POLICIES AND PROCEDURES MANUAL
HOSA – THE ORGANIZATION

Copyright © 1985;
February 2026 Edition
by **HOSA, INC.**

All rights reserved under International and Pan-American Copyrights Conventions. No portion of this publication may be reproduced in any form without permission in writing from HOSA, INC. except by a local or chartered association affiliation with HOSA.

Published by HOSA.
548 Silicon Drive, Suite 101
Southlake, TX 76092
972.874.0062

Printed in the United States of America

COPIES OF THIS PUBLICATION ARE AVAILABLE BY CONTACTING THE HOSA OFFICE AT THE ABOVE ADDRESS OR ON THE HOSA WEBSITE AT WWW.HOSA.ORG.

TABLE OF CONTENTS

PREFACE 6

I. ORGANIZATIONAL STRUCTURE

A. HOSA, Inc. 7
- *1. Membership* 7
- *2. Term of Office* 7
- *3. Vacancies* 7
- *4. Officers* 7
- *5. Quorum* 7
- *6. Meetings* 7
- *7. Written Notice* 8
- *8. Voting* 8
- *9. Proxy* 8
- *10. Mail Ballots* 8

B. Board of Directors 8
- *1. Purpose* 8
- *2. Elected Membership* 8
- *3. Election* 9
- *4. Ex Officio Members* 10
- *5. Quorum* 10
- *6. Vacancies* 10
- *7. Officer Duties* 10
- *8. Voting* 12
- *9. Automatic Removal* 12
- *10. Removal of a Board Member* 12
- *11. Elimination of Biases* 12
- *12. Change of Status* 12

C. Standing Committees 13
- *1. Executive Committee* 13
  - *a. Purpose* 13
  - *b. Membership* 13
  - *c. Term of Office* 13
  - *d. Meetings* 13
  - *e. Telephone Conference Calls* 14
  - *f. Quorum* 14
  - *g. Responsibility and Authority* 14
  - *h. Board Motions* 14
- *2. Policy and Nominating Committee* 15
- *3. Publications Committee* 17
- *4. Membership Committee* 18
- *5. People Development & Educational Symposium Committees* 19
- *6. Long Range Planning Committee (Task Force for the Future)* 20
- *7. Marketing Committee* 21
- *8. Scholarship Committee* 22
- *9. Ad Hoc Committees* 23

D. Headquarters Staff 23
1. Executive Director 23
2. Deputy Executive Director 24
3. Director 24
4. Senior Director 24
5. Special Directors 24
- *Director of Competitive Events*
- *Deputy Director of Competitive Events*
- *Director of New State Advisor Development*
- *Technology Specialist*
- *Director of Finance*
- *Other Directors, As Needed*

6. Headquarters 25

E. Competitive Events Program 25
1. Service on Board (CE) 25
2. Appointments 25
3. Terms 25
4. Director 25
5. Lieutenants/Category Chairs 25
6. Charges of the HOSA Competitive Events Program 25
7. HOSA Service Project 26
8. Responsibilities 27
F. HOSA Foundation (Inactive) 27
G. Congressional Advisory Board (Inactive) 27
H. HOSA-100 National Advisory Council 28

II. ORGANIZATION STRUCTURE

A. HOSA-Future Health Professionals 29
B. Chartered Associations 29
C. Affiliation Fees 30
D. Executive Council 32
1. Elected Officers 32
2. Duties 32
3. Candidates 33
4. Documentation of Candidacy 33
5. Residency 33
6. Nominating Committee 33
7. Term of Office 33
8. Vacancies 34
9. Removal 34
10. Finances 34

E. HOSA Divisions 35
1. Secondary 35
2. Postsecondary/Collegiate 35
3. Middle School 36
4. Alumni 36
5. Professional 36
6. Honorary Membership 36
7. Lifetime Membership 36

III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

A. HOSA International Leadership Conference 37
1. Purpose 37
2. Finances 37
3. Attendance Eligibility 37
4. Registration 38
5. Refund Policy 38
6. Hotel Registration 39
7. Transportation 39
8. Code of Conduct Forms 39
9. Medical Liability Release Form 40
10. Advisors Code of Ethics 40
11. Competitive Events 40
12. Awards and Recognition 40
13. Officer Elections 40
14. Dress Code 40
15. Exhibitors 41
16. Insurance 41
17. Voting Delegates 41
18. Advisor Orientation 41
19. General Sessions 42

B. Washington Leadership Academy 42
1. Purpose 42
2. Responsibility 42

C. Regional Conferences 42
1. Purpose 42
2. Responsibility 42
3. Finances 43

D. Additional Professional Activity 43

E. In-House Support for Chartered Associations 43

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES 44

A. Budget Planning and Preparation 44
1. Responsibility 44
2. Procedures 44
3. Income 44
4. Expenses 44
a. HOSA, Inc. Board Members 44
b. Executive Council 45
c. Committees 45
d. Headquarters Staff 45

B. Financial Reporting 45
1. Financial Advisor 45
2. Income and Expense Summary with Budget Comparison 45
3. Biannual Audit 46

C. Operational Procedures *46*
1. Handling of Monies *46*
2. Excess Expenses *46*
3. Financial Consultant *46*
4. Special Activities *46*

V. SERVICE TO MEMBERS

A. Emblematic Materials *47*
1. Purpose *47*
2. Purchase *47*
3. Manufacture of Insignia *47*
4. Use of Emblematic Materials by Chapters and Chartered Associations *47*
5. HOSA Supply Service *48*

B. HOSA Travel Service *48*

C. Publications *48*

D. Organizational Insignia *49*
1. Name *49*
2. Emblem *49*
3. Protection of Name and Emblem *49*
4. Authorization for Use of Name and Emblem *49*
5. Specific Uses of the Name and Emblem *49*
6. Creed *50*
7. Mission Statement *50*
8. HOSA Core Values Commitment Statement *51*
9. Marketing Brand *51*

E. Organizational Policies *51*
1. *Non-Discrimination Policy* *51*
2. *Reasonable Accommodation Policy* *51*
3. Reproduction of Photographs *52*

VI. APPENDICES *53*

A. Travel Reimbursement Policies *54*
B. Recommended Change to HOSA Policies and Procedures Manual Form *55*
C. Official HOSA Uniform Policy *56*
D. Advisors Ethics Board *58*
E. Executive Council *59*
F. Executive Council –Chartered Association Match Program *61*
G. Chapters-at-Large *63*
H. HOSA Website Policies *64*
I. HOSA Method For Determining Finalists In Competitive Events Requiring Multiple Sections *66*
J. Standard Deviation Policy *69*
K. A Collection of Successful Fund-Raising Projects *73*

PREFACE

This document is one of several publications that a Health Science or Biomedical Science educator or HOSA Advisor should have in his/her professional library. Other publications which contain organizational information include the HOSA HANDBOOK, HOSA, Inc. Bylaws, HOSA Bylaws, and the ILC Guide. The *Policies and Procedures Manual* provides HOSA, Inc. and HOSA leaders with a better understanding of the organization's operational processes.

