



POLICY & PROCEDURE MANUAL

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Idaho HOSA Website

[IdaHOSA – FUTURE HEALTH PROFESSIONALS \(idahohosa.org\)](http://idahohosa.org)

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Preface

This document is one of several publications an Idaho Health Science-HOSA leader should have in his/her professional library. Other publications which contain organizational information include the NATIONAL HOSA HANDBOOK, Idaho HOSA Advisor Handbook, National HOSA Bylaws, Idaho HOSA Bylaws, and the ILC GUIDE. It is believed the Idaho POLICY AND PROCEDURES MANUAL provides Idaho HOSA leaders with a better understanding of how the organization operates.

The State Advisor and Idaho HOSA CTSO Manager maintains the Bylaws and makes the necessary changes as needed in the POLICY AND PROCEDURE MANUAL. Any suggestions to improve these policies and procedures should be directed to the State Advisor, HOSA CTSO Manager, or Board of Directors member.

I. National and State Organization Structure

A. HOSA, INC.

HOSA, Inc., the legal entity for HOSA, is an incorporated non-profit organization chartered in Idaho receiving 501 (c) (3) tax-exempt status from the Internal Revenue Service. The object of HOSA, Inc. shall be to sponsor the student organization HOSA - Future Health Professionals. The primary documents for the organization are HOSA, Inc., Articles of Incorporation; HOSA, Inc., Bylaws; HOSA Bylaws; Policies and Procedures; ILC Guide; and National HOSA Handbook.

Idaho HOSA exists as a chartered affiliate of the Global/National Organization and is recognized as the official career technical student organization (CTSO) for Health Science Education students in Idaho by the Idaho Division of Career Technical Education (IDCTE).

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc. and Idaho HOSA Bylaws. Idaho is represented on HOSA, Inc. by the Idaho HOSA State Advisor. Local chapters may be composed of the following divisions: Secondary, Postsecondary/Collegiate, Alumni, Members at large, and Honorary Members. Interested local chapters must contact the Idaho HOSA State Advisor and express interest in forming a new chapter. To qualify for a HOSA chapter, at least five (5) members and a chapter advisor are needed. All must pay affiliation fees. All members of Idaho HOSA shall be members of local chapters in good standing with the chartered association and HOSA, Inc. This means that HOSA members must be members of both Idaho HOSA and HOSA, Inc. HOSA-Future Health Professionals defines a health or sciences program as an in-school program designed to prepare the student to pursue a health career, as recognized by a HOSA chartered association. Members of non-school-based health relations (e.g., AHEC Health Programs, etc.) and students at schools without a Career Technical Education (CTE) approved health professions program may be offered the opportunity to affiliate with HOSA as, a secondary or postsecondary/collegiate chapter and members, as recognized by their HOSA Association. These programs will identify and document a plan for integrative HOSA standards and activities. The Idaho HOSA State Staff will assist with and monitor these activities.

2. HOSA REPRESENTATIVE

The corporate representative for each active state association shall be designated annually and held in August. Business Items for consideration at the annual state meeting should be submitted to the state advisor at least 30 days before the meeting

B. IDAHO HOSA BOARD OF DIRECTORS

The Board of Directors shall manage all affairs of Idaho HOSA. The Board is responsible for decisions made regarding the operation and growth of the state association, and for management of the organization, and is accountable to the Idaho Division of Career and Technical Education. The Idaho HOSA Board of Directors meets a minimum of two times annually to be held face to face or virtual.

1. MEMBERSHIP

Idaho HOSA, Inc.'s Board of Directors will include:

- a. Chairperson to serve a three-year term.
- b. Chair-elect to serve a four-year term.
- c. Secretary to serve a three-year term.
- d. Treasurer to serve a three-year term.
- e. Board members and other persons from education and industry representing a diverse spectrum of stakeholders committed to the mission of HOSA will serve a minimum of two years.
- f. HOSA State President, and President-Elect, or designated student officers as ex-officio members officers as ex-officio members.
- g. The CTSO Manager and State Advisor shall be perpetual staff members of the Board if he/she holds such an appointment by Idaho Career & Technical (IDCTE),

Executive Board members shall be nominated by the Chairperson, CTSO Manager, and State Advisor, and voted to the Board by a majority vote of the current members. General members may be appointed by any member of the Board. Executive Board members can serve 2 consecutive terms.

The Executive Board shall be responsible for assisting in planning and conducting the State Leadership Conference program and business sessions, as well as assisting in the annual HOSA Program of Work.

Add Board Member job descriptions

2. QUORUM

Executive Board meetings: At all meetings of the Executive Board, it shall take no less than four of the existing members to constitute a quorum to conduct business.

Board Meetings: Any general matter, except amendments to these Bylaws, may be adopted by a vote of a majority present (fifty percent plus one) at a meeting.

