v. Professional best practices community
6. Board member policy
 - a. General Expectations
 - i. Board members will have a shared vision of growing and advancing the organization
 - ii. Board members will be members in good standing with the MIHSE organization
 - iii. Board member will have been a member of MIHSE for at least 6 months prior to accepting a role on the board

- iv. Board member will complete general board training after the 2022 Fall Conference
 - b. Role requirements
 - i. Executive board members
 - 1. Be able to fulfill the duties as assigned to the position
 - 2. Be a member in good standing
 - 3. Commit to a minimum of 8 monthly meetings
 - 4. Attend training for role
 - ii. Regional Representatives
 - 1. Be able to fulfill duties assigned to the position
 - a. Attend a minimum of 5 board meetings
 - 2. Will actively recruit new members
 - 3. Will obtain an article for the newsletter 2 times a year
 - 4. Attend training for role
- 7. General business
 - a. Printing and copies
 - i. Printing and copies can be done through UPS
 - ii. Account to be created by the Treasurer
 - iii. Individuals should not be using employer material for organizational business
 - b. Travel
 - i. Board members who need to travel to complete MIHSE business can request reimbursement for their mileage at the current IRS rate. Mileage will be calculated from the meeting location to the member(s) home.
 - 1. Members can also request meal reimbursement up to \$25 per day
 - 2. Members will not receive reimbursement for lodging unless the board determines otherwise
 - ii. Executive board must approve all travel prior to the occurrence to be eligible for reimbursement
 - iii. Reimbursement for board related expenses should not be requested of the employer(s)
 - c. Other general business
 - i. All other business activities including purchases and agreements must be approved by the majority of the executive board prior to the purchase or agreement date.
- 8. Finances
 - a. Accounting method
 - i. Cash accounting method
 - ii. Use of Quickbooks made available from Flagstar Bank to manage balances and accounts
 - b. Invoices
 - i. Incoming

1. All services provided to MIHSE will be documented and detailed by an invoice
 2. Invoices will be paid within 30 days of accrual unless other arrangements have been made
 - ii. Outgoing
 1. All services provided by MIHSE will be invoiced
 - a. Exception will be fall conference and general membership which is purchased through the website
 - i. Invoice for membership and conference available at request.
 2. MIHSE will expect payment within 30 days for all invoiced services provided
 - iii.
- c. Taxes
 - i. Taxes to be filled annually
 - ii. 1-800 accountant is the current accounting firm for MIHSE
 - iii. All vendors will be given a 1099 form for services provided
 1. MIHSE will not pay payroll taxes or other taxes on behalf of a vendor
- d. Budget
 - i. Annual budget to be confirmed in October moving forward from 2022 fall meeting
 1. Budget will include anticipated expenses
 - a. Scholarship
 - b. Conference
 - c. NCHSE membership
 - d. General business fees
 2. Budget will include anticipated income
 - a. Membership fees
 - b. Donations or sponsors
 - c. Silent auction proceeds

9. Vendors

- a. Vendors can be any organization that would have value to our members
 - i. Includes suppliers, professional organizations, businesses, and community partners
- b. Cost
 - i. Vendor cost for annual conference will be posted each year
- c. Benefit
 - i. Access to concentrated group of individuals who are interested in the product or service

