

IHOSA
POLICIES AND PROCEDURES
MANUAL

July, 2021

ILLINOIS HOSA-Future Health Professionals

I. ORGANIZATIONAL STRUCTURE

A. ILLINOIS HOSA-Future Health Professionals

IHOSA, the legal entity for HOSA-Future Health Professionals, is an incorporated non-profit organization chartered in Illinois receiving exempt status by the Internal Revenue Service. The object of IHOSA shall be to sponsor the student organization HOSA-Future Health Professionals. The primary documents for the organization are: IHOSA, Articles of Incorporation; HOSA, Inc., Bylaws; IHOSA Bylaws; Policies and- Procedures; ILC Guide; and, HOSA Handbook.

1. MEMBERSHIP

Qualifications for membership in IHOSA, are specified in Article III, IHOSA, Bylaws

2. TERM OF MEMBERSHIP

The IHOSA member for each active local chapter shall be designated annually.

3. OFFICERS

The officers of the Executive Council are specified in Article IV, Section 1, IHOSA Bylaws.

4. QUORUM

Thirty percent (30%) of the membership shall constitute a quorum.

5. MEETINGS

The annual meeting of IHOSA is specified in Article V, Section 1, IHOSA Bylaws. Special meetings may be called.

6. WRITTEN NOTICE

The Executive Director will issue written notice of date, time and place of any meeting.

7. VOTING

Every IHOSA member having the right to vote shall be entitled to vote. All elections shall be determined by a majority vote of the members.

8. MAIL/ELECTRONIC BALLOTS

For expediency, mail ballots are allowed in Article VIII, IHOSA Bylaws.

B. BOARD OF DIRECTORS

1. PURPOSE

The IHOSA Inc. Board of Directors shall manage all affairs of IHOSA.

2. ELECTED MEMBERSHIP

The qualifications for seeking elected membership on the Board are:

- a. Confirmation by the Executive Director that a candidate's current status is consistent with the Board position being sought.
- b. Commitment to attend the meetings.
- c. Financial support to attend the meetings as specified in contract.
- 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 IHOSA Inc. Board of Directors shall be elected by the approved local chapter advisors determined by majority vote.

- a. The officers of the Directors of the Board shall be Chairperson, Vice-Chairperson and Secretary. They shall serve on the Executive Committee for the IHOSA Inc. Board of Directors. All officers shall be elected members of the IHOSA Inc. Board of Directors and shall be elected annually by a majority vote of the Board of Directors. The responsibility of the officers shall be in keeping with their elected position.
- b. Process of Election: The Nominating Committee for the Board of Directors shall be the Chairperson, Executive Director and one additional board member elected by Board. It will be the responsibility of the nominating committee to secure and prepare an acceptable slate for the election of Board of Directors.
- c. Persons seeking to be elected as a member of the Board of Directors must submit their application to the Executive Director February 1, prior to the spring board meeting.

- d. The application should be completed as requested. Application may be obtained from the IHOSA website, www.illinoishosa.org. The IHOSA Inc. Board of Directors will annually review and update the application for the position of IHOSA Inc. Board of Directors.
- e. The nominating committee will review applications and determine if they are complete and if applicants are eligible. Before the election is to take place; the committee will submit in writing the list of nominees and qualifications to the IHOSA Inc. Board of Directors by the spring board meeting.
- f. The IHOSA Inc. Board of Directors shall be elected by paper/electronic ballot.
 - 1. Ballots will be provided to all eligible advisors two weeks prior to the State Leadership Conference containing candidates for each of the seven regions.
 - 2. If a region should fail to have HOSA chapters or fail to have chapter advisor applications for the IHOSA Inc. Board of Directors position, then vacancies for that region shall be filled by the at large election for the one-year term from the qualified applicants.
 - 3. The three IHOSA Inc. Board of Directors at-large positions shall be elected following the elections of the seven region IHOSA Inc. Board of Directors positions. The applicants for the at-large position will consist of the remaining qualified applicants for the one-year term at the State Leadership Conference.
- g. No persons may be placed on the IHOSA Board Ballot unless they have been properly screened by the Nominating Committee and approved by the IHOSA Inc. Board of Directors as qualified candidates.
- h. Terms shall be July 1 – June 30 to coincide with the fiscal year.

4. EX-OFFICIO MEMBERS

Ex-officio members serve the organization because of their current position or titles.

5. QUORUM

Two-thirds of the voting members of the IHOSA Inc. Board of Directors shall constitute a quorum

6. VACANCIES

- a. When a vacancy is determined, the IHOSA Inc. Board of Directors Chairperson, will notify the Directors and members within thirty (30) days of receipt of a letter of resignation.

7. OFFICER DUTIES

- a. The Chairperson shall:

- (1) Preside over all meetings of the Board and Executive Committee as well as serve in an ex-officio status on all other committees.
- (2) Serve as special counsel for the Board as the occasion may require.
- (3) Represent the association as deemed necessary.
- (4) Sign all contracts and letter of commitment.
- (5) Seek Regular feedback from HSTE-HOSA partners and chairperson of all HOSA Committees.
- (6) Maintain a strategic plan for HOSA.
- (7) Monitor other student organizations.

- b. The Vice-Chairperson shall:

- (1) Be a person who is suitable to assume the position of Chairperson in the Chairperson's absence.
- (2) Perform such duties as the Chairperson may direct.

- c. The Secretary shall:

- (1) Attend all Board and Executive committee meetings of Board of Directors and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
- (2) Perform such other duties as the Chairperson may direct.

- d. The Executive Director shall:
- (1) Serve as financial advisor.
 - (2) Designate responsibility for and oversee financial transactions in accordance with the approved budget.
 - (3) Designate responsibility for an annual 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 IHOSA Inc. Board of Directors meeting.
 - (7) Serve as an ex-officio member of the Board in a non-voting capacity.
 - (8) Sign contracts and letters of commitment.
 - (9) Give notice of all meetings.
 - (10) Perform such other duties as prescribed by the Board of Directors.

8. VOTING

Each voting members of the IHOSA Inc. 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 IHOSA Inc. Board of Directors and replaced if deemed necessary by the IHOSA Inc. 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, as specified in Article IV, Section 5, IHOSA Bylaws. The removal may be appealed by IHOSA Inc. Board of Directors.

