



# POLICIES AND PROCEDURES MANUAL

# HOSA

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## TABLE OF CONTENTS

<i>PREFACE</i>		6
<b>I. ORGANIZATIONAL STRUCTURE</b>		
A. <i>HOSA, Inc.</i>		7
1. <i>Membership</i>		7
2. <i>Term of Office</i>		7
3. <i>Vacancies</i>		7
4. <i>Officers</i>		7
5. <i>Quorum</i>		7
6. <i>Meetings</i>		7
7. <i>Written Notice</i>		8
8. <i>Voting</i>		8
9. <i>Proxy</i>		8
10. <i>Mail Ballots</i>		8
B. <i>Board of Directors</i>		8
1. <i>Purpose</i>		8
2. <i>Elected Membership</i>		8
3. <i>Election</i>		9
4. <i>Ex-Officio Members</i>		10
5. <i>Quorum</i>		10
6. <i>Vacancies</i>		10
7. <i>Officer Duties</i>		10
8. <i>Voting</i>		12
9. <i>Automatic Removal</i>		12
10. <i>Removal of a Board Member</i>		12
11. <i>Elimination of Biases</i>		12
12. <i>Change of Status</i>		12
C. <i>Standing Committees</i>		12
1. <i>Executive Committee</i>		13
a. <i>Purpose</i>		13
b. <i>Membership</i>		13
c. <i>Term of Office</i>		13
d. <i>Meetings</i>		13
e. <i>Telephone Conference Calls</i>		13
f. <i>Quorum</i>		13
g. <i>Responsibility and Authority</i>		14
h. <i>Board Motions</i>		14
2. <i>Policy and Nominating Committee</i>		15
3. <i>Publications Committee</i>		17
4. <i>Membership Committee</i>		18
5. <i>Professional Development Committee</i>		19
6. <i>Long Range Planning Committee</i>		20
7. <i>Marketing Committee</i>		21
8. <i>Educational Symposium Committee</i>		21
9. <i>Scholarship Committee</i>		22
10. <i>Ad Hoc Committees</i>		23

D.	<i>Headquarters Staff</i>	24
1.	<i>Executive Director</i>	24
2.	<i>Associate Director</i>	24
3.	<i>Special Directors</i>	24
	<ul style="list-style-type: none"> <li>• <i>Director of Communications</i></li> <li>• <i>Director of Membership</i></li> <li>• <i>Director of Leadership and Professional Development</i></li> <li>• <i>Director of Conference Support Services</i></li> </ul>	
4.	<i>Headquarters</i>	25
E.	<i>Competitive Events Program</i>	25
1.	<i>Board members</i>	25
2.	<i>Appointments</i>	25
3.	<i>Terms</i>	25
4.	<i>Director</i>	25
5.	<i>Co-Director</i>	25
6.	<i>Lieutenants/Category Chairs</i>	25
7.	<i>National Officer Members</i>	25
8.	<i>Charges of the National Competitive Events Program</i>	25
9.	<i>Responsibilities</i>	26
F.	<i>HOSA Foundation</i>	26
G.	<i>Congressional Advisory Board</i>	27
H.	<i>National HOSA Corporate Associates</i>	27

## **II. ORGANIZATION STRUCTURE**

A.	<i>HOSA</i>	28
B.	<i>State Associations</i>	28
C.	<i>Affiliation Fees</i>	29
D.	<i>National Officers</i>	31
1.	<i>Elected Officers</i>	31
2.	<i>Duties</i>	31
3.	<i>Candidates</i>	32
4.	<i>Documentation of Candidacy</i>	32
5.	<i>Residency</i>	32
6.	<i>Nominating Committee</i>	32
7.	<i>Term of Office</i>	33
8.	<i>Vacancies</i>	33
9.	<i>Removal</i>	33
10.	<i>Finances</i>	34
E.	<i>HOSA Divisions</i>	34
1.	<i>Secondary</i>	34
2.	<i>Postsecondary/Collegiate</i>	34
3.	<i>Alumni</i>	35
4.	<i>Professional</i>	35
5.	<i>Members-at-Large</i>	35
6.	<i>Honorary Membership</i>	35
7.	<i>Lifetime Membership</i>	36

### **III. PROFESSIONAL ACTIVITY AND DEVELOPMENT**

A.	<i>National HOSA Conference</i>	37
1.	<i>Purpose</i>	37
2.	<i>Finances</i>	37
3.	<i>Attendance Eligibility</i>	37
4.	<i>Registration</i>	38
5.	<i>Refund Policy</i>	38
6.	<i>Hotel Registration</i>	39
7.	<i>Transportation</i>	39
8.	<i>Code of Conduct Forms</i>	39
9.	<i>Medical Liability Release Form</i>	40
10.	<i>Advisors Code of Ethics</i>	40
11.	<i>Competitive Events</i>	40
12.	<i>Awards and Recognition</i>	40
13.	<i>Officer Elections</i>	40
14.	<i>Dress Code</i>	41
15.	<i>Exhibitors</i>	41
16.	<i>Insurance</i>	41
17.	<i>Voting Delegates</i>	41
18.	<i>Advisor Orientation</i>	41
19.	<i>General Sessions</i>	42
B.	<i>Regional Conferences</i>	42
1.	<i>Purpose</i>	42
2.	<i>Responsibility</i>	42
3.	<i>Finances</i>	42
C.	<i>Additional Professional Activity</i>	43
D.	<i>In-House Support for State Associations</i>	43

### **IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES**

A.	<i>Budget Planning and Preparation</i>	44
1.	<i>Responsibility</i>	44
2.	<i>Procedures</i>	44
3.	<i>Income</i>	44
4.	<i>Expenses</i>	44
a.	<i>HOSA, Inc. Board Members</i>	44
b.	<i>National Officers</i>	44
c.	<i>Committees</i>	45
d.	<i>Headquarters Staff</i>	45
B.	<i>Financial Reporting</i>	45
1.	<i>Financial Advisor</i>	45
2.	<i>Income and Expense Summary with Budget Comparison</i>	45
3.	<i>Biannual Audit</i>	45
C.	<i>Operational Procedures</i>	46
1.	<i>Handling of Monies</i>	46
2.	<i>Excess Expenses</i>	46
3.	<i>Financial Consultant</i>	46
4.	<i>Special Activities</i>	46

<b>V.</b>	<b>SERVICE TO MEMBERS</b>	
A.	<i>Emblematic Materials</i>	47
1.	<i>Purpose</i>	47
2.	<i>Purchase</i>	47
3.	<i>Manufacture of Insignia</i>	47
4.	<i>Use of Emblematic Materials by Chapters and States</i>	47
5.	<i>HOSA Supply Service</i>	47
B.	<i>HOSA Travel Service</i>	48
C.	<i>Publications</i>	48
D.	<i>Organizational Insignia</i>	49
1.	<i>Name</i>	49
2.	<i>Emblem</i>	49
3.	<i>Protection of Name and Emblem</i>	49
4.	<i>Authorization for Use of Name and Emblem</i>	49
5.	<i>Specific Uses of the Name and Emblem</i>	49
6.	<i>Creed</i>	50
7.	<i>Motto</i>	50
8.	<i>Slogan</i>	50
9.	<i>Mission Statement</i>	50
E.	<i>Organizational Policies</i>	
1.	<i>Non-Discrimination Policy</i>	50
2.	<i>Reasonable Accommodation Policy</i>	51
3.	<i>Reproduction of Photographs</i>	51
<b>VI.</b>	<b>APPENDICES</b>	52
A.	<i>Travel Reimbursement Policies</i>	
B.	<i>Recommended Change to HOSA Policies and Procedures Manual Form</i>	
C.	<i>Official HOSA Uniform Policy</i>	
D.	<i>Advisors Ethics Board</i>	
E.	<i>Executive Council</i>	
F.	<i>National Officer – State Match Program</i>	
G.	<i>Chapters-at-Large</i>	
H.	<i>HOSA Website Policies</i>	
I.	<i>National Hosa Method For Determining Finalists In Competitive Events Requiring Multiple Sections</i>	
J.	<i>Standard Deviation Policy</i>	
K.	<i>A Collection of Successful Fund Raising Projects</i>	

# PREFACE

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*This document is one of several publications that a Health Science-HOSA leader should have in his/her professional library. Other publications which contain organizational information include the NATIONAL HOSA HANDBOOK, HOSA, Inc. Bylaws, HOSA Bylaws, and the NLC GUIDE. It is believed the POLICIES AND PROCEDURES MANUAL provides HOSA, Inc. and HOSA leaders with a better understanding of how the national organization operates*

*The HOSA, Inc. Policy Committee maintains the Bylaws and makes the necessary changes from time to time in the POLICIES AND PROCEDURES MANUAL. Any suggestions to improve these policies and procedures should be directed to the Chairman of the HOSA, Inc. Board of Directors, the Chairman of the Policy Committee or through the HOSA Headquarters.*

*Let me express my appreciation to Joyce Brandt, Ph.D., Past Chairman, HOSA, Inc. Board of Directors, whose leadership and vision in chairing the Policy and Nominating Committee, 1994, and the Long Range Planning Committee, 1994-97, contributed significantly to the value of this document. In addition, special thanks goes to Belinda Mahone, Past Chairman, and to all those persons who contributed to the current revision of this document.*

*And finally, a very heartfelt thanks to the HOSA Management Team for providing the vision of excellence that makes HOSA the number one student organization for tomorrow's healthcare professionals!*



*Sheila Carlton, Chairman  
HOSA, Inc. Board of Directors  
August 1, 2010*

## **I. ORGANIZATIONAL STRUCTURE**

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### **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. (Formerly the Health Occupations Students of America.) The primary documents for the organization are: HOSA, Inc., Articles of Incorporation; HOSA, Inc., Bylaws; HOSA Bylaws; Policies and Procedures Manual; NLC Guide; and, National HOSA Handbook.

#### **1. MEMBERSHIP**

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc., Bylaws. When the appropriate state agency does not designate HOSA as the official career and technical student organization serving Health Science Technology Education students, the HOSA, Inc., Board of Directors is receptive to a request from local HSTE instructors to establish a state association. The Board of Directors may designate persons as HOSA, Inc., members when it is reasonable to expect a state association may be chartered within a five (5) year period. An active state association exists when five (5) chapters are affiliated with HOSA. The membership of HOSA, Inc., shall be determined by August 1 of each year and a directory published and distributed by the headquarters staff by September 15.

#### **2. TERM OF OFFICE**

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

#### **3. VACANCIES**

The Chief State School Officer or the State Director of Career and Technical Education in a state, territory or other geographic unit 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.

#### **4. OFFICERS**

The officers of the corporation are specified in Article IV, Section I, HOSA, Inc., Bylaws.

#### **5. QUORUM**

Thirty percent (30%) of the membership shall constitute a quorum as specified in Article V, Section 5, HOSA, Inc., Bylaws.

#### **6. MEETINGS**

The two (2) meetings of HOSA, Inc., are specified in Article V, Sections 1 and 2, HOSA, Inc., Bylaws. The meetings shall be in conjunction with the HOSA National Leadership Conference and an informational meeting shall be in conjunction with ACTE. In Section 3, special meetings may be called, except as provided by law, by the Chairman of the Board or the Board of Directors.

7. WRITTEN NOTICE

The headquarters staff will issue written notice of the date, time and place of any meeting not less than thirty (30) days prior to the meeting.

8. VOTING

Every corporate representative having the right to vote shall be entitled to vote in person or by proxy. All elections shall be determined by a plurality vote and all other matters shall be determined by a majority vote of the members present in person or by proxy and voting on such other matters.

9. PROXY

Any member who is unable to attend a meeting may appoint a proxy to cast his or her vote. All such proxies shall be transmitted by the holder to the Secretary prior to any participation in the meeting on behalf of the absent member.

