

## PREFACE

*This document is one of several publications that a HOSA leader should have in his/her/their 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 North Dakota HOSA and HOSA leaders with a better understanding of how the state organization operates. North Dakota HOSA will hereby be referred to as ND HOSA.*

*The NORTH DAKOTA AREA HEALTH EDUCATION (ND AHEC) BOARD maintains the COMMITTEE of members that make changes to the Policies and Procedures of ND HOSA.*

*ND HOSA State Advisor*

## ORGANIZATIONAL STRUCTURE

### A. BOARD ADVISORY BOARD

#### 1. PURPOSE

- a. In conjunction with ND AHEC, the Advisory Board shall provide recommendations for applicable matters within ND HOSA-Future Health Professionals.

#### 2. MEMBERSHIP

- a. Confirmation by ND HOSA State Association that a candidate's current status is consistent with the Advisory Board position being sought.
- b. Commitment to attend biannual board meetings is expected.
- c. Willingness to serve on a committee with responsibility and initiative to exercise the desired results of the committee's charge.

#### 3. BOARD ADVISORY BOARD MEMBER SELECTION

- a. and referrals Candidate proposal's will be sent to active board members for a vote consideration.
- b. New members may replace a vacant position with approval by the board
- c. Persons seeking position of Vice Chair will be nominated by the board.
- d. The ND HOSA Advisory Board shall consist of a minimum of five and maximum of eight board members and must represent the following areas:
  - i. Local HOSA Advisors, secondary, or postsecondary/collegiate
  - ii. Representatives of the health industryOne CTE/Health Education Representative

#### 4. OFFICER DUTIES

- a. The Chair shall:
  - i. Preside over all meetings of the ND HOSA Advisory Board.
  - ii. Serve as special counsel for the board when applicable.
  - iii. Represent the association as deemed necessary.
- b. The Vice Chair shall:
  - i. Be a person who is suitable to assume the position of Chair at the expiration of the Chair's term.
  - ii. Serve in the absence of the Chair.Perform such duties as the Chair may direct.

#### 5. EX-OFFICIO MEMBERS

- a. The State Advisor will serve as an ex-officio member.
- b. Any employee hired through ND AHEC who serves in any HOSA capacity will serve as an ex-officio member.

#### 6. TERM LIMITS

- a. The Chair and Vice Chair will serve three (3) consecutive one-year terms. Other board members have no term limits and may serve as agreed by a majority vote of the board. QUORUM
- b. A majority of the voting members of the ND HOSA board shall constitute a

quorum to conduct business.

#### 6. VACANCIES

- a. When a vacancy is determined, the State Advisor will notify the Board members within ten business days of receipt of a letter of resignation.
- b. The State Advisor under direction of ND AHEC will receive and disseminate potential candidate requests.
- c. A vacancy on the ND HOSA Board may be filled by a majority vote of the Board.

#### 7. VOTING

- a. Each voting member of the board shall be allowed one (1) vote.
- b. Proxy votes are allowed.

#### 8. REMOVAL OF A BOARD MEMBER

- a. Except as otherwise prohibited by law, the committee may remove any Board member by a majority vote of the board.

#### 9. ELIMINATION OF BIASES

- a. Board 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.

#### 10. CONFLICT OF INTEREST POLICY

- a. See Appendix A for the Conflict of Interest Policy

#### 11. CHANGE OF STATUS

- a. Board members are elected to represent a specific category relevant to the strength of the ND HOSA organization. If a Board member's employment status or strength area changes during the term of office, the Board member will notify the State Advisor. The membership will be asked to determine the status of the Board member in question. ND HOSA, by majority vote, can confirm continuation to serve, or ask the Board member to resign and, thus, initiate the replacement process.

#### 12. OTHER DUTIES IN CONJUNCTION WITH ND AHEC

- a. Recognize sources of consideration that arise involving new policies and procedures.
- b. Review and approve an annual program of work as established by the Executive Council.
- c. Accept the responsibility of maintaining the ND HOSA Bylaws.
- d. Propose amendments to the policies and procedures and/or the ND HOSA Bylaws as deemed necessary.
- e. Analyze the reports and recommendations from the State Advisor.
- f. Market ND HOSA within their appropriate networks.
- g. Aid in fundraising efforts such as recruitment of sponsorships and scholarship

endowments.

- h. Maintain a strategic plan for ND HOSA.
- i. Volunteer at the Fall Leadership Conference and State Leadership Conference.

