**PREFACE**

*This document is one of several publications that a HOSA leader should have in his/her professional library. Other publications which contain organizational information include the NATIONAL HOSA HANDBOOK, NATIONAL HOSA Bylaws, and the International Leadership Conference GUIDE. It is believed the POLICIES AND PROCEDURES MANUAL provides NDHOSA and HOSA leaders with a better understanding of how the state organization operates. NDHOSA will hereby be referred to as NDHOSA.*

*The EASTERN NORTH DAKOTA AREA HEALTH EDUCATION (AHEC) BOARD/COMMITTEE maintains the COMMITTEE of members that make changes to the Policies and procedures of NDHOSA.*

*On behalf of NDHOSA and its members, we thank all of you for your hard work and dedication to the HOSA organization and for “sharing the vision” of NDHOSA in this great state.*

*Sincerely,*

*Katie Thompson*

*NDHOSAState Advisor*

**ORGANIZATIONAL STRUCTURE**

1. BOARD/COMMITTEE/COMMITTEE OF DIRECTORS
   1. PURPOSE
      1. The Board/Committee/Committee shall manage all affairs of NDHOSA-Future Health Professionals.
   2. MEMBERSHIP

Confirmation by NDHOSA State Office that a candidate's current status is consistent with the Board/Committee position being sought.

Commitment to attend quarterly Board/Committee meetings is expected.

Willingness to serve on the committee with responsibility and initiative to exercise the desired results of the committee’s charge.

* 1. BOARD/COMMITTEE MEMBER SELECTION
     1. Resume and referrals will be sent to active Board/Committee members.
     2. New Board/Committee members may replace a vacant position on the Board/Committee with approval by the Board/Committee.
     3. Persons seeking position of Vice Chair will be nominated by the Board/Committee.
  2. OFFICER DUTIES
     1. The Chair shall:
        1. Preside over all meetings of the Committee.
        2. Serve as special counsel for the Board/Committee as the occasion may require.
        3. Represent the association as deemed necessary.
        4. Assist, when needed, (with HOSA State Office) all contracts and letters of commitment.
     2. The Vice Chair shall:
        1. Be a person who is suitable to assume the position of Chair at the expiration of the Chair's term.
        2. Serve in the absence of the Chair.
        3. Shadow the Chair during their years of service.
        4. Perform such duties as the Chair may direct.
  3. EX-OFFICIO MEMBERS
     1. The State Advisor will serve as an ex-officio member.

1. TERM LIMITS
   * 1. The Chair and Vice Chair will serve three (3) consecutive one-year terms. Other Board/Committee representatives have no term limits and may serve as agreed by a majority vote of the Board/Committee.
   1. QUORUM
      1. A majority of the voting members of the NDHOSA Board/Committee shall constitute a quorum to conduct business.
   2. VACANCIES
      1. A vacancy on the NDHOSA Board/Committee may be filled by a majority vote of the Board/Committee.

When a vacancy is determined, the State Advisor will notify the Board/Committee members within ten business days of receipt of a letter of resignation.

* 1. VOTING
     1. Each voting member of the Board/Committee shall be allowed one (1) vote.
     2. Proxy votes are allowed.
  2. REMOVAL OF A BOARD/COMMITTEE MEMBER
     1. If any Board/Committee member misses four (4) meetings, he or she will be reviewed by the Board/Committee and replaced if deemed necessary by the Board/Committee.
     2. Except as otherwise prohibited by law, the committee may remove any Board/Committee member by a majority vote of the membership.
  3. ELIMINATION OF BIASES
     1. Board/Committee members shall cast votes on association matters that are in the best interest of the state association and shall eliminate particular chapter views and personal biases.
  4. CHANGE OF STATUS
     1. Board/Committee members are elected to represent a specific category relevant to the strength of the NDHOSA organization. If a Board/Committee member's status changes during the term of office, the Board/Committee member will notify the State Advisor. The membership will be asked to determine the status of the Board/Committee member with a changed status. NDHOSA, by majority vote, can confirm continuation to serve, or ask the Board/Committee member to resign and, thus, initiate the replacement process.
  5. OTHER DUTIES
     1. Recognize sources of consideration that arise involving new policies and procedures.
     2. Establish an annual program of work.
     3. Accept the responsibility of maintaining the NDHOSA Bylaws.
     4. Review the fiscal health of the NDHOSA organization on an annual basis.
     5. Develop revisions as deemed necessary.
     6. Analyze the reports and recommendations from the State Advisor.
     7. Market NDHOSA within their appropriate networks.
     8. Aid in fundraising efforts.
     9. Maintain a strategic plan for NDHOSA.
     10. Volunteer their time at the Fall Leadership Conference and State Leadership Conference.