10. MAIL BALLOTS

For expediency, mail ballots are allowed in Article V, Section 6, HOSA, Inc., Bylaws. A quorum for mail ballot shall be a majority of the membership.

B. BOARD OF DIRECTORS

1. PURPOSE

The Board of Directors shall manage all affairs of HOSA, Inc.

2. ELECTED MEMBERSHIP

The membership of the Board are specified in Article VI, Section 1, HOSA, Inc., Bylaws. The qualifications for seeking elected membership on the Board are:

- a. Confirmation by a corporate member that a candidate's current status is consistent with the Board position being sought.
- b. Commitment to attend the annual meeting as specified in Article V, Sections 1 and 2, HOSA, Inc., Bylaws.
- c. Financial support on an as needed basis to attend the annual meeting for the position being sought as specified in Article VI, Section 10, HOSA, Inc., Bylaws.
- d. Willingness to serve on one or more Standing Committees of the Board. Responsibility and initiative shall be exercised by each committee member in effecting the desired results of the committee's charge.

### 3. ELECTION

The elected members of the HOSA, Inc., Board of Directors shall be elected by the corporate members attending the annual meeting in June and shall be determined by majority vote, with the exception of the Immediate Past Chairman of the HOSA, Inc. Board of Directors.

- a. The officers of the Board shall be Chairman, Chairman-Elect and Secretary. They shall serve on the Executive Committee. All officers shall be elected members of the Board of Directors and shall be elected by a majority vote of the Board of Directors. The Chairman-Elect and Secretary shall be elected annually by the Board of Directors. The Chairman-Elect shall serve as Chair the following year. The responsibility of the officers shall be in keeping with their elected position.
- b. Process for Election: The Nominating Committee for board officers shall be the Chairman of the Policy and Nominating Committee and two other committee members appointed by the Board Chairman. It will be the responsibility of the nominating committee to secure and prepare an acceptable slate for the election of board officers.
- c. Persons seeking to be elected to either Chairman-Elect or Secretary must submit their intention in writing, along with a professional resume', to the chair of the nominating committee at least three weeks prior to the annual board meeting when the election is to take place. Members who need financial assistance to attend the Board meetings should make a written request to the Executive Committee ninety (90) days prior to the need.
- d. The resume shall include information about the prospective nominee which includes current membership and leadership experience in HOSA (local, state and/or national), membership in the Association for Career and Technical Education/HSTE Division as well as nominee's verification that they will be able to meet the time commitments required to serve in the position. Each nominee will be required to submit a short paragraph regarding their philosophy about HOSA and future directions for the organization.
- e. The nominating committee will review applications and determine if they are complete and if applicants are eligible. At least two (2) weeks before the election is to take place, the committee will submit in writing the list of nominees and qualifications to the HOSA, Inc. Board of Directors.
- f. The board officers will be elected during the business session of the annual meeting held in January. The nominating committee will present the candidates to the board at that time, allowing each candidate five (5) minutes to describe their qualifications and philosophy. The board will then elect officers by paper ballot. A simple majority of the board members present will be needed for elections.
- g. No persons may be placed on the HOSA, Inc., Board Ballot unless they have been properly screened by the Nominating Committee and approved by the Board of Directors as qualified candidates.

4. EX-OFFICIO MEMBERS

The six (6) ex-officio members are specified in Article VI, Section 8, HOSA, Inc., Bylaws. Ex-officio members serve the organization because of their current position or titles and are not elected by HOSA or HOSA, Inc.

5. QUORUM

Thirty percent (30%) of the voting members of the HOSA, Inc., Board of Directors shall constitute a quorum as specified in Article VI, Section 8, HOSA, Inc., Bylaws.

6. VACANCIES

As specified in Article VI, Section 3 in the HOSA, Inc., Bylaws, a vacancy on the HOSA, Inc. Board of Directors may be filled until the next annual meeting of the membership of HOSA, Inc. by a majority vote of the Executive Committee.

- a. When a vacancy is determined, the Chairman of the HOSA, Inc., Board will notify the Directors and corporate members within thirty (30) days of receipt of a letter of resignation.
- b. Applications for an interim appointment by the Board of Directors at the annual meeting in January will be accepted by the Nominating Committee until ten (10) days prior to the Board meeting.
- c. The Nominating Committee will screen the applications and provide the Board of Directors with a list of qualified candidates to fill the vacancy until the HOSA, Inc. meeting in June. Directors elected for an interim appointment may seek appointment by the corporate members for the remaining term of the Board position.
- d. A qualified person may be elected to two (2) consecutive 3 year terms, three (3) consecutive 2 year terms, or three (3) consecutive 1 year terms to the Board of Directors. A qualified person who served on the board in the past may run again for the Board of Directors after being off the Board for two (2) consecutive terms.

7. OFFICER DUTIES

- a. The Chairman shall:
  - (1) Serve as the Chief Executive Officer of HOSA, Inc., with all legal responsibilities assigned to a not for profit corporation.
  - (2) Preside over all meetings of the Board and Executive Committee as well as serve in an ex-officio status on all other committees.
  - (3) Preside over the annual meeting of the HOSA, Inc. Board of Directors in January, the State Advisor Management Conference (SAM) and the HOSA Inc. Corporate meeting held in conjunction with the National HOSA Conference (June).
  - (4) Serve as special counsel for the Board as the occasion may require.

- (5) Represent the association as deemed necessary.
  - (6) Oversee (with management) all contracts and letters of commitment.
- b. The Chairman-Elect shall:
- (1) Be a person who is suitable to assume the position of Chairman at the expiration of the Chairman's term.
  - (2) Serve in the absence of the Chairman.
  - (3) Perform such duties as the Chairman may direct.
- c. The Secretary shall:
- (1) Attend all Board and Executive Committee meetings and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
  - (2) Give notice of all meetings and special meetings of the Board and Executive Committee.
  - (3) Perform such other duties as the Chairman may direct.
- d. The Assistant Secretary shall:
- (1) Be a member of the headquarters staff.
  - (2) Perform such other duties as may be prescribed by the Secretary or the Chairman.
- e. The Treasurer shall:
- (1) Serve as financial advisor.
  - (2) Designate responsibility for and oversee financial transactions in accordance with the approved budget.
  - (3) Designate responsibility for a biannual audit.
  - (4) Be responsible to see that the audit is made available to such persons/groups as directed by the Board.
  - (5) Be responsible for maintaining a list of members in good standing.
  - (6) Prepare a statement of accounts for the annual meeting of members and at each Board of Directors meeting.
  - (7) Serve as an ex-officio member of the Board in a non-voting capacity.
- f. The Assistant Treasurer shall:
- (1) Be a member of the headquarters staff.

- (2) Perform such other duties and have such other powers as may be prescribed by the Treasurer or the Chairman.

8. VOTING

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

9. AUTOMATIC REMOVAL

If any Board member misses two (2) consecutive meetings, he or she will be reviewed by the Executive Committee and replaced if deemed necessary by the Board of Directors.

10. REMOVAL OF A BOARD MEMBER

Except as otherwise provided by law, any Board Member may be removed by a majority of the membership (Article VI, Section 4). The removal may be appealed to HOSA, Inc.

11. ELIMINATION OF BIASES

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

12. CHANGE OF STATUS

Board members are elected by HOSA, Inc. to represent a specific category as specified in Article VI, Section 1. If a Board member's status changes during the term of office, the Board member will notify the Chairman of the HOSA, Inc., Board of Directors. The membership of HOSA, Inc., will be asked to determine the status of the Board member with a changed status. HOSA, Inc., by majority vote, can confirm continuation to serve, or ask the Board member to resign and, thus, initiate the replacement process.

An allowance has been made that the Chairman-Elect and Secretary must seek election while a member of the HOSA Inc. Board of Directors, and continue as a voting member of the Board throughout their term of office, even if they have completed their term of office on the Board of Directors. Example: A Board member may be elected Chairman-Elect in the final year of his/her two or three year term but is not required to be re-elected to the Board position while completing his/her term as Chairman-Elect, or before advancing to Chairman. The Chairman advances to Immediate Past Chairman upon completion of the year of service.

C. STANDING COMMITTEES

The standing committees function and perform those duties as set forth in policies and procedures, or from time to time deemed expedient by the HOSA, Inc., Board of Directors or Executive Committee (Article VIII, Section 3). The Chairman of the Board, with approval of the Executive Committee, may appoint Chairmen, Vice Chairmen and members for the standing committees (Article VIII, Section 1). The Chairman of the Board or the Board of Directors may establish ad-hoc committees or task forces as specified in policies and procedures (Article VIII, Section 4).

HOSA, Inc., Committee members shall be appointed or reappointed by the Chairman of the Board of Directors with recommendations from the Chairman of the specific committee to carry out the committee charge as determined by the Board Chairman, the Executive Committee or the HOSA, Inc. Board of Directors. Members may serve two consecutive three year terms. A person may be reappointed after not serving on the committee for two consecutive terms. Standing committees shall have vested in them the authority to carry out their committee assignments. Items of budget consideration shall be approved by the Board Chairman as stipulated in the Board approved budget.

A process is in place to improve communication at the level of national committees and to support the committee process. The HOSA Committee process is included in the appendix.

1. EXECUTIVE COMMITTEE

a. Purpose

The Executive Committee shall also serve as the HOSA, Inc. Finance Committee. The Executive Committee shall handle HOSA, Inc. business between Board meetings regarding the operation of the national association and/or direction given the Executive Director.

b. Membership

The members of the Executive Committee are specified in Article VII, Section 1, HOSA, Inc., Bylaws. The Executive Director and other headquarters staff participate in committee meetings in a non-voting capacity at the pleasure of the Chairman.

The Board Chairman shall serve as presiding officer. In the absence of the Chairman, the Chairman-Elect shall preside over the Executive Committee meetings.

c. Term of Office

The Executive Committee members shall serve for one (1) year coinciding with their elected position. Since membership on the Executive Committee is a result of elected office, if an elective membership changes so does membership on the committee.

d. Meetings

The conditions for meetings are specified in Article VII, Section 3, HOSA, Inc., Bylaws.

e. Telephone Conference Calls

The Executive Committee is authorized in Article VII, Section 4 in the HOSA, Inc., Bylaws to conduct official meetings by means of telephone conference calls.

f. Quorum

A quorum of the Executive Committee shall be a majority of the voting members.

g. Responsibility and Authority

The Executive Committee of the HOSA, Inc., Board of Directors shall:

- (1) Keep the HOSA, Inc., Board of Directors fully informed as to any actions taken by the Executive Committee on behalf of the Board.
- (2) Make decisions that require immediate action in the absence of the Board. Use prudent judgment in determining what business it shall handle on behalf of the HOSA, Inc. Board of Directors.
- (3) Accept responsibility for preparing recommended task lists for HOSA, Inc., committees and finalizing the agenda for Board meetings.
- (4) Work with the Chairmen of the standing and ad-hoc committees to plan and accomplish the Program of Work.
- (5) Accept responsibility for the Program of Work.
- (6) Be responsible for the fiscal management of the organization.
- (7) Accept responsibility for community service projects.
- (8) Accept responsibility for the National Leadership Conference.
- (9) Coordinate the procurement and processing of applications for National HOSA recognition, including, but not limited to: Honorary Life Membership, Special Appreciation and Special Recognition Awards.
- (10) Coordinate the Outstanding Chapter Advisor Award.
- (11) Provide for a continuing recognition of professional members of HOSA.

h. Board Motions

Committees will present minutes and motions to the Executive Committee no fewer than fourteen (14) days prior to the regular HOSA, Inc. Board meeting. The Executive Committee will review the committee motions and determine if the motions are within the committee's authority. If so determined, the Executive Committee can recommend to:

- (1) Refer the motion to a Board committee for additional review and consideration.
- (2) Refer the motion back to the originator for clarification or additional work.
- (3) Retain the motion in the Executive Committee for further study and discussion; or,
- (4) Place the motion on the agenda for Board consideration.