## B. 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 ND HOSA Advisory Board.
2. The Chair of the Board, with approval of the Board, may appoint Chair, Vice Chair and members for the standing sub-committees.
3. The Chair of the Board may establish ad-hoc committees or task forces as specified in policies and procedures. Sub-committees are established as necessary by the ND HOSA Board and may include non-Board members.
4. Sub-committees will present an annual report to the ND HOSA Board as appropriate.
5. Sub-committees may consist of, but are not limited to:
  - a. Policy and Nominating Committee
  - b. Marketing and Partnership Committee
  - c. Sponsorship/Fundraising Committee
  - d. Strategic Planning Committee
  - e. Ad Hoc Committees as necessary
  - f. Fall Leadership Conference Committee
  - g. State Leadership Conference Committee
6. Sub-committee members shall be appointed or reappointed by the Chair of the Board.
  - a. There are no term limits for the sub-committee members.
  - b. Standing sub-committees shall have vested in them the authority to carry out their committee assignments.
7. Board Motions
  - a. The State Advisor will review all motions from the sub-committees and present the Board no fewer than seven (7) days prior to the regular ND HOSA Board meeting. The Board will review the motions and determine if the motions are within the sub-committee's authority. If so determined, the Board can:
    - i. Refer the motion back to the originator for clarification or additional work, or,
    - ii. Place the motion on the agenda for Board consideration.
  - b. The Chair will present these motions placed on the agenda at the Board meeting during the specified agenda time with recommendations regarding the motion. The Board 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 meeting.

C. STATE STAFF

1. The ND HOSA State Office is located in Mayville, ND and managed by ND AHEC. The State Advisor is employed by ND AHEC within Mayville State University and is responsible for oversight of the organization.

D. COMPETITIVE EVENTS MANAGEMENT TEAM

1. The ND HOSA Competitive Events Management Team consisting of the State Advisor, ND AHEC Director(s) and staff, ND HOSA Advisory Board Members. Other positions may be added as deemed necessary by the state advisor under the direction of ND AHEC.
2. Advisory Board members serving on the competitive events management team will accept and fulfill their assignments.
3. Duties of the ND HOSA Competitive Events Management Team are as follows:
  - a. 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.
  - b. Provide a management plan that efficiently and effectively implements the CE program.
  - c. Assist in the management of facilitating of the following:
    - i. Contracts/Agreements with off-site competitive event locations.
    - ii. Competitive Events on-site management.
  - e. Recruit and assign judges to the competitive events.
  - f. Monitor all awards and special recognition activities and actions to the benefit of ND HOSA and its supporters.
  - g. Seek new avenues of recognition that will contribute in a positive manner to the growth of ND HOSA.
  - h. Analyze all recommendations received from all sources.
  - i. Submit recommendations to the State Advisor.
  - j. Finalize their year with a conference call including all members of the team to review and make changes for the next year's program.
  - k. Following the State Leadership Conference, generate a report to present for annual program evaluation.

E. LOCAL CHAPTERS

1. Local HOSA chapters shall be affiliated with ND HOSA and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate.
2. Interested chapters should contact the ND HOSA State Advisor and express their interest in forming a local chapter, followed by contacting International HOSA, Inc. for a charter number associated with ND HOSA.

3. There is a \$10.00 National and \$10.00 State Fee per member for affiliating with HOSA. Additional fees may be assessed by the local chapter.
4. ND HOSA will provide the following support to a new local chapter
  - a. Local Advisor Handbook.
  - b. Membership Packet
  - c. Consultation regarding activating the local chapter and its local activities.
  - d. On-site/virtual visit(s) by a state officer and/or representative of the ND HOSA Advisory board, whichever is most feasible.
  - e. Technical Assistance and Training available to all advisors virtually or in person. Other assistance as necessary to ensure a successful chapter launch.
5. Other local chapter logistics include the following:
  - a. In order to have an active HOSA chapter of at least five (5) members and a chapter advisor, all members, including advisors, must pay the affiliation fees.
  - b. A current local constitution and/or bylaws must be on file at the ND HOSA State Office. There are provisions for revising the local chapter constitution and/or bylaws so that they in no way conflict with the ND HOSA Bylaws.
  - c. 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.
  - d. All chapters must be in good standing with ND HOSA in order to participate in statewide/regional events. This means that the chapter has no outstanding balances with ND HOSA State Office.
6. Chapters may be established in any public, private, and/or homeschool education facility where there are students interested in pursuing a health career. See Article V, Section 1A.
7. 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 ND HOSA. See Article V, Section 1A.
8. New chapters may receive funds set by North Dakota AHEC and the ND HOSA Advisory Board to aid in early chapter start-ups and is subject to funding availability. Refer to Chapter Startup Guidelines.