10. Sponsor

- a. Who can be a sponsor

- i. Sponsors can be any individual who is interested in promoting the advancement of Health Science Educators and the health science students
- b. Levels
 - i. **Gold** - The gold level sponsor is a \$2500 contribution to the MIHSE scholarship fund. Gold level sponsors will receive a vendor booth at our annual fall conference, a 30 minute break out session to present to our members, complementary lodging for the event, recognition on our website and social media platforms, as well as a certificate of recognition.
 - ii. **Silver** -- The silver level sponsor is a \$2000 contribution to the MIHSE scholarship fund. Silver level sponsors will receive a vendor booth at our annual fall conference, a 30 minute break out recognition on our website and social media platforms, as well as a certificate of recognition.
 - iii. **Bronze** -- The bronze level sponsor is a \$1500 contribution to the MIHSE scholarship fund. Bronze level sponsors will receive a vendor booth at our annual fall conference, complimentary lunch on conference days, recognition on our website and social media platforms, as well as a certificate of recognition.
 - iv. **Scholarship**- The scholarship level sponsor is a \$1000 contribution to the MIHSE scholarship fund. Scholarship level sponsors will receive a vendor booth at our annual fall conference, recognition on our website and social media platforms, as well as a certificate of recognition.
 - v. **Friend** - The friend level sponsor is a \$250 to \$500 contribution to the MIHSE scholarship fund. Friend level sponsors will receive recognition on our website and social media platforms, as well as a certificate of recognition.
- c. Benefits
 - i. Benefits to sponsors include promotion and recognition on our media outlets
 - 1. Website
 - 2. Facebook
 - 3. Conference booklet
 - 4. Depending on level
 - a. Vendor booth at conference
 - b. Breakout presentation time (non-advertisement)

11. Scholarship

- a. Amount
 - i. Currently at \$500 for one individual from each region 1-8
 - 1. Region 9 from HOSA is part of region 8 for MIHSE
- b. Fund management
 - i. Fund is in a long term CD (13 month) with option for 1 penalty free withdrawal at Flagstar Bank
- c. Fund sources

- i. Currently funded through silent auction donation items at annual conference
 - d. Application process and review
 - i. Application will be the student(s) resume and must include the following
 - 1. Demographic
 - 2. Work, non-paid work, and/or WBL experience
 - 3. Volunteer Experience
 - 4. Certifications
 - 5. Extracurricular, club, or sports activities
 - 6. Health Science teacher name and email
 - ii. A recommendation from the teacher
 - 1. Using a likert 1-5 scale
 - a. Professionalism
 - b. Attendance with guidance
 - c. Appearance
 - d. Communication
 - e. Leadership skills
 - f. Current CTE program grade
 - g. Comments (will be used as a tie breaker if needed)
 - e. Scholarship will be dispersed upon receipt of tuition bill from a college of the student's choice.
 - f. Funds will be moved from the scholarship fund to the MIHSE Savings/Checking every May.
12. Communications
 - a. Expectations
 - i. Response time
 - 1. Best practice is to respond to communication within 48 hours
 - 2. This is a volunteer organization, with all members having prior commitments to employment and family.
 - 3. Goal will be to respond within 7 calendar days to all communication
 - a. Phone
 - b. Email
 - c. Letters
 - ii. Who is included in communication(s)
 - 1. For individual communication that is not directly related to MIHSE financial or organizational decisions only the parties involved need to be included
 - 2. For communication that relates to financial or organizational decisions documentation of the communication in the form of notes or being copied on the emails must occur
 - 3. Communication documentation notes will be stored on-file for no less than 8 years with the regular meeting minutes

4. No decisions or discussion should occur that impacts the MIHSE financial or organization decisions or practices without the knowledge of the executive board

13. Meetings

- a. Meetings can be held via the zoom server or through our teleconference line
 - i. Zoom account for both president and president elect
 1. Free, no cost
 2. All meetings are recorded
 - ii. Free conference call
 1. <https://www.freeconferencecall.com/profile>
 2. Free teleconference
 3. Recoding available
 4. Account for president can be shared with anyone in the organization

14. Conference

- a. Venue
 - i. Conference committee will select venue based on membership response to survey
 - ii. The conference committee chairperson will contact the desired venue to arrange conference dates, times, and costs.
 1. Tentative conference estimates will be given to the Executive Board for review and approval.
 2. Contract must be signed by the President and/or treasurer
- b. Committee
 - i. Will review the proposed conference plan and provide feedback
- c. Contracts
 - i. MIHSE will utilize venue contract(s) when securing location and related expenses such as meals, beverages, AV costs, etc.
 - ii. MIHSE will utilize the MIHSE contract to secure speakers/presenters
- d. The president and treasurer have the authority to secure the conference venue and presenters without committee feedback if needed

