



Indiana HOSA Policies and Procedures Manual

I. ORGANIZATIONAL STRUCTURE

a. Indiana HOSA Advisory Board

i. Purpose

1. The purpose of the Indiana HOSA Advisory Board shall provide oversight and advise the operational affairs of Indiana HOSA.

ii. Membership

1. Members of the Indiana HOSA Advisory Board are specified in Article VII, Section 3 of the Indiana HOSA Bylaws:

- a. State Advisor for Indiana HOSA
- b. State Supervisor of Health Sciences Education
- c. President of Indiana HOSA
- d. President-Elect of Indiana HOSA
- e. Secretary of Indiana HOSA
- f. Treasurer of Indiana HOSA
- g. At least Twelve (12) District HOSA Advisors
- h. At least Two (2) Representatives of the Health Industry
- i. Advisor to Indiana HOSA President One Alumni member
- j. A National Officer elected from Indiana HOSA

2. Qualifications

- a. A willingness to serve on one or more Standing Committees of the Board.
- b. Responsibility and initiatives shall be exercised by each committee member in effecting the desired results of the committee's charge.

iii. Officers

1. The officers of the State Advisory Board shall be:

- a. Chair
- b. Secretary
- c. Treasurer

iv. Officer Duties

1. The Chair shall:

- a. Preside over all meetings of the Board and serve in an ex-officio status on all other committees.
- b. Serve as special counsel for the Board as the occasion may require.
- c. Represent the association as deemed necessary.

2. The Secretary shall:

- a. Attend all Board meetings and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
- b. Provide the State Advisory Board with meeting minutes two weeks after said meeting.
- c. Perform such other duties as the Chair may direct.

3. The Treasurer shall:

- a. Serve as a financial advisor.

- b. Oversee financial transactions in accordance with the approved annual budget.
 - c. Attend financial audits as appropriate.
 - d. Prepare a financial statement for State Advisory Board meetings.
- v. Term of Office
 - 1. The chair, secretary, and treasurer shall serve a term of two years.
 - 2. The Advisory Board Chair will be elected by securing a majority vote from Advisory Board members. Voting will be conducted by secret ballot.
 - 3. Past chairpersons can be reelected after waiting at least one term from their previous elected term.
 - 4. In the event of a resignation of the Chairperson, an appointed Chairperson will be made by the State Advisor until the next Advisory Board meeting at which time a new Chairperson will be nominated and elected.
- vi. Quorum
 - 1. Thirty percent of the membership shall constitute a quorum.
- vii. Meetings
 - 1. The two meetings of the State Advisory Board shall happen in the fall and spring. Special meetings may be called by the State Advisory Board Chair or the State Advisor.
 - 2. The State Advisory Board is authorized to conduct official meetings by means of telephone conference calls or other electronic means.
- viii. Written Notice
 - 1. The State Advisor shall issue written notice of the date, time and place of any regularly scheduled meeting not less than thirty days prior to the meeting.
- ix. Voting
 - 1. Each voting member of the State Advisory Board shall be allowed one vote.
 - 2. All members shall have voting privileges except State Supervisor of Health Sciences Education; representatives of the health industry; alumni member.
 - 3. Election of State Advisory Board Chair shall be conducted by secret ballot. Election of other State Advisory Board officers will be done voice or show of hands.
 - 4. Voting may be conducted by electronic means through the use of computer programs or online software/services.
- x. Automatic Removal
 - 1. If any Board member misses two consecutive meetings, he or she will be reviewed by the Executive Committee and replaced if deemed necessary by the State Advisory Board.
- xi. Elimination of Biases
 - 1. Board members shall cast votes on association matters which are in the best interest of the state association and shall eliminate particular chapter views and personal biases.

b. Standing Committees

1. Standing committees shall function and perform those duties as set forth in policies and procedures, or from time to time deemed expedient by the State Advisory Board.
2. Committee members shall be appointed or reappointed by the State Advisory Board Chair with recommendations from the Chair of the specific committee to carry out the committee charge. Standing committees shall have vested in them the authority to carry out their committee assignments. Items of budget consideration shall be approved by the State Advisor as stipulated in the Board approved budget.

ii. Executive Committee

1. Purpose

- a. The Executive Committee shall also serve as the Indiana HOSA Finance Committee.
- b. The Executive Committee shall handle Indiana HOSA business between Board meetings regarding the operation for the state association and/or direction given the State Advisor.

2. Membership

- a. The members of the Executive Committee are the State Advisor, State President, Advisory Board Chair, Advisory Board Secretary, and Competitive Events Director.

3. Meetings

- a. The Executive Committee is authorized to conduct official meetings by means of telephone conference calls or other electronic means.

4. Quorum

- a. A quorum of the Executive Committee shall be a simple majority of the members.