11. ELIMINATION OF BIASES AND CONFLICT OF INTEREST

Board members shall cast votes on association matters which are in the best interest of the state association and shall eliminate particular chapter association views, personal biases and conflicts of interest. Board members should not participate in any decision to do business with an individual or entity in which the board member has an interest.

12. CHANGE OF STATUS

Board members are elected by IHOSA to represent a specific category. If a Board member's status changes during the term of office; the Board member will notify the Chairperson of the IHOSA Inc. Board of Directors. The IHOSA Inc. Board of Directors will be asked to determine the status of the Board member with a changed status and by majority vote, can confirm continuation to serve, or ask the board member to resign and, thus, initiate the replacement process.

The current Chairperson and Secretary will continue in office until the end of the first meeting of the next fiscal year.

13. HARASSMENT POLICY STATEMENT

This organization is committed to providing an environment that is free from all forms of discrimination, including sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Any form of harassment should be reported to the Board Chair. If the Board Chair is suspected, it should be reported to the Executive Director.

C. STANDING COMMITTEES

The standing committees function and perform duties as set forth in policies and procedures, or from time to time deemed expedient by the IHOSA Board of Directors. The Chairperson of the Board, with approval of the Board, may appoint Chairperson, Vice Chair and members for the standing committees. The Chairperson of the Board or the IHOSA Inc. Board of Directors may establish ad-hoc committees or task forces.

The IHOSA committee members shall be appointed or reappointed by the Chairperson of the IHOSA Inc. Board of Directors with recommendations from the Chairperson of the specific committee to carry out the committee charge as determined by the Board Chairperson, the Executive Committee or the IHOSA Inc. Board of Directors. Members may serve two consecutive three-year 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 Chairperson a stipulated in the Board approved budget

1. POLICY **AND NOMINATING** COMMITTEE

a. Chairperson

The Chairperson shall be the Chairperson of the IHOSA Inc. Board of Directors

b. The Vice Chair shall serve on the Policy Procedure Committee

c. 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) International HOSA
 - (3) HSTE Division of HOSA
 - (4) Support Groups
 - (5) Local chapters
 - (6) Members and advisors
 - (7) Standing or Ad Hoc Committees
- (3) Recognize other sources for consideration:
 - (a) Situations or 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.

d. Additional Responsibilities

The committee shall:

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

e. Recommendations

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

2. MEMBERSHIP COMMITTEE

a. Chairperson

The Chairperson shall be a member of the IHOSA Inc. Board of Directors. Preference shall be given to a secondary or post-secondary/collegiate chapter advisor.

b. Vice Chairperson

The Vice Chairperson may or may not be a member of the IHOSA Board of Directors. Preference shall be given to a state officer—secondary or post-secondary/collegiate.

c. Committee Charges

The committee shall:

- (1) Consist of at least three (3) active members and conduct business according to ROBERT'S RULES OF ORDER, NEWLY REVISED.
- (2) Monitor membership record to determine how best to promote HOSA to affiliated and unaffiliated chapters.
- (3) Develop and coordinate a strategy to promote HOSA to each unaffiliated or inactive chapter.
- (4) Determine what services are needed for each division of HOSA
- (5) Provide a state designed program to build enthusiasm for membership development efforts at local and state levels.
- (6) Work closely with the Competitive Events Program ensuring that the needs of Special Population are being met.

d. Responsibilities:

The committee shall:

- (1) Analyze all recommendations received from all sources
- (2) Review the IHOSA Long Range Plan and make recommendations as appropriate
- (3) Keep accurate official minutes of all official meetings and submit to the Board Secretary of the IHOSA Inc. Board of Directors

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

(3) **PEOPLE DEVELOPMENT COMMITTEE**

a. Chairperson

The Chairperson may or may not be a member of IHOSA Inc. Board of Directors but must be an IHOSA member. -

b. Vice Chairperson

The Vice Chairperson may or may not be a member of the IHOSA Inc. Board of Directors but must be an IHOSA member.

c. Committee Charges

The committee shall:

- (1) Develop and implement in-service training programs and materials.
- (2) Help plan the Fall Leadership Workshop for students and advisors

d. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the IHOSA Inc. Board of Directors and other support groups.
- (3) Review the IHOSA Long Range Plan and make recommendations as appropriate.
- (4) Keep accurate official minutes of all official meetings and submit to the Board Secretary of the IHOSA Inc. Board of Directors.
- (5) Submit committee endorsed motions to the Board for consideration.

4. **PUBLICATIONS AND MARKETING COMMITTEE**

a. Chairperson

The Chairperson may or may not be a member of IHOSA Inc. Board of Directors but must be an IHOSA member.

b. Vice-Chairperson

The Vice-Chairperson may or may not be a member of the IHOSA Inc. Board of Directors but must be an IHOSA member.

c. Committee Charges

The committee shall:

(1) Monitor all official publications and audio-visual presentations and recommend revisions in HOSA materials as needed.

(2) 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.

(3) Revise and/or prepare promotional brochures for IHOSA.

5. **SCHOLARSHIP COMMITTEE**

a. Chairman

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

b. Vice Chairman

The Vice Chairman may or may not be a member of the IHOSA, 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

6. SYMPOSIUMS COMMITTEE

a. Chairman

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

b. Vice Chairman

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

c. Committee charges

Develop educational symposium topics as well as interactive workshops in conjunction with the State Leadership Conference.

D. AD HOC COMMITTEES

a. Purpose

The IHOSA Board Chairperson shall appoint Ad Hoc Committees when deemed advisable to affect 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 IHOSA Board Chairperson; with the concurrence of the Board, shall appoint a committee membership of at least three (3) active members capable of handling the assignment. The Chairperson shall appoint a committee chairperson to direct the activities of the Ad Hoc Committee.

d. Procedure

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

e. Authority

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

E. IHOSA STAFF

1. EXECUTIVE DIRECTOR

The Executive Director serves as the Chief Operating Officer of the state association. The Executive Director shall serve as liaison to the IHOSA Executive Council on behalf of the IHOSA Inc. Board of Directors. The Executive Director and/or designee shall also serve as an ex-officio member to all Board appointed committees.

