



POLICIES AND PROCEDURES MANUAL

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COLORADO HOSA

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PREFACE

This document is one of several publications that a Colorado HOSA leader should have in his/her professional library. Other publications which contain organizational information include the NATIONAL HOSA HANDBOOK, HOSA, Inc. Bylaws, HOSA Bylaws, Colorado HOSA Bylaws, and the NLC GUIDE.

The Colorado HOSA Board of Directors maintains the Bylaws and makes the necessary changes from time to time in the POLICIES AND PROCEDURES MANUAL.

The Colorado HOSA POLICIES AND PROCEDURES MANUAL was adapted from the National document, and provides state leaders with a better understanding of how the organization operates. Any suggestions to improve these policies and procedures should be directed to the Colorado HOSA Executive Committee or through the State HOSA Headquarters.

I. NATIONAL AND STATE ORGANIZATIONAL STRUCTURE

A. NATIONAL HOSA, INC.

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

Colorado HOSA exists as a state affiliate of the National Organization, and is recognized as the official career technical student organization (CTSO) for Health Science students in Colorado by the Colorado Community College System.

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc. Bylaws. Colorado is represented on HOSA, Inc. by the Colorado HOSA State Advisor or as designated by the Colorado HOSA Executive Committee.

B. COLORADO HOSA BOARD OF DIRECTORS

1. PURPOSE

The Board of Directors shall serve in an advisory capacity in all affairs of Colorado HOSA. The Board is responsible for decisions made regarding operation and growth of the state association.

2. MEMBERSHIP

a. The membership of the Board includes:

(1) At least one representative (advisor) from each school with an affiliated chapter

1-75 members = 1 representative

75-150 members = 2 representative

150-225 members = 3 representatives

(2) At least two elected/appointed student officers:

Colorado HOSA President

Colorado HOSA President-Elect

National Officer(s)

b. Non-voting members of the Board include:

(1) Colorado HOSA State Advisor (serves as the Board Secretary or assigns designee)

(2) CACTE- Health Division President

(3) Health Science Program Director

(4) Other Colorado HOSA Management Team members

The Colorado HOSA State Advisor shall serve as the Secretary to the Board. The State Advisor may delegate this responsibility to another member of the board.

Only State Officers may be reimbursed for travel expenses to Board or Executive Committee meetings.

3. **QUORUM**

Thirty percent (30%) of the voting members of the Colorado HOSA Board of Directors shall constitute a quorum.

4. **PROXIES**

Any member who is unable to attend a meeting may appoint a proxy to cast his or her vote. All such proxies shall be transmitted by the holder to the Colorado HOSA State Advisor prior to any participation in the meeting on behalf of the absent member.

5. **VOTING**

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

6. **ELIMINATION OF BIASES**

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

C. COLORADO HOSA EXECUTIVE COMMITTEE

1. **PURPOSE**

The Executive Committee shall serve in an advisory capacity to the Colorado HOSA Management Team and Colorado HOSA Board of Directors in all affairs of Colorado HOSA. The Executive Committee shall handle Colorado HOSA business between Board meetings regarding the operation of the state association and/or direction given to the State Advisor.

2. **MEMBERSHIP**

The membership of the Executive Committee is specified in Article VII, Section 4, Colorado HOSA Bylaws.

The qualifications for seeking elected membership on the Board are:

- a. Confirmation by the Colorado HOSA State Advisor that a candidate's current status is consistent with the Executive Committee position being sought.

- b. Commitment to attend at least four annual meetings of the Colorado Executive Committee: CACTE Summer Conference, Fall/Winter Meeting, Colorado HOSA State Leadership Conference and the Spring Meeting.

3. ELECTION

The elected members of the Colorado Executive Committee shall be elected by the Colorado HOSA Board of Directors at the Fall Meeting. Student members of the Executive Committee shall be elected by the voting delegates during the Business Meeting at the Colorado HOSA State Leadership Conference. HOSA National Officers are appointed by the State Advisor to serve on the Board of Directors.

- a. Terms of office will be two years for advisors. No elected representative will serve more than two consecutive terms.
- b. Elections for secondary and postsecondary advisor representatives will be held during the Fall Meeting. The advisor receiving the most votes will be declared the winner.
- c. The Colorado HOSA State Advisor shall serve as the Secretary to the Executive Committee. The State Advisor may delegate this responsibility to another member of the Committee.
- d. Only State Officers may be reimbursed for travel expenses to Board or Executive Committee meetings.

4. QUORUM

Thirty percent (30%) of the voting members of the Colorado HOSA Executive Committee shall constitute a quorum.

5. VACANCIES

A vacancy in the Executive Committee may be filled by the Colorado HOSA State Advisor until the next election.

6. ELIMINATION OF BIASES

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

D. STANDING COMMITTEES

Two committees exist in addition to the Colorado HOSA Executive Committee. They are the Competitive Events Committee and the Colorado HOSA State Conference Management Team.

1. **COMPETITIVE EVENTS COMMITTEE**

The Director of Competitive Events will be appointed by the Colorado HOSA State Advisor. Members shall be appointed by the Director of Competitive Events and State Advisor. Members of the committee will include the Director, the Co-Director, Lieutenants, and Event Managers.

The term of office for the Director and Co-Director of Competitive Events will be 4 years. Terms of office for Lieutenants will be 3 years. Terms of office for Event Managers will be 2 years. The Director is a member of the Colorado HOSA Board of Directors.

The Director and Co-Director tenure will be as follows:

- Year 1 Co-Director
- Year 2 Director
- Year 3 Director
- Year 4 Co-Director

The purpose of the first year as Co-Director will be to learn the role of Director. The second year as Co-director (after completing two years as Director) will be to assist and support the new Director.

a. Charges of the Colorado HOSA Competitive Events Program

- (1) Implement a program of competitive events to recognize individual and group development in the secondary and postsecondary/ collegiate divisions and for members of special populations.
- (2) Provide a management plan to efficiently and effectively implement the program.
- (3) Appoint Lieutenants for each category and Event Managers for each event.
- (4) Monitor all awards and special recognition activities and actions to the benefit of HOSA and its supporters.
- (5) Seek new avenues of recognition that will contribute in a positive manner to the growth of Colorado HOSA.

b. Responsibilities

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the Colorado HOSA Board of Directors.
- (3) Keep accurate minutes of all official business and submit minutes to the Colorado HOSA State Office within ten (10) days.