15. Committee

- a. The following committees are established:
 - i. Social Media
 - ii. Conference
 - iii. Scholarship
 - iv. Membership
- b. The president has the discretion to create other committees as needed
- c. All members of MIHSE in good standing are welcome to participate in our committees
 - i. It is expected that Board Members participate in 1 committee
 - ii. Participation in more than 2 committees by an individual is not recommended
- d. Expectations

- i. Committees will meet a minimum of 4 times a year
 - ii. Committee chairperson(s) will provide documentation of the committee meeting agenda and minutes to the secretary within 2 weeks of the meeting
 - iii. Committees will have established goals
- 16. Joint ventures
 - a. NCHSE
 - i. Agreement with the NCHSE regarding a dual membership
 - ii. Members will be given access to the NCHSE shared drive and members only content
 - iii. Membership is good for each year
 - b. Other state health organizations

Roles and responsibilities of board members

President

President presides over all meetings of the MiHSE Executive and General board. The President has responsibility to set the direction and vision for the organization. The President will nominate members to serve in board positions as applicable, including but not limited to historian, committee membership, regional representatives, or other roles deemed fit to achieve the vision set forth by the President. President will create agendas for meetings, conduct meetings in accordance with Roberts Rules of Order, and supervise committee(s) to ensure tasks related to the organization are completed within required timeframes. President will host the annual membership conference.

President will publicly promote the organization as needed in a variety of settings to enhance the image of MiHSE, increase membership, and increase service opportunities for members.

The President shall serve a term of 2 years. The President will be elected by a vote of the Executive Board following nomination of a board member.

President Elect (Vice President)

President Elect serves with the President over a 2 year term. In the 2 year term as President Elect assists, the President will all duties including creating meeting agendas, conducting board meetings in accordance with Roberts Rules of Order, promoting the organization publicly to enhance the organization's membership base. President Elect will also chair the Conference Planning Committee. President-Elect assumes the roles and responsibilities of the president

following the 2 year term as president elect, and also in the absence or inability of the President to serve. President Elect is elected by a vote of the Executive Board following nomination by a board member.

Secretary

The Secretary will serve for a term of two years. The Secretary will be elected by a vote of the Executive Board following nomination by a board member. The Secretary is responsible for maintaining accurate minutes of all Board meetings, record attendance for all meetings, maintain membership roster in collaboration with the Treasurer, and present past meeting minutes for review at all meetings. The Secretary will also assist with communication with all shareholders, will maintain letterhead for the organization and assist with email communication. Other duties may be assigned by the President.

Treasurer

Treasurer will serve for a term of two years. Treasurer is elected by a vote of the Executive Board following nomination by a board member. The Treasurer is responsible for maintaining the financial transactions for the organization. This includes maintaining record of donations, membership dues, expenditures of all kinds. The Treasurer will also submit financial reports to the Board Membership during the annual meeting and as requested by the Executive Board. The treasurer will maintain all records to ensure compliance with IRS 501(c)(3) regulation. The treasurer will file all paperwork in accordance with IRS 501(c)(3) requirements for fiscal reporting. The Treasurer will participate and conduct audits of the financial records annually and as requested to ensure accuracy and transparency.

Treasurer-Elect

Treasurer-elect will be elected by a vote of the Executive Board following nomination by a board member. The Treasurer-Elect will serve along with the Treasurer and assume role of Treasurer following one year. The Treasurer-Elect will serve as Treasurer in the absence of the current Treasurer or inability of the current Treasurer to serve. The purpose of this role is to allow for a smooth, continuous transition between individuals elected to the role of Treasurer.

Treasurer-Elect will have all duties and responsibilities of Treasurer.

Health Science Education Consultant

The Health Science Education Consultant is the individual appointed by the State of Michigan Department of Career and Technical Education. This individual will remain on the Executive Board as long as they are employed by the State of Michigan for this position. The individual will provide information and education to the Board regarding State regulation, educational best practices, and assist with the organization's mission and vision.