In addition, the Executive Director or designee serves as a member of the Illinois Coordinating Council for Career and Technical Student Organizations.

2. CONFERENCE MANAGER(S)

The Conference Manager(s) serves as the official spokesperson in matters related to the conference and competitive events program. The Conference Manager(s) will monitor competitive events, online testing and tabulation of events. The Conference Manager(s) shall make recommendations for the betterment of the State Leadership Conference.

3. OFFICER CONSULTANT

The Officer Consultant will act as consultant for the Executive Council. Activities include conducting the Fall Leadership Conference with assistance from the Executive Council, assist officers in planning and developing the State Leadership Conference program and assist officers in the implementation of the State Leadership Conference program.

4. SOCIAL MEDIA COORDINATOR

The Social Media Coordinator will monitor/coordinate Illinois HOSA social media accounts (Instagram, Twitter, Facebook, website, etc). The Social Media Coordinator will post content and updates, coordinating with Publications and Marketing Committee. The Social Media Coordinator will encourage audience engagement and increase followers.

F. COMPETITIVE EVENT PROGRAM

The State Competitive events program will operate under the IHOSA Inc. Board of Directors with terms as follows:

1. Board members serving on the Competitive Events Program may accept and will fulfill their other committee assignments.
2. Conference staff shall be appointed by the conference manager with the IHOSA Inc. Board of Directors approval.
3. Conference Manager(s)
 - (a) The Conference Manager(s) may or may not be a member of IHOSA Inc. Board of Directors.
 - (b) Duties and Responsibilities of Conference Manager(s).
 - (1) Implement a program of competitive events to recognize individual and group development in the secondary, post-secondary/collegiate, and middle school divisions and for members of special populations.
 - (2) Provide the management and oversee the facilitation of the following:
 - a. Competitive Event guidelines
 - b. Conference Competitive Events Program (on-site management)

- (3) Monitor all awards and special recognition activities and actions to the benefit of IHOSA and its supporters.
- (4) Work closely with the National Service Project to encourage involvement of IHOSA chapters.
- (5) Seek new avenues of recognition that will contribute in a positive manner to the growth of IHOSA.
- (6) Secure competitive events materials for state events. The use of the test materials at the state level is exclusively for the purpose of administering state and state-sanctioned HOSA Competitive Events, and is not for distribution or use at the local chapter level, in order to maintain the integrity and confidentiality of the competitive event items.
- (7) Analyze all recommendations received from all sources.
- (8) Submit recommendations to the IHOSA Inc. Board of Directors.
- (9) Keep accurate records of all official business and submit report to IHOSA Inc. Board of Directors.
- (10) Submit recommendations to the Executive Council.
- (11) Other duties as deemed necessary.

G. HOSA FOUNDATION

The Illinois Health Occupations Students of America Foundation, Incorporated, is organized for the overall purpose of furthering education in general and health occupations education in particular and development of HOSA members with emphasis in all segments of the health delivery system in America and at the state and local levels.

II. ORGANIZATION STRUCTURE

A. HOSA Future Health Professionals

The name of the organization sponsored by IHOSA is HOSA Future Health Professionals. HOSA Future Health Professionals is a national organization of, by, and for students who are or were enrolled in secondary, post-secondary and collegiate, **and middle school** health science technology classes.

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 science instructional program.

B. STATE ASSOCIATION

1. According to the IHOSA Bylaws (Article III, Section 1a), IHOSA consists of state association chartered by HOSA, Inc., which in turn are composed of local chapters of the state association.
2. HOSA State Association shall be chartered by the HOSA, Inc., may be composed of the following divisions: Secondary, Post- secondary/ Collegiate, **Middle School**, Associate, Alumni and Professional. (Article III, Section 2, IHOSA Bylaws)
 - a. Interested chapters should contact the IHOSA Executive Director and express their interest in forming a local association.
 - b. There is no state charter fee for affiliating with HOSA.
 - c. Illinois HOSA will provide the following support to a new local chapter:
 - (1) One (1) set of all official IHOSA publications.
 - (2) Consultation in activating the local chapter and its activities.
 - (3) On-site visits by a state officer and/or representative of IHOSA Inc. Board of Directors as requested.
 - (4) Other assistance as necessary to ensure a successful start.

- d. Active status is achieved when a local chapter has a minimum of five (5) active local members.
- e. A current local constitution and/or bylaws must be on file with the Executive Director by December 1.
- f. There are provisions for revising the local bylaws so that they in no way conflict with the HOSA Bylaws and IHOSA Bylaws.
- g. All members of the state association shall be members of local chapters in good standing with the state and international organizations. This means that HOSA members must be members of both the state and international organizations.

C. AFFILIATION FEES

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

- 1. Local chapter affiliation to IHOSA shall be determined according to Article III, Section 9. Annual affiliation fees shall be as established by the local, state and international organizations.
- 2. Annual affiliation fees shall be recommended and approved by the IHOSA Inc. Board of Directors and the Executive Council.

D. STATE OFFICERS – EXECUTIVE COUNCIL

1. ELECTED OFFICERS

The elected officers are specified in the IHOSA Bylaws in Article IV, Section 1.

2. DUTIES

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

- a. Provide guidance, leadership, and inspiration and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer or chapter.
- c. Handle correspondence in a prompt and professional manner.

- d. Wear the official HOSA uniform when representing IHOSA. May wear professional
- e. Submit to the IHOSA Inc. Board of Directors a report listing the activities the state officers participated in at each meeting.
- f. Carry out their responsibilities but shall not let them interfere with continuing of their education.

3. CANDIDATES

Officer candidates must meet the requirement listed in Article IV, Section 3 as an eligibility requirement before being interviewed for state office.

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

Eligible candidates may be submitted by chapters that have affiliated for at least 2 years and

4. DOCUMENTATION OF CANDIDACY

- a. A nomination form with a record of HOSA offices held.
- b. A verified statement of **health science academic history** for the current school year.
- c. A statement of support with the signature of the school principal, vocational director or dean, the signature of the local chapter advisor and the signature of parent or guardian if the candidate is a secondary member. (Article V, Section 4-C, IHOSA 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.