- (4) Direct Colorado HOSA Competitive Event policies.
- (5) Manage the Competitive Events onsite at the Colorado HOSA State Leadership Conference.

2. COLORADO HOSA MANAGEMENT TEAM

The Colorado HOSA Management Team is appointed by the Colorado HOSA State Advisor and serves to direct specified operations at the Colorado HOSA State Leadership Conference. Members of the Management Team include:

- a. Judge Coordinator - Responsible for coordinating judging of competitive events.
- b. Educational Symposiums Director - Coordinates speakers/presenters for the Educational Symposiums.
- c. Health Career Expo Coordinator - Contacts and coordinates potential exhibitors, and directs the health fair.
- d. State Officer Candidate Manager - Coordinates the selection process for state officer candidates.
- e. Courtesy Corps Director - Assigns and supervisors members of the Courtesy Corps with direction of the Competitive Events Committee.
- f. Headquarters Staff - Assist in conference operations.
- g. Tabulations Director - Compiles results of Competitive Events and prepares script.
- h. Director of Scholarships - Coordinates scholarship interviews and selection.
- i. Leadership Development/Sessions Director – Coordinates and supervises the state officers and sessions.

Others may be appointed to the Colorado HOSA Management Team with approval from the Colorado HOSA Executive Committee.

Members of the Management Team may be compensated for their services, either in the form of a contract or through reimbursement for conference expenses.

E. STATE OFFICE STAFF

1. STATE ADVISOR

The State Advisor shall be hired by the Colorado Community College

System and shall serve as the Chief Operating Officer of Colorado HOSA and is responsible for the daily operation of the headquarters.

The State Advisor shall serve as the Secretary to the Colorado HOSA Board of Directors and Executive Committee. The State Advisor and/or designee shall also serve as an ex-officio member to all committees.

The State Advisor must have the ability to plan, organize and conduct state leadership conferences and daily operations of Colorado HOSA.

2. HOSA STATE OFFICE STAFF

The staff is employed by the Colorado Community College System:

- a. The Health Science Program Director manages the Colorado HOSA State Staff. The Program Director also assumes overall responsibility for Colorado HOSA's management.
- b. The HOSA Administrative Assistant shall oversee all administrative tasks for Colorado HOSA. (The HOSA Administrative Assistant also serves as the Administrative Assistant for HOSA, FCCLA, Health Science, ACE, Criminal Justice, Public Safety and Family and Consumer Sciences.)
- c. The CTSO Accountant oversees the financial processes of Colorado HOSA. The CTSO Accountant writes checks and manages the Colorado HOSA student dollar account.

3. HEADQUARTERS

The headquarters of Colorado HOSA will be at the Colorado Community College System under the supervision of the Director of Career and Technical Education.

II. ORGANIZATION STRUCTURE

A. COLORADO HOSA

The name of the organization sponsored by the Colorado Community College System is Colorado HOSA, the Colorado State Association of HOSA. HOSA is a national organization of, by, and for students who are or were enrolled in 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. AFFILIATION FEES

State associations in good standing are those who recognize the importance of all health science education students and local and state advisors being affiliated with

the state and national organization. Unless a student or advisor is affiliated with the local, state and national organization, he or she should not be regarded as a Colorado HOSA member nor receive any rights or privileges thereof.

1. Annual affiliation fees are \$10 state dues per member and \$10 national dues per member. The chapter advisor must be a dues paying (professional) member of HOSA.
2. Affiliation for state and national levels must be submitted to National HOSA no later than January 1 if the student is enrolled in the fall semester; spring enrollees must be affiliated by March 1 or before State Leadership Conference registration (whichever comes first) or within thirty (30) days of the beginning of a program initiated during the spring semester. Chapters will be invoiced upon request; however, full payment must be received within 30 days to be eligible for state and/or national competition.

Members are not eligible for state competition if they are not affiliated with the state and national organization prior to the registration deadline for the Colorado HOSA State Leadership Conference.

Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to NLC eligibility and the start of member/chapter services.

3. Chapters may not substitute names on the Chapter Affiliation. Once a chapter completes the affiliation process, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
4. Colorado HOSA members should send chapter affiliation monies (for state and national dues) directly to National HOSA. Chapters are required to affiliate using the HOSA home page on the Internet at www.HOSA.org.
5. Each HOSA school/chapter must have one or more local advisors who pay an affiliation fee as a professional member.
6. All health science education state staff that work with HOSA shall pay an affiliation fee to a state professional chapter or join through a local chapter.
7. All Board members and headquarters staff shall be affiliated members in good standing.
8. All delegates in attendance at the Colorado HOSA State Leadership Conference and HOSA National Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the registration fee designated for non-members.

C. STATE OFFICERS

1. ELECTED OFFICERS

The elected officers are specified in the Colorado HOSA Bylaws, Article IV.

2. DUTIES

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

- a. Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer or chapter.
- c. Handle correspondence in a prompt and professional manner, receive approval from the local advisor before sending correspondence, and send a copy of all correspondence to the Colorado HOSA State Advisor.
- d. Provide a monthly report to the State Advisor documenting HOSA activities on all levels including, local, state, etc.
- e. Unless otherwise designated, wear the official HOSA uniform when representing Colorado HOSA. Colorado HOSA may provide a blazer and skirt or pants on loan. Officers are required to purchase their own blouses and shoes.
- f. Carry out their responsibilities but shall not let them interfere with continuing their education, to include maintaining a "B" (85) average for each grading period. Officers whose grades fall below a "B" average will be placed on probation. Failure to improve to a "B" average by the next grading period will result in the officer's removal from office.
- g. Forward all requests received for services to the State Advisor.
- h. Notify the State Advisor immediately of circumstances which prevent carrying out an assignment.
- i. May be reimbursed for expenses incurred while performing approved services for the association, depending on the budget for the fiscal year. Reimbursement for services at the local level will be the responsibility of the local chapter.
- j. Act in a mature, responsible manner at all times, respecting the 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.

3. CANDIDATES

Officer candidates will submit an application, nomination form, travel form, transcript and letters of support, take a written test, deliver a prepared

speech to a panel of judges and an audience, and participate in an interview.

State officer candidates shall not be allowed to serve as voting delegates at the Colorado HOSA State Leadership Conference.

Chapter advisors are expected to support the candidate, if elected as a state officer, until the officer has completed his/her duties of office.

