

**Arizona HOSA**  
**Future Health Professionals**



**Policies and Procedures**

# Arizona HOSA

## Policies and Procedures Manual

### I. ORGANIZATION STRUCTURE

#### A. ARIZONA HOSA – FUTURE HEALTH PROFESSIONALS

Arizona HOSA is a career and technical student organization providing leadership development, technical skills training, and recognition 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.

#### B. CHARTERED CHAPTERS

Chapters that wish to affiliate with Arizona HOSA should contact the Arizona HOSA Office directly for more information about affiliation. Most current contact information can be found on the Arizona HOSA website.

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#### I. CHAPTER REQUIREMENTS

1. Middle School Chapters – must have a CTE program or feed into a high school that has a CTE Health Science Technologies Program and must have a HOSA Affiliated high school chapter sponsoring/mentoring the middle school chapter.
2. Secondary School Chapters - must be from secondary schools with a Career and Technical Education (CTE) program that falls under the Health Science Technologies program area.
3. Post-Secondary or Collegiate Chapters – must be from post-secondary schools with a Career and Technical Education (CTE) program that falls under the Health Science Technologies program area or be a post-secondary/collegiate institution that offers health science programs or be an in post-secondary/collegiate institution that has students that are interested in pursuing a career in the health industry.
4. All members of the chapter shall be members of the state and international association.

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#### II. ACTIVE CHAPTER STATUS

Local chapters of Arizona HOSA shall be recognized as official active chapters of Arizona HOSA and shall be subject to the full benefits of membership by meeting the following requirements:

1. Have current bylaws on file with the Arizona HOSA State Office
2. Elect chapter officers annually and provide a list of officers with contact information by November 1

3. Have registered at least five (5) members and one (1) advisor in the HOSA membership system and have dues paid in full by November 1
4. Submit a chapter Program of work to the Arizona HOSA State Office by November 1
  - a. The Program of Work should have a minimum of 1 chapter event/meeting per month

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### III. CHAPTERS IN GOOD STANDING

Once a local chapter of Arizona HOSA has reached "Active Chapter" status, the chapter shall remain in good standing and be officially recognized as an Arizona HOSA chapter if the following requirements are met:

1. Chapter Membership dues are received by January 1 of each school year.
2. The chapter maintains orderly financial activities including maintaining a zero balance with the State and International association following those events.
3. Appropriate expenditure of chapter funds and the chapter's willingness to submit to district and/or state financial review
4. Recruit a minimum of twelve (12) members and one (1) advisor as part of the chapter
5. Have chapter officers according to established guidelines and rules
6. Maintain a current Arizona HOSA code of conduct signed by any individual associated with a local chapter
  - a. Members, advisors, and parents, must all have signed the code of conduct on file . Individuals must resign the code of conduct annually.
  - b. Any conference/event attendee must have a signed code of conduct on file, including members, advisors, chaperones, and guests.

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### IV. MULTIPLE CHAPTERS POLICY

1. Each teacher is entitled to one chapter per program per school. If a teacher has two completely separate groups of students (i.e. an AM class and a PM class), they may have 1 chapter per division, per session.
2. Multiple chapters at a school are allowed if there are multiple CTE programs at the school.
3. Chapters must follow a specific naming protocol if multiple chapters at one school exist.
  - a. Chapter name should follow the pattern: School/Campus name – program (abbreviated) – teacher last name – 1 distinguisher.
  - b. Chapters should use as few of the above factors as possible in naming their chapter. For example, if a teacher only has one chapter, they should not use the distinguisher, or if there is only one teacher per program on that campus, the teacher's last name is not used.

## C. AFFILIATION FEES

Chartered chapters in good standing recognize the importance of all health or biomedical science students, students interested in health professions, and local advisors being affiliated with the state and national association. Unless a student or advisor is a paid member with the local, state association, and national organization, he or she should not be regarded as a HOSA member nor receive any rights or privileges thereof.

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### I. ANNUAL FEES

In accordance with Article 5, Section 2, Arizona HOSA Bylaws, members shall pay an annual fee as established by Arizona HOSA. This fee must be approved by the delegate assembly for each division. Additional affiliation fees may be added by the chapter.

1. Affiliation fees for fall semester students in all divisions (MS, SS, PS/C), must be received by Arizona HOSA on or before January 1 of the membership year.
2. Affiliation fees for students who enroll after January 1 must be received by Arizona HOSA on or before March 1 of that same year.
3. These students will be members for the remainder of the membership year which concludes on June 30.
4. Annual fees include dues for both the state and national organization.

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### II. TOTAL AFFILIATION

1. Arizona HOSA Chapters may apply for Total Affiliation program if they plan on affiliating 100% of the students in their CTE program as HOSA members by the membership deadline.
2. If a chapter chooses to affiliate through Total Affiliation program, they will need to complete the Total Affiliation Application and inform the State Advisor of their choice to affiliate all members.
  - a. If accepted into the program, chapters will disregard the invoices from HOSA for membership and will instead receive a discounted membership invoice from the National HOSA office once the discount has been applied.
  - b. The total discount applied will be 15% of the total membership dues. Based on the annual fees, National HOSA will still receive 100% of their portion of the dues, while Arizona HOSA receives the discounted remaining amount.
3. Any members of a Total Affiliation program chapter registered after the original affiliation application will pay the full affiliation fee and will not be eligible for the discounted membership rate.
4. Chapters may also utilize the Total Affiliation discount program as part of the Chapter Support Program if accepted into the program based on financial need.

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### III. LATE REGISTRATION POLICY

1. Chapters that are registered late need to notify the state advisor and will also not be eligible to be in good standing.

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### IV. CHAPTER FINANCE POLICY

1. Arizona HOSA may charge a registration or other fee to attend conferences, events, trainings or to pay for any additional programs. Arizona HOSA will adhere to the following Accounts Receivable Policy.
  - a. Invoices for conferences and other events will be generated after the close of the registration window and sent to the advisor via email. Payment will be due within 30 days of receiving the invoice.
  - b. At 30-days past due, a reminder email will be sent to the local advisor. This email will explain the issue and include the past due invoice. Any chapter with a past due account 30 days or greater will not be able to register for any future event until the invoice is paid.
  - c. At 60-days past due, a letter will be emailed to the local advisor and local CTE Director. This letter will explain the issue, include the invoice and place the chapter on pending-probation. A chapter on pending-probation is at risk of losing their chapter status.
  - d. At 90-days past due, a letter will be emailed to the local advisor, local CTE Director, Principal and Superintendent. At this time, the chapter may be placed on suspended status. This chapter will not be recognized as an official HOSA chapter and will need to complete an appeal process to be reinstated.