3. VACANCIES

The Idaho HOSA Board of Directors shall be responsible for filling a vacancy of its corporate representative. In the absence of a state directive or conflicting circumstances, the HOSA, Inc., Board of Directors may designate persons as corporate members.

4. REGIONAL MANAGEMENT

The Idaho HOSA Board of Directors Regional Advisors will manage the delegation of regional responsibilities and will be responsible for communication between the Idaho HOSA State Office and teachers in their region.

5. REMOVAL OF A BOARD MEMBER

Any member of the board may be removed at any time by a majority vote of the Executive Directors in office. Removal from office shall not prejudice any contract rights of the person removed.

6. ELIMINATION OF BIASES

Board members shall cast votes on association matters which are in the best interest of Idaho HOSA and shall eliminate particular regional association views and personal biases.

C. STATE OFFICE STAFF

1. STATE ADVISOR/CTSO HOSA MANAGER

The State Advisor and CTSO HOSA Manager shall be hired by the Idaho Division of Career Technical Education and will serve as the Operating Officers of Idaho HOSA and is responsible for the daily operation of the state office.

The State Advisor and CTSO HOSA Manager shall also serve as ex-officio members of committees.

2. IDAHO HOSA STATE OFFICE STAFF

The Idaho HOSA State Office staff is hired by the Idaho Division of Career Technical Education.

II. Organization Structure

A. IDAHO HOSA, INC

The name of the organization is Idaho HOSA – Future Health Professionals. HOSA is a global/national organization of, by, and for students who are, or were enrolled in, middle school, secondary, postsecondary, and collegiate health science education classes and/or are interested, planning to pursue, or pursuing a career in the health professions.

The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science Education instructional program.

B. REGIONS

1. Idaho HOSA is divided into regions, which in turn are composed of local chapters.

The regions of Idaho HOSA are:

- Northern Idaho (Region 1 & 2) -
- Treasure Valley Region (Region 3)
- Southwest Magic Valley Region (Region 4)
- East Idaho (Region 5 & 6)

2. The board members for each region serve as the director of regional activities and as a liaison to the Idaho HOSA State Office.

3. All members of the region shall be members of local chapters in good standing with the state and international organizations. This means that HOSA members must be members of both state and international organizations as well as their local chapters.

C. AFFILIATION FEES

State associations in good standing are those that recognize the importance of all health science education students and local and state advisors being affiliated with the state and national organizations. Unless a student or advisor is affiliated with the local, state, and national organization, he or she should not be regarded as an Idaho HOSA member, nor receive any rights or privileges thereof.

1. Annual state affiliation fees are \$10/member and global/national affiliation fees are \$10/member. The chapter advisor must be a dues-paying (professional) member of HOSA

2. Affiliation for state and national levels must be submitted to Global/National HOSA no later than January 1 or before if registration for a program requires.

- Additional affiliation fees may be assessed by local chapters. Affiliation fees for fall semester students must be received by National HOSA on or before January 1 of the membership year.
- Affiliation fees for students who enroll after January 1 must be received by National HOSA on or before March 1 of that same year.
- Affiliation fees for postsecondary/collegiate students who enroll after January 1 must be received by National HOSA on or before March 1 of that same year.
- Students who do not affiliate by the appropriate date shall be ineligible to participate in the State Leadership Conference or seek State Office positions. Members are not eligible for competition if they are not affiliated with the state and national organization before the registration deadline for conferences.
- Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to competition eligibility and the start of member/chapter services.

3. Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation process, the chapter is obligated to pay the appropriate state and national dues for all members submitted.

4. Idaho HOSA members should send chapter affiliation monies (for state and national dues) directly to National HOSA. Chapters are required to affiliate using the HOSA affiliation system on the Internet at www.HOSA.org.

5. Each HOSA chapter must have one or more local advisors who pay an affiliation fee as professional members.

6. All state staff will affiliate with the state and national associations.

7. All delegates in attendance at the Idaho HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.

8. An affiliated member who leaves the sponsoring educational setting, either voluntarily or by removal, automatically forfeits their membership in HOSA.

D. STATE OFFICERS

All-State Officers will be elected by the Voting Delegates, at State Leadership Conference shall be held each year at the time and place designated by the Idaho HOSA, Inc. Board of Directors. Local chapters of Idaho HOSA shall exercise their membership voting privileges through Voting Delegates. Two Voting Delegates shall be allowed per chapter.