#### G. AFFILIATION FEES

1. Local chapters 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. ND HOSA 2024-2025 State affiliation fee is \$10.00 per member. 2024-2025 International HOSA, Inc. affiliation fee is \$10.00 per member. Additional fees may be assessed by local chapters.
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 by March 1 of the membership year.
4. Chapters may not substitute names on the Chapter Affiliation application. Once a chapter submits an affiliation form via the online affiliation system, the chapter is obligated and fully responsible for paying the appropriate state and national dues for all members submitted. No refunds will be administered for cancellation of membership once an affiliation form has been submitted.
5. Local chapter affiliation monies (for state and national dues) are sent directly to International HOSA, Inc. 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 the ND HOSA State Advisor. New Chapter Affiliation login credentials will be sent directly to the Local Advisor responsible for the chapter affiliation process by International HOSA, Inc.
6. Each ND HOSA chapter must have one or more local advisors who paid an affiliation fee as an advisor.
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 ND AHEC which are reviewed annually by the Advisory Board and submitted to HOSA, Inc. by July 31.

## H. STATE OFFICERS

1. DUTIES--All State Officers:
  - a. Will be an active and involved member in their local chapter.
  - b. Are required to communicate regularly and respond promptly to all inquiries for information.
  - c. Attend all State Officer meetings and functions from start to finish.
  - d. Are responsible for displaying excellent standards of professionalism, etiquette, and public relations to promote HOSA.

- e. Are expected to speak at functions involving ND HOSA upon request. They are responsible for preparing for said events by memorizing or being familiar with scripts.
- f. 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.
- g. Plan the Program of Work for the members of ND HOSA, and work to achieve the goals and objectives set in the Program of Work.
- h. Keep an online record via Google Drive of all activities during term in office to become part of State HOSA's historical record.
- i. Support chapter advisors in their efforts to implement ND HOSA.
- j. Assist in the planning and implementation of Fall and State Leadership Conferences.
- k. All communication correspondence must be approved by State Advisor prior to release
- l. Fulfill other duties as deemed appropriate, set by State Advisor.
- m. To be and remain in good standing, State Officers must fulfill their duties and responsibilities as outlined in Section 1 and 2.

## 2. Individual Officer Responsibilities

- a. President
  - i. Preside over meetings through collaboration with State Advisor
  - ii. Oversee the development of the Program of Work
  - iii. Network with individuals and agencies who can influence positive impacts for growth and success of ND HOSA. Work with the VP to establish HOSA Alumni affiliations; report to the team with progress and any needed support/assistance
  - iv. Work with the State Advisor to plan all HOSA activities and events
    1. Fall Leadership Conference
    2. State Leadership Conference
  - v. Submit quarterly article focusing on each month's program of work; quarterly article must be submitted on October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>
- b. Vice President (Chapter Relations)
  - i. Preside over meetings in the absence of the President
  - ii. Check in with local chapter officers at least once per quarter
  - iii. Work with the President to establish HOSA Alumni affiliations; report to the team with progress and any needed support/assistance
  - iv. Lead the communications of national and state fundraising activities and events
  - v. Any formal requests for sponsorships or fundraisers must be communicated and approved by the State Advisor prior to submission.



- vi. Submit a quarterly article focusing on chapter relations and/or fundraising ideas; quarterly article must be submitted on October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>
- c. Secretary/Treasurer/Reporter
  - i. Take notes on all meetings (virtual and face-to-face); load notes within one week of each meeting to the shared drive
  - ii. Manage paperwork and other important documents as needed
  - iii. Assist President and Vice President in planning events
  - iv. Create a quarterly newsletter with submissions from fellow officers with input from fellow officer team members; quarterly article must be submitted on October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>
- d. Social Media Historian
  - i. Lead the communications efforts for all social media platforms including but not limited to Instagram, Facebook, Group Me, Remind, and Tik Tok; share log-in information with State Advisor
  - ii. Prepare infographics as needed for social media and team collaboration
  - iii. Work with local media on press releases as relevant to HOSA state activities
  - iv. Submit all communications announcements with the State Advisor for approval before posting
  - v. Submit a quarterly newsletter article featuring social media engagement and/or upcoming events and opportunities; quarterly article must be submitted on October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>
- e. Community Service and Outreach Coordinator
  - i. Lead the communication regarding National and State service projects
  - ii. Lead the National service project activity at the Fall Leadership Conference and the State Leadership Conference
  - iii. Assist the Vice-President in state fundraising initiatives
  - iv. Submit a quarterly newsletter article on community service with ideas of agencies/facilities to increase exposure of NDHOSA and/or local HOSA chapters; quarterly article must be submitted on October 31<sup>st</sup>, January 31<sup>st</sup>, and April 30<sup>th</sup>

### 3. CANDIDATES

- a. To be eligible to run for a State Officer position, each candidate must complete the State Officer Application packet and respective documents and be in attendance for all phases of the candidacy process.
- b. Candidates must be in good standing and remain within school's eligibility requirements in order to seek a State Officer position.
- c. Candidates for State Office must not be seeking a local office.
- d. The Chapter Advisor is the only person authorized to initiate State Officer candidate proceedings. There are three phases leading to the election of a ND HOSA State

Officer: (I) Application submission, (II) Interview with selection committee, (III) candidate speech, and (III) election via voting delegates at SLC.