Written policies and procedures are essential to the effective and efficient operations of the organization; therefore, the policies are ever-changing.

The HOSA, Inc. Executive 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 or to the Executive Director.

Let me express my appreciation to Joyce Brandt, Ph.D., Past Chair, 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.

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 future health professionals!

I. ORGANIZATIONAL STRUCTURE

A. HOSA, INC.

HOSA, Inc., the legal entity for HOSA, is an incorporated non-profit organization chartered in Delaware receiving 501 (c)(3) tax exempt status by the Internal Revenue Service. The object of HOSA, Inc., shall be to sponsor the student organization, HOSA-Future Health Professionals. (HOSA-Future Health Professionals was formerly the Health Occupations Students of America.) The primary documents for the organization are: HOSA, Inc., Bylaws; HOSA Bylaws; Policies and Procedures Manual; ILC Guide; and HOSA Handbook – Section A, B and C.

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 Education students, the HOSA, Inc. Board of Directors is receptive to a request from local HSE instructors to establish a chartered association. The Board of Directors may designate persons as HOSA, Inc. members when it is reasonable to expect a chartered association may be chartered within a five (5) year period. An active chartered 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 chartered 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 annual meeting of HOSA, Inc. as specified in Article V, Sections 1 and 2, HOSA, Inc. Bylaws will be held in conjunction with the HOSA International Leadership Conference. 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 is 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 9, 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, chartered association and/or international), membership in the Association for Career and Technical Education/HSE 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 February. 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.

h. If no candidate applies for the Board of Directors from a specific region by fourteen (14) days prior to the International Leadership Conference, the position may be filled by a member-at-large for the full-term by making application before or during the annual International Leadership Conference.

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 7, 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 February 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. Be engaged and collaborative ensuring a good working relationship between the Executive Director and Board Chair.

(2) Preside over all meetings of the Board and Executive Committee as well as serve in an ex-officio status on all other committees. It is the Chair's responsibility to set the tone for all members.

(3) Preside over the annual meeting of the HOSA, Inc. Board of Directors in February, the State Advisor Management (SAM) Conference and the HOSA Inc. Corporate meeting held in conjunction with the International HOSA Conference (June).

(4) Serve as special counsel for the Board as the occasion may require.

(5) Represent the association as deemed necessary.

(6) Work with the Executive Director to oversee governance and policy setting with a focus on mission, direction and priorities. Trust, respect and a willingness to rely on each other's strengths are critical, along with a common understanding of the organization's goals and the strategies needed to get there.

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 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 (Headquarters Staff/Director ofFinance) 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 HOSA and shall eliminate particular chartered 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 do not have to seek election while a member of the Executive Committee of the HOSA Inc. Board of Directors, and they 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. And the same would hold true for the

Secretary in his/her final year but is not required to be re-elected to the Board position. If the Secretary is not elected to Chairman-Elect and the term is over, the Board member's term ends. 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 HOSA 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 HOSA-Future Health Professionals and/or direction given by 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 International Leadership Conference, Washington Leadership Academy and HOSA Ideas Meetings.

(9) Coordinate the procurement and processing of applications for 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) HSE Division of ACTE
(5) CharteredAssociations
(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 within 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 Bylaws 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 implications.

(b) Review the POLICIES AND PROCEDURES MANUAL to determine if there is compatibility, conflict or a void.

(c) Review the Plan of Work and make recommendations to the Executive Committee as appropriate.

(2) Develop policies and procedures as appropriate for items #1 and #2 immediately above.

(3) 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 – middle school, 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 Headquarters 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 middle school, 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 executive council member--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 chartered associations.

(3) Monitor membership records to determine how best to promote HOSA to all divisions of the organization (middle school, 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 an internationally designed program to build enthusiasm for membership development efforts at local and chartered association 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 populations 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 Headquarters 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. PEOPLE DEVELOPMENT AND EDUCATIONAL SYMPOSIUM COMMITTEES

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 comprising e-learning courses (HOSA 101, 102, 103, and 104 etc.) and CEU certification.

(2) Help develop postsecondary/collegiate leadership development and recognition.

(3) Develop educational symposium topics as well as interactive workshops in conjunction with the International Leadership Conference.

(4) Help plan the annual State Advisor 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 HOSA Task Force for the Future (Long Range Planning Committee) as appropriate.

(4) Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarters staff within ten [10] days of the official meeting.

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

6. TASK FORCE FOR THE FUTURE COMMITTEE (LONG RANGE PLANNING)

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 HSE-HOSA partners and chairmen of all 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 Headquarters 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 Headquarters staff within ten [10] days of the official meeting.

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

8. 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 Headquarters staff within ten [10] days of the official meeting.

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

9. 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 to 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 HOSA 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 (NCC-CTSO) and as the official representative on the National Consortium for Health Science Education (NCHSE). If the Executive Director is not able to attend a NCC-CTSO meeting or Consortium Board meeting, the Chairman, Chair-elect, or other staff member may be the designated HOSA representative.

2. DEPUTY EXECUTIVE DIRECTOR

The Deputy Executive Director serves as the Chief Administrative Officer of HOSA and leads the Program of Work, manages the headquarter's staff, leads the work of the HOSA Competitive Events Program, and serves as the Advisor of HOSA's Executive Council.

3. DIRECTOR

The Director reports to the Deputy Executive Director and oversees membership and works closely with chartered associations and HOSA 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 (middle, secondary, postsecondary/collegiate, associate and alumni). The Director provides meeting coordination, tabulation responsibilities, website updates, and the planning and coordination of the alumni division.

4. SENIOR DIRECTOR

The Senior Director reports to the Deputy Executive Director and assists with the International Executive Council, meeting management, the eMagazine, and other activities as directed by the Deputy Executive Director.

5 . SPECIAL DIRECTORS

- Director of Partnerships and Sponsorships is responsible for finding and managins partnerships and sponsorships, defining objectives, establishing repeatable and data-driven practices, and overseeing a program that drives meaningful revenue and retention.

- Deputy Director of Partnerships works closely and quickly to establish excellent rapport and working relationships with internal and exernal sakeholders. Helps to manage a pipeline of partners including identifying, prospectine, outreach, assessment, alignment, negotiations, and close as well as exhibitors and workshop presenters.

- The Director of Competitive Events may be appointed to work under the leadership of the Deputy Executive Director. The Director will be used on a consulting basis and must have the ability to plan and organize the organization's competitive events program of work.

- The Director of New State Advisor Development may be appointed to train all new HOSA State Advisors in "The HOSA Way" with skills, knowledge, and passion for HOSA-Future Health-Professionals.