1. ELECTION OF OFFICERS

The elected officer positions are:

- President - either secondary or postsecondary/collegiate
- President-Elect - either secondary or postsecondary/collegiate
- Four (4) Secondary Vice Presidents
- One (1) Postsecondary Vice President

2. DUTIES OF STATE OFFICERS

State Officers will act in a mature, responsible manner at all times, respecting the Idaho HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office. The duties of the elected officers are specified in the *State Officer Handbook*. In addition, the state officers shall:

- a. HOSA Officers shall make themselves available, as necessary, in promoting the general welfare of Idaho HOSA
- b. The Executive Council shall be composed of the State Officers of Idaho HOSA, Inc., the CTSO Manager, and the State Advisor.
- c. The President shall preside at the Idaho HOSA State Leadership Conference and all HOSA officer meetings, make committee appointments (unless otherwise provided), and develop an Annual Program of Work, with the assistance of the Executive Council and the Idaho HOSA, Inc. Board of Directors. The President shall serve the Idaho HOSA, Inc. Board of Directors and Executive Council.
- d. The President-elect shall serve HOSA in any capacity, as directed by the President, and shall assume the duties of the President in his/her absence. The President-Elect shall succeed the President at end of each term of office. The President-Elect shall serve on the Idaho HOSA, Inc. Board of Directors and Executive Council.
- e. One Vice-President shall serve as a member of the Interview Committee and in any other capacity as directed by the President.
- f. One Vice President shall be designated as Secretary by the Executive Council to record the minutes of all Division or Officer meetings. They shall file such minutes and all other records and reports with the Idaho HOSA CTSO Manager/State Advisor following their presentation, and in any other capacity as directed by the President.
- g. One Vice President shall be designated as the Historian by the Executive Council to keep records and other materials of historic importance to the Division. They will compile these materials, add them to the Idaho HOSA website or contribute to social media, prepare a narrative account of HOSA activities during her term of office, and be responsible for the publication, correspondence, and public

- h. relations between the member associations and in any other capacity as directed by the President
- i. One Secondary and the Postsecondary Vice President shall be designated Communications Liaisons for their respective division, and in any other capacity as directed by the President.
- j. The President and the President-elect shall participate on Idaho HOSA, Inc. Board of Directors committees, carry out any other responsibilities as appointed or requested by the Chairperson of the Board, and report action to the HOSA Executive Council and membership.

3. CANDIDATES

Officer candidates must be current members of HOSA in good standing. Candidates for each office shall submit the required information to the CTSO Manager before the annual State Leadership Conference by a date designated by the Idaho HOSA, Inc. Board of Directors. The required application information shall include:

- A verified statement of academic performance for the current school year.
- A statement of support with the signature of the school principal, Career and Technical Director, or Dean; the signature of the local chapter Advisor, and the signature of a parent or guardian if the candidate is a secondary member.
- Must have a GPA of 3.0 or higher

A state chapter shall submit no more than two applications per office. Chapter advisors are expected to support the candidate if elected as a state officer until the officer has completed his/her duties in the office.

4. STATE OFFICER INTERVIEWS, ELECTION TERMS, AND OFFICE VACANCIES

An Interview Committee is composed of no less than one member of the Idaho HOSA, Inc. Board of Directors, the President, President-elect, and one Industry partner. The interviewing committee shall be appointed by the CTSO Manager/State Advisor.

Student Officers, except the President, shall be elected by ballot at the annual State Leadership Conference to serve one year and until their successors are selected. The President-elect shall succeed in the office of President for one year. In the event a majority vote is not secured by any candidate, a run-off shall begin immediately during the Business Session. Except for the President-elect succeeding to the Presidency, State Officers may seek re-election to the same or any other office within the same division for one year.

In the event of a vacancy in the office of President, the President-elect shall succeed to that office. In consultation with the Executive Council, other vacancies in state offices may be filled by appointment of the Board of Directors from the list of nominees for that office. When no previous candidate for that office is available, the Board may select another qualified candidate.

5. TERM OF OFFICE

Student officers shall be elected by voting delegates at the annual Idaho HOSA State Leadership Conference. Terms of office shall begin immediately after the annual conference at which officers are elected. Until the following annual Idaho HOSA State Leadership Conference.

6.. REMOVAL

Any State Officer may be removed from office if they fail to complete their duties of the office as outlined in the State Officer Handbook. Removal must receive a 2/3 vote from the Board of Directors. Violations of the code of conduct will initially be handled by the State Advisor and CTSO HOSA Manager who may recommend action or refer the violation to the Idaho HOSA Board of Directors. If the violation is not resolved by the State Advisor and CTSO HOSA Manager, the HOSA Board Chairperson will review the situation and recommend action. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Idaho HOSA Board of Directors or Executive Council for evaluation and action.

7. FINANCES

- All state officer travel must be approved by the State Advisor and CTSO HOSA Manager and based on the travel budget for the year.
- State officers will be reimbursed for their round-trip travel, lodging, and meal expenses according to the Idaho HOSA Reimbursement guidelines. Listed in the CTSO Fiscal guidelines.

E. HOSA DIVISIONS

1. SECONDARY DIVISION

As specified in Article III, Section 3 in the Idaho HOSA Bylaws, the Secondary Division shall be composed of secondary students who are enrolled in high school and a Health Science program or an organized career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.

The official definition for secondary members of HOSA for the purposes of Competitive Events is: A secondary student is one who, a) is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions; b) has not received a high-school diploma (or its equivalent) before the state's annual conference; or c) has been within the continuous, sequential educational system for two or more years before current year's annual state conference.