The Chairman-Elect will present those motions placed on the agenda at the Board meeting during the specified agenda time and indicate the Executive Committee's recommendations regarding the motion. The Board may (1) approve; (2) disapprove; (3) refer the motion back to the committee for additional work; (4) refer the motion to another committee; or, (5) place the motion on the agenda for a future Board meeting.

The intent of this process is not to bypass the Board but to expedite Board business without having to review actions for which Board action is not needed. The Board has the right, however, to consider the motion regardless of the action taken by the Executive Committee.

## 2. POLICY AND NOMINATING COMMITTEE

### a. Chairman

The Chairman shall be the Immediate Past Chairman of the HOSA, Inc., Board of Directors.

### b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

### c. The Chairman-Elect and the President-Elect shall serve on the Policy Committee.

### d. Committee Charges

The committee shall:

- (1) Consist of at least five [5] active members that meet regularly conducting business according to ROBERT'S RULES OF ORDER, NEWLY REVISED.
- (2) Analyze sources for policy and procedure development/revision including:
  - (a) Board action
  - (b) Recommendations from:
    - (1) Executive Council
    - (2) Headquarters Staff
    - (3) Support groups
    - (4) HSTE Division of ACTE
    - (5) State Associations
    - (6) Local chapters
    - (7) Members and advisors
    - (8) Standing or Ad Hoc Committees

- (3) Recognize other sources for consideration:
  - (a) Situations/conditions which arise where new policies and procedures need to be established.
  - (b) Program of work which involves activities where appropriate guidelines are not available.
- (4) Accept responsibility for the maintenance of the Bylaws.
- (5) Accept responsibility for the nominating process.
  - Review all applications for regular HOSA, Inc., Board positions and process according to policies and procedures.
  - Review all applications for interim Board positions and process according to policies and procedures.
  - Encourage potential candidates to seek HOSA, Inc., Board positions or become HOSA, Inc., Board Officers.
  - Monitor the notification process of Board vacancies to ensure the widest and most timely distribution of position announcements.
  - Submit official minutes of all meetings to the Board secretary and Headquarters staff with ten (10) days of official meeting.
  - Encourage minorities to seek Board positions or elected office on the Board.
- (6) Analyze all recommendations received from all sources for revision of HOSA, Inc., and/or HOSA Bylaws. Give consideration to situations and conditions which arise where a revision in the Bylaws is necessary and cannot be managed through policies and procedures.
- (7) Develop proposed revisions in the HOSA, Inc., and HOSA for consideration by:
  - (a) HOSA, Inc., Board of Directors;
  - (b) Executive Council;
  - (c) Standing and Ad Hoc Committees.
- (8) Direct the process of submitting proposed revisions in the Bylaws to: HOSA, Inc.; HOSA, Inc., Board of Directors; Executive Council; and, the Delegate Assembly.
- (9) Work closely with the HOSA, Inc. Board of Directors when policies and procedures may be a more expeditious approach for the organization rather than a Bylaws revision.
- (10) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

e. Additional Responsibilities

The committee shall:

- (1) Analyze the reports and recommendations adopted by the Board from all sources and shall:
  - (a) Identify those which have policy/procedure implication.
  - (b) Review the POLICIES AND PROCEDURES MANUAL to determine if there is compatibility, conflict or a void.
  - (c) Review the Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (2) Analyze the program of work and determine what, if any, policy or procedure should be established.
- (3) Develop policies and procedures as appropriate for items #1 and #2 immediately above.
- (4) Upon direction by the Board Chairman the committee shall assist in the revision of the POLICIES AND PROCEDURES MANUAL.

f. Recommendations

- (1) Policies and procedures shall be properly worded, reproduced and presented to the Executive Committee in preparation for the HOSA, Inc. Board Meetings.
- (2) At the Board meeting the Chairman and all committee members shall be prepared to provide specific information to the Board as needed or requested.

3. PUBLICATIONS COMMITTEE

a. Chairman

The Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

c. Committee Charges

The committee shall:

- (1) Consist of at least five [5] active members.
- (2) Shall meet regularly and conduct business according to ROBERT'S RULES OF ORDER, NEWLY REVISED.

- (3) Monitor all official publications and audio-visual presentations and recommend revisions in HOSA materials as needed.
- (4) Identify related materials needed to implement HOSA into the classroom -- secondary and postsecondary/ collegiate -- and determine how best to produce such publications and audio-visuals.

d. Responsibilities

The committee shall:

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the headquarters staff and other developers of recommended materials.
- (3) Review the HOSA Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (4) Keep accurate minutes of all meetings and submit to Board Secretary and Headquarter's staff within ten [10] days of the official meeting.
- (5) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

4. MEMBERSHIP COMMITTEE

a. Chairman

The Chairman shall be a member of the HOSA, Inc., Board of Directors. Preference shall be given to a secondary or postsecondary/collegiate chapter advisor.

b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors. Preference shall be given to a student national officer -- secondary or postsecondary/ collegiate.

c. Committee Charges

The committee shall:

- (1) Consist of at least five [5] active members and conduct business according to ROBERT'S RULES OF ORDER, NEWLY REVISED.
- (2) Monitor membership records to determine how best to promote HOSA to affiliated and unaffiliated states.

- (3) Monitor membership records to determine how best to promote HOSA to all divisions of the organization (secondary, postsecondary/collegiate, and alumni).
- (4) Develop and coordinate a strategy to promote HOSA to each unaffiliated or inactive state.
- (5) Determine what services are needed for each division of HOSA.
- (6) Provide a nationally designed program to build enthusiasm for membership development efforts at local and state levels.
- (7) Recruit health professionals to establish HOSA chapters in their respective educational institutions.
- (8) Work closely with the Competitive Events Program ensuring that the needs of Special Population are being met.

d. Responsibilities

The committee shall:

- (1) Analyze all recommendations received from all sources.
- (2) Review the HOSA Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (3) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarter's staff within ten [10] days of the official meeting.
- (4) Submit recommendations to the headquarters staff, HOSA, Inc., Board of Directors, HOSA, Inc. and other support groups.
- (5) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

5. PROFESSIONAL DEVELOPMENT COMMITTEE

a. Chairman

The Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

c. Committee Charges

The committee shall:

- (1) Guide the development of HOSA University comprised of e-learning courses (HOSA 101, 102, 103, and 104 etc.) and CEU certification.

- (2) Help develop postsecondary/collegiate leadership development and national recognition.
- (3) Help plan the annual State Advisors' Management Conference.

d. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the headquarters staff, HOSA, Inc., Board of Directors, HOSA, Inc. and other support groups.
- (3) Review the HOSA Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (4) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarter's staff within ten [10] days of the official meeting.
- (5) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

6. LONG-RANGE PLANNING COMMITTEE

a. Chairman

The Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

c. Committee Charges

The committee shall:

- (1) Seek regular feedback from HSTE-HOSA partners and chairmen of all National HOSA Committees.
- (2) Maintain a strategic plan for HOSA.
- (3) Monitor other student organizations.

d. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the headquarters staff, HOSA, Inc., Board of Directors, HOSA, Inc. and other support groups.
- (3) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarter's staff within ten [10] days of the official meeting.

- (4) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

## 7. MARKETING COMMITTEE

### a. Chairman

The Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

### b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

### c. Committee Charges

The committee shall:

- (1) Monitor the Awards Unlimited catalog/supply services and determine what actions should be taken to better serve the membership.
- (2) Revise and/or prepare promotional brochures for HOSA and HOSA, Inc..
- (3) Review related materials sales by HOSA and determine how best to market existing and new materials to the membership.

### d. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the headquarters staff, HOSA, Inc., Board of Directors, HOSA, Inc. and other support groups.
- (3) Review the HOSA Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (4) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarter's staff within ten [10] days of the official meeting.
- (5) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

## 8. EDUCATIONAL SYMPOSIUM COMMITTEE

### a. Chairman

The Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

### b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

c. Committee Charges

The committee shall:

- (1) Develop topics as part of the educational symposium at the National Leadership Conference.

d. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the headquarters staff, HOSA, Inc., Board of Directors, HOSA, Inc. and other support groups.
- (3) Review the HOSA Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (4) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarter's staff within ten [10] days of the official meeting.
- (5) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

9. SCHOLARSHIP COMMITTEE

a. Chairman

The Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

b. Vice Chairman

The Vice Chairman may or may not be a member of the HOSA, Inc., Board of Directors.

c. Committee Charges

The committee shall:

- (1) Promote the establishment of long-term sources of scholarships for HOSA members.
- (2) Develop and review guidelines and criteria for HOSA scholarships.
- (3) Develop and upgrade the process for soliciting scholarships on a criteria based award system.
- (4) Facilitate the scholarship selection process based on established policies and criteria.

d. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Review the HOSA Long Range Plan and make recommendations to the Long Range Planning Committee as appropriate.
- (3) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarter's staff within ten [10] days of the official meeting.
- (4) Submit committee endorsed motions to the Board for consideration via the Executive Committee.

10. AD HOC COMMITTEES

a. Purpose

The HOSA, Inc., Board Chairman shall appoint Ad Hoc Committees when deemed advisable to effect the work of the Association and when the assignment falls outside the normal activities handled by Standing Committees.

b. Responsibility

The Ad Hoc Committee shall only address itself to the specific assignment for which it was appointed.

c. Organization

The HOSA, Inc., Board Chairman, with concurrence of the Board, shall appoint a committee membership of at least five [5] active members capable of handling the assignment. The Chairman shall appoint a committee chairman to direct the activities of the Ad Hoc Committee.

d. Procedure

The committee shall be given the assignment and shall be given the parameters within which the work shall be conducted. If it is necessary for the committee to have a budget in order to carry out its assignment, specific details shall be provided the Ad Hoc Committee Chairman by the Chairman of the HOSA, Inc., Board, in consultation with the Executive Director.

The findings of Ad Hoc Committees shall be included in official minutes and presented to the Chairman of the Board with a copy to the Executive Director within ten [10] days following the official meeting.

e. Authority

Ad Hoc committees shall have no authority to speak or to take action for the HOSA, Inc., Board outside the activities necessary to carry out their commission as delegated to them by the Board.

## D. HEADQUARTERS STAFF

The HOSA Management Team is employed by the association management firm under contract with the HOSA, Inc., Board of Directors. A copy of the current contract with the management firm is available upon request by corporate members.

### 1. EXECUTIVE DIRECTOR

The Executive Director serves as the Chief Operating Officer of the national association and is responsible for the overall organization. The Executive Director, or designee, shall serve as liaison to the HOSA, Inc., Board on behalf of the headquarters staff. The Executive Director and/or designee shall also serve as an ex-officio member to all Board appointed committees.

In addition, the Executive Director serves as a member of the National Coordinating Council for Career and Technical Student Organizations and as the official representative on the National Consortium on Health Science and Technology Education. If the Executive Director is not able to attend a NCC-CTSO meeting or Consortium Board meeting, the Chairman or Chairman-elect may be the designated HOSA representative.

### 2. ASSOCIATE DIRECTOR

The Associate Director serves as the Chief Administrative Officer of the national association and is responsible for the day-to-day operation of the headquarters. The Associate Director manages the headquarter's staff, leads the work of the National Competitive Events Program, and serves as the National Advisor of the National Executive Council.