1. STANDING SUB-COMMITTEES
   1. The standing sub-committees function and perform those duties as set forth in policies and procedures, or from time to time deemed expedient by the NDHOSA Board/Committee.

* 1. The Chair of the Board/Committee, with approval of the Board/Committee, may appoint Chair, Vice Chair and members for the standing sub-committees.
  2. The Chair of the Board/Committee may establish ad-hoc committees or task forces as specified in policies and procedures. Sub-committees are established as necessary by the NDHOSA Board/Committee and may include non-Board/Committee members.
  3. Sub-committees will present an annual report to the NDHOSA Board/Committee.
  4. Sub-committees to consider would consist of, but not limited to:
     1. Policy and Nominating Committee
     2. Marketing and Partnership Committee
     3. Fundraising Committee
     4. Strategic Planning Committee
     5. Ad Hoc Committees as necessary
     6. Fall Leadership Conference Committee
     7. Spring/State Leadership Conference Committee
  5. Sub-committee members shall be appointed or reappointed by the Chair of the Board/Committee.
     1. There are no term limits for the sub-committee members.
     2. Standing sub-committees shall have vested in them the authority to carry out their committee assignments.
     3. Items of budget consideration shall be approved by the Board/Committee Chair as stipulated in the Board/Committee-approved budget.
  6. Board/Committee Motions
     1. The State Advisor will review all motions from the sub-committees and present the Board/Committee no fewer than seven (7) days prior to the regular NDHOSA Board/Committee meeting. The Board/Committee will review the motions and determine if the motions are within the sub-committee's authority. If so determined, the Board/Committee can:

Refer the motion back to the originator for clarification or additional work, or;

Place the motion on the agenda for Board/Committee consideration.

* + 1. The Chair will present these motions placed on the agenda at the Board/Committee meeting during the specified agenda time with recommendations regarding the motion. The Board/Committee may (1) approve; (2) disapprove; (3) refer the motion back to the sub-committee for additional work; (4) refer the motion to another committee; or, (5) place the motion on the agenda for a future Board/Committee meeting.

1. STATE STAFF
   1. The NDHOSA State Office is located in Mayville, ND and managed by the State Advisor. The State Advisor is subcontracted by the Mayville State University/Eastern North Dakota AHEC with recommendations from the NDHOSA Board/Committee of Directors.
2. STATE ADVISOR
   * + 1. The State Advisor of the State Association is responsible for the overall organization. The State Advisor shall serve as an ex-officio member of the NDHOSA Board/Committee and all sub-committees on behalf of the state staff.
3. COMPETITIVE EVENTS MANAGEMENT TEAM
   1. The NDHOSA Competitive Events Management Team will operate under the direction of the Board/Committee. The competitive events management team will function under the leadership of the State Advisor.
   2. Board/Committee members serving on the competitive events management team will accept and fulfill their assignments.
   3. Members shall be appointed by the State Advisor with at least one Board/Committee member being appointed.
   4. The director will be the State Advisor until another one can be vetted and trained as the organization expands.
   5. Category chairs and lieutenants will be made up of professionals who have been fully orientated.
   6. Other positions may be added to the Events Management Team.
   7. Charges of the NDHOSA Competitive Events Management Team are as follows:
      1. Implement a program of competitive events to recognize individual and group development in the middle school, secondary, postsecondary/collegiate, and associate divisions and for members of special populations.
      2. Provide a management plan that efficiently and effectively implements the program.
      3. Appoint Category Chairs and Lieutenants for each category of events.
      4. Provide the management and oversee the facilitation of the following:

Contracts/Agreements with off-site competitive event locations.

Competitive Events on-site management.

* + 1. Recruit and assign judges to the competitive events.
    2. Monitor all awards and special recognition activities and actions to the benefit of NDHOSA and its supporters.
    3. Seek new avenues of recognition that will contribute in a positive manner to the growth of NDHOSA.
    4. Analyze all recommendations received from all sources.
    5. Submit recommendations to the State Staff.
    6. Finalize their year with a conference call including all members of the team to review and make changes for the next year’s program.
    7. Following the State Leadership Conference, generate a report to present to the Board/Committee.

