



# International Chapter Handbook

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## Starting an International HOSA Chapter

Starting a HOSA chapter at your high school or post-secondary/collegiate institution will enhance your opportunities for gaining valuable knowledge, skills, and leadership development. HOSA's unique competitive event program allows students to compete locally and globally with other students in their division with similar interests in health. In this time of rapidly changing technology and information it is important for students to remain competitive in the health industry.

HOSA is an international student organization that provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, collegiate, and adult students with an interest in health. HOSA is 100% health care!

### Starting a HOSA Chapter

- At least five active (dues-paying) members. The dues for affiliating with HOSA Headquarters is \$10 USD per member, your country, state, or region might also have an affiliation fee.
- At least one faculty/staff advisor – this is usually a health science or biology instructor, school nurse, or another staff member of the school.
- Chapter Bylaws (Appendix F)
- Complete Online Chapter Affiliation Application here – [www.hosa.org/hosaconf](http://www.hosa.org/hosaconf). You may request a charter number and password by calling – 800.321.4672 or emailing – [info@hosa.org](mailto:info@hosa.org).
- Consult your country, state, regional advisor for additional requirements. For any questions on who is this advisor please email – [info@hosa.org](mailto:info@hosa.org).
- Receive permission from your school if required to start a chapter.

### What are the benefits to starting a HOSA Chapter?

- Compete with other students across the world in one of HOSA's 56 health related [competitive events](#).
- Volunteer Service Recognition Awards
- National Service Project
- Community Service Opportunities
- Leadership Opportunities
- HOSA Partnerships and internships
- Scholarships from HOSA Headquarters and many leaders in the health industry
- Large network of students and professionals in the health community

## Best Practices for Membership Recruitment

### Membership Recruitment

- Recruit a minimum of five additional students
  - How/Where? (See next page for discussion of each of the following):
    - Fall/Spring Activities Fair
    - In-Class Announcements
    - Conversations with friend and fellow students
    - Facebook, Instagram, Twitter, Snapchat
  - When?
    - As early as possible!
    - Continue membership recruitment throughout the year!

### **Content of HOSA in a Minute speech (Appendix A)**

- What is HOSA?
  - What makes HOSA unique and what are the benefits?
  - HOSA opportunities may benefit students when applying for health professions schools.

### **HOSA Informational Flyers (Appendix B)**

- Clearly and concisely explain benefits of HOSA to students. Include your name and contact information along with time, date, and location of meetings. You may consider calling the first meeting an “Interest Meeting.”

### **HOSA Prospective Member Sign-Up Sheet (Appendix C) should include:**

- Name
- E-mail address and cell number
- Grade level or class year

### **Membership Recruitment Opportunities/Activities Fair**

- Bring sign-up sheet and copies of informational flyer.
- Position yourself at the entrance.
- Never wait for students to approach you (occasionally walk among the students, approach any and every one).

#### **What to say:**

Do say:

- Are you interested in volunteer opportunities?
- Are you interested in scholarship opportunities?
- During the conversation, transition into a discussion of HOSA and the specific opportunities which make it unique!
- Be sure to transition into HOSA smoothly. HOSA is “Future Health Professionals” and building future health leaders. Feel free to share the mission as well.

### **Immediately After Activities Fair**

- Create a HOSA email list so that you can send group messages.
- Add names and e-mail addresses to email list.
- Send a welcome e-mail and other information.
- Start Twitter and Instagram accounts and make a Facebook page.

### **In-Class Announcements**

- Ask teachers or professors for permission to make an announcement about HOSA at the beginning of class.
- Tell everyone you know/meet about HOSA!

### **Face-to-Face Conversation**

- Whenever you meet someone new, tell him or her about HOSA.
- Tell everyone you encounter to spread the word about HOSA and encourage interested students to attend the next meeting.
- You may want to carry HOSA flyers or business cards to give to interested students at all times.
- Offer incentives for member recruitment at meetings.

## Student Engagement and Chapter Management

### Chapter Facebook Page

- After your chapter has been officially affiliated, create a Facebook page to keep students informed of HOSA activities and to help you gauge interest as you plan chapter events.

### Ideas to attract maximum number of people to First (Interest) Meeting:

- On the day of the first meeting, call every person on the sign-up sheet you have from the activities fair
  - This demonstrates that you are passionate about, and committed to, the organization
  - This personal touch sends the message that each person's presence at the meeting is individually desired and important
- Create a Facebook event and send a message out at least one week prior to the meeting
- Send an extra e-mail/ Facebook message the day before and/or the day of the meeting with the meeting agenda (agenda in e-mail only, if possible)
- Post flyers around campus with the meeting time, date, and location
- Offer Free Food (i.e. pizza, chips.) if possible

**As you proceed with the affiliation process, you may find you need someone to assist you. Consider appointing an interim vice-president for chapter affiliation at your first meeting. However, you should also try to form an executive council as soon as possible to help share your workload and enable the chapter to run as efficiently and effectively as possible. Create an online application for prospective officers to ensure qualified students are elected. Such sites you could use include survey monkey, Google forms, etc.**

### Timing the First Meeting

- Hold meeting as soon as possible at the beginning of the semester.
- Hold the meeting in an easily accessible location.