## B. STATE EXECUTIVE COUNCIL

- i. Elected Officers are specified in the Arizona HOSA Bylaws in Article VIII, Section 3.
- ii. The duties of the elected officers are specified in Article VIII, Section 5a – 5g. In addition, the student executive council shall
  1. Provide guidance, leadership, inspiration and build the enthusiasm of all members (students and advisors).
  2. Represent the views of the membership, not those of the individual officer or local chapter.
  3. Handle correspondence in a prompt and professional manner.
  4. Wear the official HOSA uniform when representing HOSA (unless otherwise stated).
  5. Submit a monthly report listing activities participated in during that month.
  6. Carry out their responsibilities, but not let them interfere with continuing their education.
  7. Forward all requests received for services (i.e. chapter visits) to the State Advisor and/or State Advisor Assistant. The State Advisor will work with the State President to schedule assignments.
  8. Notify the State Advisor and/or State Advisor Assistant immediately of any circumstances which prevent carrying out an assignment.

iii. Officer Positions

The titles and responsibilities of Arizona HOSA –Executive Council in addition to those listed in Article VIII, Sections 5a-5g, Arizona HOSA Bylaws shall be:

1. **President.** The President shall:
  - a. Preside over and conduct meetings of the SEC
  - b. Coordinate with the State Advisor on relevant projects and tasks
  - c. Keeps state officer meetings and activities on task
  - d. Appoint team members to committees and serves as an ex-officio member on those committees
  - e. Demonstrate impartiality
  - f. Encourage and support the success of state members
  - g. Creates social media and synapse posts and articles in collaboration with the Historian/Reporter
  - h. Attend all Arizona HOSA Board of Directors Meetings and report on the association
  - i. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the HOSA State Advisor.
  
2. **Regional Vice Presidents.** The Regional Vice Presidents shall:
  - a. Assist the President in all leadership functions
  - b. Lead and/or serve on any committees as appointed by the State President
  - c. Assume the duties of the President in his/her absence.
  - d. Serve the members of their regions in any capacity as directed by the President and HOSA State Director.
  - e. Attend and assist with the facilitation of the Regional Conference for their Region
  - f. Encourage the growth of their region through support and encouragement of members
  - g. Create social media and synapse posts and articles in collaboration with the Historian/Reporter
  - h. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the Student President and HOSA State Advisor.
  
3. **Postsecondary/Collegiate Vice President.** The Postsecondary/Collegiate Vice President shall:
  - a. Promote the growth and development of the postsecondary and collegiate division of Arizona HOSA.
  - b. Serve as a point of contact for developing postsecondary/collegiate chapters.
  - c. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the Student President and HOSA State Advisor.
  
4. **Secretary.** The Secretary shall:
  - a. Record the minutes of all SEC meetings
  - b. File the minutes and all other records and reports with the Arizona HOSA Office
  - c. Prepare meeting minutes for all State Officer meetings
  - d. Develop meeting agendas with the President and State Advisor

- e. Keep roll at all State Officer meetings for record keeping
- f. Read any minutes and communications as needed
- g. Create social media and synapse posts and articles in collaboration with the Historian/Reporter
- h. Send out summary of meeting minutes
- i. Keep minutes of the Annual Meeting and submit those minutes to the State Advisor within one week of the annual meeting
- j. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the Student President and HOSA State Advisor

5. **Historian/Reporter.** The Historian/Reporter shall:

- a. Serves as the Arizona HOSA photographer at events (camera will be provided by Arizona HOSA)
- b. Compiles and submits articles of chapter activities to the HOSA Executive Council as deemed appropriate by the State Office
- c. Coordinates and compiles articles for the monthly Synapse from the State Officers and chapters
- d. Coordinates and compiles articles for Facebook, Twitter, and Instagram uploads for Hootsuite with the State Officers
- e. Sends all proposed published materials to the State Advisor or assistant to the State Advisor for approval
- f. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the HOSA State Advisor.

6. **Parliamentarian.** The Parliamentarian shall:

- a. Serve as a resource to the chair assisting in the conduct of meetings.
- b. Consult with the Chair over questions of Parliamentary Authority.
- c. Becomes knowledgeable about parliamentary procedure
- d. Brings a copy of Robert's Rules of Order, Newly Revised, to all SEC meetings
- e. Provides recommendations to the presiding officer regarding the conduct of state officer meetings
- f. Advises state officers about the use of parliamentary procedure
- g. Conducts workshops for chapter members upon request
- h. Creates social media and synapse posts and articles in collaboration with the Historian/Reporter – Specifically the Parliamentary Procedure article
- i. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the HOSA State Advisor.

iv. Expectations of the SEC

1. Term of Office and Vacancies

- a. Terms of office shall begin immediately after the State Leadership Conference and in accordance with the Arizona HOSA Bylaws Article VI, Section 5. The term of office shall be one year or until their successor is elected. Officers may not succeed themselves and may only serve two terms.

- b. In the event of a vacancy in the office of President, the State Advisor, in consultation with the Student Executive Council, will select the replacement from the five (5) Vice Presidents to finish out the term. Other vacancies in offices may be filled by appointment by the Student Executive Council from the list of nominees for that office. When no previous candidate for that office is available, the Student Executive Council may select another qualified candidate (Article VI, Section 6, Arizona HOSA Bylaws).
- c. Student Executive Council members shall not be allowed to serve as voting delegates at the Arizona HOSA State Leadership Conference during their term of office, or while they are in the candidate application and slating process.

## 2. Discipline and Removal Policy

- a. State Officers may be disciplined or removed from office by the Arizona HOSA State Advisor, in conjunction with their respective local advisor, for the following reasons:
  - i. Failing to meet academic standards
    - 1. Maintain at least a 3.0 GPA
    - 2. Maintain at least part time enrollment in a secondary, post-secondary, or collegiate institution
  - ii. Failing to adhere to the Arizona HOSA Code of Conduct and Consent Form
  - iii. Failing to adhere to school rules,
  - iv. Failing to fulfill the duties of the office,
  - v. Being convicted of a criminal offense, or
  - vi. Conducting themselves in a manner not representing the best interests of Arizona HOSA

Disciplinary action will be taken on a case-by-case basis and will take a wholistic approach to understanding the reasons behind the infraction and steps that can be taken to remedy the situation. The general procedure for disciplinary action shall be as follows:

- a. The State Officer shall receive a warning from the State Advisor and/or State Officer Coach outlining why they are receiving the warning and a timeline to fix the behavior, situation, or reason for warning.
- b. Should the situation not resolve itself, the State Advisor, State Officer Coach, State Officer and State Officer's Parents shall meet for a phone call in order to discuss the infraction.
- c. If the infraction continues, the officer will be placed on probation. While on probation, the officer will be ineligible to participate in officer conferences. The officer will also need to submit a written letter to the State Advisor notifying them that they understand why they have been placed on probation and actions they will take to leave probation.
- d. If the infraction continues after this, the officer will be removed from the Student Executive Council.



*\*The Arizona HOSA State Advisor reserves the right to remove a State Officer from his or her term of office for any reason if deemed necessary for the organization. In the event that this should happen, all uniforms, equipment, and supplies will be returned to Arizona HOSA. If removal from office occurs at an Arizona HOSA event, the officer will be sent home at the parent/guardian's expense.*

3. Associated Costs and Reimbursement Policy

- a. The costs of the following items will be the responsibility of the elected officer during his/her term of office:
  - i. Travel to International Leadership Conference
  - ii. Some meals during the International Leadership Conference
  - iii. Portions of the official HOSA uniform (white Oxford shirt, and uniform shoes)
- b. The costs of the following items will be the responsibility of Arizona HOSA:
  - i. Hotel/Lodging during the International Leadership Conference
  - ii. Some meals during the International Leadership Conference
  - iii. Portions of the official HOSA uniform (Official blazer and pants/skirt)
    1. If the item is lost or damaged during the term of office, the officer will be responsible for replacing that portion of the uniform at his/her own expense.
  - iv. Additional HOSA Apparel to be worn during conferences/events, trainings, and/or chapter visits
- c. The following are items and costs that will be reimbursed by Arizona HOSA when State Officers are performing their assigned duties.
  - a. Mileage – mileage will be reimbursed for travel to and from meetings/conferences at the GAO state rate
  - b. Dry Cleaning of Official HOSA Uniform – 2x yearly
- d. All trips and reimbursement requests must be pre-approved by the State Advisor and/or State Officer Coach prior to the travel. Reimbursement requests MUST be submitted within 30 days for the request to be honored.