2. POSTSECONDARY/COLLEGIATE DIVISION

As specified in Article III, Section 3 in the Idaho HOSA Bylaws, the Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma, and/or are pursuing a GED and are majoring in a healthcare-related field or are interested or planning to pursue a career in the health professions.

The official definition for postsecondary members of HOSA for the purposes of Competitive Events is: A postsecondary student is one who (a) is enrolled in a state-approved post-secondary program or college-level program; (b) has received a high-school diploma (or its equivalent) and/or has been out of the continuous, sequential educational system before the current Health Science enrollment for two or more years before current year's annual state conference.

The official definition for a collegiate member of HOSA for the purposes of Competitive Events is: A collegiate student is one who is seeking a baccalaureate degree.

3. ALUMNI

As specified in Article III, Section 3 in the Idaho HOSA Bylaws, a former Active Member who no longer meets the criteria for active membership may become an alumni member. Alumni members shall not pay affiliation fees, may not vote, make motions, hold office, or compete in events.

4. MEMBERS-AT-LARGE

As specified in Article III, Section 3 in the Idaho HOSA Bylaws, Members-at-Large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with Idaho HOSA, or by geographic region as determined by the Idaho HOSA Board of Directors. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office but are allowed to be a state voting delegate or seek a state officer position.

5. HONORARY MEMBERS

As specified in Article III, Section 3 in the Idaho HOSA Bylaws, Honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Idaho HOSA, Inc. Board of Directors. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office, and competing in events.

III. Professional Activity and Development

A. IDAHO HOSA STATE LEADERSHIP CONFERENCE

1. PURPOSE

- a. The purposes of the Idaho HOSA State Leadership Conference (SLC) are to:
- b. Ensure the expansion of knowledge regarding the healthcare industry and its occupations.
- c. Afford the recognition of competency through demonstrated proficiency of skills.
- d. Nurture a commitment to professional HOSA organizations. Afford opportunities for leadership development.
- e. Ensure the democratic process.
- f. Afford the unity of membership and fellowship.
- g. Ensure the democratic process.
- h. Afford the unity of membership and fellowship.

2. IDAHO HOSA SLC MANAGEMENT TEAM

The Idaho HOSA SLC Management Team is appointed by the Idaho HOSA State Advisor, CTSO HOSA Manager, and Board of Directors and serves to direct specified operations at the Idaho HOSA State Leadership Conference. Members of the Management Team may include:

- a. *Director of Competitive Events*: Direct the Idaho HOSA Competitive Event policies.
- b. *Conference Headquarters Chair*: Responsible for scheduling assistance in Conference HQ and helping advisors and members during the conference.
- c. *Conference Headquarters Staff*: Assist in conference operations.
- d. *Judge Coordinator*: Responsible for coordinating judging of competitive events.
- e. *General Session Coordinator*: Works with state officers, technicians, and announcers to ensure the quality of the general sessions.
- f. *Production Assistant*: Enters winners' names into PowerPoint for Awards Sessions, as well as controls the PowerPoint presentations during other general sessions.
- g. *Expo & Career Fair Coordinator*: Contacts and coordinates potential exhibitors and directs the expo.
- h. *Courtesy Corps Coordinator*: Assigns and supervises members of the Courtesy Corps.
- i. *Past State Officers*: Former state officers who are invited back to help with general conference management.
- j. *Tabulations Director*: Compiles results of Competitive Events and prepares script.
- k. *App Manager*: Works closely with Tabulations to push second-round competitor notifications

3. FINANCES

- The Idaho HOSA State Leadership Conference (SLC) should be self-supporting. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of this member service.
- An SLC registration fee shall be established by the Idaho HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor and CTSO HOSA Manager.
- Registration fees for the SLC shall be in the Idaho HOSA State Office by the published deadline or the registration may be canceled

4. ATTENDANCE ELIGIBILITY AND REGISTRATION

- a.** Those eligible to attend the Annual State Leadership Conference are Chapter Advisors; Affiliated Members; State Officers; State Officer Candidates; students with assigned specific responsibilities; Supervisors, Health Occupation Education; Idaho Department of Education Staff; HOSA State Advisor and State Office Staff; Director, Health Occupations Education; participants and invited guests.
- b.** Each HOSA member attending shall:
 - Be a member in good standing of HOSA. This means that HOSA members must be members of both Idaho HOSA and HOSA, Inc.
 - Have the approval of a parent or guardian if a middle school or secondary member.
 - Have the approval of the local chapter advisor.
 - Have the approval of the school administration.
- c.** The local advisor is responsible for registering their local chapter delegation by the published deadline.
- d.** Each delegate listed on the registration form **MUST** have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.
- e.** Family members are required to pay the registration fee as approved by the Board of Directors.
- f.** Non-members (guests) are required to pay the registration fee as approved by the Board of Directors.
- g.** The registration fee includes all general sessions, speakers, educational symposiums, media presentations, rentals, competitive events, Awards Ceremony, registration information, conference program materials, recognition program awards, and other general conference operating expenses.