- The Director of Leadership may be appointed to work under the leadership of the Deputy Executive Director. The Director will be used

on a consulting basis and must have the ability to design and deliver competition materials for HOSA members and advisors.

- The Technology may be appointed to work under the leadership of the Deputy Executive Director. The Director will work closely with chartered associations and HOSA to provide the technology vision and technology management of an organization and be responsible for ensuring the smooth and effective running of the IT infrastructure.

- The Director of Finance may be appointed to work under the leadership of the Deputy Executive Director. The Director will work closely with the Executive Director, the Treasurer and the accounting firm to ensure good accounting practices are implemented for the organization.

- Other Directors or Assistant Managers may be appointed to work under the leadership of the Deputy Executive Director as assignments are needed.

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

1. HOSA, Inc. Board members may not serve as a member of the Competitive Events Program.

2. Committee members shall be appointed by the Chairman of the Board of Directors and the Executive Director with the recommendation from Management under consultation from the Director of Competitive Events.

3. Members may serve two consecutive three year terms and may be reappointed after not serving for two consecutive terms.

4. Director – The Director of Competitive Events is a member of HOSA's management team.

5. Lieutenants/Category Chairmen are appointed by the Director of the Competitive Events Program with the approval of the Executive Director, Deputy Executive Director and HOSA, Inc. Board Chair.

6. Charges of the HOSA Competitive Events Program:

   (1) Implement a program of competitive events to recognize individual and group development in the middle, secondary, and postsecondary/ collegiate 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)

Competitive Events Guideline Philosophy: HOSA-Future Health Professionals is not a certification agency but rather HOSA's goal is to engage and motivate its members so they are in a position to make good, informed career choices. It is HOSA's desire to provide a positive learning experience for every student who participates as a member. There is a rule that asks HOSA members to compete in events at the highest level of their training which is written to be consistent with setting high standards and to encourage students to reach their potential.

(5) Monitor all awards and special recognition activities and actions to the benefit of HOSA-Future Health Professionals and its supporters.

(6) Work closely with the HOSA Service Project to encourage involvement of HOSA chapters.

In January, 2022, the HOSA, Inc. Board of Directors moved to make "Be The Match" HOSA's premier sponsor as the HOSA Service Project to mobilze HOSA chapters to find life-saving marrow donors to save lives through transplantation and fundraising campaigns.

Rationale: The mission of HOSA is to empower future health professionals to become leaders in the global health community through education, collaboration, and experience. The extent to which Be The Match has been involved with HOSA is a testament to the commitment of our values. The two-fold value with Be The Match is the call to action with creative fundraising methods and perhaps more importantly, the ability to partake in a meaningful cause while having the opportunity to make a tangible impact on a patient's outcome. The opportunities available for HOSA's membership would potentially continue to grow through a sustained, long-term relationship. Hence, Be The Match is a perfect partnership between the National Marrow Donor Program and HOSA-Future Health Professionals and its local chapters.

- Be The Match connects bone marrow donors to patients while coordinating the treatment they so desperately need. HOSA members are located across the United States and can identify bone marrow donors in the communities served by HOSA state associations.
- Learn about and understand the bone marrow transplant process as part of the classroom curriculum through continued support from an extended partnership with BTM. Life-threatening blood cancers like leukemia and lymphoma are subjects taught in a health science classroom, which are relevant to the future career pathways of our membership.
- Leadership development is a major goal of a HOSA chapter—Be The Match provides HOSA chapters with the opportunity to work

together to save lives through cellular therapy. Students would apply leadership skills beyond the classroom to coordinate fundraising efforts and increase buy-in for a meaningful cause. BTM has a two-fold mission that challenges membership in the areas of creative fundraising and extending opportunities for all individuals to save a life firsthand.

- Learn about the Global transplant network—future health professionals will learn about the more than 470 leading centers worldwide.
- A comprehensive understanding of cellular therapy and addressing donor shortages will be an invaluable experience to the career development of future health professionals.
- Help others appreciate the mission of Be The Match and the impact of giving that will save a life through transplantation.

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

(8) Establish and maintain a test bank for HOSA examinations. The use of the test bank at the chartered association's level is exclusively for the purpose of administering chartered association-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.

In January of 2012, the following Online Testing Policy was approved by the Board of Directors: HOSA's Test Bank has proprietary information owned by HOSA. HOSA holds the exclusive rights to the test bank and, therefore, cannot be used by a vendor charging for its services to HOSA members without making arrangements with HOSA. Any company interested in using the HOSA's Test Bank for online testing purposes shall submit, in advance to the Executive Director, how the tests are being used, how many will take the test and an agreed upon amount to pay a royalty fee for its use.

7. 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 Headquarters staff within ten (10) days.

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

F. HOSA FOUNDATION (inactive)

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 HOSA Foundation is no longer activated. Additional information about the Foundation is available by contacting HOSA Headquarters.

G. CONGRESSIONAL ADVISORY BOARD (inactive)

1. The Congressional Advisory Board (CAB) includes members of the U.S. House of Representatives and Senate from HOSA affiliated chartered associations. Established by the HOSA, Inc. Board of Directors, members provide support, advice and guidance on matters of international 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. HOSA-100 INTERNATIONAL ADVISORY COUNCIL

The primary purpose of the HOSA-100 International Advisory Council and affiliated State Advisory Councils will be to support the mission of HOSA.

The HOSA Inc., Board of Directors approved that a network consisting of representatives of the health community who wish to be involved in an advisory capacity to HOSA-Future Health Professionals at the international and chartered association levels could serve in this capacity.

1. Membership priority should be given to active HOSA-100 members who will serve as critical champions of HOSA-Future Health Professionals. The Advisory Council has no governing function within the organization.

2. The Chairman (or designated representative) and Executive Director will serve on the HOSA-100 National Advisory Council.

3. The HOSA-100 International Advisory Council provides a means for involving people who are willing to give assistance but have limited time; creates a direct link to important professional and technical expertise; energizes advisors as ambassadors for the organization; recognizes individuals for their service; provides final support; allows the organization to publicize their name and participation; and more.

4. There is no term limit; there is an annual contribution/membership fee; limited number of members; government officials in ex-officio position; etc.

II. ORGANIZATION STRUCTURE

A. HOSA-FUTURE HEALTH PROFESSIONALS

The name of the organization sponsored by HOSA, Inc. is HOSA-Future Health Professionals. HOSA-Future Health Professionals is a global student organization that provides a unique program of leadership development, technical skills training and recognition exclusively for middle school, secondary, postsecondary and collegiate students enrolled in health and biomedical sciences or for those students who are interested, planning to pursue or pursuing a career in the health industry.

The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA-Future Health Professionals as being an integral part of the health and biomedical sciences instructional program.

B. CHARTERED ASSOCIATIONS

1. According to the HOSA Bylaws (Article III, Section 1a), HOSA-Future Health Professionals consists of state-level and international associations chartered by HOSA, Inc., which in turn are composed of local chapters.