4. Outstanding State Leader Policy

- a. The State Advisor, Executive Coordinator, and Assistant to the State Advisor shall select the Outstanding State Leader with approval from the Board of Directors.

v. State Executive Council Candidates/Candidacy Process

In order to be elected to serve on the State Executive Council, candidates must complete the entire application, interview, and slating process. This process is outlined in detail in the State Executive Council Candidate Guide, found in Appendix C. Additional details about the State Executive Council, however, are outlined below:

1. Eligibility Requirements

- a. Candidates must be active members of HOSA as outlined in Article VI, Section 1 of the Arizona HOSA Bylaws). Candidates must have at least one year of school remaining in a secondary or postsecondary/collegiate institution and have a minimum of a 3.0 unweighted GPA.

- b. All secondary state officer candidates must be enrolled, completed, or plan to complete an official Career and Technical Education (Health Science Technologies) program as determined by the Arizona Department of Education.
- c. All post-secondary/collegiate state officer candidates must be enrolled or accepted for at least half-time in a post-secondary/collegiate institution with an area of study in the health sciences for the year that they will serve.
- d. Candidates that submit the application by the posted deadline and meet the initial requirements must then pass the HOSA Information, History, and Parliamentary Procedure examination, in order to qualify for an interview with the Nominating Committee. The passing score shall be determined by the Nominating Committee but shall not be lower than 50%.

## 2. Nominating Committee

- a. The nominating committee shall be composed of past state officers, industry leaders, and Arizona HOSA Board of Directors members who do not have State Officer Candidates. This nominating committee shall interview qualified candidates and shall nominate at least one candidate for each office. If there are no eligible candidates for a position, the nominating committee may choose to leave a position vacant.

## 3. Residency

- a. State Officers must live in Arizona during their term as a State Officer.
- b. Regional Vice Presidents must either live or go to school in the region they represent during their term.

## C. INTERNATIONAL EXECUTIVE OFFICER CANDIDATES

Any current Arizona HOSA member that has at least one school year remaining in a secondary or postsecondary/collegiate institution may submit an application to run for HOSA's International Executive Council. In addition to the requirements provided by the National Office, Arizona candidates will abide by the following procedure/policy:

- i. Arizona HOSA may put forward no more than two national office candidates per division (secondary and postsecondary/collegiate) per year.
- ii. In order to be eligible for candidacy at the International level, candidates must have served a full term as a state officer in Arizona.
- iii. All Arizona HOSA members that seek international office candidacy may be interviewed by the nominating committee to narrow down applicants to advance. The nominating committee shall be composed of past state officers, industry leaders, and Arizona HOSA Board of Directors members.
- iv. The nominating committee shall approve up to four (4) executive officer candidates.
- v. Officers wishing to run for HOSA's Executive Office will meet with the Arizona HOSA Staff weekly as soon as they receive approval to run. If they are unable to meet weekly, a separate schedule may be created for the individual candidate.

- vi. The chosen executive officer candidate(s) will have their International Leadership Conference travel expenses and registration fees covered by the Arizona HOSA state office.
- vii. Should the Arizona candidate be elected, they will be expected to represent Arizona HOSA to the best of their ability.

## D. HOSA DIVISIONS

### i. Secondary Division

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

### ii. Postsecondary/Collegiate Division

The Postsecondary/Collegiate Division shall be composed of students who have received a high school diploma or have or are pursuing a GED and are enrolled in a healthcare related field at the undergraduate level.

### iii. 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. 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.

### iv. Alumni Division

The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall not pay affiliation fees, and may not vote, make motions, hold state office or compete in events.

### v. Professional Division

The Professional Division shall be composed of persons who are associated with or participating in a health science field in a professional capacity. Members include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional division members shall pay affiliation fees. Professional division members may not compete in events, and, unless they serve as a member of the Board of Directors, may not vote, make motions, or hold office.

## E. HOSA REGIONS

- i. The four regions of Arizona HOSA shall consist of the following school districts. The assignment of a new school shall be the responsibility of the State Advisor. Schools within a district shall be in the same region.

1. Region 1

Ash Fork Joint Unified School District #31  
Camp Verde Unified School District  
Chinle Unified School District  
Chino Valley School District  
Colorado River Union High School District #2 (Bullhead City)  
Flagstaff Unified School District (Flagstaff)  
Fredonia-Moccasin Unified School District  
Ganado Unified Schools (Ganado)  
Grand Canyon Unified School District #4  
Heber-Overgaard USD #6 (Heber)  
Holbrook Unified School District #3  
Humboldt Unified School District (Prescott Valley)  
Joseph City School District (Joseph City)  
Kayenta Unified School District (Kayenta)  
Kingman Unified School District (Kingman)  
Lake Havasu School District #1 (Lake Havasu City)  
Mayer Unified School District (Mayer)  
Mingus Union High School District (Cottonwood)  
Northern Arizona Academy (Taylor)  
Page Unified School District #8 (Page)  
Parker Unified School District #27 (Parker)  
Pinon Unified School District #4 (Pinon)  
Round Valley Unified District #10 (Eagar/Springerville)  
San Carlos Unified School District (San Carlos)  
Sanders Unified School District #18 (Sanders)  
Sedona-Oak Creek Unified School District (Sedona)  
Show Low Unified School District  
Snowflake Unified Schools (Snowflake)  
St. Johns Unified School District  
Tuba City Unified School District #15 (Tuba City)  
Whiteriver Unified School District  
Window Rock Unified School District #8 (Fort Defiance)  
Winslow Unified School District #1 (Winslow)  
CAVIAT  
MIJTED  
NAVIT JTED  
NATIVE JTED

VACTE JTED  
WAVE JTED

2. Region 2

Agua Fria Union High School District (Avondale)  
Alhambra Elementary School District (Phoenix)  
Buckeye Union High School District #201 (Buckeye)  
Deer Valley Unified School District (Phoenix)  
Dysart Unified School District #89 (El Mirage)  
Glendale Union High School District (Glendale)  
Nadaburg Unified School District #81 (Wittmann)  
Paradise Valley Unified School District #69 (Phoenix)  
Peoria Unified School District #11 (Peoria)  
Saddle Mountain Unified District (Tonopah)  
Tolleson Union High School District (Tolleson)  
Wickenburg School District (Wickenburg)  
West MEC CTED

3. Region 3

Apache Junction Unified School District  
Blue Ridge Unified School District #32 (Pinetop/Lakeside)  
Casa Grande High School District (Casa Grande)  
Cave Creek Unified School District (Cave Creek)  
Chandler Unified School District (Chandler)  
Coolidge Unified District (Coolidge)  
Florence Unified School District (Florence)  
Fort Thomas Unified School District (Fort Thomas)  
Fountain Hills Unified School District #98  
Gila Institute for Technology (Thatcher)  
Gilbert Unified School District (Gilbert)  
Globe Unified School District #1 (Globe)  
Hayden-Winkelman Unified School District #41 (Winkelman)  
Higley Unified School District  
JO Combs Unified School District  
Kyrene School District #28 (Tempe)  
Maricopa School District  
Mesa Public Schools (Mesa)  
Payson Unified School District #10 (Payson)  
Phoenix Union High School District (Phoenix)  
Queen Creek Unified School District  
Ray Unified School District No. 3 (Kearny)  
Salt River Pima-Maricopa Community Schools (Scottsdale)  
Scottsdale Unified School District #48 (Scottsdale)  
Superior Unified School District (Superior)  
Tempe Union High School District (Tempe)