Regional Representative

Regional Representatives will serve a term of two (2) years. The Regional Representative is nominated by the President on recommendation from Regional membership. Regional Representatives will participate in Executive Board meetings, serve on committees, and work to support the mission and vision as set forth by the President. The regional representative will be responsible for submitting a monthly newsletter, providing a monthly submission for the social media feed, be a contact for MIHSE shirt orders, attend meetings, minimum 2 per year, and will help to maintain contact with current and potential members in the region. MIHSE regional representatives will also connect with potential sponsors and supporters in their respective regions.

General Member

General Members pay annual dues to maintain membership association within MIHSE. General Members have voting privileges at the annual meeting. General members may participate on committees as applicable. General members are not paid through monetary or in-kind exchanges for any service within the MIHSE organization. General members report suggestions or concerns to the Regional Representative for their Region.

Committees

Membership

The duties of this committee shall be to retain and to increase membership. The Chair is the President-elect.

Social Media

The duties of this committee shall be to develop and submit a slate of candidates to be presented at the annual conference. Chair is the MIHSE Secretary.

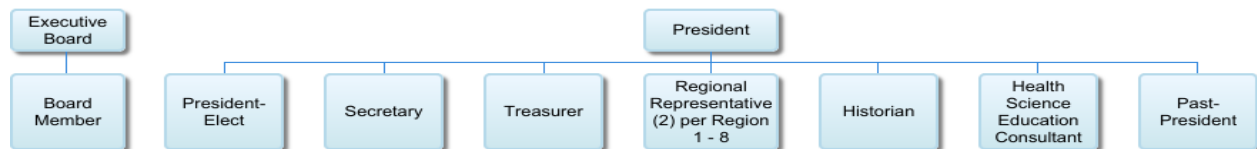
Scholarships

The duties of this committee shall be to maintain the scholarship program. Chair is the treasurer.

Conference planning

This committee chaired by the President will work to prepare the agenda for the annual conference.

Organizational chart



Personnel Policies and Procedures

Benefits and compensation

At this time all Board Members are volunteer and receive no compensation or in-kind exchanges for service on the Board.

Code of Ethic and Conduct

Code of Ethics

MiHSE will conduct all activities with respect, honor, and integrity. The mission and vision of MiHSE will be to promote the Health Science professions among secondary and post secondary educators within the State of Michigan. We are committed to conducting ourselves with honesty and integrity in all encounters with all stakeholders and members. We will avoid conflicts of interest and disclose any potential conflict with all members and stakeholders. We will treat all members, community members, and stakeholders with respect and integrity as we would expect to be treated. We will uphold the Medical Profession in the highest regard with all of our actions. All activities of MiHSE will be transparent.

Code of Conduct

MiHSE is an organization designed to improve the Health Science Educator profession. As a professional organization the members of MiHSE will conduct themselves in the manner becoming a health science professional. This includes refraining from abusive or coercive language, criminal activity, use of mind-altering substances while representing the organization, adhering to the highest of standards with regard to transparency in activities.

Whistleblower Policy

MiHSE requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the MiHSE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MiHSE can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of MiHSE's code of ethics or suspected violations of law or regulations that govern MiHSE's operations.

No Retaliation It is contrary to the values of MiHSE for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MiHSE. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure MiHSE has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the President or a board member. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the MiHSE President, who has the responsibility to investigate all reported complaints. Employees or members with concerns or complaints may also submit their concerns in writing directly to the President. The MiHSE's President is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The President will advise the Executive Board of all complaints and their resolution and will report at least annually to the Board on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters The MiHSE's President shall immediately notify the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations The MiHSE President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: The MiHSE President will serve as the compliance officer for the MiHSE.

Documentation Retention and Destruction policy

Documentation retention

Documentation pertaining to the operation of the MiHSE will be retained for a minimum of seven years or as required by law. Scholarship applications are retained for a period of 1 calendar year following the application period.