### 3. SPECIAL DIRECTORS

- The Director of Communications may be appointed to work under the leadership of the Associate Director. The Director will work closely with state associations and the national organization in implementing technology solutions in HOSA.
- The Director of Membership may be appointed to work under the leadership of the Associate Director. The Director will work closely with state associations and the national organization to provide membership records that are current and accurate, to implement systems for the collection of fees, and to work with the Membership Committee to determine how best to promote HOSA to all divisions of the organization (secondary, postsecondary/collegiate, associate and alumni).
- The Director of Leadership and Professional Development may be appointed to work under the leadership of the Executive Director. The Director will be used on a consulting basis and must have the ability to design and deliver leadership and professional development workshops for HOSA members and advisors.
- The Director of Conference Support Services may be appointed to work under the leadership of the Associate Director. The Director will be used on a consulting basis and must have the ability to plan, organize and conduct state leadership conferences.

4. HEADQUARTERS

The association management firm is sensitive to the desire of those who seek to establish a permanent headquarters and staff. The HOSA, Inc., Board may ask the headquarters staff to prepare alternatives as to how this goal might be achieved considering the size of the association and its revenue sources.

E. COMPETITIVE EVENTS PROGRAM

The National Competitive Events Program will operate under the management team with terms as follows:

1. Board members serving on the Competitive Events Program may accept and will fulfill their other committee assignments.
2. Members shall be appointed by the Chairman of the Board of Directors and the Executive Director with the recommendation from Management and the Competitive Events Director, with at least one board member being appointed.
3. Members may serve two consecutive three year terms and may be reappointed after not serving for two consecutive terms. The Director and Co-Director may serve an additional term with their tenure looking like this:

Year 1 Co-Director  
Year 2 Director  
Year 3 Director  
Year 4 Co-Director

4. Director

The Director may or may not be a member of the HOSA, Inc., Board of Directors and shall serve two [2] years as Co-Director and two [2] years as Director.

5. Co-Director

The Co-Director may or may not be a member of the HOSA, Inc., Board of Directors. He/she shall serve a term of two [2] years. The purpose of the first year as Co-Director will be to learn the role of Director. The second year as Co-Director (after completing two years as Director) will be to assist and support the new Director.

6. Lieutenants/Category Chairmen are appointed by the Director of the Competitive Events Program.
7. National Officer Members are appointed by the National HOSA President in conjunction with the National Officer Advisor.
8. Charges of the National Competitive Events Program
  - (1) Implement a program of competitive events to recognize individual and group development in the secondary, postsecondary/collegiate, and associate divisions and for members of special populations.

- (2) Provide a management plan to efficiently and effectively implement the program.
- (3) Appoint Category Chairs and Lieutenants for each category of events.
- (4) Provide the management and oversee the facilitation of the following:
  - a. Technical Advisory Councils
  - b. Competitive Event guidelines
  - c. State Sponsorship Program
  - d. Conference Competitive Events Program (on-site management)
- (5) Monitor all awards and special recognition activities and actions to the benefit of HOSA and its supporters.
- (6) Work closely with the National Service Project to encourage involvement of HOSA chapters.
- (7) Seek new avenues of recognition that will contribute in a positive manner to the growth of HOSA.
- (8) Support a contract to establish and maintain a test bank for state and national examinations. The use of the test bank at the state level is exclusively for the purpose of administering state and state-sanctioned HOSA Competitive Events, and is not for distribution or use at the local chapter level, in order to maintain the integrity and confidentiality of the test items.

9. Responsibilities

The Competitive Events Program shall:

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the headquarters staff, Awards Unlimited (HOSA Supply Service) and other vendors of HOSA materials.
- (3) Keep accurate minutes of all official business and submit minutes to Board Secretary and Headquarter's staff within ten (10) days.
- (4) Submit program endorsed motions to the Board for consideration via the Executive Committee.

F. HOSA FOUNDATION

The primary mission of the HOSA Foundation is to provide funds to recruit qualified persons to pursue careers in the health profession especially students enrolled in secondary and postsecondary/collegiate programs. Further, the Foundation will provide support to those projects which improve the quality of leadership training available to HOSA members and advisors.

The Board of Directors voted to keep the foundation inactive until deemed feasible to devote the time necessary to make it active. Additional information about the Foundation is available by contacting the HOSA Headquarters.

G. CONGRESSIONAL ADVISORY BOARD

1. The Congressional Advisory Board (CAB) includes members of the U.S. House of Representatives and Senate from HOSA affiliated states. Established by the HOSA, Inc., Board of Directors, members provide support, advice and guidance on matters of national importance that may affect the organization as well as provide assistance toward the continued growth and development of HOSA.

The CAB also acts in an advisory capacity to assist in the overall development of health care and education as it relates to HOSA.

2. The Chairman of the Congressional Advisory Board serves as an ex-officio member of the HOSA, Inc., Board of Directors.

The Board of Directors voted to keep the Congressional Advisory Board inactive until deemed feasible to devote the time necessary to make it active.

H. NATIONAL HOSA CORPORATE ASSOCIATES

The primary purposes of the National Corporate Associates and affiliated State Corporate Associates will be to support the mission of HOSA.

1. The HOSA Inc., Board of Directors approved that a national network of HOSA Corporate Associates be established to strengthen the HSTE-HOSA Partnership. Recognizing the value of greater involvement of the health care community in HOSA, HOSA Corporate Associates will be organized through a collaborative effort by the national organization and the state association.
2. The Chairman (or designated representative) will serve on the National Corporate Associates Board which will meet annually in conjunction with the National Leadership Conference.
3. HOSA Corporate Associates will be encouraged to meet in conjunction with the State Leadership Conferences.
4. Inservice training will be provided at the State Advisors Management Conference.
5. States will be solicited to establish the initial Corporate Associates which may elect to be organized under HOSAs umbrella 501(C3) status with the Internal Revenue Service.

## II. ORGANIZATION STRUCTURE

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### A. HOSA

The name of the organization sponsored by HOSA, Inc., is HOSA. HOSA is a national organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate Health Science classes or those students who 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 instructional program.

### B. STATE ASSOCIATIONS

1. According to the HOSA Bylaws (Article III, Section 1a), HOSA consists of state associations chartered by HOSA, Inc., which in turn are composed of local chapters.
2. HOSA State Associations shall be chartered by the HOSA, Inc., Board of Directors and may be composed of the following divisions: Secondary, Postsecondary/Collegiate, Alumni and Professional. (Article III, Section 2, HOSA Bylaws)
  - a. Interested states should contact the National HOSA Headquarters and express their interest in forming a state association.
  - b. There is no state charter fee for affiliating with HOSA.
  - c. National HOSA will provide the following support to a new state association:
    - (1) One (1) set of all official HOSA publications.
    - (2) Consultation in activating the state association and its local/state activities.
    - (3) On-site visit(s) by a national officer and/or representative of the HOSA, Inc., Board of Directors.
    - (4) Other assistance as necessary to ensure a successful launch.
  - d. When it is not feasible to establish a state association, the HOSA, Inc., Board or Directors may approve a state agency or non-profit organization to sponsor the HOSA state association in question.
    - (1) Continuous efforts shall be expended to seek sponsorship of the state association through the normal process.
    - (2) Until a sponsoring agency or organization is approved by the HOSA, Inc., Board of Directors, members and chapters may affiliate directly with the national organization (Article III, Section 8 of the HOSA Bylaws) on an "at-large" basis.

- e. Active status is achieved when a state association has a minimum of five (5) active local chapters. In order to have a HOSA chapter, you need at least five (5) members and a chapter advisor, and you must pay affiliation fees.
  - f. A current state constitution and/or bylaws must be on file at the national headquarters.
  - g. There are provisions for revising the state constitution and/or bylaws so that they in no way conflict with the HOSA Bylaws.
  - h. All members of the state association shall be members of local chapters in good standing with the state and national organizations. This means that HOSA members must be members of both the state and national organizations.
3. HOSA defines a "Health Science" program as an in-school program designed to prepare the student to pursue a health career, as recognized by a HOSA State Association.
  4. Members of non-school based health related organizations (i.e. Medical Explorers, AHEC Health Clubs, etc.) and students at schools without Health Science may be offered the opportunity to affiliate with HOSA as Secondary or Postsecondary/Collegiate chapters and members, as recognized by their HOSA State Association.

#### C. AFFILIATION FEES

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

1. Annual affiliation fees shall be as established by the local, state and national organizations.
2. Affiliation applications at state and national levels must be submitted to National HOSA no later than January 1 if the student is enrolled in the Fall semester; Spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the Spring semester. Affiliation fees for postsecondary/ collegiate students who enroll after January 1 must be received by National HOSA on or before March 1 that same year. These students will be members for twelve (12) months. The membership year concludes on December 31 for these students. Chapters will be invoiced upon request; however, full payment must be received within 30 days to be eligible for state and/or national competition.

Chapters submitting affiliation applications after the due dates will be assessed a late fee of \$25 for processing applications.

Members are not eligible for national competition if they are not affiliated with the national organization prior to their respective State Leadership Conference.

Initial and supplemental affiliation applications can be accepted throughout the entire membership year. Affiliation deadlines relate to NLC eligibility and the start of member/chapter services.

The Executive Committee has the power (if needed) to decide case by case affiliations received after the date due.

3. Chapters may not substitute names on the Chapter Affiliation Application. Once a chapter submits an affiliation form, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
4. States will be encouraged to have chapter affiliation monies (for state and national dues) sent directly to National HOSA. Where possible, state associations should require chapters to affiliate using the HOSA web site on the Internet at [www.HOSA.org](http://www.HOSA.org).

When the National Chapter Affiliation Application (written form) is used, the white copy is mailed to HOSA Headquarters; the yellow copy could be mailed to the State Advisor; and, the pink copy retained in the chapter files. The headquarters staff will work with each state in designing a system that fits its particular needs.

5. State associations who collect affiliation monies are encouraged to send national affiliation fee monies to National HOSA on a monthly basis to improve the cash flow of the national association.
6. Those states using direct affiliation must agree to closely monitor their local chapters to ensure all state members are affiliated with National HOSA.
7. Each HOSA chapter must have one or more local advisors who paid an affiliation fee as a professional member.
8. All HSE state staff who work with HOSA shall pay an affiliation fee to a state professional chapter or join through a local chapter.
9. All Board members, competitive events program staff and headquarters staff shall be affiliated members in good standing.
10. All National Honorary Life Members shall be affiliated each year at the expense of the national association.
11. All Lifetime Members shall be affiliated members in good standing.
12. All delegates in attendance at the HOSA National Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee.
13. Annual affiliation fees for each membership classification shall be recommended by the Board and approved by the Delegate Assembly.
14. An affiliated member who leaves the sponsoring educational setting, either voluntarily or by removal, automatically forfeits their membership in HOSA.

D. NATIONAL OFFICERS

1. ELECTED OFFICERS

The elected officers are specified in the HOSA Bylaws in Article IV, Section 1a, 1b and 1c.

2. DUTIES

The duties of the elected officers are specified in Article IV, Section 2 of the HOSA Bylaws. In addition, the national officers shall:

- a. Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer or state.
- c. Handle correspondence in a prompt and professional manner.
- d. Wear the official HOSA uniform when representing HOSA.
- e. Submit to the National President a report each month listing the activities participated in during that month.
- f. Carry out their responsibilities but shall not let them interfere with continuing their education.
- g. Not be allowed to participate in competitive events at the NLC.
- h. Forward all requests received for services to the National Officer Advisor. The National Officer Advisor and National President shall schedule all assignments.
- i. Notify the National Officer Advisor and National President immediately of circumstances which prevent carrying out an assignment.
- j. Be reimbursed for expenses incurred while performing approved services for the association. Reimbursement for services for state activities shall be arranged for by the National Officer Advisor and the person making the request, and shall be paid for by matching funds by the person/association receiving the service and the national association.
- k. Monies expended as a part of the State Match Program cannot be used to finance travel expenses for a national officer within his/her home state.