- h. If applicable, anyone staying at the Idaho HOSA conference hotel in the HOSA conference room block must be a registered delegate and must stay at the conference hotel.
- i. Chapters are asked to provide at least a 1:15 adult-to-student ratio (or adhere to the school ratio(if lower) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.

5. REFUND POLICY

Requests for refunds because of cancellations must be made in writing before the published deadline. A processing fee (currently \$25.00) per email request will be assessed whether or not a school's initial payment has been received by the Idaho HOSA State Office for all names registered in the system on the deadline date, and substitutions are allowed

6. HOTEL REGISTRATION

- a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- b. Delegates to the Idaho HOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek state office.
- c. If the Chapter Advisor will not be accompanying his/her chapter at the SLC, a chaperone must be designated and properly registered for the conference.
- d. Idaho **HOSA is NOT** responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.
- e. All HOSA delegates are responsible for additional charges incurred by use of the phone, movie service, damage to the room, and/or removal of items from the room.

7. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORM

Each delegate to the SLC must have a completed and signed "*Code of Conduct/Medical Liability Release Form.*" Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to the Idaho HOSA State Office before the conclusion of conference registration.

8. ADVISORS CODE OF ETHICS

Each advisor and chaperone attending the SLC must complete the Advisor's Code of Ethics and submit it to the Idaho HOSA State Office before the conclusion of conference registration.

10. CONFERENCE STUDENT CURFEW

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew. Local advisors should not enable their students to be out after curfew. The general sessions should be enthusiastic, but attendees should not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of each session.

11. COMPETITIVE EVENTS

Idaho HOSA SLC follows the authority for Competitive Events as directed in the current National HOSA Handbook, unless otherwise noted **in this handbook in Section III.A.12.** Policies and procedures for the HOSA Competitive Events Program are provided in the current [General Rules and Regulations \(GRR\) HOSA Handbook](#). Refer to the HOSA Handbook for the following information.:

- a.** Event Preparation
- b.** Basic Event Regulations
- c.** General Rules and Regulations
- d.** Method for Determining Finalists in Competitive Events Requiring Multiple Sections
- e.** Competitive Events Inquiry Procedure and Form.
- f.** Awards will not be presented if the competitor(s) do not meet the established level of competency in the event

12. IDAHO HOSA SLC COMPETITIVE EVENT REGISTRATION GUIDELINES

- a.** The SLC Event list is updated annually and is the primary source of active event listings
- b.** Competitors may participate in one (1) ONLINE ONLY event and one (1) IN PERSON event only at SLC
- c.** Competitors may participate in as many National Geographic Learning Academic Testing Center (ATC) events at SLC as they wish, at no additional cost.
- d.** Competitors may participate in as many Recognition Category Events as they wish.
- e.** HOSA Bowl: Limit of two (2) teams per chapter
- f.** Events must have a minimum of (3) competitors registered

13. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Idaho HOSA. Members must wear either the official HOSA uniform or a navy blue/black suit to all general sessions. Appropriate business attire must be worn for orientations, and attire appropriate to the occupational area may be worn for specific skill events. The official Idaho HOSA dress policy is posted on the state website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

14. VOTING DELEGATES

Voting delegates at the State Leadership Conference allow for 2 delegates per affiliated chapter.

15. SESSION PROTOCOL

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions. During general sessions, paraphernalia is **NOT** to be taken on stage. Beach balls are **NOT** allowed to be brought to any conference activity. Noisemakers and confetti are **NOT** allowed during the sessions. Assigned seating may be used during the general sessions.

16. ADVISOR RESPONSIBILITIES

The Idaho HOSA Board of Directors has made it mandatory for all advisors attending the Idaho HOSA State Conference to contribute to the success of the conference and the safety of student delegates by serving in competitive events as Lieutenant, Event Manager, or Judge.

17. ADVISOR ORIENTATION

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

B. REGIONAL LEADERSHIP CONFERENCE

1. PURPOSE

The purpose of the Regional Leadership Conference is to provide an opportunity for regional competitive events and leadership/career activities.

2. RESPONSIBILITY

- a. It shall be the responsibility of the Regional Advisors and/or assigned coordinators(s) within the region holding the conference to select the site, set the date, and plan the program.
- b. The conference should be self-supporting with expenses paid from regional funds supported by regional dues and/or fees.

3. ADVISOR RESPONSIBILITIES

All advisors who attend the Regional Leadership Conferences will contribute to the success of the safety of student delegates by being involved. The Idaho HOSA Board of Directors has made it mandatory for each local/chapter advisor to assist in the management of events, sessions, judging, etc.

Each advisor and chaperone attending the Regional Leadership Conference must complete the Advisor's Code of Ethics.