6. HOSA NOMINATING COMMITTEE

A nominating committee composed of the two area vice-presidents and three members of the IHOSA Inc. Board of Directors, shall be appointed by the Board of Directors and approved by the Executive Council.

- 1. This nominating committee shall appoint an Interview Panel to interview qualified candidates.
 - a. A recommended Interview Panel shall be comprised of members of the nominating Committee from non-candidate chapters; two (2) secondary students from non-candidate chapters; two (2) post-secondary/collegiate students from

is Interview Panel shall interview qualified candidates and shall recommend a slate of candidates to the nominating committee:

2. The nominating committee shall serve to test, interview, and nominate candidates for the elected offices to be filled.
3. This committee shall submit the final ballot of candidates with no more than five (5) candidates for each office.

7. TERM OF OFFICE

Student officers shall be elected by ballot at the annual HOSA State Leadership Conference to serve 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: (Article IV, Section 7, IHOSA Bylaws)

8. VACANCIES

In the event of a vacancy in an office the following procedure will be followed:

1. In the event of a vacancy in the office of President; the Vice-President shall assume this office.
2. All other vacancies in State Offices shall be filled by appointment by the Executive Council from the list of qualified nominees for that term of office. When no previous candidate for that office is available, the Executive Council shall select an individual who meets the qualifications for that office.
3. All vacancies are to be filled promptly.

9. REMOVAL

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

- a. If a state officer should miss two (2) meetings, that officer's infraction(s) shall go before the Rules/Arbitration Committee. This committee shall determine the disposition of the state officer.
- b. Violations of the Code of Conduct will initially be handled by the Rules and Arbitration Committees.
- c. If the decision is to remove the state officer, the state officer may appeal the decision in writing to the IHOSA Inc. Board of Directors within ten (10) business days. A majority vote of the IHOSA Inc. Board of Directors is required to overturn the decision.

E. HOSA DIVISIONS

1. SECONDARY DIVISION

The Secondary Division shall be composed of secondary students who are or have been enrolled in a vocational Health Occupations Education program or an organized pre-vocational Health Occupations Education program as specified in Article III, Section 3 in the IHOSA Bylaws.

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 occupations education program; b) has not received a high-school diploma (or its equivalent) prior to the state's annual conference; or c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA International Leadership Conference.

2. POST-SECONDARY/COLLEGIATE DIVISION

The Post-secondary/Collegiate Division shall be composed of students enrolled in Health Occupations Education programs at the post-secondary/collegiate-level as specified in Article III, Section 4 in the IHOSA Bylaws.

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

A post-secondary 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 Occupations Education 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 IHOSA Leadership Conference. When students satisfy one or more of the criteria of being post-secondary/collegiate students, they are to be classified as members of the post-secondary/collegiate division of IHOSA

The official definition for the 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

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 state's annual conference

4. ALUMNI

As specified in Article III; Section 6 in the IHOSA Bylaws, the Alumni Division shall be composed of persons who have been enrolled in Health Occupations course and have graduated or have received their GED or equivalent. This membership is free.

5. PROFESSIONAL

- a. **Advisor** - The person(s) responsible for advising students on health science activities that relate to HOSA. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.
- b. **Professional** - (Other than HOSA Chapter Advisor) - 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 8 in the IHOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of Health Occupations Students of America and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the IHOSA Inc. Board of Directors of IHOSA. 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

III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

A. HOSA STATE LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of HOSA State Leadership Conference (SLC) are to:

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

2. FINANCES

- a. The HOSA State Leadership Conference should be a self-supporting conference. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of this member service.
- b. An SLC registration fee shall be established by the IHOSA Board of Directors and shall be based upon the proposed budget submitted by the Executive Director for approval by the IHOSA Board.

- c. Registration fees for the SLC shall be received by the Executive Director by February 1.

3. ATTENDANCE ELIGIBILITY

- a. All HOSA members in good standing are eligible to attend the SLC.
- b. Each HOSA member attending shall:
 - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
 - (2) Have approval of parent or guardian unless the student is of legal age.
 - (3) Have approval of chapter advisor.
 - (4) Have approval of school administration.
 - (5) Have approval of state association.

4. REGISTRATION

- a. The local chapter advisor and/or-designee is responsible for registering the local chapter delegation. The deadline for delegate registration is February 1.
- b. Chapters complete the Chapter Conference Registration forms and submit them to the Conference Manager by the deadline date established by the IHOSA Inc. Board of Directors; Monies for the delegation's registration must accompany the registration before it is finalized.
- c. All registration fees must be received no later than February 1 to avoid jeopardizing participation in the HOSA State Leadership Conference.
- 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. Nonmembers (guests) are required to pay a registration fee as approved by the IHOSA Inc. Board of Directors.
- f. 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 expense.

- g. Anyone staying at any HOSA conference hotel in the HOSA conference room block **MUST BE A REGISTERED DELEGATE**

5. REFUND POLICY

No refunds after the deadline.

6. HOTEL REGISTRATION

- a. Delegates to the IHOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek state office. ¹
- b. The local chapter advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- c. All registrations must be in writing to the conference manager. If chapters are assigned to another hotel, the conference hotel will transfer all reservations for the chapter(s). Local chapter advisors should not finalize hotel checks until hotel assignments are finalized.
- d. Upon arrival at the hotel only the local chapter advisor should approach the hotel reservation desk to register his/her local chapter delegation.

7. TRANSPORTATION

For arrival and departure purposes, each delegation is responsible for its own transportation to and from hotels. The local chapter accepts all liability for travel to, during and from state meetings.

8. CODE OF CONDUCT FORM

Each delegate to the IHOSA State Leadership Conference must have a completed and signed "Code of Conduct Form" attached to the pre-registration form. (See Appendix)

9. **MEDICAL LIABILITY RELEASE FORM**

Each delegate to the HOSA State Leadership Conference must have a completed and signed "Medical Liability Release Form" attached to the pre-registration 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. (See Appendix)
10. **ADVISORS CODE OF ETHICS**

The IHOSA Inc. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation. (Appendix F)
11. **COMPETITIVE EVENTS**

The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Refer to the HANDBOOK for the following information.