### At the first meeting

- Follow the agenda:
  - Pass around attendance sheet (same as sign-up sheet—Appendix C)
  - Introductions (Introduce yourself, your vice-president [if applicable] and ask each student to introduce him or herself and state their career goals and reason for attending the meeting.)
  - Ask if anyone present was a member of HOSA previously or has heard about the organization.
  - State your short- and long-term goals for the chapter.
  - Ask if anyone has any further questions about HOSA.
  - Excite them!

- Describe the chapter affiliation process:
  - The HOSA affiliation process
  - Membership dues
    - Inform members of the unique opportunities HOSA offers before mentioning membership dues. Emphasize that dues enable HOSA to provide these invaluable benefits.
- Solicit Suggestions for Chapter activities
- Discuss Officer Positions (i.e., secretary, treasurer, reporter, etc)
  - You and your vice-president can decide the types of positions that are necessary. More information on chapter management and election of officers can be found in [Section C of the HOSA Handbook](#).
- Offer a prize for the person who brings the most new people to the second meeting who commit to membership
- Send a follow-up e-mail to the HOSA email list with:
  - A summary of the business addressed
  - The officer positions and their responsibilities
  - The time, date, and location of the second meeting

### **At the second meeting**

- Elect Officers (this depends on your own and your vice-president's discretion)
  - All positions may not be filled
  - Continue to seek qualified members to fill positions

### **Recruiting an Advisor**

- Can be quite challenging
- Why would this be difficult?
  - Most teachers/faculty are very busy
  - May believe it would require too much time--see the 'Make it easy for the Advisor' section below

**Ideally, you will find a health science related faculty member to serve as your advisor. However, you can extend your search to other faculty/staff members if the initial attempt to recruit a health science professor is unsuccessful.**

### **How can my chapter compete locally if there are no other chapters near us?**

- HOSA has developed an online testing system that it allows associations and chapters to use for free. (Unless you have a developed state/country association that charges a fee).
- Using the online testing system you can take any written test that HOSA provides. Skills and non-testing events can be done at your school. You can work with the school/community to locate judges for these events.
- It is a great idea to encourage neighboring schools to affiliate with HOSA! You can compete against, establish partnerships with, lead community events together, and grow your health knowledge together!

# Appendix A:

## HOSA in a Minute Speech

(Memorize it, but practice delivering it in a way that sounds natural and dynamic)

HOSA “Future Health Professionals” is a international student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 4,500 Middle School, Secondary, and Postsecondary/Collegiate chapters in 54 state associations in the United States, Canada, Mexico, Italy, Germany, and American Samoa, and serves over 225,000 active members. HOSA is an exclusively health-careers oriented organization, we can devote one-hundred percent of our resources to helping students become effective, compassionate, health professionals and leaders in their chosen field of work. The unique benefits of HOSA include volunteer service opportunities, over \$500,000 in scholarships across the state associations and HOSA Headquarters, educational symposiums led by leaders in the healthcare professions, fifty-six different health related competitive and recognition events at the state/country and international conferences, networking opportunities with HOSA’s official business and healthcare industry partners, as well as leadership opportunities at the local, state/country, and international levels. All health science schools highly prefer applicants who demonstrate both an interest in, and actual hands-on experience with, healthcare-related community service, leadership, and academic achievement. HOSA membership provides you with all of these key opportunities.

# Appendix B:

## HOSA-Future Health Professionals Facts Sheet



- The premier international student-led organization exclusively dedicated to ***future health professionals***
- 54 state and country associations with over **225,000 active members worldwide**
- **Annual State/Country and International Leadership Conferences** offering multiple opportunities that inspire, motivate, recognize, and award outstanding performance outside the classroom:
- Over \$500,000 US dollars in scholarships awarded annually between HOSA Headquarters and the state/country associations
- Fifty-six different health– and leadership-related competitive and recognition events
- Outstanding Volunteer Service Recognition Awards
- Elected leadership opportunities at the local, state, and national levels
- Educational Symposia and Workshops led by leaders in the health care industry
- Networking opportunities with the forty-nine business and health-care organizations that have official partnerships with HOSA
- Visit [www.hosa.org](http://www.hosa.org) to learn more!