Thatcher Unified School District #4 (Thatcher)  
CAVIT JTED  
CVIT JTED  
EVIT JTED  
GIFT JTED

4. Region 4

Ajo Unified School District (Ajo)  
Altar Valley Elementary District (Tucson)  
Amphitheater School District (Tucson)  
Benson Unified School District (Benson)  
Bisbee Unified School District  
Bowie Unified School District #14 (Bowie)  
Catalina Foothills School District (Tucson)  
Cochise Community Development Corporation dba Berean (Sierra Vista)  
Douglas Unified Schools (Douglas)  
Flowing Wells School District (Tucson)  
Indian Oasis Baboquivari Unified School District #40  
Mammoth San Manuel Unified School District (San Manuel)  
Marana Unified School District (Tucson)  
Maricopa School District  
Mohawk Valley School District No. 17 (Roll)  
Nogales Unified School District  
Oracle School District #2 (Oracle)  
Pima Unified School District #6  
Safford Unified School District  
Sahuarita Unified School District #30  
Santa Cruz Valley Unified School District #35 (Rio Rico)  
Sierra Vista Public Schools District (Sierra Vista)  
Somerton School District (Somerton)  
Sunnyside Unified School District (Tucson)  
Tanque Verde Unified  
Tombstone Unified School District #1  
Tucson Unified School District (Tucson)  
Vail School District (Vail)  
Valley Union High School (Elfrida)  
Yuma School District #1  
Cochise Technical District JTED  
Pima County JTED  
STEDY JTED

## II. BOARD OF DIRECTORS, COMMITTEES, AND HEADQUARTERS STAFF

### A. BOARD OF DIRECTORS

#### i. Purpose

To uphold the Arizona HOSA's mission, vision, and fiscal responsibility through support, guidance, and collaboration with stakeholders.

#### ii. Elected Membership

The membership of the Board is specified in Article V, Sections 2 and 5, Arizona HOSA Bylaws. The qualifications for seeking elected membership on the board are:

- a. Commitment to attend Board of Directors meetings as determined throughout the year
- b. Willingness to serve on one or more Committees of the Board. Responsibility and initiative shall be exercised by each committee member in effecting the desired results of the committee's charge.

#### iii. Election

The elected members of the Arizona HOSA Board of Directors shall be elected by the current Arizona HOSA Board of Directors. Elections will take place during the Spring Meeting of any year in which a position will be open for election.

- a. Candidates for the Board of Directors must submit a resume and cover letter explaining why they would like to serve on the Board of Directors.

#### iv. Term Lengths

Lengths of Board Member terms will be 3 years.

- a. Board members may renew their term for an additional 3-year term at the completion of their first term if they wish.
- b. Once a board member has served 2 full terms, they must be removed for 1 full term before re-applying.
- c. If a board member is elected into an officer position, they will serve the remainder of their term, and their second term (if applicable) in that role.

#### v. Ex-Officio Members

The five (5) ex-officio members are specified in Article V, Section 2, Arizona HOSA Bylaws. Ex-Officio members serve the organization because of their current position or titles and are not elected.

- a. State Advisor (non-voting)
- b. Student Executive Council President (voting)
- c. ADE Health Science Technologies Program Specialist (voting in absence of ADE CTSO State Director)

- d. ADE CTSO State Director (voting)
- e. AzHCEA Representative (voting)
- f. Immediate Past Arizona HOSA Board President *if remaining on BOD* (voting)

vi. Quorum

The quorum for the Arizona HOSA Board of Directors shall be half plus one (1) of the members that have voting privileges.

vii. Executive Committee Duties:

a. The President shall:

- 1. Preside over all Board of Directors Meetings
- 2. Create agendas of the meetings
- 3. Provide President's Reports at Board Meetings
- 4. Serve on any committees

b. The Vice President shall:

- 1. Serve as the chair of meetings in the absence of the President
- 2. Serve on any committees

c. The Secretary shall:

- 1. Record meeting minutes
- 2. Maintain organization of Board of Directors documents
- 3. Present prior meeting minutes for approval by the Board
- 4. Serve on any committees

d. The Treasurer shall:

- 1. Approve monthly spending by the State Advisor
- 2. Present the financial report at the Board of Directors meetings
- 3. Serve on any committees

viii. General Board of Representatives Duties:

a. The Alumni Representative shall:

- 1. Develop a plan for the Alumni Division of Arizona
- 2. Serve on any committees

b. The Industry Representative shall:

- 1. Develop a plan for Industry/Business connections relevant to the mission of Arizona HOSA
- 2. Serve on any committees

c. The Middle School Representative shall:

- 1. Develop a plan for the growth of the middle school division in Arizona
- 2. Serve on any committees

d. Ex-Officio Members shall:

- 1. Serve on any committees
- 2. Vote on measures brought before the Board as applicable



ix. Voting

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

- a. The ADE Representatives shall have one vote between the three members.

x. Removal of a Board Member

The Board of Directors shall be allowed to remove any member of the board of directors for any of the following:

- a. Conduct unbecoming of a board member
- b. Failing to abide by the HOSA Advisor Code of Conduct
- c. Failing to meet the commitments of being on the Board of Directors
- d. Endangering the image of the board of directors or Arizona HOSA

Removal shall require and 2/3 vote by the Board of Directors

*\*The Board President in coordination with the State Advisor may ask for the resignation of any member of the Board due to any misconduct.*

## B. STANDING COMMITTEES

i. Executive Committee

a. Purpose

The Executive Committee shall handle Arizona HOSA business between board meetings regarding the operations of Arizona HOSA and/or direction given from the State Advisor.

b. Membership

Members of the Executive Committee are specified in the Arizona HOSA Bylaws Article V, Section 5.

c. Meetings

Meetings shall be scheduled by the Executive Committee in conjunction with the State Advisor

ii. Competitive Events Committee

a. Purpose

The purpose of the Competitive Events Committee is to facilitate a meaningful, enjoyable, and equitable leadership experience for all members as they participate in competitive events.

b. Membership

Membership of the Competitive Events Committee consists of any willing advisor who completes an application made available to all local advisors and is approved by the Board of Directors.

1. The State Advisor shall serve as an ex officio member of this committee.
2. Chair of this committee will represent the committee at meetings of the Board of Directors when appropriate.

c. Meetings

The Competitive Events Committee shall meet a minimum of two (2) times prior to the State Leadership Conference.

1. Meetings may take place in person or virtually.
2. One planning meeting will take place in person prior to the State Leadership Conference to ensure all competitive events are properly planned.

iii. Scholarship Committee

a. Purpose

The purpose of the Scholarship Committee is to review scholarship applicants through a fair and unbiased process.

b. Membership

Membership of the Scholarship Committee shall be any current or past member of the Board of Directors who does not have a scholarship applicant and who is willing to review all scholarship applications. The State Advisor will also serve on the committee for oversight.