 - a. Event Preparation
 - b. Basic Event Regulations
 - c. General Rules and Regulations
 - d. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
 - e. Competitive Events Inquiry Procedure
 - f. Competitive Events Inquiry Form
12. **AWARDS AND RECOGNITION**

The Executive Council or a designated committee shall arrange awards for member and chapter contest winners with the approval of the IHOSA Inc. Board of Directors.
13. **OFFICER ELECTIONS**
 - a. The guideline/requirements for running for office are provided in the IHOSA Bylaws.
 - b. Schedule for Officer elections to be determined by Conference Manager and approved by IHOSA Inc. Board of Directors and Executive Council.
14. **DRESS CODE**

Conference delegate attire should be proper and appropriate since it reflects directly upon the state association and International 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 monitored by the conference manager or designee.

16. INSURANCE

- a. Conference insurance shall be provided for all delegates.
- b. Each local 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 State Leadership Conference are apportioned for each division (Secondary and Post-Secondary/Collegiate) based on the current years membership by division as specified in IHOSA Bylaws, Article V, Sec. 2.

B. ADDITIONAL PROFESSIONAL ACTIVITY

1. It shall be the policy of HOSA in promoting the HSTE-HOSA Partnership to have representatives at Health Science Technology Education related meetings such as ACTE and appropriate affiliate group meetings to carry on a public relations program beneficial to IHOSA and HOSA.
2. The IHOSA Board Chairperson, the local HOSA chapters, the State HOSA President and/or Executive-Secretary or designee shall be responsible for and provide appropriate representation as necessary.

IV. FINANCIAL

A. FINANCIAL REPORTING

1. Financial Advisor

The IHOSA Executive Director shall serve as financial advisor to the IHOSA organization. The IHOSA Inc. Board of Directors 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 IHOSA Inc. Board of Directors.

2. Income and Expense Summary with Budget Comparison

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

3. Annual Review

The IHOSA Executive Director shall arrange for an annual financial review by an independent accountant who will review all accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service.

B. OPERATIONAL PROCEDURES

1. Handling of Monies

The IHOSA Executive Director shall receive and disburse all monies of the state association. The IHOS Board Chair shall serve as Internal Quality Control. Monthly expense reports shall be submitted to the IHOSA Board Chair.

2. Excess Expenses

- a. The IHOSA Executive Director may approve and pay expenditures not to exceed (\$1000) one thousand dollars or ten percent (10%) of the budget amount within any category whichever is greater.
- b. When Category budget amounts exceed the 10% or \$1000 limitations, the IHOSA Inc. Board of Directors shall approve a transfer of funds from another category. This recommendation shall be made by the Executive Director to the Board of Directors as part of the financial report.

3. Special Activities

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

4. Fraud Policy

- a. The IHOSA Inc. Board of Directors is responsible for the detection and prevention of fraud, misappropriations and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact.
- b. Any irregularity that is detected or suspected must be reported immediately to the Board Chair. All information will be kept confidential. If the Board Chair is suspected, the irregularity should be reported to the Executive Director.

V. SERVICE TO MEMBERS

A. EMBLEMATIC MATERIALS

1. MANUFACTURE OF INSIGNIA

Manufacturing the insignia, name or motto of the HOSA Future Health Professionals shall be made by the International Headquarters. Any company interested in making arrangement for the manufacture of articles using the insignia, name or motto of IHOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.

2. USE OF EMBLEMATIC MATERIALS BY CHAPTERS AND STATES

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

3. HOSA SUPPLY SERVICE

- a. Awards Unlimited is currently approved as the official supplier of HOSA emblematic materials. The IHOSA Board approves the supplier and evaluates the service of the supplier on a yearly basis.

B. PUBLICATIONS

A variety of resources are available through the International Headquarters. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisors. Resources can be found:

1. HOSA WEBSITE: www.hosa.org
2. ILLINOIS HOSA WEBSITE: www.illinoishosa.org
3. RESOURCES: <http://www.hosa.org/node/44>
4. PUBLICATIONS: <http://www.hosa.org/node/45>
5. CAREER INFORMATION: <http://www.hosa.org/node/46>

C. ORGANIZATIONAL INSIGNIA

1. NAME

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

2. EMBLEM

- a. The emblem was adopted by the delegate assembly during the First National HOSA Leadership Conference held in Oklahoma City, Oklahoma-in- April; 1978. The design was submitted by the Tennessee State Association of HOSA.
- b. The circle represents the continuity of health-care; the triangle represents the three aspects of humankind: well-being-social, physical and mental; and the hands signify the caring of each HOSA member.

3. PROTECTION OF NAME AND EMBLEM

Federal law, grounded in Article I, Section 8, Clause 8 of the U.S. Constitution, provides protection for all U.S. citizens who register products of their intellect whether it be a patent on an invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of the Health Occupations Students of America - 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 name and emblem may be used only by members in good standing of active state associations or others granted written permission by IHOSA to use the name and emblem.
- b. The use of the HOSA name and emblem without meeting the above criteria is in direct violation of the law.

5. SPECIFIC USES OF THE NAME AND EMBLEM

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

Official meaning of colors:
Navy- Loyalty to the healthcare profession
Medical White - Purity of purpose
Maroon- Compassion of HOSA members
- b. The HOSA name and emblem may be used on stationery, jewelry, clothing or other emblematic items by persons meeting the criteria under "AUTHORIZATION FOR USE OF NAME AND EMBLEM."

6. CREED

(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

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

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.

D. 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. Requests for reasonable accommodation must be indicated on the IHOSA SLC registration form and submitted to IHOSA by the February 1 conference deadline.

3. REPRODUCTION OF PHOTOGRAPHS

As a delegate to the State 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 IHOSA, Inc. unless it is made known by the delegate during registration. A release statement will be part of the IHOSA Code of Conduct.

IHOSA
POLICIES AND PROCEDURES
MANUAL
APPENDICES

APPENDIX A
RECOMMENDED CHANGE TO
IHOSA POLICIES AND PROCEDURES MANUAL

TO _____ Chairperson, Credential/Tellers Committee

FROM: _____ Title _____ Chapter _____

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

Policy as proposed:

Reason for change:

Signature

Signature

Committee Approval _____

Board Approval _____

Updated Approval _____

APPENDIX B

OFFICIAL HOSA UNIFORM POLICY

The HOSA, Inc. Board of Directors approved the following dress policy with nongender 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
- Clinical shoes or tennis shoes
- Khaki Pants with Polo Top
- 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 state advisor.