1. NDHOSA
   * 1. The name of the organization is North Dakota HOSA-Future Health Professionals, referred to as NDHOSA. NDHOSA is a state affiliate of the International HOSA organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate Health Science classes or those students who are interested, planning to pursue, or pursuing a career in the health professions.
     2. The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.
     3. The mission of NDHOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all students interested in a career in healthcare, therefore, helping the student meet the needs of the healthcare community.
2. LOCAL CHAPTERS
   1. Local HOSA chapters shall be affiliated with NDHOSA Board/Committee of Directors and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni, and Professional.
      1. Interested chapters should contact the NDHOSA State Office and express their interest in forming a local chapter, followed by contacting International HOSA for charter number associated with NDHOSA.
      2. There is no state/national charter fee for affiliating with HOSA.
      3. NDHOSA will provide the following support to a new local chapter if they so desire:
         1. One (1) HOSA Advisor Handbook or reference to.
         2. Consultation regarding activating the local chapter and its local activities.
         3. On-site visit(s) by a state officer and/or representative of the NDHOSA Board/Committee, whichever is most feasible.
         4. Other assistance as necessary to ensure a successful launch.
      4. Other local chapter logistics include the following:
         1. In order to have an active HOSA chapter at least five (5) members and a chapter advisor, the members must pay affiliation fees.
         2. A current local constitution and/or bylaws must be on file at the NDHOSA State Office. There are provisions for revising the local chapter constitution and/or bylaws so that they in no way conflict with the NDHOSA Bylaws.
         3. All members of the local chapters should be in good standing with the state and national organizations. HOSA members must be members of *both* the state and national organizations.
         4. All chapters must be in good standing with NDHOSA in order to participate in statewide/regional events. This means that the chapter has no outstanding balances with NDHOSA State Office.
   2. Chapters may be established in any public, private, and/or homeschool education facility where there are students interested in pursuing a health career.
   3. Members of non-school based health related organizations (i.e. Medical Explorers, AHEC Health Clubs, etc.) may be offered the opportunity to affiliate with HOSA as middle school, secondary or postsecondary/collegiate chapters and members, as recognized by NDHOSA.
   4. Initial piloted chapters may receive a multi-year (3) funding package set by the NDHOSA Board/Committee of Directors to aid in early chapter start-ups.

G. AFFILIATION FEES

* 1. Local chapters in good standing are those who recognize the importance of all Health Science Education students and local 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 HOSA member nor receive any rights or privileges thereof.
  2. Annual affiliation fees shall be as established by the local, state, and national organizations. NDHOSA 2022-2023 State affiliation fee is $10.00. HOSA 2022-2023 affiliation fee is $10.00.
  3. Members are not eligible for attendance/competition if they are not affiliated with the national/state/local organization prior to the respective event. Initial and supplemental affiliation applications can be accepted throughout the entire membership year.
  4. Chapters may not substitute names on the Chapter Affiliation application. Once a chapter submits an affiliation form, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
  5. Local chapter affiliation monies (for state and national dues) are sent directly to National HOSA. Affiliation must be completed via the online affiliation system at [www.hosa.org](http://www.hosa.org). Current/Existing Chapter Login credentials can be retrieved from NDHOSA State Office. New Chapter Affiliation login credentials will be sent directly to the Local Advisor responsible for the chapter affiliation process by HOSA Headquarters.
  6. Each NDHOSA chapter must have one or more local advisors who paid an affiliation fee as a professional member.
  7. All delegates in attendance at all HOSA events should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee.
  8. Annual affiliation fees for each membership classification shall be recommended by the Board/Committee.

1. STATE OFFICERS

\*The elected officers are specified in the NDHOSA Bylaws in Article VII, Section 1.

DUTIES--All State Officers:

* + 1. Will be an active and involved member in their local chapter.
    2. Are required to communicate regularly and respond promptly to all inquiries for information.
    3. Attend all State Officer meetings and functions from start to finish.
    4. Are responsible for displaying excellent standards of professionalism, etiquette, and public relations to promote HOSA.
    5. Are expected to speak at functions involving NDHOSA upon request. They are responsible for preparing for said events by memorizing or being familiar with scripts.
    6. May make visits to local chapters to discuss HOSA and encourage further participation of current and new HOSA members in state and national HOSA Chapters.
    7. Plan the Program of Work for the members of NDHOSA, and work to achieve the goals and objectives set in the Program of Work.
    8. Keep a notebook of all activities during term in office to become part of State HOSA’s historical record.
    9. Support chapter advisors in their efforts to implement NDHOSA.