## C. STATE STAFF

i. State Advisor

The State Advisor serves as the Chief Operating Officer of Arizona HOSA and is responsible for the organization. The State Advisor, or designee, shall serve as liaison to the Arizona HOSA board of Directors on behalf of the Headquarters Staff. The State Advisor shall also serve as an ex-officio member to all Board appointed committees.

ii. Assistant to the State Advisor

The Assistant to the State Advisor shall serve in whatever capacity as needed by the State Advisor.

iii. Executive Coordinator - *optional*

The Executive Coordinator serves as the coordinator for conferences including coordinating judges, headquarters tasks and organization, and in any other capacity as needed by the State Advisor

iv. State Officer Program Coordinator - *optional*

The State Officer Program Coordinator shall work with the State Advisor in order to create a leadership program that will be utilized by the State Officer Team of Arizona HOSA. This program will be co-created with the State Advisor and implemented during the State Officer Team meetings.

## II. PROFESSIONAL ACTIVITIES AND DEVELOPMENT

The organization will organize and carry out a variety of combined leadership, networking, and practical healthcare skills opportunities for members to participate in throughout the year.

These conferences will be planned with the best interests of HOSA members in the forefront, and will be structured to provide as many members as possible with opportunities to attend.

### STANDARD ACTIVITY AND EVENT POLICIES

- i. Transportation
  - a. All chapters in attendance at any HOSA events are responsible for the transport of their students to and from the venue. The chapter assumes all responsibility for travel to, during, and from the conference, event, or activity.
- ii. Attendance eligibility
  - a. Any student who wishes to attend a conference as a representative of a local HOSA chapter may attend.
  - b. Students wishing to attend must receive approval from the local chapter advisor prior to registering for the event/conference.
  - c. Students must attend with their local chapter advisor or other approved chaperone. (If an advisor is unable to attend with their students, they must notify the State Advisor of the chaperone that will be attending with their students.)
- iii. Registration
  - a. The chapter advisor, or designee, is responsible for registering students and/or guests for all events/conferences prior to the registration deadline. Refer to the annual calendar of events for deadlines.
  - b. Event attendance may be limited based on the location(s) for each individual event or activity.
  - c. Once the registration deadline has passed, there may be no cancellations or refunds offered to chapters who have registered. Substitutions may be possible in some cases as approved by the State Advisor.
  - d. All conferences/events may have a registration fee associated with the event that must be paid by all event/conference attendees. Registration fees for each event are determined based on the expenses related to the event, opportunities and items provided to all attendees, and are approved by the Board of Directors prior to being published on event flyers and the HOSA website.
- iv. Code of Conduct & Medical Liability Release
  - a. Each attendee of any HOSA event must have completed and signed Code of Conduct and Medical Liability Release Forms prior to attending.

- b. Hard copies of these forms must be kept with the local chapter advisor on site of each HOSA event.
  - c. Advisors will verify that they have these forms for every attendee at registration or check-in for each event.
  - d. Advisors must also have completed the Advisor Code of Conduct/Statement of Assurance in order to attend events and bring their students.
  - e. Arizona HOSA will also respect the additional expectations of individual districts and schools as they relate to conduct and behavioral expectations.
- v. Dress Code
- a. There will be a specific Dress Code expectation for each HOSA event or activity, dependent upon the nature of the event itself.
  - b. Attendees should refer to the flyer, event information sheet, and/or website for each individual event to determine the proper dress code and expectations.
  - c. Members should refer to Appendix B for details regarding the standard Dress Code Policy if the flyer does not provide specific details.
  - d. Attendees failing to adhere to the proper dress code for that event may be ineligible to attend specific sessions or components of the event.

## B. HOSA LEADERSHIP CAMP

- i. Purpose
  - a. The HOSA Leadership Camp is designed to develop leadership skills, relationships among chapters, and to prepare HOSA members to effectively conduct the business of the local chapter.
- ii. Lodging Policy
  - a. Lodging for HOSA Leadership Camp is included in the cost of registration, and all attendees will stay on site at the camp location.
  - b. Chapter members and advisors/chaperones must stay at the designated event site during the entirety of the HOSA Leadership Camp.
  - c. Rooming assignments for HOSA Leadership Camp will be determined by the Arizona HOSA Staff.
- iii. Advisor Responsibilities
  - a. Chapter Advisors or the designated chaperone should be prepared to actively participate within their color teams and other duties as assigned.
  - b. Chapter Advisors are also responsible for enforcing curfew inside of the cabins while at camp.

## C. FALL LEADERSHIP CONFERENCE

- i. Purpose
  - a. Arizona HOSA will host a Fall Leadership Conference to create a meaningful opportunity for members to network with industry professionals, explore postsecondary education, prepare for college and career readiness, and develop leadership skills in a motivational setting with like-minded future health professionals.
- ii. Advisor Responsibilities
  - a. Chapter Advisors or the designated chaperone should be prepared to actively participate with their chapters or at designated advisor sessions.
  - b. Chapter Advisors are also responsible for ensuring that conference attendees remain on site and in a session throughout the duration of the conference.
  - c. Advisors/ chaperones may also be delegated other duties as assigned
- iii. Sessions
  - a. Sessions at the Fall Leadership Conference will cover different areas of interest for Arizona HOSA members including, but not limited to, leadership development, career development, and special partner sessions.
  - b. All attendees will be expected to attend the Opening General Session before moving to smaller breakout sessions.
  - c. Students will be able to choose the sessions that are of most interest to them as space allows.

## D. AZATA SPORTS MEDICINE CONFERENCE

- i. Purpose
  - a. The purpose of the AzATA Sports Medicine Conference is to give students the opportunity to network with professionals and to build skills used in the field of Sports Medicine. This also gives students interested in competing in the Sports Medicine competitive event the opportunity to practice their skills with licensed Sports Medicine professionals.
- ii. Advisor Responsibilities
  - a. Advisors will be responsible for supervising their students during the conference, and ensure they are participating in the activities provided by HOSA and the AzATA.
  - b. Advisors that are also members of the AzATA may attend the professional development/continuing education sessions in order to obtain their hours needed for recertification.

## E. ONLINE TESTING

- i. State Online Testing
  - a. Purpose

The purpose of State Online Testing shall be to qualify HOSA competitors for the State Leadership Conference.
  - b. Competitive events that require a state online test shall be outlined on the Arizona HOSA website under the competitions page.
  - c. Members will qualify for State Leadership Conference based on their ranking among all testers in an event, rather than based solely on their test score.
- ii. Online Testing Procedures
  - a. Competitors that plan to compete at the State Leadership Conference must take an Online Test in order to qualify for the State Leadership Conference, unless the event qualifies members via the Regional Leadership Conference.
  - b. Registration for OLT is conducted through the HOSA Conference Management System (CMS).
    1. Students must be registered members in good standing to take a test.
    2. There is no limit to the number of tests a student may take. However, they may only compete in one competition at either the Regional Conference or State Leadership Conference.
  - c. The chapter advisor will need to secure a testing lab with computers and a proctor. Refer to the Arizona HOSA website Online Testing Page for more information regarding proctor qualifications.
    1. Advisors may NOT proctor the tests.
    2. Proctors must be an employee of the district to be eligible for proctoring.
    3. Proctors must be registered through CMS by each local chapter advisor that will be using their services at any time during the testing window.
  - d. Once you have completed and confirmed your chapter's registration, your proctor will receive a list of the student usernames and passwords to be used during the duration of the testing period.
  - e. Students can test anytime during the testing window designated by Arizona HOSA. Extensions will not be granted.
- iii. Advisor and Proctor Code of Ethics
  - a. Code of Ethics forms for both advisors and proctors must be submitted to the State Office prior to the chapter being allowed to test.
  - b. If an advisor or proctor is found to be in violation of this agreement, students testing in that chapter may be ineligible to advance to the next round of competition.