3. CANDIDATES

Officer candidates must pass the written examination as an eligibility requirement before being interviewed for national office. The written examination will have questions which represent 1/3 parliamentary procedure and 2/3 HOSA related and the passing score will be 70%. Candidates must have at least junior classification in high school and have a minimum of a 2.0 GPA on a 4-point scale. Candidates must be active members of HOSA. (Article IV, Section 3, HOSA Bylaws)

National officer candidates shall not be allowed to serve as voting delegates.

If elected, candidates must purchase their own official uniforms, and must make arrangements to have the official uniform during officer training immediately following the National Leadership Conference during which they were elected.

4. DOCUMENTATION OF CANDIDACY

- a. A nomination form with a record of HOSA offices held.
- b. A verified statement of academic performance for the current school year.
- c. 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. (Article IV, Section 4, HOSA Bylaws)

5. RESIDENCY

As specified in Article IV, Section 5, the Region Vice Presidents must reside in their respective areas throughout their term of office. Exceptions must be approved by the Executive Council.

6. HOSA NOMINATING COMMITTEE

A nominating committee composed of no less than one member of the HOSA, Inc. Board of Directors, two secondary students from non-candidate states, two postsecondary/collegiate students – one from non-candidate state and the Postsecondary/Collegiate Vice President, and three Region Vice-Presidents shall be appointed by the HOSA, Inc Board of Directors. This nominating committee shall be appointed by the HOSA, Inc. Boards of Directors. This nomination committee shall interview qualified candidates and shall nominate no more than five candidates for each secondary and postsecondary/collegiate office. Candidates may also be nominated from the floor if they have met the qualifying requirements. A state association shall submit no more than two secondary and two postsecondary/collegiate candidates for office. (Article IV, Section 6, HOSA Bylaws)

The Chairman of the Nominating Committee shall be the National President-Elect.

7. TERM OF OFFICE

Student officers, except President, shall be elected by ballot at the annual HOSA National Leadership Conference to serve one year or until their successors are selected. The President-Elect shall succeed to the office of President for one year. In the event a majority vote is not secured by any candidate, a run-off will be held between the two candidates with the most votes. Terms of office shall begin immediately after the annual conference at which officers are elected. Except for the President-elect succeeding to the Presidency, national officers may not seek re-election to the same or any other office within the same division. (Article IV, Section 7, HOSA Bylaws)

8. VACANCIES

In the event of a vacancy in the office of President, the President-Elect shall succeed to that office. In consultation with the Executive Council, other vacancies in national offices may be filled by appointment by the HOSA, Inc., Board of Directors from the list of nominees for that office. When no previous candidate for that office is available, the HOSA, Inc., Board of Directors may select another qualified candidate. (Article IV, Section 8, HOSA Bylaws)

9. REMOVAL

The policy whereby national officers may be relieved from duty is as follows:

- a. If a national officer should miss three (3) consecutive monthly reports and/or two (2) conference calls, that officer shall resign or go before a committee. The committee will consist of two (2) national officers, one (1) management team member and two (2) members of the Board of Directors. This committee shall determine the removal of the national officer.
- b. Violations of the Code of Conduct will initially be handled by the Executive Council.
- c. If the violation is not resolved by the Executive Council, the Executive Committee will review the situation and recommend action to the National Officer Advisor.
- d. If the decision is to remove the national officer, the national officer may appeal the decision in writing to the HOSA, Inc. Board of Directors. The Executive Committee will meet with or conduct a conference call with the national officer on behalf of the Board of Directors and make a full written report to the Board members. A majority vote of the Board of Directors is required to overturn the decision. A mail ballot will probably be taken to poll the Board members if time is an issue.

10. FINANCES

- a. All national officer travel must be approved by the National Officer Advisor and National HOSA Headquarters based on the travel budget for the year.
- b. States requesting a national officer to travel to their state (for a conference or speaking engagement, etc.) will assume responsibility and expenses for 50% of the officers travel, under the State Match Program. States with National Officers are not eligible to participate in the State Match Program.
- c. National officers who serve on the HOSA Inc., Board of Directors will be reimbursed for their round-trip travel, lodging and meal expenses for official Board meetings.
- d. Reimbursements will be processed when a completed reimbursement form and attached receipts are received by the National Officer Advisor.

E. HOSA DIVISIONS

1. SECONDARY DIVISION

The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.

The official definition for secondary members of HOSA for the purposes of Competitive Events is:

A secondary student is one who, 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 HOSA National Leadership Conference.

2. POSTSECONDARY/COLLEGIATE DIVISION

The Postsecondary/Collegiate Division shall be composed of students enrolled in Health Science programs at the postsecondary/collegiate level as specified in Article III, Section 4 in the HOSA Bylaws.

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 post-secondary 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 HOSA National Leadership Conference.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA National Leadership Conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of HOSA.

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

3. ALUMNI

As specified in Article III, Section 5 in the HOSA Bylaws, the Alumni Division shall be composed of persons who have been enrolled in Health Science programs and were members of HOSA, or former members of a HOSA chapter who no longer meet the requirements of regular chapter membership. Alumni members shall pay no affiliation fees, and may not vote, make motions, hold office or compete in events.

4. PROFESSIONAL

As specified in Article III, Section 6 in HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science in a professional capacity. These may include health professionals or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

5. HONORARY MEMBERS

As specified in Article III, Section 7 in the HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Board of Directors of HOSA, Inc. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.

6. LIFETIME MEMBERSHIP

Lifetime membership shall be available for persons who are or have been active members and who are or have participated in HOSA in a professional capacity. Lifetime membership affiliation fees shall be \$150. Lifetime members may not vote, make motions or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles in HOSA; e.g. Delegate Assembly, HOSA, Inc. of Board of Directors.

### **III. PROFESSIONAL ACTIVITY AND DEVELOPMENT**

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#### **A. HOSA NATIONAL LEADERSHIP CONFERENCE**

##### **1. PURPOSE**

The purposes of the HOSA National Leadership Conference are to:

- a. Provide a variety of educational and social learning activities at a national level for HOSA members.
- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
- c. Provide information about current health care issues and concerns at the local, state and national level in health science and the student organization of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
- d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
- e. Conduct the necessary annual business of the national career and technical student organization of HOSA by the national voting delegates and HOSA, Inc. Board of Directors.
- f. Provide educational workshops that promote the development of students and further National HOSA purposes.

##### **2. FINANCES**

- a. The HOSA National Leadership Conference should be a self-supporting conference. All income and expenses relating to the NLC should be recorded separately to determine the actual cost of this member service.
- b. An NLC 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 NLC shall be in the National HOSA Headquarters by May 15.
- d. State Associations must pay the full amount owed to HOSA, Inc. within ten (10) days of the closing day of the annual National 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 NLC.
- 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 state association.

#### 4. REGISTRATION

- a. The State Advisor and/or designee is responsible for registering the state delegation. The deadline for delegate registration is May 15.
- b. Chapters complete the Chapter Conference Registration forms and submit them to the State Advisor by the deadline date established in the state. 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 National 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. Nonmembers (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, 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 12:30 pm on Wednesday of the National Leadership Conference.

6. HOTEL REGISTRATION

- a. The State 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 states not complying with the deadline date may not be provided rooms.
- b. All registrations must follow the process established by the Executive Committee in cooperation with the conference headquarters hotel, as published in the NLC Guide. If states are assigned to another hotel, the headquarters hotel will transfer all reservations/registrations for that state. State advisors should not finalize hotel checks until hotel assignments are finalized.
- c. Delegates to the HOSA National Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek national office.
- d. The HOSA room block is available to registered delegates only at the National Leadership Conference. The Headquarters staff will recommend hotels in the area for non-registered delegates who do not intend to participate in any NLC functions.
- e. If for some reason the State Advisor or designee will not be accompanying his/her state delegation at the time of arrival, a State Advisor Designee should be selected. Both the Conference Hotel and the National 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 National HOSA Travel Service (if provided) or your travel agent for assistance. The local chapter and state association accepts all liability for travel to, during and from state and national meetings.

8. CODE OF CONDUCT FORM

Each delegate to the NLC must have a completed and signed "Code of Conduct Form" attached to the preregistration form. Refer to the NLC 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. States that do not adhere to general session protocol will be asked to send a representative to a special meeting of the National Executive Council

9. MEDICAL LIABILITY RELEASE FORM

Each delegate to the NLC must have a completed and signed "Medical Liability Release Form" attached to the preregistration 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 NLC 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. (Added to Appendix D - Advisors Ethics Board)

11. COMPETITIVE EVENTS

The primary authority for Competitive Events is the current NATIONAL HOSA HANDBOOK, Section B. Policies and procedures for the National 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

No event at the National 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.

12. AWARDS AND RECOGNITION

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

- a. Individual Recognition
- b. Chapter Recognition
- c. State Association Recognition
- d. Special Recognition

13. OFFICER ELECTIONS

The guidelines/requirements for running for office are provided in the current NLC Guide and include:

- a. Candidate Nominating Procedure
- b. Nomination Form for National Officers
- 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

14. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon the state association and National 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 C for the official HOSA uniform policy.

15. EXHIBITORS

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

16. INSURANCE

- a. Conference insurance shall be provided all delegates.
- b. Each local and state 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.

17. VOTING DELEGATES

Voting delegates at the National Leadership Conference are apportioned for each division (Secondary and Postsecondary/Collegiate) based on the current years membership by division as follows:

<u>Membership</u>	<u>Voting Delegates</u>
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

18. ADVISOR ORIENTATION

The purpose of the Advisor Orientation scheduled for the first day of the National 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.

19. 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.

B. REGIONAL CONFERENCES

1. PURPOSE

The purpose of Regional Conferences is to provide leadership training for state and local officers within a region if and when the HOSA, Inc. Board of Directors determines that a need to establish such conferences exists.

2. RESPONSIBILITY

- a. It shall be the responsibility of the Region Vice-Presidents, State Advisors/Sponsors and any other National Officers within the region holding the conference to determine the need for the conference, select the conference site, set the date for the conference and plan and execute the program of work.
- b. The national association may sponsor the regional conference if the states within that region have no objection. The national association would absorb any financial loss or realize any overage.
- c. All income derived from regional conferences shall be recorded as reflected in the budget approved by the HOSA, Inc. Board of Directors.

Regional Conferences shall be self-supporting. If sponsored by the national association, income and expenses may be received and dispersed by the national association, but expenses may not exceed income.

3. FINANCES

- a. Each conference shall be entirely self supporting with no national staff overhead charged to the conference except for planning trips and the cost of one national staff person to attend.
- b. National Officer expenses shall be paid from the Regional Conference Budget.
- c. The host state shall absorb any financial loss or realize any overage.

C. ADDITIONAL PROFESSIONAL ACTIVITY

1. It shall be the policy of HOSA in promoting the HSTE-HOSA Partnership to have representatives at Health Science related meetings such as ACTE and appropriate affiliate group meetings to carry on a public relations program beneficial to HOSA, INC., and HOSA.
2. The HOSA, Inc., Board Chairman, the National HOSA President and/or Executive Director shall be responsible for and provide appropriate representation.

D. IN-HOUSE SUPPORT FOR STATE ASSOCIATIONS

1. The Headquarters Staff will continue to develop the in-house capacity to support local chapters of a state association which does not have adequate state department staff support.
2. Services that can be offered to selected states include:
  - Direct Affiliation (local chapters affiliate directly to national HOSA)
  - Leadership Development Workshops
  - Conference Management (state conference support)
  - NLC Direct Registration (local chapter register directly with national HOSA)
  - Professional Development Workshops (local advisors)
  - Alumni Development (recruit and track alumni members)

## **IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES**

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### **A. BUDGET PLANNING AND PREPARATION**

#### **1. RESPONSIBILITY**

It shall be the responsibility of the Executive Committee, the Board Treasurer and the Executive Director to prepare an annual budget and such other financial resumes and reports as requested by the HOSA, Inc., Board of Directors.