4. DOCUMENTATION OF CANDIDACY

- a. An application form to include a record of HOSA offices held.
- b. A verified statement of academic performance (Transcript) for the current school year.
- c. A nomination form including a statement of support with the signature of the school principal, Chancellor or Dean, the signature of the local chapter advisor, and the signature of parent or guardian if the candidate is a secondary member.

5. STATE OFFICER NOMINATING COMMITTEE

A Nominating Committee composed of at least one (1) member of the Colorado HOSA Board of Directors, Health Science Program Director and President-Elect. Former state officers, chapter advisors, health care professionals, and others can be appointed (as appropriate) by the State Advisor, in consultation with the State Officer Candidate Manager.

The screening committee shall interview qualified candidates and shall nominate no more than three (3) candidates for each officer. Candidates may also be nominated from the floor if they have met the qualifying requirements.

The screening committee may also screen National Officer Candidates. A state association shall submit no more than two (2) secondary, and two (2) postsecondary/collegiate candidates for student office. (Article IV, Section 6, National HOSA Bylaws)

6. TERM OF OFFICE

Student officers shall be elected by ballot during the Business Session at the annual Colorado HOSA State Leadership Conference to serve one year. Terms of office shall be from installation until the following State Leadership Conference.

7. VACANCIES

In the event of a vacancy in the office of President, the President-Elect shall succeed to that office. In consultation with the Executive Council, other vacancies in state offices may be filled by appointment by the Executive Committee from the list of nominees for that office. When no

previous candidate for that office is available, the Executive Committee may select another qualified candidate.

8. **REMOVAL**

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

- a. If a state officer should miss a required meeting, the officer may be asked to resign by the State Advisor.
- b. Violations of the Code of Conduct will initially be handled by the Executive Council. The council may recommend action, or refer the violation to the Colorado HOSA Executive Committee.
- c. If the violation is not resolved by the Executive Council, the Health Science Program Director will review the situation and recommend action to the State Advisor.
- d. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Colorado HOSA Executive Committee for evaluation and action. If the officer involved is a member of the Executive Committee, he/she would not take part in the disciplinary referral.
- e. If the decision is to remove the state officer, the state officer may appeal the decision in writing to the Colorado HOSA Board of Directors. The Health Science Program Director will meet with or conduct a conference call with the state officer on behalf of the Board of Directors and make a full written report to the Board members. A majority vote of the Board of Directors is required to overturn the decision. A mail ballot will probably be taken to poll the Board members if time is an issue.

9. **FINANCES**

- a. All state officer travel must be approved by the State Advisor and based on the travel budget for the year.
- b. State officers who serve on the Colorado HOSA Board of Directors and Executive Committee may be reimbursed for their round-trip travel, lodging and meal expenses for official Board and Executive Committee meetings.
- c. State officers who go to college out-of-state will be required to fulfill the duties of their office, regardless of distance, and will be reimbursed for travel at a rate no greater than reimbursement from their school of election.
- d. Reimbursements will be processed when a completed reimbursement form and attached receipts are received by the State Advisor. Completed forms should be submitted within thirty

(30) days.

D. HOSA DIVISIONS

1. SECONDARY DIVISION

As specified in Article III, Section 3 in the Colorado HOSA Bylaws, the Secondary Division shall be composed of secondary students who are or have been enrolled in a state-approved Health Occupations/Health Science or an organized health career awareness program and/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 interested, planning to pursue, or pursuing a career in health professions

2. POSTSECONDARY/COLLEGIATE DIVISION

As specified in Article III, Section 4 in the Colorado 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 enrolled in a health care related field at the undergraduate level, or are interested or planning to pursue a career in the health professions.

The official definition for postsecondary/collegiate members of HOSA for the purposes of Competitive Events is:

A postsecondary/collegiate student is one who (a) is enrolled in a state-approved postsecondary program or college level program or is interested, planning to pursue, or pursuing a career in health professions; (b) has received a high-school diploma (or its equivalent) and/or has been out of the continuous, sequential educational system prior to the current Health Science Education enrollment for two or more years prior to the current year's HOSA State Leadership Conference.

3. MEMBERS-AT-LARGE

As specified in Article III, Section 5 in the Colorado 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 Colorado HOSA. Members-at-large are not eligible to serve as voting delegates to the State/National Conference or seek elected office.

4. ALUMNI

As specified in Article III, Section 6 in the Colorado HOSA Bylaws, the

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

5. PROFESSIONAL

As specified in Article III, Section 7 in Colorado HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science in a professional capacity. These may include health professionals or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

6. HONORARY MEMBERS

As specified in Article III, Section 8 in the Colorado 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 Colorado HOSA 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. COLORADO HOSA FALL LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the Colorado HOSA Fall Leadership Conference (FLC) are to:

- a. Provide a variety of educational and social learning activities at a state level for HOSA members.
- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
- c. Provide information about current health care issues and concerns at the local, state and national level in health science and the career technical student organizations of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
- d. Provide educational workshops that promote the development of students and further Colorado HOSA purposes.

2. FINANCES

- a. The Colorado HOSA Fall Leadership Conference (FLC) should be a self-supporting conference. All income and expenses relating to the FLC should be recorded separately to determine the actual cost of this member service.
- b. A FLC registration fee shall be established by the Colorado HOSA State Advisor.
- c. Registration fees for the FLC shall be in the state HOSA Headquarters by the published deadline or a late fee may be assessed.

3. ATTENDANCE ELIGIBILITY AND REGISTRATION

- a. All Colorado HOSA members in good standing are eligible to attend the Fall Leadership Conference (FLC) if they are registered as a conference delegate.
- b. Each HOSA member attending shall:
 - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
 - (2) Have approval of parent or guardian unless the student is of legal age.
 - (3) Have approval of chapter advisor.
 - (4) Have approval of school administration.
- c. The registration fee includes: all general sessions, socials, entertainment, speakers, educational symposiums, media presentations, rentals, registration information, conference program materials and other general conference operating expenses.
- d. Anyone staying at the Colorado HOSA conference hotel in the HOSA conference room block **MUST BE A REGISTERED DELEGATE**. All registered delegates **MUST STAY AT THE CONFERENCE HOTEL**.
- e. Chapters must 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.
- f. Family and guests must pay the conference registration fee, or at least the function fee, to attend any conference activities.

4. REFUND POLICY

NO REFUNDS will be given for the Colorado HOSA Fall Leadership Conference for any reason. Substitutions are allowed.

5. MULTIPLE RELEASE FORM

Each delegate to the FLC must have a completed and signed "Colorado Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to HOSA Headquarters prior to conference registration. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms 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.

