

ARIZONA HOSA

POLICIES AND PROCEDURES MANUAL

EDITION 1

Arizona HOSA
Future Health Professionals



Policies and Procedures

Arizona HOSA

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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.

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.

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 events/meetings per month

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 March 15th 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. Advisors, chaperones, parents, and alumni must have a signed code of conduct on file as well as all students. Individuals must resign the code of conduct annually.

IV. MULTIPLE CHAPTERS POLICY

1. Each teacher is entitled to one chapter per program per school.
2. Multiple chapters at a school are allowed if there are multiple CTE programs at the school.

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.

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 secondary students must be received by Arizona HOSA on or before January 1 of the membership year.

2. Affiliation fees for secondary students who enroll after January 1 must be received by Arizona HOSA on or before March 1 of that same year.
3. Affiliation fees for postsecondary/collegiate students who enroll after January 1 must be received by Arizona HOSA on or before March 1 of that same year. 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.

II. TOTAL AFFILIATION

1. Arizona HOSA Chapters may apply for Total Affiliation if they plan on affiliating all members in their CTE program by the membership deadline.
2. If a chapter chooses to affiliate through Total Affiliation, they will need to make sure they 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 Arizona HOSA.
3. Arizona HOSA will make a payment that covers the amount discounted on membership.

III. LATE REGISTRATION POLICY

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

IV. CHAPTER FINANCE POLICY

1. 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.
 - a. 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.
 - b. 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.
2. 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. STUDENT 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 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 Executive Coordinator. The State Advisor will work with the State President and Executive Coordinator to schedule assignments.
 8. Notify the State Advisor and Executive Coordinator immediately of any circumstances which prevent carrying out an assignment.
- iii. Officer Positions

The titles and responsibilities of Arizona HOSA – State Officers 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 State Officer meetings
- 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. Update the team Trello account or delegates to other officers

- j. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the HOSA State Director.
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. Facilitate the Regional Conference for their Region
 - f. Encourages the growth of their region through support and encouragement of members
 - g. Creates 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 Director.
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 Director.
4. **Secretary.** The Secretary shall:
- a. Record the minutes of all officer 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. Update the Google Calendar
 - i. Send out summary of meeting minutes
 - j. Keep minutes of the Annual Meeting and submit those minutes to the State Advisor within one week of the annual meeting

- k. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the Student President and HOSA State Director

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 State Officer Coach for approval
- f. Perform other duties for the promotion and development of local, state, and national HOSA under the direction of the HOSA State Director.

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 state officer 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 Director.

iv. Candidates

Officer candidates must pass a HOSA Information and Parliamentary Procedure examination before being interviewed for the student executive council. The written exam will have questions representing Parliamentary Procedure and HOSA related knowledge. The passing score shall be determined by the Nominating Committee but shall not be lower than 50%. 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. Candidates must be active members of HOSA as outlined in Article VI, Section 1 of the Arizona HOSA Bylaws).

Student Executive Council candidates shall not be allowed to serve as voting delegates at

the Arizona HOSA State Leadership Conference immediately following State Officer Interviews.

v. Documentation of Candidacy

1. A completed application must be submitted to Arizona HOSA by the deadline.
2. A verified statement of academic performance for the current school year.
3. A statement of support with the signature of the school principal, CTE director or dean; the signature of the local chapter advisor; the signature of the district Superintendent; and, the signature of parent or guardian.

vi. Candidate Process

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 State Office. Candidates will abide by the following procedure:

1. All applications for State Office are due by the date selected by the Arizona HOSA Office and published in the Calendar of Events of the election year unless otherwise stated by the state office.
2. 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.
3. 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.
4. All state officer candidates shall be interviewed at the official "State Officer Interviews." Exact dates vary by year.
5. All state officer candidates shall complete the application fully. This includes administrator, advisor, and parental signature.
6. Candidates should also have a valid social security number or permanent legal status in the United States
7. Candidates must be able to travel out of state.
8. Candidates who meet the minimum requirements will be allowed to interview with the Nominating Committee.
9. Candidates who pass the exam and have been interviewed with the Nominating Committee are eligible to be slated for an officer position. The Nominating Committee may choose not to slate candidates at their discretion.