2. A HOSA chartered association shall be in good standing with HOSA, Inc. when the following conditions are met:

   a. All outstanding invoices have been paid to HOSA, Inc. or shown by postmark or other reliable evidence to have been mailed on or before June 30.
   b. All reports have been submitted to HOSA as requested by the HOSA Board of Directors or the Executive Director.
   c. Provisions of the chartered association HOSA Bylaws are on file with HOSA, Inc. and do not conflict with HOSA, Inc.'s Bylaws and association activities are in harmony with the ideals and purposes of HOSA, Inc.
   d. Karsten financial has appropriate 990 information to ensure HOSA's umbrella plan is up-to-date.

3. HOSA Associations shall be chartered by the HOSA, Inc., Board of Directors and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni, Professional. (Article III, Section 2, HOSA Bylaws)

   a. Interested states should contact the HOSA Headquarters and express their interest in forming a chartered association.

   b. There is no charter fee for affiliating with HOSA.

   c. HOSA-Future Health Professionals will provide the following support to a new chartered association:

      (1) One (1) set of all official HOSA publications.

      (2) Consultation in activating the association and its activities.

(3) On-site visit(s) by executive council member and/or representative of the HOSA, Inc. Board of Directors or a member of the Headquarters staff.

(4) Other assistance, as necessary, to ensure a successful launch.

d. When it is not feasible to establish a chartered association, the HOSA, Inc. Board or Directors may approve an agency or non-profit organization to sponsor the HOSA association in question.

(1) Continuous efforts shall be expended to seek sponsorship of the chartered 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 HOSA, Inc. (Article III, Section 6 of the HOSA Bylaws) on an "at-large" basis.

e. Active status is achieved when a chartered association has a minimum of five (5) active local chapters. In order to have a HOSA chapter, at least five (5) members and a chapter advisor are needed. All must pay affiliation fees.

f. A current association constitution and/or bylaws must be on file at the HOSA Headquarters.

g. There are provisions for revising the association constitution and/or bylaws so that they in no way conflict with the HOSA Bylaws.

h. All members of the chartered association shall be members of local chapters in good standing with the chartered association and HOSA, Inc. This means that HOSA members must be members of both the chartered association and HOSA, Inc.

4. HOSA-Future Health Professionals defines a health or biomedical Sciences program as an in-school program designed to prepare the student to pursue a health career, as recognized by a HOSA chartered association.

5. Members of non-school based health related organizations (i.e., Medical Explorers, AHEC Health Clubs, etc.) and students at schools without health or biomedical science may be offered the opportunity to affiliate with HOSA as middle school, secondary or postsecondary/collegiate chapters and members, as recognized by their HOSA Association.

C. AFFILIATION FEES

Chartered associations in good standing are those who recognize the importance of all health or biomedical science students, students interested in health professions and local advisors being affiliated with the chartered association and HOSA, Inc. Unless a student or advisor is affiliated with the local, chartered association and international 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, chartered association and HOSA, Inc.

2. Affiliation applications at chartered association and international levels must be submitted to 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 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 chartered association and/or international competition.

   Chapters submitting affiliation applications after the due dates will be assessed a late fee of $25 for processing applications. *(The discretion of management whether to implement if needed.)*

   Members are not eligible for HOSA competition if they are not affiliated with the HOSA, Inc. prior to their respective Annual Leadership Conference.

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

   The Executive Committee has the power (if needed) to decide on 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 chartered association and HOSA, Inc. dues for all members submitted.

4. Chartered associations will be encouraged to have chapter affiliation monies (for chartered association and HOSA, Inc. dues) sent directly to HOSA. Where possible, chartered associations should require chapters to affiliate using the HOSA web site on the Internet at www.HOSA.org.

6. Chartered associations must agree to closely monitor their local chapters to ensure all members are affiliated with HOSA and paying in a timely manner.

7. Each HOSA chapter must have one or more local advisors who paid an affiliation fee as an advisor member.

8. All health and biomedical science association staff who work with HOSA shall pay an affiliation fee to an association professional chapter or join through a local chapter.

9. All Board members and competitive events program staff shall be affiliated members in good standing.

10. All HOSA Honorary Life Members shall be affiliated each year at the expense of HOSA, Inc.

11. All Lifetime Members shall be affiliated members in good standing.

12. All delegates in attendance at the HOSA International 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. INTERNATIONAL EXECUTIVE COUNCIL

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 IEC 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 IEC member or chartered association.

c. Handle correspondence in a prompt and professional manner.

d. Wear the official HOSA uniform when representing HOSA.

e. Submit to the 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 ILC.

h. Forward all requests received for services to the International Executive Council Coordinator. The International Executive Council Coordinator and HOSA International President shall schedule all assignments.

i. Notify the International Executive Council Coordinator and HOSA International President immediately of circumstances which prevent carrying out an assignment.

j. Be reimbursed for expenses incurred while performing approved services for the association. The International Executive Council Coordinator and the person making the request shall arrange reimbursement for services for chartered association activities, which shall be paid for by matching funds by the person/association receiving the service and HOSA.

k. Monies expended as a part of the Chartered Association Match Program cannot be used to finance travel expenses for an International Executive Council member within his/her home chartered association.

3. CANDIDATES

Officer candidates must pass the written examination as an eligibility requirement before being interviewed for the international executive council. While interviews are a required and important component of the selection process, participation in an interview **does not** guarantee advancement to candidacy. The written examination will have questions which represent 1/3 parliamentary procedure and 2/3 HOSA related and the passing score will be 75%. 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. Based on the evaluation of the entire application, the Nominating Committee will make final determinations regarding applicant advancement. (Article IV, Section 3, HOSA Bylaws)

International Executive Council candidates shall not be allowed to serve as voting delegates.

If elected, International Executive Council members will have their uniforms provided for them by HOSA Headquarters during their International Executive Council training session following the International 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, the signature of the chartered association advisor and/or designee; 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 International Executive Council.

6. NOMINATING COMMITTEE

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

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

7. TERM OF OFFICE

Student officers, except President, shall be elected by ballot at the annual HOSA International 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, executive council members 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 council 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 executive council members may be relieved from duty is as follows:

a. If a council member 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) council members, one (1) management team member and two (2) members of the Board of Directors. This committee shall determine the removal of the executive council member.

b. Violations of the Code of Conduct will initially be handled by the International Executive Council Coordinator and will be dealt with by a committee consisting of two International Executive Council members, the International Executive Council Coordinator, and the Chairman of the Board of Directors.

c. If the violation is not resolved by the Executive Council, the Executive Committee will review the situation and recommend action to the Executive Council Advisor.

d. If the decision is to remove a council member, the council member 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 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 (or electronic) ballot will be taken to poll the Board members if time is an issue.