6. ADVISORS CODE OF CONDUCT

The Colorado HOSA Board of Directors in conjunction with the HOSA, Inc. Board of Directors adopted an Advisors Code of Conduct and the consequences for violation.

7. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Colorado HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require official HOSA uniforms. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

8. SESSION PROTOCOL

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:15 for the session that will assure professional behavior by all who attend.

During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

9. DISCIPLINE

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference. State Staff will not handle any discipline issues of chapter members. Any discipline issues should be handled by the local advisor in adherence to school discipline plans. Any discipline issues

should be reported to the State Staff.

B. COLORADO HOSA STATE LEADERSHIP CONFERENCE

1. PURPOSE

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

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

2. FINANCES

- a. The Colorado HOSA State Leadership Conference (SLC) should be a self-supporting conference. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of this member service.
- b. A SLC registration fee shall be established by the Colorado HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.
- c. Registration fees for the SLC shall be in the state HOSA Headquarters by the published deadline or a late fee may be assessed.

3. ATTENDANCE ELIGIBILITY AND REGISTRATION

- a. All Colorado HOSA members in good standing are eligible to attend the State Leadership Conference (SLC) if they are registered as a

conference delegate.

- b. Each HOSA member attending shall:
 - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
 - (2) Have approval of parent or guardian unless the student is of legal age.
 - (3) Have approval of chapter advisor.
 - (4) Have approval of school administration.
- c. The registration fee includes: all general sessions, socials, entertainment, speakers, educational symposiums, media presentations, rentals, competitive events, Awards Ceremony, registration information, conference program materials, recognition program awards and other general conference operating expenses.
- d. Anyone staying at the Colorado HOSA conference hotel in the HOSA conference room block **MUST BE A REGISTERED DELEGATE**. All registered delegates **MUST STAY AT THE CONFERENCE HOTEL**.
- e. Chapters must 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.
- f. Family and guests must pay the conference registration fee, or at least the function fee, to attend any conference activities unless invited by the Colorado HOSA Executive Committee.

4. REFUND POLICY

NO REFUNDS will be given for the Colorado HOSA State Leadership Conference for any reason. Substitutions are allowed.

5. 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. All reservations must be in writing to the conference hotel. Chapter advisors should not finalize hotel checks until hotel assignments are finalized.
- c. Delegates to the Colorado 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.

- d. The HOSA room block is available to registered delegates only at the State Leadership Conference.
- e. If for some reason the Chapter Advisor will not be accompanying his/her chapter at the time of arrival, a Chapter Advisor Designee should be selected and Colorado HOSA should be notified.
- f. Upon arrival at the hotel only the HOSA advisor should approach the hotel reservation desk to register his/her delegation.
- g. Colorado HOSA is NOT responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.
- h. 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.

6. MULTIPLE RELEASE FORM

Each delegate to the SLC must have a completed and signed "Colorado Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to HOSA Headquarters prior to conference registration. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms 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.

7. ADVISORS CODE OF CONDUCT

The Colorado HOSA Board of Directors in conjunction with the HOSA, Inc. Board of Directors adopted an Advisors Code of Conduct and the consequences for violation.

8. COMPETITIVE EVENTS

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

- a. Event Preparation
- b. Basic Event Regulations
- c. General Rules and Regulations
- d. Method for Determining Finalists in Competitive Events Requiring

Multiple Sections

e. Competitive Events Inquiry Procedure and Form

No event at the State Conference will be canceled due to lack of involvement/ participation of competitors. However, awards may not be presented if the competitor(s) do not meet the established level of competency in the event.

If a skill event has less than five (5) competitors, it may be decided to offer the test only at the state conference. The students should always be prepared to perform the skills. State winners who advance to the National HOSA conference will be expected to perform selected skills.

9. OFFICER ELECTIONS

The guidelines/requirements for running for office are provided in the conference materials (online – www.hosa.cccs.edu) and include:

- a. State Officer Election Process
- b. State Officer Application
- c. Nomination Form for Colorado HOSA Officer Candidate
- d. Colorado HOSA State Officer Travel Policies
- e. Colorado HOSA State Officer Screening Tool
- f. Interview Rating Sheet
- g. Oral Presentation Rating Sheet

10. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Colorado HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require official HOSA uniforms. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

11. VOTING DELEGATES

Voting delegates at the State Leadership Conference are apportioned for each chapter based on the current year's membership by division as follows:

<u>Membership</u>	<u>Voting Delegates</u>
5-25	1
26-50	2
51-75	3
76-100	4
101-125	5
126-150	6
151+	7

12. SESSION PROTOCOL

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:15 for the session that will assure professional behavior by all who attend.

During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

13. ADVISOR RESPONSIBILITIES

All advisors who attend the Colorado HOSA State Leadership Conference will contribute to the success of the conference and the safety of student delegates by serving in one of the following roles:

- Competitive events
- Activities chaperone
- Educational Symposium
- State Leadership Conference Management Team
- Other responsibilities as needed

14. CONFERENCE ORIENTATION (Opening Session)

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

15. DISCIPLINE

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference. State Staff will not handle any discipline issues of chapter members. Any discipline issues should be handled by the local advisor in adherence to school discipline plans. Any discipline issues should be reported to the State Staff.

C. HOSA NATIONAL LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the HOSA National Leadership Conference are to:

- a. Provide a variety of educational and social learning activities at a national level for HOSA members.

- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
- c. Provide information about current health care issues and concerns at the local, state and national level in health science and the career technical student organizations of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
- d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
- e. Conduct the necessary annual business of the national career technical education student organization of HOSA by the national voting delegates and HOSA, Inc. Board of Directors.
- f. Provide educational workshops that promote the development of students and further National HOSA purposes.

2. FINANCES

- a. The HOSA National Leadership Conference should be a self-supporting conference. All income and expenses relating to the NLC should be recorded separately to determine the actual cost of this member service.
- b. An NLC registration fee shall be established by the HOSA, Inc., Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the HOSA, Inc., Board.
- c. Colorado HOSA may add an additional Colorado HOSA fee to the national registration to help cover the costs of spirit gifts, state staff and officer expenses, and/or a reception for the local advisors who attend the national conference.
- d. All registration fees for the NLC shall be in the Colorado HOSA office by the established deadline.
- e. Local chapters must pay the full amount owed to Colorado HOSA prior to attending the National Leadership Conference.