- e. Candidates should refer to the State Officer Application for candidacy procedural process.

#### 4. TERM OF OFFICE

- a. Student officers shall be elected at the annual ND HOSA 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 the State Leadership conference. Full terms and transition of titles will start immediately after the International Conference held in June of every year.
- b. All State Officer positions will be open for election every year. Current State Officers who wish to serve an additional term must re-run for a State Officer Position.
- c. State Officers have no term limits and may serve multiple consecutive terms.

#### 5. VACANCIES

- a. In the event of a vacancy in the office of President, the Vice President shall succeed to that office for remainder of the term.
- b. In the event of a vacancy in any of the other positions, the State Advisor with the approval of the Advisory Board 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:

- a. If any of the following occur, the officer will be removed from the State Officer Team:
  - i. Missing the CTSO Training and State Leadership Conference without approval of an extenuating circumstance by the State Advisor. Violations of the Code of Conduct
  - ii. Lacking sufficient preparation and readiness for assignments, meetings, conferences, and events on two (2) separate occasions
  - iii. Grades falling below the standard of designated schools' eligibility requirements 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.
  - iv. If the decision is to remove the State Officer or if the officer resigns, any financial support provided to the State Officer during their term must be reimbursed in full to ND HOSA upon their termination.
- b. If violations of the Code of Conduct occur the following will be implemented:
  - i. The violation is not initially resolved by the State Advisor, the ND HOSA Advisory Board will review the situation and recommend action to the State Advisor.
  - ii. If the decision is to remove the State Officer, the State Officer may appeal

the decision in writing to the ND HOSA Advisory Board of Directors. A Board representative will meet with or conduct a conference call with the state officer on behalf of the Board and make a full written report to the Board members. A quorum of the Board is required to overturn the decision. An email ballot can be used to poll the Board members if time is an issue.

## 7. FINANCIAL SUPPORT

- a. ND HOSA may cover or reimburse expenses for the State Officer Team for the following conferences:
  - i. Fall Leadership Conference: (registration and lodging)
  - ii. State Leadership Conference: (lodging)
- b. Washington Leadership Academy: registration and lodging will be covered, airfare dependent on available funding) International Leadership Conference: a maximum of \$500 per officer ND HOSA Officer Team members are required to attend the North Dakota Career & Technical Education Officer Training held annually in June. ND HOSA will cover all registration, lodging and per diem expenses associated with that training. (registration and lodging)
- c. Badge/polo/patch/meals and any other expenses that are covered throughout the current membership year.
- d. Any cancellations or changes to accommodations without approval of an extenuating circumstances (ex: airline delays) will be the financial responsibility of the student or chaperone.

## I. HOSA DIVISIONS

### 1. MIDDLE SCHOOL DIVISION

- b. The Middle School Division shall be composed of students in grades 6-8 who are interested in or planning to pursue a career in a health science related field, as specified in Article III, Section 43 in the NDHOSA Bylaws.

### 2. SECONDARY DIVISION

- a. The Secondary Division shall be composed of secondary students who are interested in or planning to pursue a career in a health science related field, as specified in Article III, Section 4 in the ND HOSA Bylaws.
- b. A secondary student is one who
  - i. Is interested in or planning to pursue a career in a health science related field.
  - ii. Has not received a high-school diploma (or its equivalent) prior to the state's annual conference

### 3. POSTSECONDARY/COLLEGIATE DIVISION

- a. The Postsecondary/Collegiate Division shall be composed of students who are enrolled or interested in a health science related field at the undergraduate level as specified in Article III, Section 4 in the NDHOSA Bylaws.
- b. A postsecondary student is one who is

- i. not enrolled in high school.
    - ii. Has received a high school diploma or its equivalent
    - iii. enrolled in a state-approved post-secondary program
    - iv.
  - c. A collegiate student is one who is seeking a baccalaureate degree.
- 4. MEMBERS-AT-LARGE
  - a. The Members-At-Large Division shall be composed of secondary students otherwise qualified for membership where active HOSA chapters are not yet established as specified in Article III, Section 4 in the ND HOSA Bylaws. Members-At-Large shall affiliate directly with ND HOSA.
  - b. Members-At-Large will pay affiliation dues and are eligible for competition in the secondary division.
  - c. These members are not eligible to serve as voting delegates or apply for a State Officer position.
- 5. ALUMNI
  - a. The Alumni Division shall be composed of persons who were members of HOSA.
  - b. Alumni members are not required to pay membership fees, cannot vote, cannot make motions, cannot hold office, or compete in events.
- 6. PROFESSIONAL
  - a. 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 IIIV, Section 43 in the ND HOSA 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.
  - b. Professional members are required to pay affiliation fees, but may not vote, make motions, hold office, or compete in events.
- 7. HONORARY MEMBERS
  - a. Honorary members shall be persons who have made significant contributions to the development of ND HOSA and/or have rendered outstanding service to the organization as specified in Article III, Section 43 in the ND HOSA Bylaws.
  - b. Honorary membership may be conferred for life by a 2/3 vote of the Advisory Board.