10. FINANCES

a. All International Executive Council travel must be approved by the IEC Advisor and HOSA Headquarters based on the travel budget for the year.

b. Chartered Associations requesting a member of the International Executive Council to travel to their chartered association (for a conference or speaking engagement, etc.) will assume responsibility and expenses for 50% of the officers travel, under the Chartered Association Match Program. Chartered Associations with council members are not eligible to participate in the Chartered Association Match Program.

c. IEC members 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 IEC Advisor.

E. HOSA DIVISIONS

(A division will be considered as its own entity when reaching 1,000 members.)

1. SECONDARY DIVISION

The Secondary Division shall be composed of secondary students who are or have been enrolled in a health science, biomedical 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 chartered association'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 International 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 International Leadership Conference.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA International 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. MIDDLE SCHOOL DIVISION

The Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions.

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

4. ALUMNI

As specified in Article III, Section 7 in the HOSA Bylaws, the Alumni Division shall be composed of persons who have been enrolled in Health or Biomedical 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. If a student has become an alumni member upon graduation from high school, he/she is still eligible to become a postsecondary/collegiate member in college.

5. PROFESSIONAL

The professional division shall consist of the HOSA Advisors. Advisor(s) are the person(s) responsible for advising students on health or biomedical science activities that relate to HOSA. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

Others in this category: These shall be health professionals and other adult members of the community who wish to assist and support the HOSA program of activities. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

6. HONORARY MEMBERS

As specified in Article III, Section 9 in the HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of HOSA-Future Health Professionals 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.

7. 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

A. HOSA INTERNATIONAL LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the HOSA International Leadership Conference are to:

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

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

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

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

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

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

2. FINANCES

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

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

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

d. Chartered Associations must pay the full amount owed to HOSA, Inc. within ten (10) days of the closing day of the annual International

Leadership Conference or be assessed a 5% penalty for late payment. Failure to pay the 5% penalty will be referred to the HOSA, Inc. Board of Directors for action.

3. ATTENDANCE ELIGIBILITY

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

b. Each HOSA member attending shall:

(1) Be a member in good standing of HOSA (as defined in the Bylaws).

(2) Have approval of parent or guardian unless the student is of legal age.

(3) Have approval of chapter advisor.

(4) Have approval of school administration.

(5) Have approval of chartered association.

4. REGISTRATION

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

b. Chapters complete the Chapter Conference Registration forms and submit them to the Chartered Association Advisor by the deadline date established by the chartered association. One check for the full amount of the delegation's registration must accompany the registration before it is finalized.

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

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

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

f. 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 10:00 pm on Tuesday of the International Leadership Conference.

6. HOTEL REGISTRATION

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

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

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

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

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

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

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

7. TRANSPORTATION

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

8. CODE OF CONDUCT FORM

Each delegate to the ILC must have a completed and signed "Code of Conduct Form" attached to the preregistration form. Refer to the ILC GUIDE for a copy. Members are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.

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

9. MEDICAL LIABILITY RELEASE FORM

Each delegate to the ILC must have a completed and signed "Medical Liability Release Form" 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 ILC GUIDE for a copy.

10. ADVISORS CODE OF ETHICS

The HOSA, Inc. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation. (Added to Appendix D - Advisors Ethics Board)

11. COMPETITIVE EVENTS

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

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

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

12. AWARDS AND RECOGNITION

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

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

13. OFFICER ELECTIONS

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

a. Candidate Nominating Procedure
b. Nomination Form for Executive Council

c. Travel Policies
d. Statement of Support
e. Candidate Information Resume
f. Candidate Campaign
g. Study Guide for Written Exam
h. Interview Rating Sheet
i. Photograph for Program Book

14. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon the chartered association and HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require official HOSA uniforms. See Appendix 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 ILC. The Headquarters staff prepares the rules and regulations in consultation with legal counsel.

16. INSURANCE

a. Conference insurance shall be provided to all delegates.

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

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

17. VOTING DELEGATES

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

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

29,001 – 31,000	17
31,000 – 33,000	18
33,001 – 35,000	19
35,001 – 37,000	20

18. ADVISOR ORIENTATION

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

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. WASHINGTON LEADERSHIP ACADEMY

1. PURPOSE

The purpose of the Washington Leadership Academy is to provide leadership training for chartered association officers.

2. RESPONSIBILITY

a. It shall be the responsibility of the Executive Council to help plan and execute the program of work.

b. HOSA will help sponsor the conference. The HOSA, Inc. Board of Directors will absorb any financial loss or realize any overage.

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

It is the intent that WLA shall be self-supporting.

C. REGIONAL CONFERENCES

1. PURPOSE

The purpose of Regional Conferences is to provide leadership training for chartered association 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, Chartered Association Advisors/Sponsors and any other council members 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. HOSA may sponsor the regional conference if the chartered associations within that region have no objection. HOSA, Inc. 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 HOSA, income and expenses may be received and dispersed by the HOSA, but expenses may not exceed income.

3. FINANCES

a. Each conference shall be entirely self-supporting with no HOSA staff overhead charged to the conference except for planning trips and the cost of one HOSA staff person to attend.

b. Executive Council expenses shall be paid from the Regional Conference Budget.

c. The host chartered association shall absorb any financial loss or realize any overage.

C. ADDITIONAL PROFESSIONAL ACTIVITY

1. It shall be the policy of HOSA-Future Health Professionals in promoting the HSE-HOSA Partnership to have representatives at Health Science related meetings such as ACTE, National Consortium for Health Science Education and other appropriate affiliate group meetings to carry on a public relations program beneficial to HOSA, Inc. and HOSA.

2. The HOSA, Inc. Board Chairman, the HOSA President and/or Executive Director shall be responsible for and provide appropriate representation.

D. IN-HOUSE SUPPORT FOR CHARTERED ASSOCIATIONS

1. The Headquarters Staff will continue to develop the in-house capacity to support local chapters of a chartered association which does not have adequate state department staff support.

2. Services offered to chartered associations include:
- Direct Affiliation (local chapters affiliate directly)
- Leadership Development Workshops
- Conference Management (conference support)
- ILC Direct Registration (local chapter register directly)
- Professional Development Workshops (local advisors)
- Alumni Development (recruit and track alumni members)

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY

It shall be the responsibility of the Executive Director and the Board Treasurer with 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 February Board meeting.

b. The HOSA, Inc. Board of Directors shall adopt the budget for the next fiscal year at the February 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, Director of Washington Office and other staff members responsible for partners, exhibitors and marketing shall be charged with the responsibility of soliciting additional income sources: i.e., royalties; advertising; sale of HOSA related materials; publications; and, grants.

   a. HOSA Incentive Policy: Authorized contractors (including CERI) or Board approved individuals will receive an incentive payment of 5% to as much as 25% of all cash donations that are solicited on behalf of HOSA, Inc. These cash donations can come from the health industry, associations, foundations, individual donors, corporations, advertisers, exhibitors, and grants. The incentive payment percentage will be based on the expenses to deliver the required services. The Board Chair shall approve payment of these incentive payments.