# Appendix D:

## Potential Advisor Form-Letter

I am **(your name)** and **(your relationship to/how you know this professor)**. I have an important inquiry for you. I am a member of the **(school name)** Chapter of HOSA-Future Health Professionals. We are searching for a faculty/staff advisor for our chapter.

### **Description of HOSA and benefits:**

*HOSA “Future Health Professionals” is a international student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 4,500 Middle School, Secondary, and Postsecondary/Collegiate chapters in 54 state associations in the United States, Canada, Mexico, Italy, Germany, and American Samoa, and serves over 225,000 active members. HOSA is an exclusively health-careers oriented organization, we can devote one-hundred percent of our resources to helping students become effective, compassionate, health professionals and leaders in their chosen field of work. The unique benefits of HOSA include volunteer service opportunities, over \$500,000 in scholarships across the state associations and HOSA Headquarters, educational symposiums led by leaders in the healthcare professions, fifty-six different health related competitive and recognition events at the state/country and international conferences, networking opportunities with HOSA’s official business and healthcare industry partners, as well as leadership opportunities at the local, state/country, and international levels. All health science schools highly prefer applicants who demonstrate both an interest in, and actual hands-on experience with, healthcare-related community service, leadership, and academic achievement. HOSA membership provides you with all of these key opportunities.*

### **Faculty/Staff Advisor requirement and time commitment:**

The HOSA Bylaws require that each chapter have a faculty/staff advisor in order to affiliate with the state/country and international associations. The time commitment is guided by how much you want to be involved in our chapter's activities. We are hoping—as you see the value of our chapter and realize that the time commitment is minimal—you would consider lending your support as our advisor. Thank you for considering our request. Should you want to discuss this opportunity with me, you may reach me at **(your phone number-landline and/or mobile number)**.

**Your name,**  
**Your Position**

## Appendix E:

### HOSA Membership Registration and Dues Payment Agreement

I, (Enter Member's Full Name), fully understand that by signing this document I agree to be registered as a member of (Enter the name of your school) HOSA Chapter. I fully understand that once I am registered as a HOSA member, HOSA **does not allow** my name to be removed from the list **under any circumstances**, and that each registered member is **required** to pay the membership dues set by HOSA. Therefore, upon signing this document, I agree to pay my dues, even if I become unable (for any reason) to participate as an active member of HOSA. I further understand that my payment for my membership dues must be received within one month after the date I am registered as a HOSA member on the Online Chapter Affiliation Application. The total amount I am required to pay is: (Enter the total membership dues set by National HOSA and your state association)

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Signature of Member

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Date

# Appendix F:

## Sample Bylaws of your HOSA Chapter

### ARTICLE I

#### NAME

The official name of this organization shall be **The Name of your School HOSA**. The acronym **The acronym for your school (if necessary) HOSA** may be used to designate the organization.

### ARTICLE II

#### AFFILIATIONS

##### Section 1

- a. **The Name of your School HOSA** is a local association of **(enter name of the state/country affiliation) HOSA** and **name of your state/country affiliation** is a state/country association of the HOSA organization, by and for students who are or were enrolled in middle school, secondary or postsecondary/collegiate health science education programs and/or are interested, planning to pursue, or pursuing a career in the health professions.
- b. Members shall be students who are or have been enrolled in health science classes, and/or are interested, planning to pursue, or pursuing a career in the health professions, and persons associated with, participating in or supporting health science in a professional capacity.

##### Section 2

- a. **The Name of your School HOSA** is a local member of **your state/country HOSA affiliate**; therefore, it shall be chartered by HOSA Headquarters.

### ARTICLE III

#### PURPOSE AND OBJECTIVES

The primary purpose of **The Name of your School HOSA** is to serve the needs of its members and strengthen the interest and knowledge of health and healthcare among students and the community:

- a. Foster programs and activities which will develop:

1. Physical, mental and social well-being of the individual
  2. Leadership, character and citizenship
  3. Ethical practices and respect for the dignity of work.
- b. Foster self-actualization of each member which contributes to meeting the individual's psychological, social and economic needs.
  - c. Build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing personal and occupational competencies and social skills that lead to realistic choices of careers and successful employment in the health care field.
  - d. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
  - e. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
  - f. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.

## **ARTICLE IV**

### **MEMBERSHIP & PARTICIPATION**

#### **Section 1**

- a. [The Name of your School HOSA](#) is open to students, without regard to race, color, religion, national origin, disability, age, veteran's status, sexual orientation, political affiliation or gender.
- b. Affiliation fees for fall must be received by HOSA Headquarters on or before January 1 of the membership year. Affiliation fees for students who enroll after January 1 must be received by HOSA Headquarters on or before March 1 of that same year.