Individual Officer Responsibilities

* 1. President
     1. Preside over meetings through collaboration with state advisor
     2. Oversee the development of the Program of Work
     3. Make contacts as applicable for the role
     4. Work with the VP to establish HOSA Alumni affiliations; report to the team with progress and any needed support/assistance
     5. Work with the state advisor to plan all HOSA activities and events
        1. Fall Leadership Conference
        2. Spring/State Leadership Conference
     6. Submit monthly article focusing on each month’s program of work; article due on the first of each month
  2. Vice President (Chapter Relations)
     1. Preside over meetings in the absence of the President
     2. Check in with local chapter officers at least once per quarter
     3. Work with the President to establish HOSA Alumni affiliations; report ot the team with progress and any needed support/assistance
     4. Lead the communications of national and state fundraising activities and events
     5. Submit a monthly article focusing on chapter relations and/or fundraising ideas; article due on the first of each month
  3. Secretary/Treasurer/Reporter
     1. Take notes on all meetings (virtual and face-to-face); load notes within one week of each meeting to the shared drive
     2. Manage paperwork and other important documents as needed
     3. Assist President and Vice President in planning events
     4. Create a monthly newsletter with submissions from fellow officers with input from fellow officer team members; send to State Officer by the 5th of each month
  4. Social Media Historian
     1. Lead the communications adventures for social media platforms; share log-in information with State Advisor
     2. Submit all communications announcements with State Advisor for approval before posting
     3. Prepare infographics as needed for social media and team collaboration
     4. Submit a monthly newsletter article featuring social media engagement and/or upcoming events and opportunities; article due the first of each month.
  5. Community Service and Outreach Coordinator
     1. Lead the communication regarding national and state service projects
     2. Lead the national service project activity at the Fall Leadership Conference and the State Leadership Conference
     3. Submit a monthly newsletter article on community service with ideas of agencies/facilities to increase exposure of NDHOSA and/or local HOSA chapters; submit newsletter article by the first of each month

3. CANDIDATES

1. To be eligible to run for a State Officer position, each candidate must complete the State Officer Application packet and be in attendance for all phases of the candidacy process.
2. Candidates for State Office must be seeking a local office.
3. The Chapter Advisor is the only person authorized to initiate State Officer candidate proceedings. There are three phases leading to the election of a NDHOSA State Officer: (I) Application submission, (II) Interview, and (III) Election.

4. TERM OF OFFICE

1. Student officers shall be elected at the annual NDHOSA SLC (State Leadership Conference) to serve one year or until their successors are selected. Terms of office shall begin as a co-position transitional period immediately after State Leadership conference. Full terms and transition of titles will start Immediately after the International Conference held in June of every year.
2. The 2021-2022 President- Elect will automatically fill the President roll for the 2022-2023. Thereafter, a 1st Vice President will step into the role of President-Elect, and will not automatically become President, but must be elected as all other officers.

5. VACANCIES

* + - 1. In the event of a vacancy in the office of President, the Vice President shall succeed to that office for remainder of the term.
      2. In the event of a vacancy in any of the other positions, the State Advisor will appoint a new member OR assign vacancy duties to the other positions.

6. REMOVAL

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

1. If any of the following occur, the officer will be removed from the State Officer Team:
   1. Missing the State Leadership Conference without valid reasoning
   2. Missing two training sessions
   3. Violations of the Code of Conduct
   4. Lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions
   5. Grades falling below the standard of 3.0 cumulative G.P.A. (on a 4.0 scale) will result in a temporary suspension of duties until the next grading report. If improvement occurs, suspension will be lifted and the State Officer will resume his/her duties. However, if unsatisfactory performance is made with respect to grades, the officer will be dismissed from office. The proper documentation provided by NDHOSA should be submitted to the State Advisor from the school every 9 weeks.
   6. If the decision is to remove the State Officer or if the officer resigns, the officer will be required to pay back all expenses incurred during their year of office.
   7. Violations of the Code of Conduct will initially be handled by the NDHOSA State Advisor.
2. If the violation is not resolved by the State Advisor, the NDHOSA Board/Committee of Directors will review the situation and recommend action to the State Advisor.
3. If the decision is to remove the State Officer, the State Officer may appeal the decision in writing to the NDHOSA Board/Committee of Directors. A Board/Committee representative will meet with or conduct a conference call with the state officer on behalf of the Board/Committee and make a full written report to the Board/Committee members. A quorum of the Board/Committee is required to overturn the decision. An email ballot can be used to poll the Board/Committee members if time is an issue.

7. EXPENSE REIMBURSEMENT

* + - 1. NDHOSA may cover travel expenses for the State Officer Team for the following conferences:
         1. Fall Leadership Conference (up to $200 per officer; officer registration fee is waived)
         2. State Leadership Conference (up to $200 for lodging; officer pays registration fee)
         3. Washington Leadership Academy (a maximum of $500 will be provided)
         4. International Leadership Conference (a maximum travel stipend of $500 and per diem food stipend)
      2. NDHOSA Officer Team members are expected to attend the North Dakota Career & Technical Education Officer Training held annually. NDHOSA will cover all registration, lodging and per diem expenses associated with that training.

I. HOSA DIVISIONS

SECONDARY DIVISION

The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions as specified in Article IV, Section 3 in the NDHOSA Bylaws.

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) prior to the state's annual conference; or c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA International Leadership Conference.

MIDDLE SCHOOL DIVISION

The Middle School Division shall be composed of students in grades 6-8 who are or have been enrolled in a Health Science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions as specified in Article IV, Section 3 in the NDHOSA Bylaws.

POSTSECONDARY/COLLEGIATE DIVISION

The Postsecondary/Collegiate Division shall be composed of students enrolled in Health Science programs at the postsecondary/collegiate level as specified in Article IV, Section 3 in the NDHOSA Bylaws.