## PROFESSIONAL ACTIVITY AND DEVELOPMENT

### A. GENERAL INFORMATION

1. ND HOSA 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. ND HOSA 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 ND HOSA purposes.

#### 2. FINANCES

- b. Conference registration fees shall be recommended by ND AHEC and reviewed by the Advisory Board
- c. Registration fees for the conference shall be sent to the North Dakota State HOSA Office.
- d. Local Associations must pay the full amount owed to ND HOSA no later than thirty days following the event.
- e. **Late fees** may incur if the full amount is not paid by the published deadline and the chapter risks a block being placed on further conference registration.

#### 2. ATTENDANCE ELIGIBILITY

- a. Attendance to Conferences is strongly encouraged.
- b. All ND HOSA members in good standing, as defined in the ND HOSA bylaws, are eligible to attend the Conferences.
- c. Each HOSA member attending shall:
  - i. Have approval of parent or guardian unless the student is of legal age.

- ii. Have approval of chapter advisor.
- iii. Have approval of school administration.
- iv. Have approval of local association.

#### 4. REGISTRATION

- a. The Chapter Advisor or designee is responsible for registering their members and delegation. There will be deadlines for registration.
- b. Chapters complete conference registration via the HOSA Conference Management System.
- c. All registration fees must be received to ND HOSA no later than 30 days after registration closes.
- d. Each delegate listed on the registration form MUST have completed the Multiple Release/Code of Conduct Form with appropriate signatures. These forms are due upon conference check-in.
- e. Family members may be required to pay the registration fee.
- f. Nonmembers (guests) may be required to pay the registration fee.
- g. Chaperones may be required to pay the registration fee.
- 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. Once registration has been submitted, no refunds will be allowed. In lieu of refunds, attendee substitutions are allowed within the two weeks after registration closes.

#### 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

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

and national meetings. Local chapters are to adhere to school or district policies on transportation of students to and from activities.

#### 8. MULTIPLE RELEASE FORM

- a. Each attendee to the Conferences must have a completed and signed Multiple Release/Code of Conduct. Form. Refer to the ND HOSA website for a copy.

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

#### 9. DRESS CODE

- a. The dress code will be set by the Executive Council for Conference attendees.
- b. Conference delegate attire should be proper and appropriate since it reflects directly upon the local association and ND HOSA.
- c. 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.

#### 10. INSURANCE

- a. ND HOSA does not provide blanket coverage for all attendees during the Conferences.
- b. Each attendee shall be covered per school policy during travel to and from the conference as well as during the conference.

### C. ND HOSA 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.
- g. Provide educational workshops that promote the development of students and further ND HOSA purposes.

## 2. FINANCES

- b. Conference registration fees shall be recommended by ND AHEC and reviewed by the Advisory Board
- c. Registration fees shall be paid to ND HOSA 30 days following the event.
- d. Local Associations must pay the full amount owed to ND HOSA by the published deadline.
- e. **Late fees** may incur if not paid by the published deadline and the chapter risks having a block placed on further conference registration.

## 3. ATTENDANCE ELIGIBILITY

- a. All ND HOSA members in good standing, as defined in the ND HOSA Bylaws, are eligible to attend the State Leadership Conference.
- b. Each HOSA member attending shall:
  - i. Have approval of parent or guardian unless the student is of legal age.
  - ii. Have approval of chapter advisor.
  - iii. Have approval of school administration.
  - iv. Have approval of local association.

## 4. REGISTRATION

- a. The Chapter Advisor or designee is responsible for registering their members and delegation. There will be deadlines for registration.
- b. Chapters complete conference registration via the HOSA Conference Management System.
- c. Registration fees must be received to the ND HOSA
- d. Each delegate listed on the registration form **MUST** complete the Multiple Release Form with appropriate signatures. Forms will be due upon conference check-in.
- e. Family members may be required to pay the registration fee.
- f. Nonmembers (guests) may be required to pay the registration fee.
- g. Chaperones may be required to pay the registration fee.
- 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. Once registration has been submitted, no refunds will be allowed. In lieu of refunds, attendee substitutions are allowed within the 14 days after registration closes.

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.