3. ATTENDANCE ELIGIBILITY

- a. All HOSA members in good standing are eligible to attend the NLC.
- b. Each HOSA member attending shall:
 - (1) Be a member in good standing of HOSA (as defined in the Bylaws).

- (2) Have approval of parent or guardian unless the student is of legal age.
- (3) Have approval of chapter advisor.
- (4) Have approval of school administration.
- (5) Have approval of state association.

4. REGISTRATION

- a. The State Advisor and/or designee is responsible for validating the registration of the state delegation. The local chapters must register their members and meet the state registration deadline so the state deadline of May 15 can be met.
- b. Chapters complete the on-line Chapter Conference Registration by the deadline date established. The full amount of the delegation's registration must be received before it is finalized.
- c. All registration fees must be received no later than June 1 to avoid jeopardizing participation in the HOSA National Leadership Conference.
- d. Each delegate listed on the registration form **MUST** have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.
- e. Family members and guest are required to pay the same registration fee as set by National HOSA.
- f. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.
- g. Anyone staying at any HOSA conference hotel in the HOSA conference room block **MUST BE A REGISTERED DELEGATE.**

5. REFUND POLICY

No refunds will be paid. Substitutions are allowable until NLC official registration closes at 12:00 PM on Wednesday of the conference.

6. HOTEL REGISTRATION

- a. The local advisors 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. Registrations must be made with the conference hotel assigned to Colorado.
- c. Instructions will be provided each year regarding the method of reservations, either in writing or on-line.
- d. Delegates to the HOSA National Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek national office.
- e. The HOSA room block is available to registered delegates only at the National Leadership Conference. The Headquarters staff will recommend hotels in the area for non-registered delegates who do not intend to participate in any NLC functions.
- f. If for some reason the local advisor will not be accompanying his/her delegation, Colorado HOSA should be notified with the name and contact information of the responsible party.

7. TRANSPORTATION

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

8. CODE OF CONDUCT FORM

Each delegate to the NLC must have a completed and signed "Code of Conduct Form". Refer to the NLC GUIDE for a copy. This form must be signed by all requested persons and a copy sent to Colorado HOSA to be forwarded to National HOSA. The local advisor should keep the original.

Members are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.

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

9. MEDICAL LIABILITY RELEASE FORM

Each delegate to the NLC must have a completed and signed "Medical Liability Release Form". A copy of the form must be sent to Colorado HOSA to be forwarded to National HOSA. The local advisor should keep

the original in case it is needed. Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the NLC GUIDE for a copy.

10. ADVISORS CODE OF ETHICS

The HOSA, Inc. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation.

11. COMPETITIVE EVENTS

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

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

No event at the National Conference will be canceled due to lack of involvement/participation of competitors. However, awards will not be presented if the competitor(s) do not meet the established level of competency in the event.

12. AWARDS AND RECOGNITION

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

- a. Individual Recognition
- b. Chapter Recognition
- c. State Association Recognition
- d. Special Recognition

13. OFFICER ELECTIONS

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

- a. Candidate Nominating Procedure
- b. Nomination Form for National Officers
- c. Travel Policies
- d. Statement of Support
- e. Candidate Information Resume
- f. Study Guide for Written Exam
- g. Photograph for Program Book

14. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon the state association and National HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require official HOSA uniforms. See the NLC Guide for the official HOSA Uniform Policy and proper attire for the conference.

15. INSURANCE

- a. Conference insurance shall be provided for all delegates.
- b. Each local and state advisor, for his/her protection, should secure insurance against accident and/or liability claims while traveling with students.
- c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

16. VOTING DELEGATES

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

Membership	Voting Delegates
0 - 25	0
26 - 100	1
101 - 1,000	2
1,001 - 3,000	3
3,001 - 5,000	4
5,001 - 7,000	5
7,001 - 9,000	6
9,001 - 11,000	7
11,001 - 13,000	8

The Colorado State Officers are the voting delegates for Colorado.

17. ADVISOR ORIENTATION

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

18. GENERAL SESSIONS

Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. HOSA cannot be held responsible for delegates who miss recognition because they failed to attend a general session.

During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

19. DISCIPLINE

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference. State Staff will not handle any discipline issues of chapter members. Any discipline issues should be handled by the local advisor in adherence to school discipline plans. Any discipline issues should be reported to the State Staff.

IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY

It shall be the responsibility of the State Advisor to prepare an annual budget and such other financial resumes and reports as requested by the Colorado HOSA Board of Directors.

2. INCOME

- a. Income shall be derived from affiliation fees and conference registration fees as recommended by the Colorado HOSA Board of Directors and approved by the Delegate Assembly.

3. EXPENSES

- a. State Officers
 - (1) Travel and per diem of the Executive Council in attending the State HOSA Conference shall be reimbursed in accordance with the current budget approved by the Board of Directors.
 - (2) State officer expenses incurred while traveling at the request of the state association may be reimbursed in accordance with the current budget approved by the Colorado HOSA Board of Directors.

B. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The Colorado HOSA Headquarters shall receive and disburse all monies of the state association.

2. BOOKKEEPER

The CTSO Accountant, on Colorado Community College System staff, will serve as the organization's bookkeeper.

3. ANNUAL AUDIT/REVIEW

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

V. SERVICES TO MEMBERS

A. EMBLEMATIC MATERIALS

1. PURPOSE

HOSA emblematic materials shall be used by the HOSA membership in order to display the character of the organization.

2. PURCHASE

All emblematic materials are copyrighted and can be purchased only from the HOSA Supply Service. HOSA emblematic materials are sold only to affiliated HOSA groups. Legal counsel will be used to halt the illegal use of the HOSA, Inc., emblem and/or copyrighted materials.

3. MANUFACTURE OF INSIGNIA

All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of HOSA shall be made by the National Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.

4. USE OF EMBLEMATIC MATERIALS BY CHAPTERS AND STATES

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

- a. Members and advisors in good standing may use the emblem, including the name, motto, creed and emblem.

- b. Local chapters and state associations may use the emblem on materials which have public relations value. Chapters and states may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to interpret HOSA through non-competitive activities.
- c. The HOSA emblem and name may be used for fund raising projects which are sponsored by local chapters and state associations. The name of the local chapter or state association shall be spelled out on the above materials so that it will not give the impression that the fund raising project or programs for which they are used are nationally sponsored.