An annual narrative plan of work shall be developed and presented with the annual budget. This narrative shall present the program of work in terms of anticipated income and expenditures.

#### **2. PROCEDURES**

a. The proposed fiscal year budget shall be presented to the members of the HOSA, Inc., Board of Directors at the January Board meeting.

b. The HOSA, Inc., Board of Directors shall adopt the budget for the next fiscal year at the January Board meeting.

#### **3. INCOME**

a. Income shall be derived from affiliation fees as recommended by the HOSA, Inc., Board of Directors and approved by the Delegate Assembly.

b. The Executive Director shall be charged with the responsibility of soliciting additional income sources: i.e., royalties; advertising; sale of HOSA related materials; publications; and, grants.

c. All income derived from the National Leadership Conference shall be recorded as reflected in the budget approved by the HOSA, Inc. Board of Directors.

All income related to the HOSA National Leadership Conference (i.e., competitive event sponsorship, career exposition income, advertising, and registration fees) shall be posted to an NLC line item per the approved national budget.

#### **4. EXPENSES**

##### **a. HOSA, Inc. Board Members**

As specified in Article VI, Section 10 of the HOSA, Inc. Bylaws, 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 Executive Committee.

##### **b. National Officers**

(1) Travel and per diem of the Executive Council in attending the National HOSA Conference shall be reimbursed in accordance

with the current budget approved by the Board of Directors. See Appendix A for current schedule of authorized reimbursement.

- (2) National officer expenses incurred while traveling at the request of the national association shall be reimbursed in accordance with the current budget approved by the HOSA, Inc., Board of Directors.
- (3) National officer expenses incurred while traveling at the request of a state association shall be reimbursed by the state making the request unless matching funds are approved in advance.

c. Committees

- (1) The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the annual meeting of the HOSA, Inc., Board of Directors. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.
- (2) Travel and per diem expenses for committee activities may be reimbursed when requested through the HOSA, Inc., Board Chairman in accordance with the current budget approved by the HOSA, Inc., Board of Directors. See Appendix A for current schedule of authorized reimbursement.

d. Headquarters Staff

Travel and per diem expenses for headquarters staff shall be reimbursed in accordance with the current budget approved by the HOSA, Inc., Board of Directors. See Appendix A for a current schedule of authorized reimbursement.

B. FINANCIAL REPORTING

1. FINANCIAL ADVISOR

The HOSA, Inc., Board Treasurer shall serve as financial advisor to the national association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds by the Executive Director in accordance with the budget approved by the HOSA, Inc., Board of Directors.

2. INCOME AND EXPENSE SUMMARY WITH BUDGET COMPARISON

It shall be the responsibility of the HOSA, Inc., Board Treasurer and the Executive Director to prepare an income and expense summary, to include a comparison of budget and actual income and expenses.

This report shall be presented in the Treasurer's Report at each HOSA, Inc., Board meeting.

3. BIENNIAL AUDIT

The HOSA, Inc., Board Treasurer and the Executive Director shall arrange for a biennial financial audit by an independent accountant(s) who will audit all

accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service.

C. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The HOSA Headquarters shall receive and disburse all monies of the national association.

2. EXCESS EXPENSES

- a. The HOSA, Inc., Chairman and/or Executive Director may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.
- b. When category budget amounts exceed the 10% limitations, the HOSA, Inc., Chairman, Executive Director and the Board Treasurer shall indicate a transfer of funds from another category. This recommendation shall be made by the Board Treasurer as a part of his/her financial report to the Board of Directors.

3. FINANCIAL CONSULTANT

The Executive Director may, upon consultation with the Chairman, determine a knowledgeable consultant to assist as a financial advisor to the national association.

4. SPECIAL ACTIVITIES

- a. The Executive Committee of the HOSA, Inc., Board must approve any commitment of funds for special activities not previously included in the approved budget of the HOSA, Inc., Board of Directors.
- b. The commitment of funds for a special activity is contingent upon the Executive Committee developing an acceptable funding source.

## V. SERVICE TO MEMBERS

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### A. EMBLEMATIC MATERIALS

#### 1. PURPOSE

HOSA emblematic materials shall be used by the HOSA membership in order to display the character of the organization.

#### 2. PURCHASE

All emblematic materials are copyrighted and can be purchased only from the HOSA Supply Service. HOSA emblematic materials are sold only to affiliated HOSA groups. Legal counsel will be used to halt the illegal use of the HOSA, Inc., emblem and/or copyrighted materials.

#### 3. MANUFACTURE OF INSIGNIA

All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of HOSA shall be made by the National Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.

#### 4. USE OF EMBLEMATIC MATERIALS BY CHAPTERS AND STATES

If the HOSA emblem is reproduced, it shall be an exact replica.

- a. Members and advisors in good standing may use the emblem, including the name, motto, creed and emblem.
- b. Local chapters and state associations may use the emblem on materials which have public relations value. Chapters and states may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to interpret HOSA through non-competitive activities.
- c. The HOSA emblem and name may be used for fund raising projects which are sponsored by local chapters and state associations. The name of the local chapter or state association shall be spelled out on the above materials so that it will not give the impression that the fund raising project or programs for which they are used are nationally sponsored.

#### 5. HOSA SUPPLY SERVICE

Awards Unlimited is currently approved as the official supplier of HOSA emblematic materials. The HOSA, Inc., Board approves the supplier. It shall be the responsibility of the Marketing Committee to evaluate the service of the supplier on a yearly basis and make recommendations to the HOSA, Inc., Board of Directors.

B. HOSA TRAVEL SERVICE

1. The HOSA Travel Service is operated under a Board approved contractual arrangement with a travel service providing an array of travel services to states, chapters and individuals.
2. The Executive Committee shall approve all services and organized tours sponsored by the HOSA Travel Service.
3. The Board Chairman, with the help of the Management Team, shall oversee all contractual agreements as approved by the HOSA, Inc., Board of Directors.
4. The Executive Committee shall evaluate the HOSA Travel Service and make recommendations to the HOSA, Inc., Board of Directors.

C. PUBLICATIONS

A variety of publications and audio-visual materials are available through the National Headquarters. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisers. Publications include:

1. HOSA NATIONAL HANDBOOK
  - a. Section A -- National HOSA - The Organization
  - b. Section B -- National Competitive Events Program
  - c. Section C -- Chapter Management Guide
2. AUDIOVISUALS -
  - a. Emblem ceremony slide set
  - b. Television Ad - Public Service Announcement
  - c. HOSA PowerPoints
3. HOSA, INC. AND HOSA BYLAWS
4. HOSA DIRECTORY
5. HOSA E-MAGAZINE (Published on the HOSA web site)
6. INTEGRATING HOSA INTO THE HSTE CLASSROOM
7. POLICIES AND PROCEDURES MANUAL
8. BROCHURES
  - a. HOSA Brochure
9. STATE ADVISOR HANDBOOK
10. COMPETITIVE EVENTS MANAGEMENT GUIDE
11. HOSA WEB SITE - [www.hosa.org](http://www.hosa.org)
12. HOSA RESOURCE LIBRARY – distributed to all chapters via CD-ROM
13. COMPETITIVE EVENTS REPORT (published annual)
14. STUDENT MEMBERSHIP HANDBOOK

D. ORGANIZATIONAL INSIGNIA

1. NAME

The official name of this organization shall be HOSA – A Student-Led Association of Future Health Professionals.

2. EMBLEM

a. The emblem was adopted by the delegate assembly during the First National HOSA Leadership Conference held in Oklahoma City, Oklahoma in April, 1978. The design was submitted by the Tennessee State Association of HOSA.



b. The circle represents the continuity of health care; the triangle represents the three aspects of humankind: well-being-social, physical and mental; and the hands signify the caring of each HOSA member.

3. PROTECTION OF NAME AND EMBLEM

Federal law, grounded in Article I, Section 8, Clause 8 of the U.S. Constitution, provides protection for all U.S. citizens who register products of their intellect whether it be a patent on an invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of HOSA are registered with the U.S. Patent and Trademark Office on Certificate No. 1,161,488 Serial No. 228,606.

4. AUTHORIZATION FOR USE OF NAME AND EMBLEM

a. The official name and emblem may be used only by members in good standing of active state associations or others granted written permission by HOSA, Inc. to use the name and emblem.

b. The use of the HOSA name and emblem without meeting the above criteria is in direct violation of the law.

5. SPECIFIC USES OF THE NAME AND EMBLEM

a. The official HOSA emblem consists of the following colors:  
Background of outer circle - maroon  
Letters in circle - medical white  
Triangle - navy blue  
Hands, figure, HOSA in triangle - medical white  
Area around triangle - medical white  
Founded 1976 - Navy blue

Official meaning of colors:

Navy - Loyalty to the healthcare profession  
Medical White - Purity of purpose  
Maroon - Compassion of HOSA members

b. The HOSA name and emblem may be used on stationery, jewelry, clothing or other emblematic items by persons meeting the criteria under "AUTHORIZATION FOR USE OF NAME AND EMBLEM."

6. CREED

The official creed of the organization is:

I Believe in the Health Care Profession.

I Believe in the profession for which I am being trained; and in the opportunities which my training offers.

I Believe in education.

I Believe that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

I Believe in myself.

I Believe that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals, I will become a more responsible citizen.

I Believe that each individual is important in his or her own right; therefore, I will treat each person with respect and love. To this end, I dedicate my training, my skills and myself to serve others through HOSA.

7. MOTTO

The official motto is:

"The Hands of HOSA Mold the Health of Tomorrow"

8. SLOGAN

The official slogan is: "Health Science and HOSA: A Healthy Partnership"

9. MISSION STATEMENT

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all Health Science students, therefore, helping students to meet the needs of the health care community.

E. ORGANIZATIONAL POLICIES

1. NON-DISCRIMINATION POLICY

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of National HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

2. REASONABLE ACCOMMODATION POLICY

HOSA members with disabilities or who do not speak English will be reasonably accommodated in national competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. For Spanish speaking competitors, HOSA will make every effort to find interpreters as needed. Requests for reasonable accommodation must be indicated on the HOSA National Leadership Conference registration form and submitted to National HOSA by the May 15 deadline.

3. REPRODUCTION OF PHOTOGRAPHS

As a delegate to the National Leadership Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by National HOSA unless it is made known by the delegate during registration. A release statement will be part of the HOSA Code of Conduct.



## **APPENDIX A**

### **TRAVEL REIMBURSEMENT POLICIES**

Official HOSA travel can be defined as any travel incurred due to the written request of the Board Chairman or the Executive Director to conduct HOSA business.

1. National HOSA will have minimal insurance coverage for board members, corporate members, and headquarters staff travel and cannot be held responsible for injuries when traveling on HOSA business.
2. Board members, corporate members, and headquarters staff will be expected to consider costs when arranging travel and lodging.
3. Board members, corporate members, and headquarters staff will be reimbursed for round-trip travel costs, lodging costs, and up to \$35.00 per day for meals or an amount appropriate to designated location.
4. Board members, corporate members, and headquarters staff will retain all receipts and submit them with the completed HOSA expense form to HOSA headquarters.
5. Reimbursement will be made only to board members with a completed expense form and attached receipts.