Handling of Sensitive Information

Any documentation containing potentially sensitive information, including but not limited to financial account numbers, social security or tax identification information, or personal identification information will be kept secure through use of password protected documents or locked filing systems. Passwords will be changed each year at minimum.

Destruction of Documentation

When documentation is no longer required to be retained it will be destroyed in accordance with all applicable laws and with highest regard to preventing disclosure of potentially sensitive information.

Data Security Breach

Any breach in data security will be reported to the President for further investigation and action. Records maintained by MiHSE will be stored in the securest possible location, in the event of

damage to the records by natural disaster or other disaster all efforts to re-create the information will be conducted.

Reserving conference rooms

In order to conduct meetings any member of the Executive Board may reserve a meeting room or conference line with the written consent of the President.

Diversity plan

MiHSE celebrates and encourages diversity among its membership and within the Health Science Profession. MiHSE does not discriminate with regards to race, gender identity, sexual identity, age, nationality, religious preference, or profession. All individuals who desire to promote the Health Science Profession are welcome to join as members of the MiHSE.

Dress code

The MiHSE dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues. Dress code is to be business casual unless otherwise directed by the President. The vision of MiHSE is to support professionals in Health Science Education, members of this profession are held to a high standard of accountability and professionalism which is demonstrated through both appearance and actions.

During President absence

In the event that the President were to be absent for an extended period of time and unable to conduct duties required the President-Elect shall take over duties until the President is able to return to duty. In the absence of both the President and President-Elect the Executive Board shall nominate someone to maintain MiHSE organizational activities until either the President or President-Elect are able to return to duty.

Disaster Plan

Disasters can occur at anytime and in any location. MiHSE members come from many locations throughout the State of Michigan and may experience adverse conditions in their region that would impair their ability to participate in MiHSE functions safely. ALL members should use due caution when traveling to and from MiHSE functions.

Fire

In the event of a fire emergency MiHSE members present will adhere to the locations designated fire safety evacuation plan. MiHSE members will participate in any fire safety training as applicable for the location at the time.

Weather

Weather conditions vary greatly across Michigan. MiHSE members will adhere to any precautions, warnings, etc. as issued by the National Weather Authority. Conferences and meetings will be planned with inclement weather plans proactively in place.

National Emergency

In the event of a National Emergency MiHSE operation will follow any required adjustment to accommodate the emergency needs. Any members being called to active duty for armed services will have any fees reimbursed for conferences if they are unable to attend due to being called to active duty.

Financial Management policy and procedure

Fiscal policy and procedure

The current fiscal year is October 1 through September 30 of each calendar year. Treasurer is responsible for maintaining accurate records of income and expenditures. MiHSE has applied for 501(c)(3) status through the IRS.

Internal control policy (bookkeeping):

Treasurer maintains records of expenditures and income. All transactions will be documented.

Collection on account(s):

Past-Due Memberships

- Annual dues will be required by October 1 of each calendar year

- Members with past due memberships will not be able to access member-only resources through the MiHSE or National HSE websites. Students in classes of Members with past-due or expired membership will be ineligible for any scholarships.

Tracking donations

In-kind donations

In-kind donations will be accepted and handled as specified by IRS regulation.

Volunteer Service

Volunteer service will not be compensated in any way. Members supervising volunteer hours for students or members will document accordingly including name, hours, duties and location of service.

Monetary donations

Monetary donations will be tracked by the treasurer. Correspondence will be sent by the secretary in acknowledgement of the donation. No reciprocity of donation will be

Reimbursements

Travel

- Travel expenses will be paid for the Board President and one other member to attend the National Health Science Conference
- Other travel expenses will be addressed on a case by case basis through the Executive Board.
- Mileage reimbursement for travel will always be per IRS allowed amounts when applicable if approved by the Executive Board in advance of travel.

Other

- Reimbursement for any expenses by a Board Member related to MiHSE business must be approved by the Executive Board prior to the expense.
- No reimbursement will be made for expenses incurred without prior approval of the Executive Board.