7. TRANSPORTATION

- a. For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels.
- b. The local chapter accepts all liability for travel to, during and from state and national meetings. Local chapters are to adhere to school or district policies on transportation of students to and from activities

8. MULTIPLE RELEASE FORM

- a. Each delegate to the State Leadership Conference must have a completed and signed Multiple Release/Code of Conduct Form. refer to the ND HOSA website for a copy.
- b. The Multiple Release/Code of Conduct Form includes permissions regarding medical release, liability, code of conduct, dress code, and publicity release.
- c. The Multiple Release Form also gives permissions for other HOSA affiliates.

9. DRESS CODE

- a. Conference delegate attire should be proper and appropriate since it reflects directly upon the local association and ND HOSA.
- b. 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.

- c. Appropriate attire is required for all competitive events. Please refer to the Competitive Events Guidelines on the HOSA website for specific attire.

## 10. COMPETITIVE EVENTS

- a. The primary authority for Competitive Events is the current International HOSA, Inc. HOSA HANDBOOK, Section B. Policies and procedures for the International Competitive Events Program is provided in the current HOSA HANDBOOK. Refer to the HANDBOOK for the following information. (*\*Some events may run differently to ILC due to state specific logistics*)

- i. Event Preparation
- ii. Basic Event Regulations
- iii. General Rules and Regulations
- iv. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
- v. Competitive Events Inquiry Procedure and Form

- b. Basic Event Regulations: Due to the technical nature of many of our Competitive Events, necessity has dictated that the following limitations be made to expedite the running of the events:

- i. Affiliated student members in good standing are eligible to compete in two Knowledge Tests (Health Sciences) that are provided virtually prior to SLC. The online testing window will be open for 3 weeks, with no extensions. At the conference, students may compete in one individual event, one teamwork event, and HOSA Bowl. HOSA Bowl will only advance the top 8 teams from round one testing. In rare circumstances of a student unable to attend we will allow a substitution up to two weeks prior to SLC. Students are expected to participate in competitive events, attend hosted demonstrations and workshops, and attend opening and closing award ceremonies. Advisors are expected to serve as Competitive Event Managers, as assigned, and attend all ceremonies.

- c. For information regarding specific events held at the State Leadership Conference, please refer to the ND HOSA website.

## 11. AWARDS AND RECOGNITION

- a. The following are the award categories at the State Leadership Conference.
  - i. Competitive Events Recognition
  - ii. Chapter Recognition
  - iii. Special Recognition

- b. Award winners will not be allowed on stage if they are not in appropriate attire.
12. OFFICER ELECTIONS
- a. Candidates must submit a State Officer Application and Required Documents by the SLC registration deadline.
  - b. Candidates will undergo an open-ended interview process with a selection committee consisting of ND AHEC staff and ND HOSA Advisory Board members.
  - c. All State Officer applicants will be selected via election of voting delegates.
    - i. The election of the State Officers occurs during the election session by the voting delegation of the State Leadership Conference.
    - ii. The “State Officer Handbook” is published on the ND HOSA website for interested candidates.
    - iii. All candidates will apply using an electronic platform.
  - c. Candidates will have time to address the voting delegates at the State Leadership Conference.
13. VOTING DELEGATES
- a. Each chapter in attendance is represented by voting delegates as delineated in the ND HOSA bylaws.
  - b. The number of delegates each chapter provides is dictated by the number of members in their local chapter.
15. INSURANCE
- a. ND HOSA does not 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.
16. ADVISOR/EVENT PERSONNEL ORIENTATION
- a. There will be virtual orientation for advisors, student delegates and event personnel.
  - b. ND HOSA will not be held responsible for information and processes that are missed by the advisors who fail to attend or view the orientation.
17. GENERAL SESSIONS
- a. Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed.
  - b. HOSA cannot be held responsible for delegates who miss recognition because they failed to attend the entire session.

## D. ADVISORS CODE OF CONDUCT

a. ND HOSA in conjunction with the HOSA, Inc. Board of Directors adopted an Advisors Code of Conduct and the consequences for violation. Advisors are also required to sign the Multiple Release/Code of Conduct Form and must follow the guidelines outlined for all HOSA activities.

## E. CONFERENCE CANCELLATION POLICIES

### 1. INCLEMENT WEATHER POLICY

In case of inclement weather, the conference may be modified during its scheduled dates or cancelled as determined by the North Dakota HOSA Advisory Board. It is imperative that we have contact information from both the HOSA local chapter advisor and school administration to reach if this occurs. In most instances, the conferences will be held for those who can attend.

In the event of inclement weather, ND HOSA will refer to the following policies:

#### a. FALL LEADERSHIP CONFERENCE

If inclement weather is anticipated for Fall Leadership Conference, in which the school districts for 60% of the chapters attending or the school district where the conference is held have prohibited travel for all extracurricular activities, the respective Fall Leadership Conference will be cancelled and will not be rescheduled. Refunds will not be issued.