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 prior to the current Health Science enrollment for two or more years prior to the current year's HOSA International Leadership Conference.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the State/International Leadership Conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of NDHOSA.

A collegiate student is one who is seeking a baccalaureate degree.

MEMBERS-AT-LARGE

The Members-at-Large Division shall be those secondary students otherwise qualified for membership where active HOSA chapters are not yet established as specified in Article IV, Section 3 in the NDHOSA Bylaws,. Members-at-large shall affiliate directly with NDHOSA.

Members-at-large will pay affiliation dues and are eligible for competition in the secondary division.

These members are not eligible to serve as voting delegates or apply for a State Officer position.

ALUMNI

The Alumni Division shall be composed of persons who have been enrolled in Health Science programs and were members of HOSA, or former members of a HOSA chapter who no longer meet the requirements of regular chapter membership as specified in Article IV, Section 3 in the NDHOSA Bylaws.

Alumni members are not required to pay membership fees, cannot vote, cannot make motions, cannot hold office, or compete in events.

PROFESSIONAL

* + 1. The Professional Division shall be composed of persons who are associated with or participating in Health Science in a professional capacity as specified in Article IV, Section 3 in the NDHOSA Bylaws. 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.
    2. Professional members are not required to pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

HONORARY MEMBERS

Honorary members shall be persons who have made significant contributions to the development of NDHOSA and/or have rendered outstanding service to the organization as specified in Article IV, Section 3 in the NDHOSA Bylaws.

Honorary membership may be conferred for life by a majority vote of the Board/Committee.

Honorary members shall have none of the obligations and all the privileges of membership except voting, making motions, holding office and competing in events.

LIFETIME MEMBERSHIP

Lifetime membership shall be available for persons who are or have been active members and who are or have participated in NDHOSA in a professional capacity as specified in Article IV, Section 3 in the NDHOSA Bylaws.

Lifetime members are not required to pay affiliation fees, may not vote, move motions or hold office by virtue of this membership alone.

Lifetime members will have all privileges accorded of serving in other roles in NDHOSA; e.g. Delegate Assembly, Board/Committee.

**PROFESSIONAL ACTIVITY AND DEVELOPMENT**

1. GENERAL INFORMATION
   1. NDHOSA will provide leadership and professional development as outlined below.
   2. All policies set forth must be adhered to by advisors and students.
   3. All deadlines must be met as designated. Failure to meet predetermined deadlines may result in forfeiture of participation in the activity.
   4. All fees must be paid by the posted deadline or late fees may incur.

B. NDHOSA FALL LEADERSHIP CONFERENCE

1. PURPOSE

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 careers.

c. Provide information about current health care issues and concerns at the local, state, and national level in health science.

d. Foster attitudes of good ethical practices and respect for the dignity of work.

e. Provide the opportunity for participation in and recognition of leadership development.

f. Provide educational workshops that promote the development of students and further NDHOSA purposes.

FINANCES

a. All income and expenses relating to the Fall Leadership Conference should be recorded separately to determine the actual cost of this member service.

b. Conference registration fees shall be established by the NDHOSA Board/Committee of Directors and shall be based upon the proposed budget submitted to the State Advisor for approval by the NDHOSA Board/Committee.

c. Registration fees for the conference shall be sent to the State HOSA Office.

d. Local Associations must pay the full amount owed to NDHOSA no later than thirty days following the event.

e. **Late fees** may incur if the full amount is not paid by the published deadline.

ATTENDANCE ELIGIBILITY

a. Attendance to Conferences is strongly encouraged.

b. All NDHOSA members in good standing, as defined in the NDHOSA bylaws, are eligible to attend the Conferences.

c. Each HOSA member attending shall:

1. Have approval of parent or guardian unless the student is of legal age.
2. Have approval of chapter advisor.
3. Have approval of school administration.
4. Have approval of local association.
   1. REGISTRATION

a. The Chapter Advisor and/or designee is responsible for registering their members and delegation. There will be deadlines for registration.

b. Chapters complete conference registration via the HOSA Online Affiliation System.

c. All registration fees must be received by the State Office two weeks prior to the conference start date to avoid jeopardizing participation.

d. Each delegate listed on the registration form MUST have completed the Multiple Release Form with appropriate signatures. These forms are due upon conference check-in.

e. Family members may be required to pay the registration fee as approved by the Board/Committee.

f. Nonmembers (guests) may be required to pay the registration fee as approved by the Board/Committee.

g. Chaperones may be required to pay the registration fee as approved by the Board/Committee.

h. The registration fee includes all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.

5. REFUND POLICY

a. Refunds will be handled on a case-by-case basis.

b. Refund issues shall be brought before the Board/Committee.