10. Slated candidates will prepare a poster board and speech for the State Leadership Conference and will be voted upon at the annual business meeting.
11. Elections are considered official upon the conclusion of the Awards Session at the respective State Leadership Conference.

vii. Residency

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

viii. Nominating Committee

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. In the event that there are no eligible candidates for a position, the nominating committee may choose to leave a position vacant.

The Chairman of the Nominating Committee will be decided on by the State Advisor.

ix. Term of Office and Vacancies

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.

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).

x. Removal and Discipline Policy

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:

1. Failing to meet academic standards
 - a. Maintain at least a 3.0 GPA
 - b. Maintain at least part time enrollment in a secondary, post-secondary, or collegiate institution
2. Failing to adhere to the Arizona HOSA Code of Conduct and Consent Form

3. Failing to adhere to school rules,
4. Failing to fulfill the duties of the office,
5. Being convicted of a criminal offense, or
6. 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:

1. 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.
2. 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
3. • 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.
4. 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.*

xi. Reimbursement of State Officer Duty Associated Costs

The following are items and costs that will be reimbursed by Arizona HOSA when State Officers are performing their assigned duties.

- Mileage – mileage will be reimbursed for travel to and from meetings/conferences at the GAO state rate
- Dry Cleaning of Official HOSA Uniform
- Meals during travel
- Other expenses incurred during official travel

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.

xii. Outstanding State Leader Policy

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

C. STUDENT 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 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. All Arizona HOSA members that seek national office candidacy shall be interviewed by the nominating committee and have served as a state officer in Arizona. 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.
- iii. The nominating committee shall approve up to four (4) executive officer candidates.
- iv. 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.
- v. The chosen executive officer candidate(s) will have their ILC travel expenses and registration fees covered by the Arizona HOSA state office.
- vi. 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 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)
Ferdiona-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)
Phoenix Union High School District (Phoenix)
Saddle Mountain Unified District (Tonopah)
Tolleson Union High School District (Tolleson)
Wickenburg School District (Wickenburg)
West MEC JTED

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)
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 through support, guidance, collaboration with stakeholders, and fiscal responsibility.

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.

- 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. 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
- b. Student Executive Council President
- c. ADE Health Careers Education State Program Specialist
- d. ADE Representative
- e. AzHCEA Representative
- f. Past Arizona HOSA Board President

v. Quorum

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

vi. Executive Committee Duties:

a. The President shall:

1. Preside over 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

- vii. 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. Ex Officio members shall include the following:
 - a. Arizona HOSA State President (voting)
 - b. Arizona Department of Education CTSO Team Leader (voting)
 - c. Arizona Department of Education Health Sciences Technologies Program Specialist (voting unless CTSO Team Leader is present)
 - d. AzHCEA President (voting)
 - e. Arizona HOSA State Advisor (non-voting)
 - 2. Serve on any committees
 - 3. Vote on measures brought before the Board as applicable

viii. 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.

ix. 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 Chair 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 shall be any willing advisor who applies to be part of the committee and is approved by the Board of Directors.

1. The State Advisor shall serve as ex officio members of this committee.
2. One board member shall also be required to serve and oversee this committee.

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 via teleconference system

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 member of the Board of Directors who does not have a scholarship applicant and who is willing to review all scholarship applications.

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

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

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.

III. PROFESSIONAL ACTIVITIES AND DEVELOPMENT

A. 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. Transportation
 - a. All chapters in attendance at the HOSA Leadership Camp 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.
- iii. Attendance eligibility
 - a. Any student who wishes to attend the HOSA Leadership Camp 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 camp.
 - c. Students must attend with chapter advisor or other approved chaperone.
- iv. Registration
 - a. The chapter advisor, or designee, is responsible for registering students for the HOSA Leadership Camp prior to the registration deadline. Refer to the annual calendar of events for deadlines.
 - b. Each year's attendance limit may be adjusted as needed.
- v. Lodging Policy
 - a. Chapter members and advisors/chaperones must stay at the designated conference site during the entirety of the HOSA Leadership Camp.
- vi. Code of Conduct
 - a. Each attendee of the HOSA Leadership Camp must have a completed and signed "Code of Conduct Form" included with their registration. Members are expected to attend all general sessions and other scheduled conference activities.
- vii. Medical Release Form
 - a. Each attendee of the HOSA Leadership Camp must have a completed and signed "Medical Liability Release Form" included with their registration.
- viii. 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.
- ix. Dress Code
 - a. The HOSA Leadership Camp is held at an outdoor camp. Attendees should refer to the camp information sheet provided on the Arizona HOSA website for clearer instructions on appropriate attire.