Unacceptable clothing for competition (but not limited to):

- Casual tank, crop or tube tops
- T-shirts
- Denim clothing or canvas shoes
- Denim pants in colors other than blue
- Torn, dirty, or frayed clothing
- Clothing that has obscene or suggestive printing or pictures that may be offensive.
- Sweat pants/shirts
- Beach wear; athletic clothing, swimwear, sheer or mesh clothing and sports clothes
- Blue jean skirts and dresses
- “Shorts”, “capri pants” and other short pants (Dress pants are acceptable.)
- Tennis shoes
- Revealing clothing, i.e. excessive cleavage, back, chest, stomach, under garments, etc.
- 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 C

ADVISORS ETHICS BOARD

1. Shall, with the approval of the IHOSA Inc. Board of Directors, 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; local delegation behavior; inappropriate behavior; etc.) .
3. Shall make appropriate recommendations to the IHOSA Inc. Board of Directors in a timely manner.
4. A written appeal must be submitted by the advisor to the IHOSA Inc. Board of Directors. The IHOSA Inc. 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 IHOSA Inc. Board of Directors is final.

Committee composition:

1. Local Advisor (membership 15 and over)
2. Local Advisor (membership less than 16)
3. Local Advisor (Post-secondary/collegiate)
4. Conference Manager
5. IHOSA, Board of Directors' Chairperson
6. Ex Officio: State Advisor and Executive Director

APPENDIX D

Executive Council Code of Conduct

1. When traveling on behalf of HOSA, remember, state officers represent the Executive Council and IHOSA. State officers should dress in official HOSA uniform and conduct themselves accordingly.
2. State officers will not consume any alcoholic beverages at any HOSA function.
3. State officers will not indulge in any narcotic substance while at any HOSA activity.
4. State officers attending any HOSA activity will adhere to the curfew assigned for that activity.
5. State officers will no smoke while in HOSA uniform, and will use discretion when smoking while out of uniform.

The Code of Conduct will be strictly enforced. Any infringements of these rules will be cause for resignation and will be dealt with by a committee consisting of two Executive Council members and the Chairperson of the IHOSA Inc. Board of Directors.

APPENDIX E HOSA WEBSITE POLICIES

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

1. Links to IHOSA - IHOSA will grant permission for educational and healthcare sites to link to the IHOSA website, provided the educational or healthcare site is reputable and consistent with HOSA's mission. Written permission from IHOSA, Inc. must be obtained in order for another web site to use HOSA's emblem. Permission to use HOSA's emblem will only be granted to Associate Partners and Corporate Sponsors.

2. Right of Refusal – HOSA reserves the right to decline to link to a web site for the following reasons:

- The web site contains information which may be objectionable to the HOSA membership or HOSA, Inc. Board of Directors.
- The web site would create a conflict of interest with HOSA's existing partners. § The content of the web site is not consistent with the mission of HOSA.
- The web site is NOT a health care web site.

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

4. IHOSA Home Page – IHOSA reserves the right to add corporate logos with links to a corporate description page and website for sponsors, partners and corporate associates.

5. Use of Photos – IHOSA State Leadership Conference participants grant permission, through the conference permission form, for IHOSA to use pictures taken during the SLC on the IHOSA web site. IHOSA 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.

6. 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.

7. Disclaimer - IHOSA 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.illinoishosa.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, IHOSA disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. IHOSA 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. IHOSA 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 IHOSA) assumes the entire cost of all necessary maintenance, repair, or correction.

APPENDIX F

Illinois HOSA Conduct Code

A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions)
3. You 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.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew means being in your own room by the designated hour.)
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Members/participants attending the State Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. Smoking is only allowed in designated areas. Show respect to roommates.
9. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual student and/or parents.
11. Members are to abide by the NLC Attire Policy at all business sessions, general sessions, competitive events and other Conference activities.

GENERAL SESSION PROTOCOL: The general sessions should be enthusiastic but delegates 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. Chapters that do not adhere to general session protocol will be asked to send a representative to a special meeting of the State Executive Council.

REPRODUCTION OF PHOTOGRAPHS: As a delegate to the State 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 Illinois HOSA.

Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that **all** delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the Illinois HOSA Leadership Conference. This form should be returned to the HOSA Chapter Advisor who will forward all forms to the State Advisor by February 1.

PLEASE TYPE OR PRINT ALL INFORMATION

Delegate Name: _____ Parent/Guardian Name _____

Home Address _____

Parent/Guardian Telephone: Home: _____ Work: _____

Student's Physician: _____ Phone: _____

Physician's Address: _____

Alternate Contact: _____

Telephone Number: Home: _____ Work: _____

Local Advisor: _____ School Name: _____

Student is covered by group or medical insurance: Yes No If yes, complete the following information: Name of

insured: _____ Insurance Company: _____ Group

#: _____ Policy #: _____ Please

completely describe any medical condition which may recur or be a factor in medical treatment:

a.Allergies: _____ e. Physical Handicap: _____

b.Convulsions: _____ f. Medicine Reactions: _____

c.Blackouts: _____ g. Disease of any kind: _____

d.Heart/lung problems: _____ h. Other (Be specific): _____ If

currently taking medication, please provide the following information:

Name of medication: _____ Prescribing Physician/Phone Number: _____

LIABILITY RELEASE. I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the Illinois HOSA Board of Directors, the State Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

_____ **I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.**

_____ **I do not give permission for medical treatment until I have been contacted.**

_____ **I have read the Code of Conduct for HOSA conferences and agree to abide by these rules.**

Parent/Guardian's Signature: _____ Date: _____

(Applicable for delegates under the age of 18 and must be Signed by the parent or legal guardian.)