**APPENDIX B**  
**RECOMMENDED CHANGE TO**  
**HOSA POLICIES AND PROCEDURES MANUAL**

TO: \_\_\_\_\_ Chairman, Policy and Nominating Committee

FROM: \_\_\_\_\_ Title \_\_\_\_\_ State \_\_\_\_\_

Policy as presently state in *POLICIES AND PROCEDURES MANUAL* (Specify section and page):

Policy as proposed:

Reason for change:

\_\_\_\_\_  
Signature

Committee Approval \_\_\_\_\_

\_\_\_\_\_  
Signature

Board Approval \_\_\_\_\_

Updated Manual \_\_\_\_\_  
Reprint Date

## APPENDIX C

# OFFICIAL HOSA UNIFORM POLICY

### **Official Dress Code for ALL General Sessions:**

(This policy is for student delegates. Advisors, family members and guests are not required to wear the HOSA uniform or the black or navy blue suit with a white shirt to the general sessions.)

The HOSA, Inc. Board of Directors approved the following dress policy that will begin at the **2010 NLC in Orlando, Florida:**

The official dress code for the **student members** for all general sessions at the NLC will be either the following:

- **HOSA uniform** (see below)
- OR
- **Black or navy blue suit with a white shirt** (the white shirt can be the member's choice)
- **Closed-toe** blue or black shoes (hose optional)
- Male members **MUST** wear a tie.
- Female members may choose to wear **knee-length** skirt or slacks.

**Student delegates** not adhering to the above dress policy for all general sessions at the NLC will **NOT** be admitted.

HOSA Uniform Policy:

- Tailored navy blazer with emblem affixed over the heart.
- Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell)
- Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
- Accent for female members - maroon HOSA scarf or tie is optional but not required
- Accent for male officers - navy or maroon long tie
- Matching navy slacks for males and matching navy slacks or skirts for females
- **Closed-toe** blue or black shoes (hose optional)

### **Competitive Event's Dress Attire:**

Delegates must adhere to **the Dress Code** as specified in the individual competitive event guidelines for the **orientation and event** in which they are competing. Bonus points will be given according to the individual guidelines.

For all competitive events, five (5) bonus points will be added once per competitor and/or team to the tally sheet for appropriate dress. In team events, all team members must be properly dressed to receive the bonus points. Exceptions are as noted in the event guidelines.

School tags, state badges or ID's must be removed or completely covered during competition.

**APPENDIX D**  
**ADVISORS ETHICS BOARD**

1. Shall, with the approval of the Executive Committee, propose a code of conduct for the advisors in attendance.
2. Shall review all questions and disputes which have been prepared and submitted in writing according to an established procedure (i.e., complaints involving advisor conduct; competition violations; hotel complaints; state delegation behavior; inappropriate behavior; etc.)
3. Shall make appropriate recommendations to the Executive Committee in a timely manner.
4. A written appeal must be submitted by the advisor to the Board of Directors. The Board of Directors at its next scheduled meeting will consider the appeal and make a final decision. The advisor may attend the meeting and speak on his or her behalf. The decision of the Board of Directors is final.

Committee composition:

1. State Advisor (membership over 1,500)
2. State Advisor (membership less than 1,5000)
3. Local Advisor (Secondary)
4. Local Advisor (Postsecondary/Collegiate)
5. Competitive Events Chairman
6. HOSA, Inc. Board of Directors, Chairman-Elect
7. National President-Elect

## APPENDIX E

### EXECUTIVE COUNCIL

#### NATIONAL OFFICER CANDIDACY CRITERIA

1. State associations **in good standing** may submit only ONE candidate per office but no more than four (4) total candidates; two (2) secondary, two (2) postsecondary/collegiate division candidates.
2. Candidates must have at least junior classification in high school and have a minimum of a 2.0 GPA on a 4-point scale (Official Transcript).
3. Candidates must be active members of HOSA. (Article IV, Section 3, HOSA Bylaws)
4. All candidate applicants must adhere carefully to all process rules as set forth in the National Officer Candidate Packet for national officer candidacy consideration.
5. The HOSA Nominating Committee shall administer the officer candidate written examination at the Annual National Leadership Conference. **Candidates must pass the written examination with a score of 70% as a prerequisite to be interviewed.**
6. The HOSA Nominating Committee will interview all eligible candidates and present a final slate of officer candidates to the Voting Delegate Assembly for election.

#### EXECUTIVE COUNCIL CODE OF CONDUCT AND POLICIES

The members of the National Executive Council will fulfill and complete all obligations which are assigned during his/her term of office and will promote the goals and objectives of HOSA.

1. National Officers will project a desirable image of HOSA at all times.
2. National Officers will abide by the *Travel Policies* as stated.
3. National Officers **will purchase a National HOSA official uniform from the HOSA Supply Service and have it available for the first day of the National Officer Training Session.**
4. National Officers will be available for the National Officer Training Session immediately following the National Leadership Conference or dates designated by the HOSA, Inc. Board of Directors.
5. When traveling on behalf of HOSA, remember, national officers represent the Executive Council and National HOSA. National officers should dress in official HOSA uniform and conduct themselves accordingly.
6. National officers will not consume any alcoholic beverages at any HOSA function.
7. National officers will use or tolerate the use of any narcotic substance while at any HOSA activity.
8. National officers attending any HOSA activity will adhere to the curfew assigned for that activity.

9. National officers may not smoke while in HOSA uniform or at any HOSA function.

The Code of Conduct will be strictly enforced. Any infringements of these rules will be cause for resignation and will be dealt with by a committee consisting of two Executive Council members, the National Officer Advisor, and the Chairman of the Board of Directors.

## APPENDIX F

### NATIONAL OFFICER – STATE MATCH PROGRAM

The HOSA, Inc., Board of Directors encourages active state associations to invite national officers to participate in state meetings. The national officers are governed by the following policies and procedures.

1. For states requesting a national officer to visit any state other than their own, National HOSA will assume responsibility and expenses for no more than fifty percent (50%) of the officer's travel, lodging (if any) and meal expenses (if any). The request MUST be made in writing with appropriate details of the conference and expectations of the officer while at conference (i.e. keynote speaker at opening session, workshop, greetings, all of the above).
2. All national officer travel must be approved by the National Officer Advisor and the National Office based upon:
  - a. The availability of travel monies in the national budget.
  - b. The significance of the activities in which the national officer will be involved.
3. Before assigning a National Officer and approving the request, the National Officer Advisor will consult with:
  - a. The National President.
  - b. The Executive Director (or designee).
  - c. The national officer selected.
4. The assignment of a national officer to an engagement is based upon a combination of factors:
  - a. The national officer specifically requested by the state association;
  - b. The geographic proximity of a national officer to the meeting site;
  - c. The transportation costs involved;
  - d. The availability of the national officer;
  - e. The number of engagements to which a national officer is committed;
  - f. The ability of a national officer to achieve the goals of the state association and national organization; and
  - g. The national officer's performance in prior activities and engagements.

5. The National Officer Advisor will coordinate travel arrangements with:
  - a. National Headquarters' staff
  - b. The state association
  - c. The national officer
6. State associations are responsible for:
  - a. Contacting the national officer assigned to discuss his/her responsibilities and the expectations of the state in using a national officer.
  - b. Making arrangements for lodging (national officers are normally placed in a complimentary room with a state officer), transportation (from the airport to the site and return) and meals. (Notify the national officer or National Officer Advisor of any on-site expenses that must be paid the national officer.)
  - c. Reimbursing National HOSA for fifty percent (50%) of travel, lodging and meal expenses for which the national officer is reimbursed. A copy of the reimbursement request will be mailed to the state association along with an invoice for payment.
7. The state association will submit an evaluation of the national officer to the National Officer Advisor. This information will be used for training purposes.

## **APPENDIX G**

### **CHAPTERS-AT-LARGE**

There are some state associations which are not affiliated with HOSA on a state-wide basis. When it is not feasible to establish a state association, the HOSA, Inc. Board or Directors may approve a state agency or non-profit organization to sponsor the HOSA state association in question.

- (1) Continuous efforts shall be expended to seek sponsorship of the state association through the normal process.
- (2) Until a sponsoring agency or organization is approved by the HOSA, Inc., Board of Directors, members and chapters may affiliate directly with the national organization (Article III, Section 8 of the HOSA Bylaws) on an "at-large" /basis.
- (3) Individual chapters within a state may be approved for HOSA participation. Active state for a state is approved when a state association has a minimum of five (5) active local chapters.
- (4) A chapter constitution and/or bylaws must be on file at the national headquarters.
- (5) There are provisions for revising the state constitution and/or bylaws so that they in no way conflict with the HOSA Bylaws.
- (6) All members of HOSA shall be members of local chapters in good standing with the state and national organizations. This means that HOSA members must be members of both the state (when active status is achieved) and national organizations.

Where no active state association is established, Chapters-at-large shall affiliate directly with National HOSA. Members affiliated in a Chapter-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office.

Members in an inactive state association may participate in the competitive events program of a neighboring state association, if acceptable by the respective state association. By so doing, said chapters-at-large may participate in the competitive events program at the National Conference if they achieved first, second or third place at the state level within their state delegation.

Chapters-at-Large, who did not participate in a state conference as described in 6a, may petition the Competitive Events Committee to allow entry and participation at the National Conference.

## APPENDIX H

### HOSA WEBSITE POLICIES

**Purpose:** The HOSA web site is designed to provide information about HOSA for HOSA members, their parents, schools, health care partners and corporate sponsors.

1. **Links to HOSA** - HOSA will grant permission for educational and healthcare sites to link to the HOSA website, provided the educational or healthcare site is reputable and consistent with HOSA's mission. Written permission from HOSA, Inc. must be obtained in order for another web site to use HOSA's emblem. Permission to use HOSA's emblem will only be granted to Associate Partners and Corporate Sponsors.
2. **Right of Refusal** – HOSA reserves the right to decline to link to a web site for the following reasons:
  - The web site contains information which may be objectionable to the HOSA membership or HOSA, Inc. Board of Directors.
  - The web site would create a conflict of interest with HOSA's existing partners.
  - The content of the web site is not consistent with the mission of HOSA.
  - The web site is NOT a health care web site.
3. **State Affiliates** – HOSA provides state leadership information at [www.hosa.org](http://www.hosa.org) or will link to a state's web site, provided the request to establish the link is made by the state advisor. Links to individual chapters should be through the state's web site.
4. **Partnership Links** – All HOSA partners and sponsors will be listed on the Partnership Links page.
5. **Career Center: Alumni Hall of Fame** – Alumni Hall-of-Fame entries must meet the criteria posted on the web site.
6. **Career Center: Workforce Information and Links** – HOSA provides links on this page that provide instructional resources for HOSA members. HOSA reserves the right to add or delete links from this page.
7. **Career Center: Specific Career Profiles and Links** – This page is designed to provide Career Information for HOSA members. Professional associations are contacted regarding inclusion on this page. When permitted by the association, an association logo is used to illustrate the link. Associations/careers are added as requested by an association, health professional, or HOSA member when determined appropriate by HOSA management.
8. **Career Center: Career Information and Investigation Links** – These sites are provided to assist the HOSA member in making a career decision. Sites are added as requested by an association, health professional, or HOSA member when determined appropriate by HOSA.