5. Responsibility and Authority

- a. The Executive Committee shall keep the HOSA State Advisory Board fully informed as to any actions taken on behalf of the Board.
- b. The Executive Committee shall make decisions that require immediate action in the absence of the Board. Use prudent judgment in determining what business it shall handle on behalf of the State Advisory Board.

iii. Policy Committee

1. The committee shall consist of at least five active members:
 - a. State Advisor
 - b. State President
 - c. Four local advisors
2. Assist the Bylaws Committee with the review and update of bylaws when appropriate.
3. Analyze sources for policy and procedure development/revision including:

- a. Board Action
 - b. Recommendations from:
 - i. Executive Council
 - ii. State Advisor
 - iii. Support groups
 - iv. HOE Division of ACTE
 - v. Local chapters
 - vi. Members and advisors
 - vii. Standing or Ad Hoc Committees
 - 4. Recognize other sources for consideration:
 - a. Situations/conditions which arise where new policies and procedures need to be established.
 - b. Program of work which involves activities where appropriate guidelines are not available.
 - 5. Give consideration to situations and conditions which arise where a revision in the Bylaws is necessary and cannot be managed through policies and procedures.
- iv. Ad Hoc Committees
- 1. Purpose
 - a. The HOSA Advisory Board shall appoint Ad Hoc Committees when deemed advisable to affect the work of the Association and when the assignment falls outside the normal activities handled by Standing Committees.
 - 2. Responsibility
 - a. The Ad Hoc Committee shall only address itself to the specific assignment for which it was appointed.
 - 3. Organization
 - a. The HOSA Advisory Board shall appoint a committee membership of at least five active members capable of handling the assignment. The Chairman shall appoint a committee chairman to direct the activities of the Ad Hoc Committee.
 - 4. Procedure
 - a. The committee shall be given the assignment and shall be given the parameters within which the work shall be conducted. If it is necessary for the committee to have a budget in order to carry out its assignment, specific details shall be provided the Ad Hoc Committee Chairman by the Chair of the HOSA Advisory Board, in consultation with the State Advisor.
 - b. The findings of Ad Hoc Committees shall be included in official minutes and presented to the Chairman of the Board with a copy to the State Advisor within ten days following the official meeting.
 - 5. Authority
 - a. Ad Hoc committees shall have no authority to speak or to take action for the HOSA Advisory Board outside the

activities necessary to carry out their commission as delegated to them by the Board.

- c. State Staff
 - i. State Advisor
 - 1. The State Advisor serves as the Chief Operating Officer of the state association and is responsible for the overall organization. The State Advisor, or designee, shall serve as the representative to HOSA, Inc. The State Advisory and/or designee shall also serve as an ex-officio member to all committees.
 - 2. Other staff members may be appointed by the State Advisor as needed to assist with operations of the organization. These staff members will report directly to the State Advisor.
 - d. Competitive Events Program
 - i. The Indiana State HOSA Advisor will serve as the Overseer of the State Competitive Events Program.
 - ii. The Indiana State HOSA Advisory Board will appoint a Director, Co-Director, and Lieutenants/Category Chairman.
 - iii. The Indiana Competitive Events Program will be managed by the State Advisor, the appointed Director and Co-Director.
 - iv. Charges of the Indiana Competitive Events Program:
 - 1. Director
 - a. The Director shall serve two years as Co-Director and two years as Director.
 - 2. Co-Director
 - a. The Co-Director shall serve a term of two years. The purpose of the first year as Co-Director will be to learn the role of Director. The second year as Co-Director (after completing two years as Director) will be to assist and support the new Director.
 - 3. Lieutenants/Category Chairmen are appointed by the Director of the Competitive Events Program
 - e. Indiana Consortium for Health Sciences
 - i. Indiana HOSA approves the development of a network of Health Sciences stakeholders with the goal of strengthening the Health Sciences-HOSA partnership in Indiana.
 - ii. Indiana Consortium for Health Sciences will be encouraged to support the State Leadership Conference.

II. ORGANIZATION STRUCTURE

- a. I-HOSA
 - i. Indiana HOSA is a state affiliated association of National HOSA. The name of this organization shall be Indiana HOSA. I-HOSA may be used to designate the organization.
 - ii. The Indiana Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.
- b. Chapter Associations