## F. REGIONAL CONFERENCES

### i. Purpose

The Regional Conferences are sponsored by Arizona HOSA and hosted by the Regional Student Vice President and Student Executive Council. The purpose of this conference is to:

- a. Qualify students for competition to the State Leadership Conference.
- b. Provide a variety of education and social learning opportunities within each region.
- c. Provide HOSA members the opportunity to share common experiences in leadership development, community service, and understanding of their health or biomedical science programs.
- d. Provide educational workshops that promote the development of students and that promotes the mission of Arizona HOSA.

### ii. Competition Eligibility

- a. Arizona HOSA members in good standing may be eligible to compete at the Regional Conferences.
- b. Chapters will use their own methods to determine which members will compete in the events included in the Regional Conferences.
- c. Each chapter/campus will receive a certain number of entries for each event based on their membership size. Total qualifying numbers for Regional Conferences can be found on the Regional Conference portion of the Arizona HOSA website, and is subject to change.

### iii. Advisor Responsibilities

- a. Advisors and/or chaperones shall also be assigned to help facilitate a competitive event.

### iv. Competitive Events

- a. The competitive events that will be tested on at the regional conferences will be determined by the Competitive Events Committee with approval from the State Advisor.

## G. STATE LEADERSHIP CONFERENCE

### i. Purpose

- a. The State Leadership Conference is sponsored by Arizona HOSA and hosted by the Student Executive Council. The purpose of this conference is to:

1. Provide a variety of educational and social learning activities at the state level.
2. Provide HOSA members the opportunity to share common experiences in leadership development, community service, and understanding of their health or biomedical science programs.
3. Provide educational workshops that promote the development of students and furthers Arizona HOSA's mission.

4. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
  5. Qualify students for competition at the International Leadership Conference.
  6. Conduct the annual business meeting of Arizona HOSA by the Arizona HOSA Voting Delegates and Board of Directors.
- ii. Competition Eligibility
    - a. Arizona HOSA members who have qualified to compete either through Online Testing or through a Regional Conference will be eligible to compete at the Arizona State Leadership Conference.
    - b. Competitors may only be registered for and compete in one competition at the State Leadership Conference.
    - c. Attendees may also be registered for any/all recognition events for which they have qualified, in addition to their one competitive event.
  - iii. Hotel Policy
    - a. Arizona HOSA will provide multiple hotels at a comparable cost for all conference delegates.
    - b. In order to participate in competitive events, chapters must stay at an approved conference hotel.
    - c. There will be a rotation system by school district to determine who will be eligible to stay at the main conference hotel.
      1. The following year, those who did not stay at the main conference hotel may be selected to stay at the main conference hotel.
      2. This policy will repeat annually.
      3. Schools will be able to opt out of the hotel rotation system should they choose to stay at one of the provided overflow hotels.
    - d. Arizona HOSA will provide a shuttle from the main hotel to all satellite hotels to help ensure that students can get to their competitions as needed.
  - iv. State Officer Elections
    - a. Guidelines for State Executive Council candidates are provided previously in these Policies and Procedures (Article D, Section IV -VII) as well as in Article VI, Sections 1 and 3, Arizona HOSA Bylaws). New officers will be elected during the Annual Business Session by designated voting delegates and will be announced at the Annual Awards Session.
  - v. Voting Delegates
    - a. Each chapter in good standing shall be entitled to two (2) voting delegates to represent their chapter at the Arizona HOSA State Conference Annual Meeting (Article VII, Section 2, Arizona HOSA Bylaws).
    - b. The names of voting delegates shall be provided by the local chapter advisor prior to arrival at the conference site.



- c. Voting Delegates will be required to check in prior to entry into the Business Session, and will be required to stay for the entirety of the Business Session to ensure security and finalization of the voting process.
- d. Voting Delegates will vote on behalf of their chapter for the following items:
  - 1. The following year's State Executive Council
  - 2. The pin design that will represent Arizona at that year's International Leadership Conference
  - 3. Any changes to the by-laws that have been recommended by the delegation or the Board of Directors

vi. Advisor Orientation

The purpose of the Advisor Orientation scheduled for the first day of the State Leadership Conference is to provide important updates and distribute assignments prior to the conference starting. All local advisors are expected to attend the session. All efforts will be made by Arizona HOSA to hold this meeting immediately following the Opening General Session, and keep it limited to only that information pertinent to the remainder of the conference. Arizona HOSA is not responsible for information and processes missed by advisors who fail to attend the Advisor Orientation.

vii. Advisor Responsibilities

- a. Advisors and/or chaperones shall also be assigned to help facilitate a competitive event.
- b. Advisors and/or chaperones may also be assigned to oversee the dance or hypnotist show.

viii. General Sessions

Conference attendees are expected to attend all general sessions. Session agendas are subject to change after the conference program is printed. Arizona HOSA cannot be held responsible for delegates who miss recognition because they fail to attend the general sessions.

- a. Business Session – Will be held on the final morning of the State Leadership Conference each year. Session will be attended only by chapter's voting delegates, Arizona HOSA staff, and invited guests. The intent of the meeting is to vote on any bylaw changes from the previous year, as well as the election of the following year's State Executive Council and the winner of the annual Pin Design contest.

ix. Competitive Events

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

The Competitive Events Committee will be in attendance to facilitate and organize the competitive events program, as well as help answer any competition inquiries.

- a. Number of Teams/Competitors per chapter
  - 1. Each chapter with <49 members may submit two (2) teams/competitors per competition.
  - 2. Chapters with membership of 50-99 members may add one (1) additional team/competitor per competition per chapter (3 total entries per event).
  - 3. Chapters with over 100 members may submit 2 additional teams/competitors per event (4 total entries per event).
  
- x. Awards and Recognition
  - a. The Recognition Program is presented in Section B of the HOSA Handbook, Recognition Category.
    - 1. Individual Recognition
    - 2. Chapter Recognition
    - 3. Special Recognition
    - 4. Scholarships
  
- xi. Competitive Events Inquiry
  - a. State Leadership Conference scores are considered final one-week after the conclusion of the State Leadership Conference. Any challenges or discrepancies need to be addressed within that time period and should be sent via email to the Arizona HOSA State Office.

## H. INTERNATIONAL LEADERSHIP CONFERENCE

- i. Purpose
  - a. The International Leadership Conference is sponsored by HOSA Inc. and hosted by the HOSA Executive Council. The purpose of this conference is to:
    - 1. Provide a variety of educational and social learning activities at the international level.
    - 2. Provide HOSA members the opportunity to share common experiences in leadership development, community service, and understanding of their health or biomedical science programs.
    - 3. Provide networking opportunities for HOSA members from across the world.
    - 4. Provide educational workshops that promote the development of students and furthers HOSA's mission.
    - 5. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
    - 6. Conduct the annual business meeting of HOSA.

- ii. Attendance Eligibility
  - a. All Arizona HOSA members in good standing are eligible to attend the International Leadership Conference.
  - b. Only State Leadership Conference winners may register for competitive events as authorized by the State Advisor.
  
- iii. Competition Eligibility
  - a. Students must compete and qualify at the State Leadership Conference held during that school year in order to advance to the International Leadership Conference. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners are automatically eligible to advance. If any of these winners cannot represent Arizona HOSA, 4<sup>th</sup> or 5<sup>th</sup> place winners may be advanced by notification from the State Advisor.
  - b. Competitors must be members in good standing with HOSA and Arizona HOSA in order to compete at the International Leadership Conference.
  