B. HOSA ON ICE (EFFECTIVE 2022-2023)

- i. Purpose
 - a. Arizona HOSA will host a career exploration and networking event to provide members the opportunity to gain professional development and opportunities to connect with potential employers.
- ii. Eligibility
 - a. Eligibility to attend will be limited to registered members of Arizona HOSA who are in good standing with the organization.
- iii. Registration
 - a. The chapter advisor or designee is responsible for registering all members who wish to participate in the conference. Members may not register without advisor approval.
 - b. A chapter advisor or designated chaperone must attend with their chapter members.
- iv. Code of Conduct
 - a. Each attendee of HOSA on Ice must have a completed and signed "Code of Conduct Form" included with their registration. Attendees are expected to attend all general sessions and other scheduled conference activities.
- v. Medical Release Form
 - a. Each attendee of HOSA on Ice must have a completed and signed "Medical Liability Release Form" included with their registration.
- vi. Dress Code
 - a. Attendees will dress in business casual/professional dress in order to network and participate in the conference. Acceptable examples of clothes include polos, blouses, and slacks or khakis.

C. FALL LEADERSHIP CONFERENCE

- i. Purpose
 - a. Arizona HOSA will host a fall 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.
 - b. Students and advisors will have the opportunity to pair this conference with an after-conference optional activity.
- ii. Attendance eligibility
 - a. Any student who wishes to attend the Fall Leadership 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 this conference.
 - c. Students must attend with the local chapter advisor or approved school

chaperone.

- iii. Registration
 - a. The chapter advisor, or designee, is responsible for registering students for the Fall Leadership Conference prior to the registration deadline. Refer to the annual calendar of events for deadlines.
 - b. The student to chaperone ratio must be observed as noted in registration instructions provided.
- iv. Code of Conduct
 - a. Each attendee of the Fall Leadership Conference must have a completed and signed "Code of Conduct Form" included with their registration. Attendees are expected to remain on site and attend all general sessions and other scheduled conference activities.
 - b. Advisors must carry a hard copy of the Code of Conduct for each conference attendee.
- v. Medical Release Form
 - a. Each attendee of the Fall Leadership Conference must have a completed and signed "Medical Liability Release Form" included with their registration.
 - b. Advisors must carry a hard copy of the Medical Liability Release Form for each conference attendee.
- vi. 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.
 - c. Advisors/ chaperones may also be delegated other duties as assigned
- vii. Dress Code
 - a. The dress code for the Fall Leadership Conference is business casual. See the Fall Leadership Conference information sheet for further information regarding the dress code.
- viii. 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. Students will be able to choose the sessions that are of most interest to them as space allows.
- ix. Transportation

- a. All chapters in attendance at the Fall Leadership Conference 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 and/or evening optional activity.

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. Attendance Eligibility
 - a. All Arizona HOSA members in good standing are eligible to attend the AzATA Sports Medicine Conference.
 - b. Each HOSA member attending shall:
 - 1. Be a member in good standing of Arizona HOSA
 - 2. Have approval from the chapter advisor
 - 3. Have approval from the school administration
- iii. Registration
 - a. The chapter advisor, or designee, is responsible for registering students for the AzATA Sports Medicine Conference prior to the registration deadline. Refer to the annual calendar of events for deadlines
- iv. Code of Conduct
 - a. Each attendee of the AzATA Sports Medicine Conference must have a completed and signed "Code of Conduct Form" included with their registration. Members are expected to attend all general sessions and other scheduled conference activities.
 - b. Advisors must carry a hard copy of the Code of Conduct Form for each conference attendee.
- v. Medical Release Form
 - a. Each attendee of the AzATA Sports Medicine Conference must have a completed and signed "Medical Liability Release Form" included with their registration.
 - b. Advisors must carry a hard copy of the Medical Liability Release Form for each conference attendee.
- vi. Dress Code

- a. Dress code shall be business casual or appropriate wear as determined by the local advisor. Jeans and t-shirts will not be allowed.