6. HOTEL REGISTRATION

a. The Chapter Advisor or designee must submit the hotel reservation to the hotel by the deadline date to take advantage of the room block. Hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms at the contracted rate.

b. All registrations must follow the process established by the hotel(s) regarding paperwork and payment.

c. All other issues regarding hotel accommodations will be via correspondence between the hotel and local chapter.

7. TRANSPORTATION

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

8. MULTIPLE RELEASE FORM

1. Each attendee to the Conferences must have a completed and signed Multiple Release Form. Refer to the NDHOSA website for a copy.

The Multiple Release Form includes permissions regarding medical release, liability, code of conduct, dress code, and publicity release.

DRESS CODE

1. The dress code will be set by the State Officer Team for Conference attendees.
2. Conference delegate attire should be proper and appropriate since it reflects directly upon the local association and NDHOSA.
3. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities unless otherwise indicated in the conference agenda. See Appendix C of the National HOSA Handbook for the official HOSA uniform policy.

INSURANCE

NDHOSA does provide blanket coverage for all attendees during the Conferences.

Each attendee shall be covered per school policy during travel to and from the conference as well as during the conference.

C. NDHOSA SPRING/STATE LEADERSHIP CONFERENCE

1. PURPOSE

a. Provide the opportunity for HOSA members to compete in a variety of competitive events to strengthen their skills and gain the opportunity to compete at the HOSA International Leadership Conference.

b. Provide a variety of educational and learning activities at a state level for HOSA members.

c. Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.

d. Provide information about current health care issues and concerns at the local, state, and national level in health science.

e. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.

f. Conduct the necessary annual business of the state career and technical student organization of NDHOSA.

* + - 1. Provide educational workshops that promote the development of students and further NDHOSA purposes.

2. FINANCES

a. All income and expenses relating to the State Leadership Conference should be recorded separately to determine the actual cost of this member service.

b. A State Leadership Conference registration fee shall be established by the NDHOSA Board/Committee of Directors and shall be based upon the proposed budget submitted by the State Advisor to the Board/Committee.

c. Registration fees for the State Leadership Conference shall be in the State HOSA State Office thirty days following the State Leadership Conference.

d. Local Associations must pay the full amount owed to NDHOSA by the published deadline.

e. Late fees may incur if not paid by the published deadline.

3. ATTENDANCE ELIGIBILITY

a. All NDHOSA members in good standing, as defined in the NDHOSA Bylaws, are eligible to attend the State Leadership Conference.

b. Each HOSA member attending shall:

1. Have approval of parent or guardian unless the student is of legal age.
2. Have approval of chapter advisor.
3. Have approval of school administration.
4. Have approval of local association.

4. REGISTRATION

a. The Chapter Advisor and/or designee is responsible for registering their members and delegation. There will be deadlines for registration.

b. Chapters complete conference registration via the HOSA Online Affiliation System.

c. Registrations must be received by the State Office two weeks prior to the conference start date to avoid jeopardizing participation.

d. Each delegate listed on the registration form must complete the Multiple Release Form with appropriate signatures. Forms will be handed in at registration.

e. Family members may be required to pay the registration fee as approved by the Board/Committee.

f. Nonmembers (guests) may be required to pay the registration fee as approved by the Board/Committee.

g. Chaperones may be required to pay the registration fee as approved by the Board/Committee.

h. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.

5. REFUND POLICY

a. Refunds will be handled on a case-by-case basis.

b. Refund issues shall be brought before the Board/Committee.

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. Hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms at the contracted rate.

b. All registrations must follow the process established by the hotel(s) regarding paperwork and payment.

c. All other issues regarding hotel accommodations will be via correspondence between the hotel and local chapter.

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

8. MULTIPLE RELEASE FORM

* + 1. Each delegate to the State Leadership Conference must have a completed and signed Multiple Release Form. Refer to the NDHOSA website for a copy.
    2. The Multiple Release Form includes permissions regarding medical release, liability, code of conduct, dress code, and publicity release.
    3. The Multiple Release Form also gives permissions for other HOSA affiliates.

9. DRESS CODE

1. Conference delegate attire should be proper and appropriate since it reflects directly upon the local association and NDHOSA.
2. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities unless otherwise indicated in the conference agenda. See Appendix C of the National HOSA Handbook for the official HOSA uniform policy. Award winners will not be allowed on stage if they are not in appropriate business attire.

10. COMPETITIVE EVENTS

1. 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*.(\*Some events may run differently to Nationals due to state specific logistics)*
   * 1. Event Preparation
     2. Basic Event Regulations
     3. General Rules and Regulations
     4. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
     5. Competitive Events Inquiry Procedure and Form
2. For information regarding specific events held at the State Leadership Conference, please refer to the NDHOSA website.