5. HOSA SUPPLY SERVICE

Awards Unlimited is currently approved as the official supplier of HOSA emblematic materials. The HOSA, Inc., Board approves the supplier. It shall be the responsibility of the Marketing Committee to evaluate the service of the supplier on a yearly basis and make recommendations to the HOSA, Inc., Board of Directors.

B. INSURANCE

Colorado Career and Technical Student Organizations have supplemental insurance policies for CTSO-related activities. The insurance policy is intended to be supplemental and not substitute for the member, advisor, conference attendee or school's primary insurance coverage.

C. PUBLICATIONS

A variety of publications and audio-visual materials are available through the National Headquarters. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisers. Publications include:

- 1. HOSA NATIONAL HANDBOOK
 - a. Section A -- National HOSA - The Organization
 - b. Section B -- National Competitive Events Program
 - c. Section C -- Chapter Management Guide
- 2. AUDIOVISUALS -
 - a. Emblem ceremony slide set
 - a. Television Ad - Public Service Announcement
 - b. HOSA PowerPoints
- 3. HOSA, INC., HOSA AND COLORADO HOSA BYLAWS
- 4. HOSA DIRECTORY
- 5. HOSA MAGAZINE (Published on the National HOSA web site)
- 6. INTEGRATING HOSA INTO THE HSTE CLASSROOM

7. POLICIES AND PROCEDURES MANUAL
8. BROCHURES
 - a. HOSA Brochure
9. STATE ADVISOR HANDBOOK
10. CHAPTER ADVISOR HANDBOOK
11. COMPETITIVE EVENTS MANAGEMENT GUIDE
12. HOSA WEB SITES - www.hosa.org, www.hosa.cccs.edu
13. HOSA RESOURCE LIBRARY – distributed to all chapters via CD-ROM
14. COMPETITIVE EVENTS REPORT (published annual)
15. STUDENT MEMBERSHIP HANDBOOK

D. ORGANIZATIONAL INSIGNIA

1. NAME

The official name of this organization shall be HOSA – A Student-Led Association of Future Health Professionals.

2. EMBLEM

a. The emblem was adopted by the delegate assembly during the First National HOSA Leadership Conference held in Oklahoma City, Oklahoma in April, 1978. The design was submitted by the Tennessee State Association of HOSA.



b. The circle represents the continuity of health care; the triangle represents the three aspects of humankind: well-being-social, physical and mental; and the hands signify the caring of each HOSA member.

3. PROTECTION OF NAME AND EMBLEM

Federal law, grounded in Article I, Section 8, Clause 8 of the U.S. Constitution, provides protection for all U.S. citizens who register products of their intellect whether it be a patent on an invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of HOSA are registered with the U.S. Patent and Trademark Office on Certificate No. 1,161,488 Serial No. 228,606.

4. AUTHORIZATION FOR USE OF NAME AND EMBLEM

- a. The official name and emblem may be used only by members in good standing of active state associations or others granted written permission by HOSA, Inc. to use the name and emblem.
- b. The use of the HOSA name and emblem without meeting the above criteria is in direct violation of the law.

5. SPECIFIC USES OF THE NAME AND EMBLEM

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

Official meaning of colors:

Navy - Loyalty to the healthcare profession
Medical White - Purity of purpose
Maroon - Compassion of HOSA members

- b. The HOSA name and emblem may be used on stationery, jewelry, clothing or other emblematic items by persons meeting the criteria under "AUTHORIZATION FOR USE OF NAME AND EMBLEM."

6. CREED

The official creed of the organization is:

I Believe in the Health Care Profession.

I Believe in the profession for which I am being trained; and in the opportunities which my training offers.

I Believe in education.

I Believe that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

I Believe in myself.

I Believe that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals, I will become a more responsible citizen.

I Believe that each individual is important in his or her own right; therefore, I will treat each person with respect and love. To this end, I dedicate my training, my skills and myself to serve others through HOSA.

7. MOTTO

The official motto is:

"The Hands of HOSA Mold the Health of Tomorrow"

8. SLOGAN

The official slogan is: "Health Science and HOSA: A Healthy Partnership"

9. MISSION STATEMENT

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

E. ORGANIZATIONAL POLICIES

1. NON-DISCRIMINATION POLICY

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of National HOSA and Colorado HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

2. REASONABLE ACCOMMODATION POLICY

HOSA members with disabilities or who do not speak English will be reasonably accommodated in national and state competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. For Spanish speaking competitors, National HOSA will make every effort to find interpreters as needed. Requests for reasonable accommodation must be indicated on the HOSA National Leadership Conference registration form and submitted to National HOSA by the May 15 deadline.

3. REPRODUCTION OF PHOTOGRAPHS

As a delegate to any HOSA Leadership Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by National and/or Colorado HOSA unless it is made known by the delegate during registration. A release statement will be part of the Colorado HOSA Multiple Release Form and National HOSA Code of Conduct Form.

APPENDIX A
RECOMMENDED CHANGE TO
COLORADO HOSA POLICIES AND PROCEDURES MANUAL

TO: _____ State Advisor

FROM: _____ Title _____ State _____

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

Policy as proposed:

Reason for change:

Signature

Committee Approval _____

Signature

Board Approval _____

Updated Manual _____
Reprint Date

APPENDIX B

OFFICIAL HOSA UNIFORM POLICY

An **Official HOSA uniform** is required of voting delegates and national officers.

The official HOSA uniform policy is:

1. **Blazers for members - Males and Females.**
A tailored navy blazer with emblem affixed over the heart. Awards Unlimited Supply Service is the official supplier for this blazer.
2. **Shirt/blouse for female members.** A white tailored blouse or a short-sleeve white jewel neck shell are 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 for male members.** A white closed-neck, man-tailored dress shirt, suitable for use with a tie.
4. **Accent for female members.** The maroon HOSA scarf no longer is a required part of the official uniform for females. However, maroon accent is optional as a scarf or bow tie.
5. **Accent for male members.** A solid navy or maroon man-tailored long tie.
6. **The official HOSA member or advisor pin is centered on the left lapel of the jacket.**
7. **Matching navy or white slacks for males, and slacks or skirts for females.** (Jeans and denim skirts are not considered appropriate.)
8. **Footwear** appropriate to the overall appearance of the uniform in navy, black, or white, should be consistent among the particular group. (Open-toed dress shoes are acceptable for females. Tennis and track sneakers/shoes are not considered appropriate.)