E. ONLINE TESTING

- i. Regional Online Testing
 - a. Purpose

The purpose of Regional Online testing shall be to qualify HOSA competitors for the Regional Conference
 - b. Competitive events that require a regional online test shall be outlined on the Arizona HOSA website under the competitions page

- ii. 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 regional online test shall be outlined on the Arizona HOSA website under the competitions page

- iii. Online Testing Procedures
 - a. Competitors that plan to compete at the State Leadership Conference must take an Online Test for either the Regional Conference or State 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.
 - 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 to testing will not be granted.

- iv. 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.

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. Attendance Eligibility

- a. All Arizona HOSA members in good standing are eligible to attend the Regional Leadership Conferences.
- b. Each HOSA member attending shall:
 1. Be a member in good standing of Arizona HOSA.
 2. Have approval from the chapter advisor
 3. Have approval from the school administration

iii. Competition Eligibility

- a. Arizona HOSA members who have qualified to compete through Regional Online Testing are eligible to compete at the Regional Conferences.

iv. Registration

- a. The chapter advisor and/or designee is responsible for registering their chapter delegation. The deadline is as listed in the annual calendar of events.
- b. Nonmembers (guests, family members, chaperones, etc.) are required to pay the registration fee as approved by the Arizona HOSA Board of Directors.

v. Transportation

- a. All chapters are responsible for transportation from their school to and from the designated conference location.
- b. As needed, Arizona HOSA will provide a shuttle from the main conference location to additional conference sites to help ensure that students can get to

their competitions as needed.

- vi. Code of Conduct Form
 - a. Each attendee of the Regional Conference must have a completed and signed "Code of Conduct Form" included with their registration. Members are expected to attend all general sessions and other scheduled conference activities.
 - b. Advisors must carry a hard copy of the Code of Conduct Form for each conference attendee.
- vii. Medical Liability Release Form
 - a. Each attendee of the Regional Conference must have a completed and signed "Medical Liability Release Form" included with their registration.
 - b. Advisors must carry a hard copy of the Medical Liability Release Form for each conference attendee.
- viii. Advisor Code of Ethics
 - a. Advisors must have signed the Advisor Code of Conduct and Statement of Assurance prior to attending the Regional Conferences.
 - b. Any advisor who fails to follow the Code of Conduct may be dismissed from the Regional Conferences
- ix. 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. Attendance Eligibility
 - a. All Arizona HOSA members in good standing are eligible to attend the State Leadership Conference.
 - b. Each HOSA member attending shall:
 1. Be a member in good standing of Arizona HOSA.
 2. Have approval from the chapter advisor
 3. Have approval from the school administration
 - iii. 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.
 - iv. Registration
 - a. The chapter advisor and/or designee is responsible for registering their chapter delegation. The deadline is as listed in the annual calendar of events.
 - b. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form on file with the appropriate signatures.
 - c. Nonmembers (guests, family members, etc.) are required to pay the registration fee as approved by the Arizona HOSA Board of Directors.
 - d. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, Awards Ceremony, conference insurance, conference program materials, and other general conference operating expenses.
 - v. Hotel Policy
 - a. Arizona HOSA will provide multiple hotels at a comparable cost for all conference delegates.
 - b. In order to be competitive events, chapters must stay at an approved conference hotel.
 - c. There will be a lottery 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 lottery system should they choose.

- vi. Transportation Policy
 - a. All chapters are responsible for transportation to and from their school to their assigned hotel.
 - b. 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.

- vii. Code of Conduct Form
 - a. Each attendee of the State Leadership Conference must have a completed and signed "Code of Conduct Form" included with their registration. Members are expected to attend all general sessions and other scheduled conference activities.
 - b. Advisors must carry a hard copy of the Code of Conduct Form for each conference attendee.

- viii. Medical Liability Release Form
 - a. Each attendee of the State Leadership Conference must have a completed and signed "Medical Liability Release Form" included with their registration.
 - b. Advisors must carry a hard copy of the Medical Liability Release Form for each conference attendee.