11. AWARDS AND RECOGNITION

1. The following are the award categories at the State Leadership Conference.
   * 1. Individual Recognition
     2. Chapter Recognition
     3. Special Recognition
2. Award winners will not be allowed on stage if they are not in appropriate attire.
3. Awards will not be presented if the competitor(s) do not meet the established level of competency(standard) in the event set by the previous ILC mean scores with a standard deviation of (-3).

12. OFFICER ELECTIONS

1. Candidates will undergo an interview process and question/answer session with some of the current State Officers, voting delegates, and a Board/Committee representative.
2. All State Officer applicants will be selected via election of voting delegates.
   * + - 1. The election of the State Officers occurs during the election session by the voting delegation of the State Leadership Conference.
         2. The “State Officer Handbook” is published on the NDHOSA website for interested candidates.
         3. All candidates will apply using an electronic platform.
       1. Candidates will have time to address the voting delegates at the State Leadership Conference.

13. VOTING DELEGATES

1. Each chapter in attendance is represented by voting delegates as delineated in the NDHOSA bylaws.
2. The number of delegates each chapter provides is dictated by the number of members in their local chapter.

14. EXHIBITORS

1. Rules and regulations for exhibitors are presented in the Exhibitor's Guide.
2. Exhibitors will provide all other items not listed in the guide.
3. INSURANCE

a. NDHOSA does provide blanket coverage for all attendees during the State Leadership Conference.

b. Each attendee shall be covered per school policy during travel to and from the conference as well as during the conference.

1. ADVISOR/EVENT PERSONNEL ORIENTATION
2. There will be orientation for advisors, student delegates and event personnel done via video, PowerPoint, or website content.
3. HOSA will not be held responsible for information and processes that are missed by the advisors who fail to attend or view the orientation.
4. GENERAL SESSIONS
5. Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed.
6. HOSA cannot be held responsible for delegates who miss recognition because they failed to attend the entire session.

D. ADDITIONAL PROFESSIONAL ACTIVITY

1. It shall be the policy of the NDHOSA Board/Committee of Directors to continue to seek and sponsor leadership development and training as necessary.

**FINANCIAL STRUCTURE AND RELATED ACTIVITIES**

1. BUDGET PLANNING AND PREPARATION
2. RESPONSIBILITY

It shall be the responsibility of the State Advisor and Board/Committee Chair to prepare an annual budget and such other financial resumes and reports as requested by the NDHOSA Board/Committee.

The proposed fiscal year budget shall be presented to the members of the NDHOSA Board/Committee at the annual Board/Committee meeting held in the fall.

The NDHOSA Board/Committee shall adopt the budget for the next fiscal year at the annual Board/Committee meeting.

* 1. INCOME
     + 1. Income shall be derived from affiliation fees as recommended by the NDHOSA Board/Committee and run through the HOSA State Office as directed by Mayville State University.
       2. The State Advisor and headquarter staff shall be charged with the responsibility of soliciting additional income sources: i.e., sponsorships; royalties; advertising; sale of HOSA related materials; publications; and grants.
       3. All income derived from the State Leadership Conferences and Academies shall be recorded as reflected in the budget approved by the NDHOSA Board/Committee.

3. EXPENSES

a. NDHOSA Board/Committee Members

* + - * 1. Board/Committee members are responsible for travel expenses to Board/Committee meetings.
        2. Board/Committee members may be reimbursed for reasonable expenses (i.e.: hotel stay, providing food, etc.) incurred in attending meetings as affixed by the Board/Committee and approved in advance by the Board/Committee.

b. State Officers

i. Travel and per diem expenses for the officers shall be reimbursed in accordance with the   
 Board/Committee policies for in state and out-of-state events as laid out in the NDHOSA   
 Policies and Procedures manual.

ii. Reimbursement will be completed following the event.

c. Committees

* + - * 1. The activities conducted by Standing or Ad Hoc Committees shall be determined, when possible, at the annual meeting of the NDHOSA Board/Committee.
        2. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.
      1. State Office Staff
         1. Travel and per diem expenses for State Office Staff shall be reimbursed in accordance with the Board/Committee of Regents policies and current budget approved by the NDHOSA Board/Committee of Directors.

B. FINANCIAL REPORTING

* + 1. Mayville State University will be the fiscal agent for North Dakota HOSA.
  1. The Business Manager of the University of North Dakota Family Medicine Department will serve as financial advisor to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds to the State Advisor in accordance with the budget approved by the NDHOSA Board/Committee.
  2. It shall be the responsibility of the State Advisor to prepare an income and expense summary, to include a comparison of budget and actual income and expenses. This report shall be presented in a report at each NDHOSA Board/Committee meeting.