Attire for the Recognition and Awards Sessions on Friday and Saturday evening:

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

Business Attire

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

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

APPENDIX C

EXECUTIVE COUNCIL

COLRADO OFFICER CANDIDACY CRITERIA

1. Candidates must have a minimum of a 2.0 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 set forth in the Colorado Officer Candidate Packet for national officer candidacy consideration.
5. The HOSA Nominating Committee shall administer the officer candidate written examination at the Colorado HOSA State Leadership Conference. **Candidates must pass the written examination with a score of 70% as a prerequisite to be interviewed.**
6. The HOSA Nominating Committee will interview all eligible candidates and present a final slate of officer candidates to the Voting Delegates at the Business Meeting for election.

EXECUTIVE COUNCIL CODE OF CONDUCT AND POLICIES

The members of the Colorado 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. Colorado Officers will project a desirable image of HOSA at all times.
2. Be totally committed and dedicated to HOSA and the total program of Health Science Education.
3. Maintain and expand knowledge of Health Science Education and the HOSA Organization.
4. Possess and maintain a vehicle and drivers license (including minimum auto insurance) for state-wide travel at all times. Or have access to transportation. Colorado Officers will assume all responsibilities for personal travel obligations to any event associated with the HOSA organization. The state staff and Colorado Community College System cannot be responsible for travel problems or accidents by state officers.
5. Colorado Officers **will purchase a National HOSA official uniform from the HOSA Supply Service and have it available for the first day of the Colorado Officer Training Session.**
6. When traveling on behalf of HOSA, remember, Colorado officers represent the Executive Council and Colorado HOSA. Colorado officers should dress in official HOSA uniform and conduct themselves accordingly.
7. Colorado Officers will be available for the Colorado Career and Technical Student Organization Officer Training Session, usually held in June.
8. Colorado officers will not consume any alcoholic beverages at any HOSA function.
9. Colorado officers will not use or tolerate the use of any narcotic substance while at any HOSA activity. Colorado officers may not smoke while in HOSA uniform or at any HOSA function.
10. Colorado officers attending any HOSA activity will adhere to the curfew assigned for that activity, unless accompanied by the State Advisor.
11. Be willing to commit the entire year to Colorado HOSA Officer activities.

12. Regularly and on time write all letters, thank you notes, reports, and other correspondence which are desirable and necessary.
13. Evaluate constantly his/her personality, attitudes, and health while making every effort to improve himself/herself by accepting and searching for constructive criticism and evaluation of total performance.
14. Serve as a member of the team, always maintaining a cooperative team attitude.
15. Take and follow instructions as directed by those responsible for me.
16. Maintain and attempt to improve the image of Colorado HOSA.
17. Follow the Colorado HOSA Bylaws and Policies and Procedures.
18. Complete reports and submit to the Colorado HOSA State Advisor on the 5th of each month.
19. Be on time at all times (meaning 5 minutes early)
20. Work cooperatively together and with the HOSA staff.
21. Maintain a positive attitude towards all the events throughout the year.
22. Remember that you represent the state of Colorado, not your local chapter.
23. Follow the Officer Code of Ethics:
 - a. To forego all alcohol, tobacco, drugs, and substances while involved in official or unofficial HOSA Activities.
 - b. To treat all HOSA members equally by not favoring one over another.
 - c. To behave in a manner which conveys and commands respect without air of superiority.
 - d. To maintain dignity while being personable, concerned, and interested in all persons.
 - e. To not use the position or office for personal gain.
 - f. To avoid any places or activities which in any way would raise questions as to moral character or conduct.
 - g. To use wholesome language in all speeches and informal conversations.
 - l. To maintain proper dress and grooming for all occasions in all places.
 - j. To avoid participating in, and actively discourage any conversations which belittle or downgrade fellow HOSA members, officers, and/or adults.

The Code of Conduct will be strictly enforced. Any infringements of these rules will be cause for resignation and will be dealt with by a committee consisting of two Executive Council members, the Colorado HOSA State Advisor, and the Executive Committee.

I agree to completely uphold the above Behavior Contract, will dedicate my service to Colorado HOSA for one year, and fully understand that the breach of any aforementioned expectations may result in dismissal from office.

Candidate _____ **Date** _____

Parent/Guardian _____ **Date** _____

HOSA Advisor _____ **Date** _____

APPENDIX D
EXECUTIVE COUNCIL
Discipline Plan

In the rare case a State Officer(s) are participating in the following situations, they will receive the following ramifications.

Use of tobacco, alcohol, or drugs

- Grounds for Dismissal

Disrespecting State Staff, Teammates, HOSA Members, Health Science Instructors

- Receive additional responsibilities and work
- Apology letter or other form of communication to appropriate individual(s)

Demonstration of negative attitude, poor work ethic, little/no contribution

- Receive additional responsibilities and work
- Grounds for Dismissal

Failure to meet deadlines

- No participation in State Officer activities
- Grounds for Dismissal

*The right is reserved to modify the consequences based on the situation.

By signing my name I verify that I have read the above and understand the consequences of my or my son/daughter's actions.

State Officer Signature

Print Name

State Officer Parent Signature

Print Name

Date

APPENDIX E

Colorado HOSA Grievance Policy

A person who is aggrieved by actions of the organization, or the organization's staff members, or another student have options in dealing with their grievance. Of these options, a person may choose to utilize our informal grievance policy or may choose to utilize our formal grievance policy. Each policy is discussed in greater detail below.

Informal Grievance Policy

For students, teachers and community members who believe that a professional working or educational environment can be maintained, the informal grievance policy is an effective and efficient way to resolve a issue.

For students, teachers, and community members who wish to grieve informally it is recommended that they first document the situation in writing and then contact the disputant, should they chose to do so. The individual holds a greater amount of control and ability to solve the problem on their own.

Individuals who pursue the informal grievance policy reserve the right to still pursue the formal grievance policy. The grievant should note that there are no time lines on the informal grievance policy but there are time lines in the formal grievance policy as listed below.

Some individuals chose to not follow the informal grievance policy for whatever reason. The informal process allows for greater control of the process and simple resolutions. The formal grievance policy has the grievance go to review by the Grievance Committee and judgments are made. The formal grievance policy can result in formal discipline of the respondent, which is unlikely to occur in the informal grievance process.

If the individual does not choose to approach the disputant in an informal grievance they are recommended to contact the administrator of the respective field (for example: teacher or administrator). If the issue is with the administrator they are recommended to speak with the State Advisor, if the grievance is with the State Advisor they are directed to go directly to the Grievance Committee.