- iv. Code of Conduct and Medical Liability Release Forms
  - a. All International Leadership Conference attendees must complete the National HOSA Code of Conduct and Medical Liability Release forms.
  - b. All forms must be submitted online via the link provided by National HOSA and posted on the website prior to attending the ILC.
  - c. It is recommended that the local advisor keep a hard copy of the forms for all attendees with them for the duration of the conference.
  
- v. Transportation
  - a. For arrival and departure purposes, each local chapter is responsible for arranging its own transportation to and from the conference city and approved hotels.
  
- vi. Hotel Policy
  - a. National HOSA will provide multiple hotels at a comparable cost for all conference delegates.
  - b. In order to participate in competitive events, chapters must stay at an approved conference hotel.
  - c. National HOSA will coordinate shuttles to and from official conference event locations.
  
- vii. Competitive Events

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

It is the responsibility of each competitor to know the date, location, and time of the competitive event. Some events may be held off-site.

- a. transportation to off-site locations will be coordinated by HOSA, Inc
  - b. Identification is required to compete (see the HOSA HANDBOOK for acceptable forms of ID).
- viii. Awards and Recognition
  - a. The Recognition Program is presented in Section B of the HOSA Handbook, Recognition Category.
    - 1. Individual Recognition
    - 2. Chapter Recognition
    - 3. Chartered Association Recognition
    - 4. Special Recognition
- ix. Dress Code
 

Conference Attendees should refer to Appendix B of this document for the proper HOSA dress code.

Chaperones and/or guests are expected to represent Arizona HOSA in a positive and professional manner at all conferences and events. Therefore, they are expected to wear professional/business attire to all general sessions and conference activities that require professional dress for members.

x. General Sessions

Conference attendees are expected to attend all general sessions. Session agendas are subject to change after the conference program is printed. Arizona HOSA cannot be held responsible for delegates who miss recognition because they fail to attend the general sessions.

## IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

### A. BUDGET PLANNING AND PREPARATION

i. Responsibility

It is the responsibility of the State Advisor of the organization to create and propose a budget for each fiscal year to the Board of Directors. Upon approval from the Board, the budget for the year will be adopted. The Advisor shall review

ii. Procedures

- a. The proposed fiscal year budget shall be presented to the Board of Directors at the annual May meeting prior to the beginning of the year.

iii. Income

- a. Income shall be derived from affiliation fees as approved by the Board of Directors and Voting Delegates.

- b. Income from conference attendees and/or sponsors shall also be the responsibility of Arizona HOSA State Staff and shall be reflected in the annual budget.
- c. All income for the year's conferences shall be estimated based on prior year totals and reflected in the budget approved by the Board of Directors.

iv. Expenses

- a. Expenses will be derived from the following activities and items:
  - 1. Conference expenses
    - a. Expenses may include, but are not limited to, production, keynote speakers, conference gifts, travel, registration materials, general supplies, and additional staff contracts.
  - 2. Competitive Event equipment and supplies
  - 3. Recognitions, awards, and scholarships
  - 4. Reimbursements
    - a. Arizona HOSA and Headquarters staff may be reimbursed in accordance with contracts and duties as approved by the Board of Directors
    - b. State Executive Council shall be eligible for reimbursement for expenses incurred during meetings or managing the organization, as outlined in the Candidate Guide, and as approved by the Board of Directors

## B. FINANCIAL REPORTING

- i. Financial Advisor
  - a. Arizona HOSA shall be responsible for securing and maintaining a financial advisor to oversee the daily financial operations of the organization.
  - b. Arizona HOSA will follow the directives given by the Arizona Department of Education in entering into an agreement with a financial management advisor or organization.
- ii. Income and Expense Summary w/ Budget Comparison
  - a. At each Board of Directors meeting, the Board Treasurer will report on the income vs. expenses of the organization compared to the budget for the year.
  - b. Each year, the State Advisor shall compare the budget vs. expenses for the organization with the designated financial advisor.
- iii. Audits
  - a. Audits shall be conducted in compliance with local law and at the discretion of the State Advisor.

## C. OPERATIONAL PROCEDURES

- i. Past Due Policy
  - a. Arizona HOSA may charge a registration or other fee to attend conferences, events, trainings, or to pay for programs like total program affiliation. Arizona HOSA will adhere to the following Accounts Receivable Policy.
    1. At 30-days past due, a reminder email will be sent to the local advisor. This email will explain the issue and include the past due invoice. Any chapter with a past due account 30 days or greater will not be able to register for any future event until the invoice is paid.
    2. At 60-days past due, a letter will be emailed to the local advisor and local CTE Director. This letter will explain the issue, include the invoice and place the chapter on pending-probation. A chapter on pending-probation is at risk of losing their chapter status.
    3. At 90-days past due, a letter will be emailed to the local advisor, local CTE Director, Principal and Superintendent. At this time, the chapter may be placed on suspended status. This chapter will not be recognized as an official HOSA chapter and will need to complete an appeal process to be reinstated.
- ii. Uncashed Check Policy
  - a. At 30 days, QuickBooks will be checked by the director/admin for any uncashed checks and flag them.
  - b. At 60 days, the payee of the check will be notified by email or phone. The status of the check will be determined at this time (lost, never received). Payee will be asked to cash the check immediately. Payee will be informed that they will have 30 days to cash their check before it is voided. Payee will be responsible for all fees if checks need to be re-issued.
  - c. At 90 days, the check will be voided, and the payee notified.
- iii. Handling of Monies
  - a. All monies that are due to Arizona HOSA from chapters related to conference/event registration fees should be sent to the Finances Office listed on the invoice and on the Arizona HOSA website.
  - b. All monies that are due to National HOSA from chapters related to membership/affiliation fees should be sent to the National HOSA office listed on the membership invoice, located in Southlake, Texas.
  - c. No money should be sent to the State Office in Phoenix, Arizona.

## V. SERVICE TO MEMBERS

HOSA has a registered trademark on its official emblem, brand, and design. State, provincial, and local HOSA chapters are permitted to use the trademarked official HOSA brand on printed materials, promotional items, and displays. Exemptions to this include that they may not be utilized on media that will be re-sold.

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

In 2012, the HOSA Inc. Board of Directors approved HOSA Brand Style Guidelines. The guide can be found at [hosa.org/hosa-brand](https://hosa.org/hosa-brand).

### A. EMBLEMATIC MATERIALS

#### a. Purpose

Emblematic materials are used by affiliates of the organization (local and state charters) to display and promote the character of the organization.

#### b. Use of Emblematic Materials by Chapters

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

- i. Members and advisors in good standing may use the emblem, including the name, motto, creed, and emblem.
- ii. Local chapters may use the emblem on materials which have public relations value. Chapters may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to represent HOSA through non-competitive activities.
- iii. The HOSA emblem and name may be used for fundraising projects sponsored by local chapters in good standing. The name of the local chapter shall be spelled out on the materials so that it will not give the impression that the fundraising projects are sponsored by HOSA, Inc.

#### c. HOSA Chapter Logos

- i. Upon request, the Arizona HOSA State Office will create a logo for individual chapters to use on marketing and promotional materials.
- ii. Chapters can request this individualized logo by emailing the State Advisor. Upon completion, the chapter shall receive
  1. a personalized logo in a .psd, .png, and .jpeg format

#### d. HOSA Supply Service

Awards Unlimited, through [hosastore.com](https://hosastore.com) and American Commerce is the only approved official supplier of HOSA emblematic materials. This includes but is not limited to, HOSA Uniforms, HOSA awards and plaques, HOSA merchandise, and other emblematic materials.