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

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

4. EXPENSES

a. HOSA, Inc. Board Members

As specified in Article VI, Section 9 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. Executive Council

(1) Travel and per diem of the Executive Council in attending the International HOSA Conference shall be reimbursed in accordance with the current budget approved by the Board of Directors. See Appendix A for a current schedule of authorized reimbursement.

(2) Executive Council expenses incurred while traveling at the request of HOSA, Inc. shall be reimbursed in accordance with the current budget approved by the HOSA, Inc. Board of Directors.

(3) Executive Council expenses incurred while traveling at the request of a chartered association shall be reimbursed by the chartered association 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 a 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 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. BIANNUAL AUDIT

The HOSA, Inc. Board Treasurer and the Executive Director shall arrange for a biannual 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. The accounting firm provides a compilation reporting system; therefore, the Board voted that a biannual system is all that is required. (In 2011, and at the request of the management firm, a third-party accounting firm was retained as an acceptable audit practice to do an annual audit.)

C. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The HOSA Headquarters shall receive and disburse all monies of HOSA, Inc.

In 2011, the Board voted that as a standard operating policy, all outstanding checks that are over one year old will be canceled and written off. Beginning January 2011 as part of the quarterly compilation report, HOSA will contact chartered associations with checks over $500 to verify that the chartered association is still in possession of the check and encourage the authorized representative to cash the check within a 10-day period. In the event that the chartered association does not confirm receipt, the check will be canceled and reissued.

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 HOSA.

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

HOSA has registered its official emblem, brand and options. All designs found on the website, all HOSA publications and on all HOSA products remain the copyrighted property of HOSA, Inc.

Chartered associations, provincial and local HOSA chapters are permitted to use the trademarked official HOSA brand on printed materials, promotional items and displays with the important exception that they may not be utilized on media that is re-sold.

HOSA should not be referred to as Health Occupations Students of America. It is now simply HOSA-Future Health Professionals and no longer serves as an acronym. Because the official HOSA brand may not be recreated, the high-resolution artwork in digital formats can be obtained via HOSA's publications, on HOSA's website or by contacting HOSA-Future Health Professionals.

In 2012, the HOSA, Inc. Board of Directors approved a HOSA Brand Style Guide. The design use guide can be found at: http://hosa.org/sites/default/files/HOSA-Brand-Style-Guide.pdf

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 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 CHARTERED ASSOCIATIONS

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 chartered associations may use the emblem on materials which have public relations value. Chapters and chartered associations 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 chartered associations. The name of the local chapter or chartered 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 sponsored by HOSA, Inc.

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 chartered associations, 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 Headquarters. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisors. Publications include:

1. HOSA HANDBOOK (https://hosa.org/publications/)
   a. Section A -- HOSA - The Organization
   b. Section B -- Competitive Events Program
   c. Section C -- Chapter Management Guide

2. AUDIOVISUALS

3. HOSA, INC. AND HOSA BYLAWS (http://hosa.org/publications)

4. HOSA DIRECTORY (Published on the HOSA website: https://hosa.org/chartered-associations/)

5. HOSA E-MAGAZINE (Published on the HOSA website: (https://hosa.org/hosa-emagazine/)

6. INTEGRATING HOSA INTO THE HSE CLASSROOM

7. POLICIES AND PROCEDURES MANUAL (http://hosa.org/publications)

8. BROCHURES
   a. HOSA Brochure

9. CHARTERED ASSOCIATION ADVISOR HANDBOOK

10. HOSA WEBSITE - www.hosa.org

11. HOSA RESOURCE LIBRARY (http://hosa.org/publications)

12. CROSSWALKS TO CURRICULUM (http://www.hosa.org/CEresources)

13. COMPETITIVE EVENTS REPORT (published annually)

- Section B: Guidelines (http://hosa.org/guidelines)
- General Rules & Regulations (http://hosa.org/GRR)
- Event Resources (http://hosa.org/CEresources)
- Frequently Asked Questions (http://hosa.org/FAQ)

14. PARTNER INFORMATION (https://hosa.org/partners/)

15. Videos (https://hosa.org/video-resources/)

D. ORGANIZATIONAL INSIGNIA

1. NAME

The official name of this organization shall be HOSA--Future Health Professionals.

2. EMBLEM

a. The official HOSA emblem was approved by the HOSA, Inc. Board of Director at the 2016 HOSA, Inc. Board of Directors meeting.

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 chartered associations or others granted written permission by HOSA, Inc. to use the name and emblem.

c. 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

(Approved in January of 2017 by the HOSA, Inc. Board of Directors)

The official creed of the organization is:

I recognize the universal need for quality, compassionate healthcare.

I understand the importance of academic excellence, skills training, and leadership development in my career pathway.

I believe through service to my community and to the world, I will make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.

7. MISSION STATEMENT

(Approved in January of 2017 by the HOSA, Inc. Board of Directors)

The mission of HOSA is “To empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration and experience.”

8. HOSA CORE VALUES COMMITMENT STATEMENT

HOSA’s Core Values – Learn. Lead. Serve. Innovate.

We value **learning**. We are committed to learning and becoming respected, knowledgeable and skilled health professionals. We will respect the experiences and contributions of our teachers, peers and patients and seek to learn from them.

We value **leadership**. We will serve as role models in our academic program, profession and community. We will be ethical, accountable and trustworthy. We will use our influence to empower others to strive for excellence.

We value **service**. We are dedicated to serving others with compassion. We believe that individuals are important and we will treat everyone with respect and care.

We value **innovation**. We are dedicated to enriching the lives of others. We will continuously seek the knowledge and skills to address challenges and improve the health professions.

E. ORGANIZATIONAL POLICIES

1. NON-DISCRIMINATION POLICY

Activities and procedures within HOSA-Future Health Professionals are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations. Therefore, 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 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 competitors speaking a second language, HOSA will make every effort to assist in finding interpreters as needed. Requests for reasonable accommodation must be indicated on the HOSA ILC registration form and submitted to HOSA by the May 15 conference deadline. All accommodations MUST have been made at the SLC or country competition in order for the ILC to duplicate the accommodation.

3. REPRODUCTION OF PHOTOGRAPHS

As a delegate to the International 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 HOSA, Inc. 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. HOSA-Future Health Professionals 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 $50.00 per day for meals or an amount appropriate to the 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. Contact HOSA headquarters for a copy.

APPENDIX B

RECOMMENDED CHANGE TO HOSA POLICIES AND PROCEDURES MANUAL

TO:_____ Chairman, Policy and Nominating Committee

FROM:_____ Title_____ Chartered Association_____

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

Policy as proposed:

Reason for change:

_____ Committee Approval_____
Signature

_____ Board Approval_____
Signature

Updated Manual_____
Reprint Date

APPENDIX C

OFFICIAL HOSA DRESS POLICY

The HOSA, Inc. Board of Directors approved the following dress policy with non gender revisions at the 2019 HOSA, Inc. Board of Directors meeting.