9. **Career Center: College Center** – These sites are provided to assist the HOSA member in making a college choice. Sites are added as requested by an association, health professional, or HOSA member when determined appropriate by HOSA.
10. **Career Center: AHEC Links** – These sites link to AHEC Career Information to assist the HOSA member in investigating health careers. Sites are added as requested by an AHEC, health professional, or HOSA member when determined appropriate by HOSA.
11. **HOSA Home Page** – HOSA reserves the right to add corporate logos with links to a corporate description page and web site for Gold Sponsors and Corporate Associates.
12. **Use of Photos** – HOSA National Leadership Conference participants grant permission, through the conference permission form, for HOSA to use pictures taken during the NLC on the HOSA web site. HOSA will remove any picture on the web site upon written request of the student in the picture. Names of students are never used, except as permitted by members of the National Executive Council.
13. **Use of Personal Information** – HOSA collects personal information when a user completes and submits a contact form. HOSA will only use personal information for internal purposes only. HOSA does not provide personal information to other persons or entities. Whenever a user voluntarily discloses personal information online, others may be able to collect and use that information. HOSA cannot ensure or warrant the security of any information provided to us; thus, users do so at their own risk.
14. **Disclaimer** - HOSA has provided links and pointers to Internet sites maintained by third parties. HOSA does not operate or control in any respect any information, products, or services on these third-party sites. The materials at [www.hosa.org](http://www.hosa.org) and the third-party sites are provided "as is" and without warranties of any kind either express or implied. To the fullest extent permissible pursuant to applicable law, HOSA disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. HOSA does not warrant that the functions contained in the materials will be uninterrupted or error-free, that defects will be corrected, or that this site or their server that makes it available, are free of viruses or other harmful components. HOSA does not warrant or make any representations regarding the use or the results of the use of the materials in this site or in third-party sites in terms of their correctness, accuracy, timeliness, reliability, or otherwise. The user (and not HOSA) assumes the entire cost of all necessary maintenance, repair, or correction.

## APPENDIX I

# NATIONAL HOSA METHOD FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

Due to the technical nature of many of our Competitive Events, necessity has dictated that a method be derived to expedite the running of the events. After examining alternatives, National HOSA piloted a mathematical method to determine finalists at the National Leadership Conference. The following is the rationale for this technique and an explanation of its use.

1. **FAIRNESS TO THE COMPETITOR** -- When the previous method of determining finalists was used, there was no guarantee the top 10 students selected would be the best. Whenever multiple sections of an event were run, only the top from each section were allowed to compete in the finals. Since there is no seeding of competitors in HOSA, it is possible that the best 10 competitors could be entered in the same section. Hence, they would be eliminated from becoming finalists. Standard deviation eliminates the need for a final run-off competition and, therefore, allows for the possibility of the best competitors being recognized.
2. **DIFFERENCES BETWEEN JUDGES AMONG SECTIONS** -- Regardless of the specificity of the rating instrument, there always will be differences when different teams judge different sections. A means of compensating for these differences is necessary. The mathematical method will accomplish this.
3. **TIME** -- To run finals in any event requires a great deal of additional time and personnel. Mathematically calculating the finalists eliminates the need for a final run-off competition.
4. **ELEMENT OF SURPRISE MAINTAINED** -- Whenever a final run-off competition is announced, the element of surprise is greatly reduced. For those who did not make the finals, there is no sense of anticipation for the awards ceremony. The method used maintains this element of surprise until finalists are announced at the awards ceremony.

### EVENTS WHERE STANDARD DEVIATION IS USED:

#### CATEGORY II – SKILL EVENTS

Clinical Specialty

#### CATEGORY III -- INDIVIDUAL LEADERSHIP EVENTS

Extemporaneous Speaking  
Job Seeking Skills  
Prepared Speaking  
Researched Persuasive Speaking  
Interviewing Skills

#### CATEGORY IV -- TEAM LEADERSHIP EVENTS

Community Awareness  
Parliamentary Procedure  
Creative Problem Solving  
Biomedical Debate  
Medical Reading  
Health Education

\*In the event that entries for any competitive event total only a number sufficient for one section, this event is not subjected to the standard deviation process.



## APPENDIX J

### STANDARD DEVIATION POLICY

As discussed in the *HOSA HANDBOOK*, National HOSA adopted the use of the “standard deviation method” to determine winners when multiple sections with different judges per section are necessary. The rationale for this method is detailed in the current *HOSA HANDBOOK*.

Whenever possible, National HOSA encourages single section grouping to avoid using the standard deviation method.

When multiple sections are a necessity, National HOSA adheres to the following guidelines whenever possible:

1. All sections for an event should have any equal number of competitors.
2. Competitors are randomly assigned to sections.
3. Judges are randomly assigned to sections.
4. The preferred minimum number of competitors (individuals or team) is ten (10).
5. Three (3) judges per section are preferred, less than two (2) judges is avoided.

For a variety of reasons, we sometimes find it difficult to satisfy all guidelines for all multiple section events. However, by using random assignment of competitors and judges, the Competitive Events Committee and the Board have confidence in the results.

National HOSA uses a special computer program to compute the standard deviation and rank order event winners for multiple section events. Each event winner list is reviewed by the Event Lieutenant, Director of Competitive Events, and Chairman of Competitive Events for validation purposes.

### NATIONAL HOSA METHOD FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

Due to the technical nature of many of our Competitive Events, necessity has dictated that a method be derived to expedite the running of the events. After examining alternatives, National HOSA piloted a mathematical method to determine finalists at the National Leadership Conference.

The following is the rationale for this technique and an explanation of its use.

1. **FAIRNESS TO THE COMPETITOR** -- When the previous method of determining finalists was used, there was no guarantee the top 10 students selected would be the best. Whenever multiple sections of an event were run, only the top from each section were allowed to compete in the finals. Since there is no seeding of competitors in HOSA, it is possible that the best 10 competitors could be entered in the same section. Hence, they would be eliminated from becoming finalists. Standard deviation eliminates the need for a final fun-off competition and, therefore, allows for the possibility of the best competitors being recognized.

2. DIFFERENCES BETWEEN JUDGES AMONG SECTIONS -- Regardless of the specificity of the rating instrument, there always will be differences when different teams judge different sections. A means of compensating for these differences is necessary. The mathematical method will accomplish this.
3. TIME -- To run finals in any event requires a great deal of additional time and personnel. Mathematically calculating the finalists eliminates the need for a final run-off competition.
4. ELEMENT OF SURPRISE MAINTAINED -- Whenever a final run-off competition is announced, the element of surprise is greatly reduced. For those who did not make the finals, there is no sense of anticipation for the awards ceremony. The method used maintains this element of surprise until finalists are announced at the awards ceremony.

EVENTS WHERE STANDARD DEVIATION IS USED:

CATEGORY III -- INDIVIDUAL LEADERSHIP EVENTS

Extemporaneous Speaking  
 Job Seeking Skills  
 Prepared Speaking  
 Extemporaneous Writing  
 Extemporaneous Health Display  
 Researched Persuasive Speaking  
 Interviewing Skills

CATEGORY IV -- TEAM LEADERSHIP EVENTS

Community Awareness  
 Parliamentary Procedure  
 Creative Problem Solving

\*In the event that entries for any competitive event total only a number sufficient for one section, this event is not subjected to the standard deviation process.

**NATIONAL HOSA STEPS FOR DETERMINING FINALISTS IN  
 COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS**

The process for implementing the National HOSA Mathematical Method for Multiple section Finalists Identification is explained below by first identifying symbols for scores and sections; second, listing the steps to be taken; and third, providing an example using hypothetical scores.

**SYMBOLS FOR SCORES AND SECTIONS**

ICAS	- Individual Competitor Average Score
AJS	- Average of Judges' Scores for Each Competitor
JDS	- Judges' Differential in Scoring between two (2) sections
AJDS	- Average Judges' Differential in Scoring between three (3) or more Sections
CS	- Control Section -- the Section having the highest AJS (highest AJS, if three or more Sections used)
AICAS	- Adjusted Individual Competitor Average Score
FCS	- Final Competitor Score

## STEPS IN IMPLEMENTING THE MATHEMATICAL METHOD

1. Determine an **Individual Competitor Average Score (ICAS)** for each competitor in each section.
  - Add all scores (one per judge) for each competitor; divide by number of judges; result equal the ICAS per competitor
2. Determine the **Average of Judges' Scores (AJS)** for each section.
  - Add all Individual Competitor Average Scores (ICAS) separately by section; divide total by number of competitors in a particular section; result equals the AJS for each section.
3. Determine the **Control section (CS)**
  - Compare the Average of Judges' Scores (AJS) for all sections. The section with the highest AJS (or highest AJS, if three or more sections used) becomes the Control Section.
4. Determine the **Judges' Differential in Scoring (JDS)** between sections.
  - Subtract the **lower** Average Judges' score (AJS) from the **higher** AJS; the difference equals the Judges Differential in Scoring, when two (2) sections are used; the results equal the JDS.
  - When three (3) or more sections are used, an average of the AJS totals for all sections lower than that of the Control section (CS) must be obtained by adding these AJS totals and dividing by the number of sections with lower AJS totals.
5. Determine an **Adjusted Individual Competitor Average Score (AICAS)** for each competitor in each section except those in the Control Section (CS).
  - Add the amount of the Judges Differential in Scoring (JDS) to each Individual Competitor Average Score (ICAS), except those in the Control Section (CS).
6. Identify the **Final Competitor Score (FCS)** for each competitor.
  - For the Control Section (CS), the original Individual Competitor Average Score (ICAS) becomes the Final Competitor Score (FCS) for each competitor.
  - For all other sections, the Adjusted Individual Competitor Average Score (AICAS) becomes the Final Competitor Score (FCS) for each competitor.
7. Determine the Rank Order of each Final Competitor Score (FCS).
  - Assign a rank number to each Final Competitor Score (FCS).
8. Identify as finalists the top 10 ranked Final Competitor Scores (FCS).

## EXAMPLE OF USE OF MATHEMATICAL METHOD

Hypothetical Event: (Individual) - Prepared Speaking  
or  
(Team) - Parliamentary Procedure  
Number of Competitors/Teams: 20 (10 per section)  
Number of Sections: 2

[To ensure accuracy of results, it is recommended that each section should include a minimum of ten competitors or ten teams if at all possible.]

Number of judges 6 (3 per section)

## APPENDIX K

### A Collection of Successful Fund Raising Projects

#### Food Related Projects

1. Preparing and serving meals at a service/civic club meeting.
2. Operating a fast-food restaurant at home sporting events.
3. Serving a homecoming breakfast honoring a sports team.
4. Raffling off gourmet dinners.
5. Operating a mini-cafe for teachers during an in-service day.
6. Auctioning off box lunches filled with ethnic style meals.
7. Running a food booth at a community function.
8. Preparing submarine sandwiches for one day of the week.
9. Running a student health-bar with high-energy snacks.
10. Selling decorated cakes for special occasions.
11. Selling fresh fruits before and after school.
12. Preparing and delivering cookie-grams.

#### Holiday Related Projects

13. Sponsoring a Haunted House during the Halloween Season.
14. Operating a Christmas Store for disadvantaged youth.
15. Selling and delivering ghost grams during Halloween.
16. Selling and delivering shamrock grams on St. Patrick's Day.
17. Sponsoring a Halloween Carnival.
18. Conducting a Teacher Turkey Day.
19. Wrapping gifts at a local mall.
20. Decorating windows during holiday seasons.
21. Selling and delivering red carnations on Valentine's Day.
22. Delivering singing telegrams.

#### Selling Products

23. Button pins
24. T-shirts
25. Candy
26. Passes to class
27. Front-yard signage
28. Puppies and kittens
29. Logo watches

#### Selling Services

30. Sponsoring a work auction
31. Selling a work force for odd jobs
32. Conducting store inventories
33. Cleaning windows
34. Mowing yards
35. Washing animals

**Sponsoring A-Thons**

36. Dance-A-Thons
37. Walk-A-Thons
38. Bowl-A-Thons
39. Movie-A-Thons
40. Bike-A-Thons
41. Aerobic-A-Thons
42. Chess-A-Thons
43. Swim-A-Thons
44. Marathons

**Community Projects**

45. Home Tours
46. Ugliest Leg Contest
47. Pie Throw
48. Ad Sales
49. Turtle Race
50. Baby Races
51. Holdups (placing community leaders in jail)
52. Film festival
53. Dunking booth