4. CONDUCT CODE/MEDICAL LIABILITY RELEASE FORM

Each delegate to the regional conference must have a completed and signed "Code of Conduct/Medical Liability Release Form.

6. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon HOSA Members must wear either the official HOSA uniform or navy blue/black suit to all general sessions. Appropriate business attire must be worn for orientations, and attire appropriate to the occupational area may be worn for specific skill events. The official Idaho HOSA dress policy is posted on the state website. IT is the chapter advisor's responsibility to assure that students adhere to dress code policies.

IV. Financial Structure and Related Activities

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY AND PROCEDURE

It shall be the responsibility of the State Advisor and the CTSO HOSA Manager to prepare an annual budget and other financial resumes and reports as requested by the IDAHO HOSA Board of Directors. The proposed fiscal year budget shall be presented to the members of the Idaho HOSA Board of Directors at the Fall Board meeting for approval before the fiscal year begins August 1.

2.. INCOME

- a. Income shall be derived from state affiliation dues and state conference registration fees as recommended by the Idaho HOSA Board of Directors.

3. EXPENSES

- a. Idaho HOSA Board Members are entitled to reimbursement for reasonable expenses incurred in attending meetings as affixed by the Board of Directors and approved in advance by the Board chair and State Advisor.
- b. State officer expenses incurred while traveling at the request of the state association shall be reimbursed in accordance with the current fiscal guide.

B. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The Idaho HOSA Office shall receive and disburse all monies of the state association.

2. FINANCIAL REPORTING

It shall be the responsibility of the CTSO HOSA Manager to prepare an income and expense summary, including a comparison of budget and actual income and expenses.

3. ANNUAL AUDIT/REVIEW

The CTSO HOSA Manager shall arrange for an annual financial audit/review by an independent account(s) who will audit/review all accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service

APPENDIX A
RECOMMENDED CHANGE TO IDAHO HOSA POLICY
AND PROCEDURES MANUAL

TO: _____ Chairman, Policy and Nomination Committee

FROM: _____ Title: _____ State: _____

Policy as present stated POLICY AND PROCEDURES MANUAL (Specify section and page):

Policy as proposed:

Reason for change:

Signature: _____
Approval _____

Committee

Signature: _____
Approval _____

Committee

APPENDIX C

OFFICIAL HOSA UNIFORM POLICY

An **Official HOSA uniform** is required for voting delegated and national officers.
The official HOSA uniform policy:

1. Blazers: Males and Females.:

- A tailored navy blazer with an emblem affixed over the heart.
- Awards Unlimited Supply Service: Official supplier for blazers

2. Shirt/Blouse: Females:

- A white tailored blouse or a short sleeve white jewel neck is acceptable.
- This is interpreted to mean an open or closed neck. *Jewel necklines with lace, ruffle, or full-edged collars are not acceptable*

3. Shirt: Males:

- A white closed-neck, man-tailored dress, suitable for use with a tie

4. Accent for Females:

- The maroon HOSA scarf no longer is a required part of the official uniform for females
- Maroon accent is optional a scarf or bow tie

5. Accent for Males:

- A solid navy or maroon men's long-tailed tie.

6. Official HOSA pin Members and/or Advisors:

- The pin is centered on the left lapel of the jacket

7. Slacks Males:

- Navy or white slacks
- Jean/Demin is *not considered acceptable*.

8. Slacks/Skirts Female:

- Navy or white slacks and/or skirts
- Jean/Demin is *not considered acceptable*

9. Footwear:

- Appropriate to the overall appearance of the uniform
- Black, navy, or white should be consistent among the group.
- For females, open-toed shoes are acceptable
- Tennis and track sneakers/shoes *are not considered acceptable*

10. Attire for Awards, Recognition Sessions Friday and Saturday Evening Events:

- Females, "dressy" short or long dress, official HOSA uniform or business attire
- Males, business attire or official HOSA uniform

11. Business Attire:

- Females, business suit, tailored dress or blazer and skirt with a tailored blouse
- Males, business suit or sport coat, slacks with dress shirt and tie

No denim clothing or canvas shoes will be acceptable. Knee-length split skirts may be acceptable; however, city "shorts" are not acceptable

APPENDIX D

ADVISORS ETHICS BOARD

1. With the approval of the Executive Committee, shall propose a code of conduct for the advisors in attendance.
2. Review all questions and disputes which have been prepared and submitted in writing according to an established procedure (i.e., complaints involving advisor conduct, competition violations, hotel complaints. State delegation behavior, behavior, inappropriate behavior, etc.).
3. Make appropriate recommendations to the Executive Committee in a timely manner
4. A written appeal must be submitted by the advisor to the Board of Directors. The Board of Directors at its next scheduled meeting will consider the appeal and make a final decision. The advisor may attend the meeting and speak on his/her behalf. The decision of the Board of Directors is final.