HOSA's dress code policy has different areas of emphasis: general session dress; competitive events dress; and official function dress (workshops, HOSA expo and social activities).

General Session Dress (REQUIRED):

HOSA's Official Uniform Policy
• Tailored navy blazer with emblem affixed over the heart.
• Matching navy slacks or navy knee length skirt
• White, closed - neck, tailored dress shirt suitable for tie or scarf
• Accents: maroon HOSA scarf or maroon or navy long tie
• Closed - toe blue or black (hose optional for women)
• Belt (blue or black)
• Head covers that are required for religious purposes or to honor cultural tradition are allowed.

OR,

• Black or navy-blue suit
• White, closed-neck, tailored dress shirt with tie (maroon or navy long tie)
• White blouse (can be member's choice)
- Accent: maroon HOSA scarf
• Members may choose to wear knee-length skirt or slacks
• Closed-toe blue or black shoes (hose optional for women)
• Belt (blue or black)
• Head covers that are required for religious purposes or to honor cultural tradition are allowed.

Competitive Events Dress:
Delegates must adhere to the policy as specified in the individual competitive event guidelines for the orientation and event in which they are competing.

If the competitive event guidelines identify **business attire** is appropriate, competitors can either wear the official HOSA uniform or any of the following dress is acceptable (color is not specified for clothing or shoes for competition):

- Suit
- Sports Jackets
- Pants
- Jackets

- Shirts
- Skirts
- Dresses
- Shoes (closed-toe; open-toe; heeled sandals are permitted)

Or, Official HOSA Uniform

If the competitive event guidelines identify clinical uniform or attire appropriate to the occupational area for skill events, the following dress is acceptable (scrubs can be of any color/design, with or without a HOSA emblem):

- Scrubs
- Khaki Pants with Polo Top

- Clinical shoes or tennis shoes
- Note: Shorts and flip-flops are not acceptable HOSA clinical attire.

Process for Awarding Competitive Event Dress Bonus Points:

- 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.

- At the ILC, dress bonus points are awarded unless a dress violation is agreed upon by the Event Manager and a member of the HOSA CE staff. The Event Manager must notify the Event Lieutenant or Category Chair. When dress points are not awarded, this must be indicated on the HOSA Event Section Summary form, and signed by a member of the CE Program staff.
- Judges are NOT responsible for the awarding of dress bonus points; this is handled by competitive event personnel.

Competitive Events Dress Tips:

No policy can possibly cover all contingencies, so HOSA members must use a certain amount of judgment in their choice of clothing to wear for HOSA competition. HOSA members who experience uncertainty about acceptable HOSA attire should ask his/her HOSA local or chartered association advisor.

Unacceptable clothing for competition (but not limited to):

- Casual tank, crop or tube tops
- T-shirts
- Sweat pants/shirts
- Tennis shoes
- "Shorts", "capri pants" and other short pants (Dress pants are acceptable.)
- Denim clothing or canvas shoes
- Denim pants in colors other than blue
- Blue jean skirts and dresses
- Beach wear; athletic clothing, swimwear, sheer or mesh clothing and sports clothes
- Revealing clothing i.e., excessive cleavage, back, chest, stomach, undergarments, etc.
- Torn, dirty, or frayed clothing
- Clothing that has obscene or suggestive printing or pictures that may be offensive.
- Flip-flops and Thong sandals: shoes that are flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.

Note about HOSA's Dress Code Policy:

- Head covers that are required for religious purposes or to honor cultural tradition are allowed.
- A competitor should dress appropriately, based on the dress standards outlined for the gender to which they identify.

Official Function Dress (Workshops, HOSA Expo and Social Activities):

Appropriate business attire is required for official functions including the HOSA Expo and workshops in conjunction with the ILC. Social activities dress code will include everything EXCEPT: athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops and clothing with obscene or suggestive printing. Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip.

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; chartered association 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. Chartered Association Advisor (membership over 1,500)

2. Chartered Association Advisor (membership less than 1,500)

3. Local Advisor (Secondary)

4. Local Advisor (Postsecondary/Collegiate)

5. Competitive Events Chairman

6. HOSA, Inc. Board of Directors, Chairman-Elect

7. President-Elect

APPENDIX E

INTERNATIONAL EXECUTIVE COUNCIL

INTERNATIONAL EXECUTIVE COUNCIL MEMBER CANDIDACY CRITERIA

1. Chartered associations **in good standing** may submit only ONE applicant per office but no more than four (4) total applicants; two (2) secondary, two (2) postsecondary/collegiate division applicants.

2. Applicants 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. Applicants 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 IEC Applicant Packet for candidacy consideration.

5. The HOSA Nominating Committee shall administer the IEC written examination at the annual International Leadership Conference. **Applicants must pass the written examination with a score of 75% as a prerequisite to be interviewed.**

6. The HOSA Nominating Committee will interview all eligible applicants and present a final slate of IEC candidates to the Voting Delegate Assembly for election.

INTERNATIONAL EXECUTIVE COUNCIL CODE OF CONDUCT AND POLICIES

The members of the International Executive Council (IEC) 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. IEC Members will project a desirable image of HOSA at all times.

2. IEC Members will have the official HOSA uniform from the HOSA Supply Service supplied to them by HOSA Headquarters during the IEC Training Session.

3. IEC Members will be available for the IEC Training Session immediately following the International Leadership Conference or dates designated by the HOSA, Inc. Board of Directors.

4. When traveling on behalf of HOSA, remember, IEC Members represent HOSA, Inc. IEC Members should dress in official HOSA uniform and conduct themselves accordingly.

5. IEC Members will not consume any alcoholic beverages at any HOSA function.

6. IEC Members will not use or tolerate the use of any narcotic substance while at any HOSA activity.

7. IEC Members attending any HOSA activity will adhere to the curfew assigned for that activity.
8. IEC Members may not smoke while in HOSA uniform or at any HOSA function.

9. IEC Members are expected to adhere to all the guidelines, rules, and expectations as outlined by the HOSA Bylaws, the Polices and Procedures Manual, the HOSA International Executive Council Applicant Statement of Agreement, the HOSA International Executive Council Travel Policy, and all forms in the IEC Handbook, including but not limited to the HOSA-Future Health Professionals International Executive Council Confidentiality Agreement, the IEC Consent and Conduct Form, and the Social Media Contract.

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 International Executive Council members, the International Executive Council Coordinator, and the Chairman of the Board of Directors.

APPENDIX F

INTERNATIONAL EXECUTIVE COUNCIL OFFICER – CHARTERED ASSOCIATION MATCH PROGRAM

The HOSA, Inc., Board of Directors encourages active chartered associations to invite international executive council members to participate in their chartered association meetings. The executive council officers are governed by the following policies and procedures.