#### b. STATE LEADERSHIP CONFERENCE

The State Leadership Conference will proceed as planned if travel is impacted by inclement weather for 60% or fewer of the chapters. The conference may be modified during its scheduled dates or cancelled if more than 60% of chapters are unable to attend due to weather-related issues or the school district where the conference is held have prohibited travel for all extracurricular activities. Schools are encouraged to seek alternative accommodations as feasible (e.g., leaving early).

If the school districts for chapters unable to travel on the first day, or the district where the conference is held, allow extracurricular activities on the second day, and chapters can arrive by the start time, HOSA members will still be allowed to participate in their competitive events.

In the event of the cancellation of SLC, Round 1 test/submission scores will be used to determine winners and ILC qualification.

Schedule modifications will be made to accommodate the Competitive Events program, as necessary. No electronic or video submissions will be permitted for students unable to attend.

ND HOSA reserves the right to modify the above policies as deemed necessary to ensure the safety of all HOSA members is maintained. For any cancellations, a partial refund may be given to chapters, at the discretion of any financial conference liability. The ND HOSA State Advisor will notify all chapters if a conference will be modified or cancelled at a minimum of five hours prior to the start time.

Partial refunds only, may possibly be given if the conference is cancelled completely. The exact amount of the refund will be determined and refunded to each chapter within a month of the conference. Several large expenses such as multi-media, speakers, auditorium rental, etc., are non-refundable.

## FINANCIAL STRUCTURE AND RELATED ACTIVITIES

### A. BUDGET PLANNING AND PREPARATION

#### 1. RESPONSIBILITY

- a. It shall be the responsibility of North Dakota AHEC within Mayville State University to prepare an annual budget and such other financial documents, which will be presented to the board upon availability.

#### 2. INCOME

- a. Income shall be derived from affiliation fees as recommended by the ND HOSA Board and run through the ND HOSA as directed by North Dakota AHEC within Mayville State University.
- b. The Executive Council, ND AHEC and Advisory Board shall have the responsibility of soliciting additional income sources: i.e., sponsorships; royalties; advertising; sale of HOSA related materials; publications; and grants.
- c. All income derived from the HOSA conference activities shall be recorded.

#### 3. EXPENSES

- a. State Officers
  - i. Travel and expenses for the officers shall be reimbursed in accordance with the policies for in state and out-of-state events as laid out in Section 7.

- ii. Reimbursement will be completed following the event.
- b. Participant Fees
  - i. Each year, ND HOSA aims to find dollars for event winners to help defray the cost of attending the International Leadership Conference. Fees are awarded upon discretion of the sponsor.
- c. Committees
  - i. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.
- d. State Office Staff
  - i. Travel and per diem expenses for State Office Staff shall be reimbursed in accordance with ND AHEC within Mayville State University policies.

## B. FINANCIAL REPORTING

1. ND AHEC within Mayville State University will be the fiscal agent for ND HOSA.
2. The ND AHEC Director(s) of Mayville State University will serve as the financial advisor(s) to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursement of funds.
3. It shall be the responsibility of the ND AHEC within Mayville State University 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 to the ND HOSA Advisory Board when available.

## SERVICE TO MEMBERS

### A. EMBLEMATIC MATERIALS

1. PURPOSE
  - a. ND HOSA emblematic materials shall be used by the ND HOSA membership in order to display the character of the organization.
2. The emblematic materials shall be in possession of ND HOSA and International HOSA, Inc.
3. MANUFACTURE OF ND HOSA LOGO
  - a. All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of ND HOSA shall be made by the State Office.
  - b. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of ND HOSA shall submit in advance to the State Advisor for consideration: samples, price lists and plans for royalties.
4. USE OF EMBLEMATIC MATERIALS BY CHAPTERS

- a. If the ND HOSA logo is reproduced, it shall be an exact replica.
- b. Members and advisors in good standing may use the ND HOSA logo.
- c. 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 ND HOSA logo when they are helping to interpret ND HOSA through non-competitive activities.
- d. The Local Chapter HOSA 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.