- ix. Advisor Code of Conduct
 - a. Advisors must have signed the Advisor Code of Conduct and Statement of Assurance prior to attending the State Leadership Conference.
 - b. Any advisor who fails to follow the Code of Conduct may be dismissed from the State Leadership Conference.

- x. Officer Elections
 - a. Guidelines for 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.

- xi. 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.

- xii. 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. Arizona HOSA is not responsible for information and processes missed by advisors who fail to attend the Advisor Orientation

xiii. 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.

xiv. 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.

xv. 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 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. For every additional 50 members, chapters may add one (1) additional team/competitor per competition per chapter.
 - a. E.g chapters with 50 – 99 may submit 3 teams/competitors per competition. Chapters with 100 – 149 members may submit 4 teams/competitors per competition and so on.

xvi. 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

xvii. 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. Each HOSA member attending shall:
 1. Be a member in good standing of Arizona HOSA
 2. Have approval from the chapter advisor
 3. Have approval from the school administration
- c. 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. 1st, 2nd and 3rd place winners are automatically eligible to advance. If any of these winners cannot represent Arizona HOSA, 4th or 5th 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. Registration
 - a. The chapter advisor and/or designee is responsible for registering their chapter delegation. The deadline is as listed in the annual calendar of events.
 - b. Each attendee listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form on file with the appropriate signatures.
 - 1. Medical Liability and Code of Conduct forms must be submitted to the State Office prior to the ILC deadline.
 - c. Nonmembers (guests, family members, etc.) are required to pay the registration fee as approved by the Arizona HOSA Board of Directors.
 - d. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, Awards Ceremony, conference insurance, conference program materials, and other general conference operating expenses
- v. Transportation
 - a. For arrival and departure purposes, each delegation is responsible for arranging its own transportation to and from the conference city and approved hotels.
- vi. Hotel Policy
 - a. 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. HOSA will coordinate shuttles to and from official conference event locations.
- vii. Code of Conduct Form
 - a. Each attendee of the International Leadership Conference must have a completed and signed ILC "Code of Conduct Form" included with their registration. Members are expected to attend all general sessions and other scheduled conference activities.
 - b. Advisors must carry a hard copy of the Code of Conduct for each conference attendee
- viii. Medical Liability Release Form
 - a. Each attendee of the International Leadership Conference must have a completed and signed ILC "Medical Liability Release Form" included with their registration.

- b. Advisors must carry a hard copy of the Medical Liability Release Form for each conference attendee

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

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).

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. Chartered Association Recognition
 - 4. Special Recognition

xi. 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.

xii. 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 Director 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 Director 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 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. Board Members
Members of the Board of Directors shall be eligible for reimbursement for reasonable expenses as approved by the Board of Directors incurred in attending meetings or managing the organization.
- b. Student Executive Council
Members of the Student Executive Council shall be eligible for reimbursement for reasonable expenses as approved by the Board of Directors incurred in attending meetings or managing the organization.
- c. Committees
Members of committees may be reimbursed for eligible travel or other expenses in accordance with contracts and duties. Eligible expenses shall be approved by the Board of Director.
 1. Members of the Competitive Events Committee are eligible for a \$600.00 annual stipend in accordance with the Arizona HOSA budget.
- d. Arizona HOSA Headquarters Staff
Eligible travel or other expenses from Headquarters Staff excluding the State Advisor shall be reimbursed in accordance with Staff contracts and duties as

approved by the Board of Directors.

B. FINANCIAL REPORTING

- i. Financial Advisor
 - a. Arizona HOSA shall be responsible for hiring a financial advisor to oversee the daily financial operations of the 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 should be sent to the Finances Office listed on the invoice and on the Arizona HOSA website.
- b. 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.

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

Regal Awards Unlimited 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. 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/>

C. 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/UCwgWeq_C-xubi1GBXjMRITw
 - v. Flickr: <https://www.flickr.com/photos/azhosa/>
 - vi. LinkTree: <https://linktr.ee/azhosa>

D. ORGANIZATIONAL INSIGNIA

- a. Name
 - i. The official name of this organization shall be Arizona Health Occupations Students of America
 - ii. The organization may also go by Arizona HOSA - Future Health Professionals
- 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."

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. Each individual 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 in regards to 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 policy 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/qkiun71vj1vzd/>

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 (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.