1. For chartered associations requesting an IEC officer to visit any chartered association other than their own, 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 IEC officers travel must be approved by the HOSA, Inc. Officer Advisor and the HOSA Office based upon:

    a. The availability of travel monies in the HOSA, Inc. budget.

    b. The significance of the activities in which the IEC officer will be involved.

3. Before assigning an IEC Officer and approving the request, the HOSA Officer Advisor will consult with:

    a. The International President.

    b. The Executive Director (or designee).

    c. The IEC officer selected.

4. The assignment of an IEC Officer to an engagement is based upon a combination of factors:

    a. The officer specifically requested by the chartered association;

    b. The geographic proximity of an IEC officer to the meeting site;

    c. The transportation costs involved;

    d. The availability of the executive council officer;

    e. The number of engagements to which an IEC officer is committed;

    f. The ability of an IEC Officer to achieve the goals of the chartered association and HOSA, Inc.; and

    g. The IEC Officer's performance in prior activities and engagements.

5. The HOSA Officer Advisor will coordinate travel arrangements with:

   a. HOSA Headquarters' staff.

   b. The chartered association.

   c. The IEC Officer.

6. Chartered associations are responsible for:

   a. Contacting the IEC Officer assigned to discuss his/her responsibilities and the expectations of the chartered association in using an executive council officer.

   b. Making arrangements for lodging (executive council officers are normally placed in a complimentary room with a chartered association officer), transportation (from the airport to the site and return) and meals. (Notify the IEC officer or HOSA Officer Advisor of any on-site expenses that must be paid by the IEC officer.)

   c. Reimbursing HOSA for fifty percent (50%) of travel, lodging and meal expenses for which the IEC officer is reimbursed. A copy of the reimbursement request will be mailed to the chartered association along with an invoice for payment.

7. It is requested that the chartered association advisor submit an evaluation of the IEC officer to the HOSA Officer Advisor. This information will be used for training purposes.

APPENDIX G

CHAPTERS-AT-LARGE

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

(1) Continuous efforts shall be expended to seek sponsorship of the chartered 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 HOSA, Inc. (Article III, Section 6 of the HOSA Bylaws) on an "at-large" basis.

(3) Individual chapters within a chartered association may be approved for HOSA participation. Active chartered association is approved when an association has a minimum of five (5) active local chapters.

(4) A chapter constitution and/or bylaws must be on file at HOSA, Inc. headquarters.

(5) There are provisions for revising the chartered association 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 chartered association and HOSA. This means that HOSA members must be members of both the chartered association (when active status is achieved) and HOSA, Inc.

Where no active chartered association is established, chapters-at-large shall affiliate directly with HOSA, Inc. Members affiliated in a chapters-at-large are not eligible to serve as voting delegates to the HOSA International Leadership Conference or seek elected office.

Members in an inactive chartered association may participate in the competitive events program of a neighboring chartered association, if acceptable by the respective chartered association. By doing so, said chapters-at-large may participate in the competitive events program at HOSA's International Leadership Conference if they achieved first, second or third place in competition within their delegation.

Chapters-at-Large who did not participate in a chartered association conference as described in 6a may petition the Competitive Events Committee to allow entry and participation at HOSA's International Leadership Conference.

APPENDIX H

HOSA WEBSITE POLICIES

Purpose: The HOSA website is designed to provide information about HOSA for HOSA members, their parents, schools, healthcare 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 website for the following reasons:
   - The website contains information which may be objectionable to the HOSA membership or HOSA, Inc. Board of Directors.
   - The website would create a conflict of interest with HOSA's existing partners.
   - The content of the website is not consistent with the mission of HOSA.
   - The website is NOT a healthcare website.

3. Chartered Association Affiliates **Affiliates** – HOSA provides chartered association leadership information at www.hosa.org or will link to a chartered association's website, provided the request to establish the link is made by the chartered association advisor. Links to individual chapters should be through the chartered association's website.

4. **Partnership Links** – All HOSA partners and sponsors will be listed on the Partnership Links page.

5. **Career Center for Alumni** – Seek Alumni stories to post on the website.

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 website for sponsors, partners and corporate associates.

12. **Use of Photos** – HOSA International Leadership Conference participants grant permission, through the conference permission form, for HOSA to use pictures taken during the ILC 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 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 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

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, HOSA, Inc. piloted a mathematical method to determine finalists at the International 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.

*STANDARD DEVIATION IS USED IN ALL EVENTS THAT HAVE MULTIPLE SECTIONS (WHETHER THEY ARE IN ROUND 1 OR ROUND 2). Examples of events **but not all** as they change as the guidelines change are:

HEALTH PROFESSIONS EVENTS
Clinical Specialty

EMERGENCY PREPAREDNESS EVENTS
MRC Partnership
Public Health

LEADERSHIP EVENTS
Extemporaneous Speaking
Health Career Photography
Healthy Lifestyle
Job Seeking Skills
Prepared Speaking
Researched Persuasive Writing and Speaking
Interviewing Skills
Speaking Skills

TEAMWORK EVENTS
Community Awareness
Parliamentary Procedure
Creative Problem Solving

Biomedical Debate
Health Education
Health Career Display
Public Service Announcement
Forensic Medicine
Medical Innovation

*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.

TEAMWORK EVENTS

Community Awareness
Parliamentary Procedure
Creative Problem Solving
Biomedical Debate
Health Education
Health Career Display
Public Service Announcement
Forensic Medicine

*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.

HOSA STEPS FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

The process for implementing the HOSA, Inc. Mathematical Method for Multiple section Finalists Identification is explained by first identifying symbols for scores/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 J

STANDARD DEVIATION POLICY

As discussed in the *HOSA HANDBOOK*, HOSA, Inc. 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, HOSA encourages single section grouping to avoid using the standard deviation method.

When multiple sections are a necessity, HOSA, Inc. 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, avoid having less than two (2) judges.

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.

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.

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, HOSA, Inc. piloted a mathematical method to determine finalists at the HOSA International 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.

HEALTH PROFESSIONS EVENTS
Clinical Specialty

EMERGENCY PREPAREDNESS EVENTS
MRC Partnership
Public Health

LEADERSHIP EVENTS
Extemporaneous Speaking
Health Career Photography
Healthy Lifestyle
Job Seeking Skills
Prepared Speaking
Researched Persuasive Writing and Speaking
Interviewing Skills
Speaking Skills

TEAMWORK EVENTS
Community Awareness
Parliamentary Procedure
Creative Problem Solving
Biomedical Debate
Health Education
Health Career Display
Public Service Announcement
Forensic Medicine
Medical Innovation

*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.

HOSA STEPS FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

The process for implementing the HOSA, Inc. 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

Additional ideas can be found at the following link: http://hosa.org/advisor

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