Formal Grievance Policy

Any grievance should be filed within sixty (60) days of when the grievant knew or should have reasonably known of the alleged conduct. Formal complaints of discrimination must be filled within one hundred eighty (180) days from when the grievant knew or should have known of the alleged discrimination action. Formal complaints of discriminatory harassment including racial and sexual harassment must be filed within three hundred sixty five (365) days from when the grievant knew or should have known of the alleged harassment action.

Students who want to file a grievance with an outside agency other than Colorado HOSA should be aware that outside agencies may have different time frames and different forms to be filed.

The Grievance Committee is compiled of at least three (3) members of the Colorado Executive Committee. If a committee member is unable to uphold their obligation to be neutral and impartial to the grievance process or is involved in the grievance they will be asked to step down from the Committee for the specific grievance.

Within thirty days (30) days after receipt of the complaint, the Grievance Committee shall complete such investigation of the matter as it deems necessary, order the correction of any noncompliance found to exist or to have occurred and transmit a report of the findings of its investigation and corrective action to the State Advisor and complainant. The report will be considered filed when it is postmarked and sent to the last known address of the student, or when it is hand delivered to the student in person. The thirty (30) day time frame may be extended for not more than thirty (30) days upon application by the Grievance Committee and approval of the State Advisor.

The Grievance Committee may require the grievant to appear in front of the Grievance Committee. Written notice of the time date and place of the hearing will be presented to the disputants at least ten (10) days prior to the hearing. No disputant or grievance Committee Member shall intentionally try to stall, prolong, or delay the proceedings of the Grievance Committee. Each individual who appears may have one advocate join them at the Grievance Committee meeting.

Disputants in the grievance process are asked to submit all written documentation and evidence to the Grievance Committee no later than five (5) days before the hearing.

The complainant shall have the responsibility of producing satisfactory evidence of respondent's noncompliance. Both the complainant and the respondent shall have the right to appear and to participate in the Grievance Committee hearing, to present relevant evidence to the Grievance Committee, to cross-examine witnesses and to submit rebuttal evidence.

At the conclusion of the testimony, the Grievance Committee may permit each party to make a summation; if this privilege is extended to one side, it must be extended to the other side. The Grievance Committee may request the timely submission of written summations.

The Grievance Committee compiles a fact based report and makes recommendations for resolution to the State Advisor. All parties are presented in writing, by mail or in person, of the outcome of the grievance and the actions taken.

The specifics of the corrective action taken, if any, are made by the Grievance Committee.

APPENDIX F
GREIVANCE FORM

Name of Grievant:

Date:

E-mail:

Phone:

Statement of Grievance: (Attach documents if needed)

Signature

Send to:
Colorado HOSA
9101 E Lowry Blvd
Denver, CO 80230

A banner with a central rectangular box containing the text "Colorado HOSA Suggestion Form". The banner has pointed ends on both sides and a slight shadow effect at the bottom.

Colorado HOSA Suggestion Form

Colorado HOSA operates with the decision-making group known as the Colorado HOSA Board of Directors with the assistance of the Colorado Health Science Staff. Membership of the Board of Directors consists of each HOSA chapters having (a) representative(s) that bring the matter(s) of concern, submitted by the students/teachers/administration at their school, to the State Advisor prior to the presentation to the Board. The State Advisor will place the submission on the Board of Directors agenda. Once a decision is made by the Board, it is effective for one year before it can be brought before the team again for evaluation and possible changes. The Board meets 1-2 times per year and works from a strategic plan to improve Colorado HOSA. Budget, manpower, National HOSA guidelines, etc. are kept in mind when making the decisions.

Person submitting suggestion for Board of Directors discussion:

Please print or save as WORD document, fill in blanks, print, give to your Board Representative)

NAME _____

SCHOOL: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SCHOOL PHONE: _____

SCHOOL E-MAIL: _____

Please present the following matter to the Colorado HOSA Board of Directors for discussion:

APPENDIX H

Colorado HOSA Board of Directors

The leadership for the state association is provided by the Health Science Program Director and/or by the HOSA State Advisor, the Executive Council, and Colorado HOSA Board of Directors.

State Association may provide the following services to local chapters:

- Develop a program of work for the year and conduct/coordinate statewide activities.
- Advise and assist schools seeking chapter status from HOSA.
- Conduct state HOSA conferences that will include leadership and career development workshops and activities, competitive events, business sessions, general assemblies and other activities as desired by state membership.
- Provide guidance to the state officer leadership team.
- Provide leadership in the overall development and promotion of HOSA within the state through the distribution of brochures, newsletters or other informational material.
- Maintain contact with the National HOSA Headquarters, provide information needed and facilitate the distribution of information and materials from National HOSA to local chapters

Colorado HOSA organized the Colorado HOSA Board of Directors, whose members are representatives from the chapter advisors, state Health Science Staff and Colorado HOSA State Officers.

The team is facilitated by an Health Science state staff member. The state Health Science Program Director, State HOSA Advisor and support staff will each have a single vote on matters and serve as a resource for matters related to budgets and feasibilities of needed actions. Each school that has at least one HOSA chapter is eligible for least one representative and the schools with more students will have representatives according to the number of HOSA members as of a week prior to the Board of Directors meeting. Each representative has one vote.

Meeting Rules

- Everyone is free to express opinions openly.
- Parliamentary procedure will be followed to make all decisions.
- Silence means agreement.
- Prioritized list of problems will be developed at each meeting.
- Raise hand to get floor.
- Bar side conversations are not allowed, only one (1) speaker at a time.
- Can change rules as needed following decision-making rule.
- Keep budget in mind and manpower limits.
- Remain mindful of National HOSA requirements.

Guiding Principles

1. Colorado HOSA will approve/disapprove recommendations as presented by committee members or Board members regarding HOSA activities. Once a decision is made it will be effective for one year before it can be brought before the team for evaluation and possible changes.

2. Meeting will occur at least one time a year at a Health Content Meeting or as necessary.
3. All matters of concern must be presented to a Board member and brought to the State Advisor's attention at least a week before the meeting, to be added to the agenda for discussion. Each school with at least one HOSA chapter has an opportunity to have a member (s) present at all Board meetings. All Advisors need to see their Board Representative for discussion/input.
4. Parliamentary procedure will be followed during the meeting.
5. A CCCS state staff member will conduct the meetings. The HOSA State Advisor and the Health Science Program Director will be allowed to provide information as needed about points of discussion without being limited by Roberts Rule of Order.