## B. 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
2. ND HOSA BYLAWS
3. HOSA DIRECTORY
4. HOSA E- MAGAZINE Published on the HOSA website: <http://www.hosa.org/node/140>
5. POLICIES AND PROCEDURES MANUAL (HOSA, Inc. and North Dakota HOSA)
6. BROCHURES
7. COMPETITIVE EVENTS MANAGEMENT GUIDE
8. INTERNATIONAL HOSA WEB SITE - [www.hosa.org](http://www.hosa.org)
9. STATE HOSA WEBSITE – [www.ndhosa.org](http://www.ndhosa.org)
10. LOCAL ADVISOR RESOURCES - <http://www.hosa.org/node/110>
11. COMPETITIVE EVENTS REPORT (

- 12. ADVISOR HANDBOOK
- 13. STUDENT MEMBERSHIP PACKET

## C. ORGANIZATIONAL POLICIES

### 1. NON-DISCRIMINATION POLICY

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

### 2. REASONABLE ACCOMMODATION POLICY

- a. ND HOSA 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.
- b. Such members may be allowed to provide and utilize special equipment that ND HOSA may not be able to provide. For Non-English speaking competitors, ND HOSA will make every effort to find interpreters as needed.
- c. Requests for reasonable accommodation must be indicated on the ND HOSA State Leadership Conference registration form and submitted to ND HOSA by the published deadline.

### 3. REPRODUCTION OF PHOTOGRAPHS

- a. 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 ND HOSA unless it is made known by the delegate during registration.
- b. A photo release statement will be part of the HOSA Code of Conduct.

### 4. GRIEVANCE POLICY

- a. A person who is aggrieved by actions of the organization, the organization's staff members, or another student within the organization may file a Dispute Form found in Appendix B. All Dispute Forms must be prepared and submitted to the Advisory Board within **7 days** from the occurrence of, or notice of, the action being challenged. The Advisory Board shall review all disputes within 14 days of submission, at its next scheduled meeting will consider the dispute and provide 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 decision of the Advisory Board is final.



Appendix A: Conflict of Interest

Appendix B: Dispute Form

## Appendix A

### CONFLICT OF INTEREST POLICY

#### A. PURPOSE

1. The purpose of this policy is to ensure ND HOSA Advisory Board decisions and recommendations made are free from any personal or financial biases, safeguarding the best interests of our organization and its members, as well as understand, identify, manage and appropriately disclose actual, potential or perceived conflicts of interest. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

#### B. PERSONS CONCERNED

1. This policy applies to ND HOSA Advisory Board Members, the State Advisor, and all persons who can influence the governance and actions of North Dakota HOSA. This includes anyone who makes financial decisions or have proprietary information regarding North Dakota HOSA.

#### C. DEFINITIONS

1. Interested Person: Any Member, Director, Officer, Employee, and any other Person, who has a direct or indirect financial interest, as defined below, is an Interested Person.

#### D. PROCEDURES

1. When unable to avoid an actual conflict, the conflict will be disclosed and managed through a systematic procedure of:
  - a) Disclosing conflict to the proper persons
  - b) Refraining from participating in the decision-making process (recusal)
  - c) Documenting the disclosure, recusal, and voting process and decision
2. Duty to disclose

- a) In connection with any actual or possible conflict of interest, a Member, Director, Officer, Employee, and any other Interested Person must disclose the existence of any financial interest to themselves or others and be given the opportunity to disclose all material facts to the Advisory Board.

3. Recusal of self

- a) Any Interested Person may recuse himself or herself at any time from involvement in any decision or discussion in which the individual believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

4. Determining whether a conflict of interest exists

- a) Upon disclosure of a potential conflict of interest, the Advisory Board will then provide the Interested Person with an opportunity to disclose all material facts. If the potential conflict is first disclosed during an Advisory Board meeting at which the Interested Person with the potential conflict is in attendance, that individual will be excused from deliberations. Upon determination that an actual conflict of interest exists, the Advisory Board will recommend an appropriate course of action to protect the interests of North Dakota HOSA. All disclosures and the outcome of the deliberation about whether a conflict of interest exists will be recorded in the minutes of the appropriate deliberative meeting.

E. RECORDS OF PROCEEDINGS

1. The minutes of the Advisory Board deliberative meeting shall contain:

- a) The names of the Interested Persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Advisory Board's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

F. PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST

- 1. If the Advisory Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. Actions may include (but not be limited to):

- a) An Interested Person may make a presentation at the Advisory Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction, arrangement, or other matter involving the possible conflict of interest.
- b) The Chairperson of the Advisory Board shall, if appropriate, appoint a disinterested Person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Advisory shall determine whether North Dakota HOSA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a financial conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a financial conflict of interest, the Advisory Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in North Dakota HOSA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **G. VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY**

1. If the Advisory Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. After hearing the member's response and making further investigation as warranted by the circumstances, the Advisory Board determines if the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **H. NOTICE OF ANNUAL STATEMENTS**

1. Persons shall be asked to annually sign a statement on the conflict of interest acknowledgement form upon said individual's term of office, employment, or other relationship with North Dakota HOSA. Failure to sign does not nullify the policy.

Appendix B  
DISPUTE FORM

Name of Grievant: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Statement of Grievance: (Attach documents if needed)