## **ARTICLE V**

### **ADVISOR**

- a. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.

- b. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
- c. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- d. Encourage students to attend functions open to them
- e. Encourage fund-raising activities
- f. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- g. Encourage capable members to seek local, state, and national offices.
- h. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- i. Encourage Chapter participation in all conferences.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1**

- a. General meetings for [The Name of your School HOSA](#) chapter shall be held on a regular basis.

#### **Section 2**

- a. Special meetings shall be called as necessary by the President or Executive Council.

#### **Section 3**

- a. A majority of the membership present shall constitute a quorum.
- b. Two-thirds of the Executive shall constitute a quorum.

## **ARTICLE VII**

### **EXECUTIVE BOARD**

#### **Section 1**

a. President

1. Works closely with the chapter advisor
2. Develops meeting agenda with assistance of Executive Council.
3. Presides over and conducts meetings according to accepted parliamentary procedure.
4. Represents the chapter and organization at special functions.
5. Keeps organization work moving in a satisfactory manner
6. Displays enthusiasm and a good attitude and projects a good image.

b. Vice-President

1. Assists the President
2. Oversees all committees
3. Presides at meetings in the absence of the President
4. Is prepared to assume duties and responsibilities of the President, in case of an emergency

c. Secretary

1. Is recording officer of the chapter
2. Keeps minutes of meetings.
3. Keeps and responds to all official chapter correspondence
4. Sends and posts meeting notices
5. Counts and records rising votes
6. Keeps permanent records
7. Cooperates with the treasurer in keeping an accurate membership roll and issues membership cards to current members
8. Presides at meetings in the absence of presiding officers

d. Treasurer

1. Assist with deposits and disbursements of the chapter funds.
2. Collects dues
3. Assists with the financial records.
4. Devises appropriate ways and means of financing activities.
5. Cooperates with the secretary in keeping accurate membership roll.

6. Assists in the preparation of financial statements and reports.
  7. Reports financial information at meetings.
- e. Reporter/Historian
1. Prepares news articles for publication and/or broadcast
  2. Contacts local newspapers regarding chapter events.
  3. Files clippings and pictures of activities and keep a scrapbook.
  4. Assists in maintaining a chapter HOSA bulletin board.
  5. Assists with planning and arranging exhibits
  6. Arranges for chapter participation in local radio and/or television programs
- f. Parliamentarian
1. Assist in the capacity of arbitrator in matters of parliamentary procedure during meetings.
  2. Assists the presiding officer in answering any request for ruling on procedures
  3. Keeps parliamentary procedure resources available

## **Section 2**

- a. Members will be notified when vacancies are available within the Executive Board.

## **ARTICLE VIII**

### **ELECTIONS**

#### **Section 1**

- a. The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian.

#### **Section 2**

- a. Election of officers shall be held annually or as described by governing officer(s).

#### **Section 3**



- a. During a special annual meeting, qualified candidates may present their nomination.
- b. Elections shall be cast by ballot and by a majority vote of members.

## **ARTICLE IX**

### **FUNDS**

#### **Section 1**

- a. The Name of your School HOSA Treasurer will be responsible for all The Name of your School HOSA revenues and making the information public to committee members.
- b. A budget of expenditures will be developed by the Treasurer and approved through Executive Committee consensus. The approved budget will be made public to the committee.
- c. The Name of your School HOSA may receive funds from Student Congress, other organizations, fundraising activities, and voluntary donations.
- d. At the end of the academic year, all funds will roll over to the next academic year.

## **ARTICLE X**

### **RATIFICATION**

The constitution will be ratified by a majority election through the HOSA email list. Any modifications to the constitutions will be considered during a one-week review period.

## **ARTICLE XI**

### **AMENDMENTS**

Amendments of these Bylaws shall be submitted in writing at a general meeting and shall be voted on at the following general meeting. A two-thirds vote of the members present shall be required for adoption

## **ARTICLE XII**

## **BY-LAWS**

Amendments and By-Laws shall be adopted by the majority of the members present.

### **ARTICLE XIII**

#### **EMBLEM, COLORS AND MOTTO**

##### **Section 1**

- a. The official chapter emblem shall be the emblem of the HOSA organization.
- b. The emblem and design are described in the HOSA Handbook

##### **Section 2**

- a. The official colors of HOSA are navy blue, maroon, and white.

##### **Section 3**

- a. The official HOSA theme is “Innovate – Inspire - Ignite”.

### **ARTICLE XIV**

#### **PARLIAMENTARY PROCEDURES**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or corporate charter of HOSA, Inc. And any special rules the organization may adopt.