Delegate's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____



APPENDIX G

State Staff Application

Name: _____ SS#: _____

Home Address: _____
Street City State Zip

Employer: _____

Employer's Address: _____
Street City State Zip

Home Telephone: _____ Work Telephone: _____

Email address: _____ Fax Number: _____

Position Applying For: (Check all that apply)

- Board of Directors Conference Manager Pilot Social Media Coordinator
- Executive Director Officer Consultant

Statement of Qualification:

A. Leadership Experience

B. Work Experience

C. Technology-related skills

D. Involvement with student organizations. Be specific as to affiliations and duties.

Return by: February 15th

Return Board of Directors, Conference Manager, Officer Consultant applications to the Executive Director

Return Executive Director Applications to the Board Chair

APPENDIX H

Contract for Professional Services
Board of Directors

Organization: Illinois Association HOSA
1201 W. New York St.
Aurora, IL 60506

Contractor: _____ SS#: _____

Date of Contract: _____

Contract Duration: To begin on July 1, _____ and to end on June 30, _____, except that this contract can be cancelled by either party giving thirty (30) days notice.

Services to Be Provided: *Serve as member of the Illinois HOSA Board of Directors
 *Attend Illinois HOSA Board of Director Meetings
 *Provide general supervision of the affairs of Illinois HOSA
 *Make recommendations for the betterment of Illinois HOSA
 *Assist with State and International Leadership Conferences as necessary
 *Promote HOSA to local chapters.

Contract Amount: Amount determined by contract proposal

Travel: Not reimbursed

Office Expense: To be reimbursed at cost with receipts to accompany request for payment

Assurances: The Contractor is in compliance with existing Federal and State statutes and regulations concerning discrimination on the basis of race, sex, disability, and ethnic background.

Date: _____
 _____ Executive Director

Date: _____
 _____ Contractor

Contract for Professional Services
Executive Director

Organization: Illinois Association HOSA
1201 W. New York St.
Aurora, IL 60506

Contractor: _____ SS#: _____

Date of Contract: _____

Contract Duration: To begin on July 1, _____ and to end on June 30, _____, except that this contract can be cancelled by either party giving thirty (30) days notice.

Services to Be Provided: *To act as Executive Director and Business Manager of Illinois HOSA
 *Shall submit all accounts to be audited by a Certified Public Accountant
 *To serve as ex-officio member on the Illinois HOSA Board of Directors
 *Conduct work of the State Program
 *Assist with State and International Leadership Conferences as necessary
 *Work closely with the International HOSA staff
 *Prepare, sign, and submit the Funding Agreement to ISBE

Contract Amount: Amount determined by contract proposal

Travel: Not reimbursed

Office Expense: To be reimbursed at cost with receipts to accompany request for payment

Assurances: The Contractor is in compliance with existing Federal and State statutes and regulations concerning discrimination on the basis of race, sex, disability, and ethnic background.

Date: _____
 _____ Executive Director/Board Chair

Date: _____
 _____ Contractor

Contract for Professional Services
Officer Consultant

Organization: Illinois Association HOSA
1201 W. New York St.
Aurora, IL 60506

Contractor: _____ SS#: _____

Date of Contract: _____

Contract Duration: To begin on July 1, _____ and to end on June 30, _____, except that this contract can be cancelled by either party giving thirty (30) days notice.

Services to Be Provided:

- *Act as Consultant for the Executive Council
- *Conduct Fall State Officer Workshop
- *Assist officers in conducting Fall Leadership Workshop
- *Plan and develop officer scripts for the State Conference
- *Give guidance to officers in developing opening awards, and closing sessions
- *Assist officers in newly elected officer installation
- *To set up awards on stage for awards ceremony

Contract Amount: \$600.00 plus hotel accommodations while at State Conference

Travel: Not reimbursed

Office Expense: To be reimbursed at cost with receipts to accompany request for payment

Assurances: The Contractor is in compliance with existing Federal and State statutes and regulations concerning discrimination on the basis of race, sex, disability, and ethnic background.

Date: _____
Executive Director

Date: _____
Contractor

Contract for Professional Services
Conference Manager

Organization: Illinois Association HOSA
1201 W. New York St.
Aurora, IL 60506

Contractor: _____ SS#: _____

Date of Contract: _____

Contract Duration: To begin on July 1, _____ and to end on June 30, _____, except that this contract can be cancelled by either party giving thirty (30) days notice.

Services to Be Provided:

- *Act as the Manager of the State Leadership Conference
- *Serve as the official spokesperson in matters related to the conference and the competitive events program
- *Monitor the work of the event chairpersons
- *Utilize the Conference Management System for data entry and results
- *Correspond closely with all local chapters, the Executive Director, and the State Advisor to promote the Illinois HOSA State Leadership Conference
- *Make recommendations for the betterment of Illinois HOSA SLC
- *Monitor State Leadership Conference on-line testing

Contract Amount: Amount determined by contract proposal

Travel: Not reimbursed

Office Expense: To be reimbursed at cost with receipts to accompany request for payment

Assurances: The Contractor is in compliance with existing Federal and State statutes and regulations concerning discrimination on the basis of race, sex, disability, and ethnic background.

Date: _____
Executive Director

Date: _____
Contractor:

Contract for Professional Services
Social Media Coordinator

Organization: Illinois Association HOSA
1201 W. New York St.
Aurora, IL 60506

Contractor: _____ SS#: _____

Date of Contract: _____

Contract Duration: To begin on July 1, _____ and to end on June 30, _____, except that this contract can be cancelled by either party giving thirty (30) days notice.

Services to Be Provided: *Monitor/Coordinate Social Media Accounts
 *Instagram
 *Twitter
 *Facebook
 *Post content weekly
 *Post updates as needed
 *Encourage audience engagement/increase followers
 *Coordinate with Planning and Marketing

Contract Amount: Amount to be determined

Travel: Not reimbursed

Office Expense: To be reimbursed at cost with receipts to accompany request for payment

Assurances: The Contractor is in compliance with existing Federal and State statutes and regulations concerning discrimination on the basis of race, sex, disability, and ethnic background.