Committee Composition:

1. Local Advisor (Secondary)
2. Local Advisor (Postsecondary/Collegiate)
3. Competitive Events Chairman
4. HOSA, Inc. Board of Directors, Chairman-Elect
5. National President-Elect

APPENDIX E EXECUTIVE COUNCIL

State Officer Candidacy Criteria

1. Candidates must have a least junior classification in high school and have a minimum of a 3.0 GPA on a 4-point scale (Official Transcript).
2. Candidates must be active members of HOSA (Article IV, Section 3, HOSA Bylaws).
3. All candidate applicants must adhere carefully to all process rules as outlined in the State Officer Candidate Packet for state officer candidacy consideration.
4. The HOSA Nomination Committee will interview all eligible candidates and present a final slate officer candidate to Voting Delegate Assembly for election.

EXECUTIVE COUNCIL CODE OF CONDUCT AND POLICIES

The members of the State Executive Council will fulfill and complete all obligations which are assigned during his/her term of office and will promote the goals and objectives of HOSA.

1. State Officers will always project a desirable image of HOSA.
2. State Officers will abide by the Travel Policies as stated.
3. State Officers will be available for the Career and Technical Student Organization, State Officer Training Session, usually held in early June.
4. When traveling on behalf of HOSA, remember, that the state officer represents the Executive Council and National and Colorado HOSA. State officers should dress in official HOSA uniforms and conduct themselves accordingly.
5. State officers will not consume any alcoholic beverages at any HOSA function.
6. State officers will not tolerate the use of any narcotic substance while at any HOSA activity.
7. State officers attending any HOSA activity will adhere to the curfew assigned for the activity.
8. State officers may not smoke while in HOSA uniform or at any HOSA function.

The Code of Conduct will be strictly enforced. Any infringements of these rules will be cause for resignation and will be dealt with by a committee considering two Executive Council members, the State Advisor, and the Chairman of the Board of Directors.

APPENDIX F

IDAHO HODA WEBSITE POLICIES

Purpose: The Idaho HOSA website is designed to provide information, about HOSA for HOSA members, their parents, advisors, school, health care partners, and corporate sponsors.

1. Links to HOSA:HOSA: Will grant permission for education and healthcare sites to link to the HOSA website, provided the educational or healthcare site is reputable and consistent with HOSA's mission. Written permission to use HOSA's emblem will only be granted to Associate Partners and Corporate Sponsors.

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

- The website contains information that may be objectionable to the HOSA membership of the HOSA Board of Directors.
- The website would create a conflict of interest with HOSA's existing partners.
- The content of the website is not consistent with the mission of HOSA.
- The website is NOT a health care website.

3. Chapters: HOSA provides chapter information at www.idahohosa.org or will link to a chapter's website, provided the request to establish the link is made by the chapter advisor.

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

5. Idaho HOSA Home Page: HOSA reserves the right to add corporate logos with links to a corporate description page and website for Gold Sponsors and Corporate Associates.

6. Use of Photos: HOSA Leadership Conference participants grant permission, through the conference permission form, for HOSA to use pictures taken during the SLC on the HOSA website. HOSA will remove a picture on the website upon the written request of the student in the picture. Names of students are never used, except as permitted by members of the State Executive Council.

7. Disclaimer: HOSA has provided links and pointers to Internet sites maintained by third parties. HOSA does not operate or control any request for information, products, or services on these third-party sites. The materials at www.hosa.cccs.edu and the third-party sites are provided "as is" and without warranties of any kind either express or implied. To the fullest extent permissible pursuant to applicable law, HOSA disclaims all warranties, express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. HOSA does not warrant that functions contained in the materials will be uninterrupted or error-free, that defects will be corrected, or that this site or the server that makes it available, is free of viruses or other harmful components. HOSA does not warrant or make any representations regarding the use of the results of the use of the materials on this site or third-party sites in terms of their correctness, accuracy, timeliness, reliability, or otherwise . the user

(and not HOSA) assumes the entire cost of necessary maintenance, repair or, correction.

APPENDIX G-1

NATIONAL HOSA METHOD FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

Due to the technical nature of many of our Competitive Events, necessity has dictated that a method be derived to expedite the running of the events. After examining alternatives, National HOSA piloted a mathematical method to determine the finalist forms format for the National Leadership Conference. The following is a rationale for the technique and an explanation of its use.

1. **Fairness to the Competitor:** When the previous method of determining finalists was used there was no guarantee the top 10 students selected would be the best. Whenever multiple sections of an event were run, only the top form of each section was allowed to compete in the finals. Since there is the seeding of competitors in HOSA, it is possible that the best 10 competitors could be entered in the same section. Hence, they would be eliminated from becoming finalists, Standard deviation eliminates the need for run-off competition and therefore, allows for the possibility of the best competitors being recognized.
2. **Differences Between Judges Among Sections:** Regardless of the specifically of rating instrument, there always will be differences when different teams judge different sections. A means of compensating for these differences is necessary, the mathematical method will accomplish this.
3. **Time:** To run fin, in any event, requires a great deal of additional time and personnel Mathematically calculating the finalists eliminates the need for a final run-off competition.
4. **Element of Surprise Maintained:** Whenever a final run-off competition is announced, the element of surprise is greatly reduced. For those who did not make the finals, there is a sense of anticipation for the awards ceremony. The method used maintains the elements of surprise until finalists are announced at the awards ceremony.