## B. ORGANIZATIONAL INSIGNIA

- a. Name
  - i. The official/registered name of this organization shall be Arizona Health Occupations Students of America
  - ii. The organization will be referred to as Arizona HOSA - Future Health Professionals in both communication and branding, following National HOSA guidelines.
  
- b. Emblem
  - i. 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.
  
- c. Specific Uses of the Name and Emblem
  - i. The official name and emblem may only be used by members and chapters in good standing in Arizona HOSA.
  - ii. If a chapter wishes to have a chapter specific emblem, they may contact the State Advisor for a chapter specific emblem.
  
- d. HOSA Core Values
  - i. HOSA's Core Values - Learn. Lead. Serve. Innovate.
    1. 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. HOSA Mission
  - i. The mission of HOSA is "To empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration and experience."



## C. NATIONAL HOSA PUBLICATIONS

- a. E-Magazine  
Published on the HOSA website: <https://hosa.org/hosa-emagazine/>
- b. HOSA Handbook: <https://hosa.org/hosa-handbook/>
  - i. Section A - HOSA The Organization
  - ii. Section B - Competitive Events Program
  - iii. Section C - Chapter Management Guide
- c. Policies and Procedures Manual  
Published on the HOSA Website: <https://hosa.org/publications/>
- d. Bylaws  
Published on the HOSA Website: <https://hosa.org/publications/>
- e. Social Media
  - i. Facebook: <https://www.facebook.com/hosafhp/>
  - ii. Twitter: <https://twitter.com/hosafhp>
  - iii. Instagram: <https://www.instagram.com/hosafhp/>
  - iv. YouTube: <https://www.youtube.com/user/NationalHOSA>
  - v. Flickr: <https://www.flickr.com/photos/national-hosa/>

## D. ARIZONA HOSA PUBLICATIONS

- a. Bylaws  
Published on the Arizona HOSA Website: <https://www.azhosa.org/publications>
- b. Synapse  
A monthly article published on the Arizona HOSA Website: <https://www.azhosa.org/publications>
- c. Advisor Handbook  
Each year, Arizona HOSA will publish an advisor handbook that guides advisors and provides information about how to get the most out of Arizona HOSA: <https://www.azhosa.org/advisor-resources>
- d. Calendar of Events  
Each year, Arizona HOSA will produce and publish a Calendar of Events that goes over event dates, fees, and locations: <https://www.azhosa.org/calendar-of-events>
- e. Sponsorship/Partnership Packet  
Arizona HOSA will publish a Sponsorship/Partnership packet to draw in partners and sponsors to support Arizona HOSA: <https://www.azhosa.org/sponsor>
- f. Social media
  - i. Facebook: <https://www.facebook.com/arizonahosa>

- ii. Twitter: <https://twitter.com/ArizonaHOSA>
- iii. Instagram: <https://www.instagram.com/azhosa/>
- iv. YouTube: [https://www.youtube.com/channel/UCwgWeg\\_C-xubi1GBXjMRITw](https://www.youtube.com/channel/UCwgWeg_C-xubi1GBXjMRITw)
- v. Flickr: <https://www.flickr.com/photos/azhosa/>
- vi. LinkTree: <https://linktr.ee/azhosa>

## E. ORGANIZATIONAL POLICIES

### a. Non-Discrimination Policy

Arizona HOSA is committed to an inclusive and welcoming environment in which all individuals are treated with respect and dignity. We strive to provide this environment to all Arizona HOSA staff, volunteers, advisors, members, event participants, vendors, and contractors. Arizona HOSA does not and shall not discriminate on the basis of race, age, color, national origin, sex, sexual orientation, gender, gender expression, or disability. Everyone has the right to a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices.

#### i. Reporting an Incident of Discrimination

Arizona HOSA encourages individuals to report all perceived incidents of discrimination, regardless of the offender's position. If you believe you have experienced discrimination while involved in an Arizona HOSA professional activity or event, please report the incident/your concern with your advisor and the State Advisor. Any incident reported will be investigated by the State Advisor and the Board of Directors.

### b. Reasonable Accommodation Policy

Arizona HOSA complies with all federal and state laws concerning the employment of persons with disabilities. Arizona HOSA acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It is Arizona HOSA policy to not discriminate against qualified individuals with disabilities regarding all Arizona HOSA professional activities and events and employment opportunities.

### c. Reproduction of Photographs

All Arizona HOSA photographs are considered intellectual property of the organization.

### d. Conflict of Interest Policy

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

### e. Documentation Retention and Destruction

Arizona HOSA shall retain and destroy documents as per the schedule outlined by the Arizona Department of Education policies and procedures.

Permanent records shall be maintained by either the Arizona Department of Education or the applicable ASRS law.

f. Whistleblower Policy

Arizona HOSA requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

i. Reporting Responsibility

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

ii. No Retaliation

It is contrary to the values of Arizona HOSA for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of {Organization's name}. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or contract.

iii. Reporting Procedure

Arizona HOSA has an open-door and suggests that employees and contractors share their questions, concerns, suggestions, or complaints with the Arizona HOSA State Advisor. If you are uncomfortable speaking with the State Advisor or are unsatisfied with their response, you are encouraged to speak with the Arizona HOSA Board President for review and follow up.

iv. Acting in Good Faith

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

v. Confidentiality

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

### A. ARIZONA HOSA POLICIES AND PROCEDURES RECOMMENDED CHANGES FORM

If there is a policy that should be added or amended, please submit the following form in order to recommend the changes: <https://azhosa.wufoo.com/forms/qjkiun71yj1vzd/>

Amendments should be either typed in their entirety in a document or typed into the form above.

Changes to the Policies and Procedures may be made at any meeting of the Board of Directors and does not need to be ratified by the voting assembly at the State Leadership Conference.

## B. OFFICIAL HOSA UNIFORM POLICY

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). The Uniform Policy can also be viewed in HOSA's Competitive Event Appendices here: <https://hosa.org/appendices/>

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 [shoes](#) (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 (maroon or navy long tie)
- White blouse (can be member's choice)
  - Accent: maroon HOSA scarf (optional)
- 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
- Shirts
- Sports Jackets
- Skirts
- Pants
- Dresses
- Jackets
- 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 (can be of any color/design, with or without a HOSA emblem):

- Scrubs, EMS attire, CERT attire
- Clinical shoes or tennis shoes
- Khaki-style Pants with Polo-style 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 in Tabulations once per competitor and/or team 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
- Denim clothing or canvas shoes
- Torn, dirty, or frayed clothing
- T-shirts
- Denim pants in colors other than blue
- Clothing that has obscene or suggestive printing or pictures that may be offensive.
- Sweat pants/shirts
- Blue jean skirts and dresses
- 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.
- Beach wear; athletic clothing, swimwear, sheer or mesh clothing and sports clothes
- "Shorts", "capri pants" and other short pants (Dress pants are acceptable.)
- Revealing clothing i.e. excessive cleavage, back, chest, stomach, undergarments, etc.

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.

## C. STATE EXECUTIVE COUNCIL CANDIDATE GUIDE

The official policy regarding all matters of the State Executive Council can be found in the State Executive Council Handbook, published on the Arizona HOSA website: <https://www.azhosa.org/publications>