Date: _____
 Executive Director

Date: _____
 Contractor

APPLICATION

For

ILLINOIS HOSA OFFICER



ILLINOIS HOSA

1201 W. New York St., Aurora, IL 60506

Tel. 630.301.6756 • Fax. 630.844.4505

www.illinoishosa.org

ILLINOIS HOSA OFFICER CANDIDATE PACKET

1. Local Chapters **in good standing** may submit only ONE candidate per office but no more than ten (10) total candidates. Candidates must be active members of HOSA. (Article IV, Section 3, HOSA Bylaws)
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
 - f. Sentinel
 - g. Historian
 - h. Reporter
 - i. Student Member at Large
 - j. Northern Area Vice President (northern area chapters only)
 - k. Southern Area Vice President (southern area chapters only)
2. The Illinois HOSA Nominating Committee will review all candidate applications prior to the State Leadership Conference.
3. The Illinois HOSA Nominating Committee shall administer the officer candidate written examination at the Annual State Leadership Conference.
4. The Illinois HOSA Nominating Committee will interview all officer candidates before the final slate is determined.
5. Officer candidates will respond to questions by the HOSA Nominating Committee.
6. An orientation meeting for all officer candidates is scheduled on the first day of the Annual State Leadership Conference to review nomination procedures and take the test. [This meeting will take place prior to the opening of the conference.]
7. **Required items for eligibility** - must be sent to the Nominating Committee by February 1. **All items must be submitted together.**
 - (1) Nomination Form
 - (2) Statement of Support
 - (3) Candidate Information Sheet
 - (4) Black and white or color photo
8. **ALL INFORMATION MUST BE MAILED AT ONE TIME BY THE DEADLINE DATE OF FEBRUARY 1 TO:** Karen Calligaris, 1155 High Park Blvd, Morris, IL 60450.

HOSA

NOMINATION FORM FOR ILLINOIS OFFICERS

Serving as an ILLINOIS HOSA OFFICER is a twelve-month commitment to the organization. Therefore, it is vital that all members who aspire to become Illinois officers are highly qualified, able, and willing to assume the responsibilities required of all state officers.

Read carefully and study the statement below before submitting this form to your chapter advisor. After discussing the responsibilities of an ILLINOIS HOSA OFFICER with parents, local chapter advisor and school administrators, candidates should submit this form to the chapter advisor for consideration. When the chapter advisor is totally convinced that the candidate will be able to carry out all responsibilities of an ILLINOIS HOSA OFFICER, the chapter advisor will sign this form and send it to the Nominating Committee.

ILLINOIS OFFICER CANDIDATE'S STATEMENT

If elected an Illinois HOSA Officer, I will dedicate one full year of service to the organization. I will serve my entire term of office and will promote the goals and objectives of HOSA. I will project a desirable image of HOSA at all times. I will be available for the ICCCTSO Officer Training Session during the summer, the Fall Leadership Conference in October, State Leadership Conference in the Spring and 4 meetings throughout the school year. I will fulfill and complete all obligations and assignments that are given me as a member of the IHOSA Executive Council.

Candidate's Signature _____

Parent's Signature _____

Which office do you believe you are best fit to run for and why (1-2 sentences)?

Preference of Office _____

Why? (1-2 Sentences) _____

**** ENCLOSE A BLACK AND WHITE OR COLOR PHOTO IN OFFICIAL HOSA UNIFORM**

HOSA

STATEMENT OF SUPPORT

I approve of my son/daughter applying for an Illinois HOSA office and if elected, agree that he/she will be able to spend the time and have the transportation necessary to carry on the duties of the office.

Signature of Parent of Guardian

The candidate meets the qualifications for office and I recommend him/her as an Illinois officer applicant.

Signature of Local Chapter Advisor

This school is supportive of _____ being placed as an applicant for consideration for an Illinois HOSA officer because he/she will fulfill the duties successfully if elected.

Signature of School Principal/Director/Dean

HOSA CANDIDATE INFORMATION SHEET

Name _____ Current Grade Level _____

Home Address _____

City, State, Zip _____

Home Phone Number _____ E-Mail _____

School Name _____

HOSA Offices Held:	Year:

Health Science Courses Taken:	Year in School: (Sophomore, Junior, Senior, Postsecondary, Collegiate)

Honors/Awards Received (HOSA and Others)

Participation in Other Activities (School, Community, etc.):

Offices Held in Organizations Other than HOSA:

Candidate's Signature Date

HOSA

SUGGESTED STUDY REFERENCES FOR THE WRITTEN EXAMINATION

- A. KNOW THE FOLLOWING:
1. HOSA Motto
 2. HOSA National Creed
 3. International Conference Theme
 4. International Officer Titles
 5. Duties of the Office Sought
- B. REVIEW THE FOLLOWING:
1. History and Background of the International Organization, HOSA Handbook, Section A, Latest Edition.
 2. International Bylaws (membership information, organizational structure, voting procedures)
 3. Policy and Procedures Manual
 4. Parliamentary Procedure —"Robert's Rules of Order, Newly Revised"
 5. Current E-HOSA Magazine at www.hosa.org

Illinois HOSA Candidate Checklist

ALL ITEMS MUST BE SUBMITTED NO LATER THAN FEBRUARY 1.

- Nomination Form
- Statement of Support
- Candidate Information Sheet
- Black and White or Color Photo

HOSA

INTERVIEW RATING SHEET

This form is NOT to be completed and sent to the Nominating Committee with the Illinois Officer Application. This is a **sample form** that will be used by the nominating committee during interviews at the SLC.

NAME OF CANDIDATE _____

INSTRUCTIONS: The Nominating Committee will rate candidates on their responses to selected questions based on the following.

- 5 = Excellent
- 4 = Very Good
- 3 = Average
- 2 = Fair
- 1 = Needs Improvement

Criteria

Appearance:

Grooming	5	4	3	2	1
Posture	5	4	3	2	1
Appropriate Dress	5	4	3	2	1

Oral Interview:

Willingness to serve if elected	5	4	3	2	1
Knowledge of HOSA	5	4	3	2	1
Demonstration of enthusiasm	5	4	3	2	1
Quick response to questions	5	4	3	2	1

Communications Techniques:

Voice -- pronunciation, quality	5	4	3	2	1
Power of expression	5	4	3	2	1
English usage	5	4	3	2	1
Eye contact with interviewer	5	4	3	2	1

COMMENTS _____

Signature of Interviewer _____

Date _____

TOTAL SCORE _____