EVENTS WHERE STANDARD DEVIATION IS USED

CATEGORY II – SKILL EVENTS

- Clinical Specialty

CATEGORY III – INDIVIDUAL LEADERSHIP EVENTS

- Extemporaneous Speaking
- Job Seeking Skills
- Prepared Speaking
- Researched Persuasive Speaking
- Interviewing Skills

CATEGORY IV – TEAM LEADERSHIP EVENTS

- Community Awareness
- Parliamentary Procedure
- Creative Problem Solving
- Biomedical Debate
- Medical Reading
- Health Education

**If entries for any competitive event total only a number sufficient for one section, this even is not subverted to the standard deviation process.*

APPENDIX G-2

NATIONAL HOSA STEPS FOR DETERMINING FINALISTS IN COMPETITIVE EVENTS REQUIRING MULTIPLE SECTIONS

The process for implementing the National HOSA Mathematical Methods for Multiple sections Finalists Identification is explained by first identifying symbols for scores/sections, second, listing the steps to be taken, and third, providing an example using hypothetical scores.

SYMBOLS FOR SCORES AND SECTIONS

- ICAS Individual Competitor Average Score
- AJS Average of Judges Scores for Each Competition
- JDS Judges' Differential in Scoring between two (2) sections
- AJDS Average Judges' Differential in Scoring between three
- CS Control Section – The Section having the highest AJS, if three (3) or more Sections
- AICAS Adjusted Individual Competitor Average Score
- FCS Final Competitor Score

STEPS IN IMPLEMENTING THE MATHEMATICAL METHOD

1. Determine an Individual Competitor Average Score (ICAS):

- For each competitor in each section.
- Add all scores (one per judge) for each competitor, divide by the number of judges, result equal the ICAS per competitor.

2. Determine the Average of Judges' Scores (AJS):

- Add all Individual Competitor Average Scores (ICAS) separately by section, divide the total by the number of competitors in a section, and results in the AJS for each section.

3. Determine the Control Section (CS):

- Compare the Average Judges' Scores (AJS) for all sections.
- The section with the highest AJS (or highest AJS, if three or more sections are used) **becomes the Control Section.**

4. Determine the Judges' Differential in Scoring (JDS) between Sections:

- Subtract the *lower* Average Judges' score (AJS) from the *higher* AJS
- The difference equals the Judge's Differential in Scoring, when two (2) sections are used, the results equal the JDS.

5. Determine an Adjusted Individual Competitor Average Score (AICAS):

- For each competitor in each section except those in the Control Section (CS).
- Add the amount of the Judges' Differential in Scoring (JDS) to each Individual Competitor Average Score (ICAS), except those in the Control Section (CS).

6. Identify the Final Competitor Score (FCS) for each competitor:

- For the Control Section (CS), the original Individual Competitor Average Score (ICAS) becomes the Final Competitor Score (FCS) for each competitor.

7. Determine the Rank Order of each Final Competitor Score (FCS):

- Assign a rank number to each Final Competitor Score (FCS).

8. Identify as finalists the top 10 ranked Final Competitor Scores (FCS).

- Example of use of Mathematical Method:
- Hypothetical Event: (Individual) - Prepared Speaking
- Hypothetical Event (Team)
- Parliamentary Procedure - Number of Competitors/Teams: 20(10 per section)
- Number of Sections 2

[To ensure accuracy of results, it is recommended that each section should include a minimum of ten competitors or ten teams if possible.] Number of judges 6 (3 per section)

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APPENDIX H STANDARD DEVIATION POLICY

As disused in the HOSA *Handbook*, National HOSA adopted the use of the “standard deviation method” to determine winners when multiple sections with different judges per section are necessary. The rationale for this method is detailed in the current HOSA *Handbook*.

Whenever possible, National HOSA encourages single-section to avoid using the standard deviation method.

When multiple sections are a necessity, National HOSA adheres to the following guidelines whenever possible:

- All sections for an event should have an equal number of competitors.
- Competitors are randomly assigned to sections.
- Judges are randomly assigned to sections.
- The preferred minimum number of competitors (individuals or teams) is ten (10).
- Three (3) judges per section are preferred, and less than two (2) judges are avoided.

For a variety of reasons, we sometimes find it difficult to satisfy all guidelines for all multiple-section events. However, by using random assignment of competitors and judges, the Competitive Events Committee and the Board have confidence in the results.

National HOSA uses a special computer program to compute the standard deviation and rank order event winners of multiple section events. Each event winner list is reviewed by the Event Lieutenant, Director of Competitive Events, and Chairman of Competitive for validation purposes.