1. OPERATIONAL PROCEDURES
   1. EXCESS EXPENSES
      * 1. The NDHOSA Board/Committee Chair and/or State Advisor may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.
        2. When category budget amounts exceed the 10% limitations, the NDHOSA Chair and State Advisor shall indicate a transfer of funds from another category.
   2. FINANCIAL CONSULTANT

a. The State Advisor may, upon consultation with the Chair, determine a knowledgeable consultant to assist as a financial advisor to the state association.

* 1. SPECIAL ACTIVITIES
     + 1. The NDHOSA Board/Committee must approve any commitment of funds over $1,500 for special activities not previously included in the approved budget.

1. SCHOLARSHIPS
   1. State Scholarships
      * 1. Each year, the HOSA Board/Committee will decide on the number and amount of money set aside for graduating members.
        2. Students will apply for scholarships via online application.
        3. Scholarships will be awarded after students are enrolled in a college/university AND the HOSA State Office has been notified of a college student ID number for the scholarship recipient.
      1. Travel Scholarships
         1. Each year, NDHOSA aims to find scholarship dollars for event winners to help fray the cost of attending the International Leadership Conference.
         2. Scholarships will be awarded on the return of the members from the International Leadership Conference.
      2. National Scholarships
         1. Each year, the HOSA Board/Committee will decide on the number and amount of money set aside for graduating members.
         2. Students will apply for scholarships via online application.

**SERVICE TO MEMBERS**

1. EMBLEMATIC MATERIALS

PURPOSE

* + - 1. NDHOSA emblematic materials shall be used by the NDHOSA membership in order to display the character of the organization.
      2. The emblematic materials shall be in possession of NDHOSA and National HOSA.
  1. PURCHASE
     + 1. All emblematic materials are copyrighted and can be purchased only from the NDHOSA Supply Service.
       2. Legal counsel will be used to halt the illegal use of the NDHOSA logo and/or copyrighted materials.
  2. MANUFACTURE OF NDHOSA LOGO
     + 1. All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of NDHOSA shall be made by the State Office.
       2. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of NDHOSA shall submit in advance to the State Advisor for consideration: samples, price lists and plans for royalties.

4. USE OF EMBLEMATIC MATERIALS BY CHAPTERS

* + - 1. If the NDHOSA logo is reproduced, it shall be an exact replica.
      2. Members and advisors in good standing may use the NDHOSA logo.
      3. Local chapters may use the logo on materials which have public relations value. Chapters may give permission to civic groups and organizations to reproduce and use the NDHOSA logo when they are helping to interpret NDHOSA through non-competitive activities.
      4. The NDHOSA name and logo may be used for fund raising projects which are sponsored by local chapters. The name of the local chapter shall be spelled out on the above materials so that it will not give the impression that the fundraising project or programs for which they are used are state sponsored.

1. PUBLICATIONS
   * 1. A variety of publications and audio-visual materials are available through the National and State Office. All resources are evaluated periodically, updated, and revised to meet the needs of HOSA members and advisors. Publications include:

HOSA NATIONAL HANDBOOK

Section A -- National HOSA - The Organization

Section B -- National Competitive Events Program

Section C -- Chapter Management Guide

* + 1. NDHOSA BYLAWS
    2. HOSA DIRECTORY

4. HOSA MAGAZINE (Published on the HOSA website)

* 1. POLICIES AND PROCEDURES MANUAL (HOSA, Inc. and North Dakota HOSA)
  2. BROCHURES
  3. COMPETITIVE EVENTS MANAGEMENT GUIDE
  4. INTERNATIONAL HOSA WEB SITE - [www.hosa.org](http://www.hosa.org)
  5. STATE HOSA WEBSITE – [www.ndhosa.org](http://www.ndhosa.org)
  6. HOSA RESOURCE LIBRARY
  7. COMPETITIVE EVENTS REPORT (published annually)
  8. STUDENT MEMBERSHIP HANDBOOK

1. ORGANIZATIONAL POLICIES
   * 1. NON-DISCRIMINATION POLICY
2. Activities and procedures within NDHOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of NDHOSA is that all operations will be performed without regard to race, sex, color, national origin, or handicap.
3. NDHOSA is in compliance with the Americans with Disabilities Act.
   * 1. REASONABLE ACCOMMODATION POLICY
4. NDHOSA members with disabilities or who do not speak English will be reasonably accommodated in state and competitive events through event modification as a means of providing an equal competitive opportunity.
5. Such members may be allowed to provide and utilize special equipment that NDHOSA may not be able to provide. For Spanish speaking competitors, NDHOSA will make every effort to find interpreters as needed.
6. Requests for reasonable accommodation must be indicated on the NDHOSA State Leadership Conference registration form and submitted to NDHOSA by the published deadline.
   * 1. REPRODUCTION OF PHOTOGRAPHS
7. As a delegate to any conference or meeting, 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 NDHOSA unless it is made known by the delegate during registration.
8. A release statement will be part of the HOSA Code of Conduct.