- i. I-HOSA is chartered by the HOSA Inc. Board of Directors and is composed of the following divisions: (Article III National HOSA Bylaws)
 1. Secondary Division
 2. Postsecondary/Collegiate Division
 3. Alumni Division
 4. Professional Division
 - ii. This association is of, by, and for students who (1) are or were enrolled in secondary, postsecondary/collegiate Health Sciences Education classes and/or (2) are interested, planning to pursue or pursuing a career in the health professions. Individuals shall be eligible for membership through a chartered local chapter that is under the auspices of the Indiana Department of Education.
 - iii. Non-school based health related organizations (i.e. Medical Explorers, AHEC Health Clubs, etc.) may be offered the opportunity for participants to affiliate with HOSA.
- c. Affiliation Fees
- i. Annual affiliation fees from local chapters shall be established by the Indiana HOSA Executive Council, Indiana HOSA Advisory Board, and the State Advisor.
 - ii. Affiliation fees for local chapters should follow national deadlines.
- d. State Officers
- i. Elected Officers
 1. The elected officers are specified in Article IV, Section 1 of the Indiana HOSA Bylaws.
 - ii. Duties
 1. The duties of each elected officer are specified in Article IV, Section 2 of the Indiana HOSA Bylaws. In addition, the state officers shall:
 - a. Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
 - b. Represent the views of the membership, not those of the individual officer or chapter.
 - c. Handle correspondence in a prompt and professional manner.
 - d. Wear the official HOSA uniform when representing HOSA.
 - e. Carry out their responsibilities but shall not let them interfere with continuing their education.
 - f. Forward all requests received for service to the State Advisor.
 - g. Notify the State Advisor immediately of circumstances which prevent carrying out the assignment.
 - h. Be reimbursed for expenses incurred while performing approved services for the association.
 - iii. Candidate Requirements
 1. Officer candidates shall be required to pass the HOSA candidate process including: written exam consisting of questions on HOSA information and Parliamentary Procedure; completion of all forms in the State Officer Election Packet; and Nominating Committee

- interview. The qualifying combined score shall be 70%. Candidates who do not meet the qualifying score shall be eliminated from running for a state office.
2. Candidates must have at least a junior classification in high school and have a minimum of a 2.0 GPA on a 4-point scale.
 3. Candidates must be active members of HOSA.
 4. Officer candidates shall not be allowed to serve as voting delegates.
- iv. Nominating Committee
1. Members of the Nominating Committee are specified in Article IV, Section 5 of the Indiana HOSA Bylaws:
 - a. State Advisor
 - b. Health Occupations Education Specialist
 - c. Immediate Past President
 - d. Local Advisor of the Immediate Past President
 - e. Current State President
 - f. Two local members
 2. Voting delegates are not eligible to serve on the Nominating Committee.
 3. The Nominating Committee shall interview qualified candidates and shall nominate no more than four candidates for each office.
 4. The Nominating Committee reserves the right to eliminate any candidate from running for a state office.
- v. Term of Office
1. All officers shall be elected by ballot at the State Leadership Conference to serve one year or until their successors are selected. In the event a majority vote is not secured by any candidate, a run-off will be held between the two candidates with the most votes.
 2. Terms of office shall begin immediately after the State Leadership Conference at which officers are elected.
- vi. Vacancies
1. In the event of a vacancy in the office of President, Vice President of Development shall succeed to that office.
 2. In the event of a vacancy in the office of President-Elect, Vice-President of Public Relations shall succeed to that office.
 3. In consultation with the Executive Council, all other vacancies shall be appointed by the State Advisor.
- vii. Removal
1. The policy whereby state officers may be relieved from duty is as follows:
 - a. If a state officer should miss three consecutive Executive Council Meetings that officer shall resign or go before the Executive Committee. This committee shall determine the removal of the officer.
 - b. If a state officer is unable to meet the commitments of office after being elected.
 - c. Violations to the Code of Conduct

- i. Violations will initially be handled by the Executive Council.
 - ii. If the violation is not resolved by the Executive Council, the Executive Committee will review the situation and recommend action to the State Advisor.
 - d. If the decision is to remove the state officer, the state officer may appeal the decision in writing to the State Advisory Board.
 - i. The Executive Committee will meet with or conduct a conference call with the state officer on behalf of the State Advisory Board and make a full written report to the Board members.
 - ii. A majority vote of the Board is required to overturn the decision. Electronic methods such as conference call or email will be used for Board members which time is an issue.
- viii. Finances
 - 1. All state officer travel must be approved by the State Advisor based on the travel budget for the year.
 - 2. Reimbursements for approved expenses will be processed when receipts and completed expense reports are received by the State Advisor.
- ix. Equipment Usage
 - 1. Electronic equipment such as laptop computers, netbooks, projectors, etc. purchased by the Indiana HOSA organization will be used to conduct business of the organization.
 - 2. State Officers and State Staff may use equipment during their time of service to the organization. Once their term expires or approved event usage concludes, any equipment in the possession of state officers or staff must be returned at time designated by the State Advisor.
 - 3. State Advisor shall keep inventory of electronic equipment purchased by the Indiana HOSA organization.
- e. Membership Divisions
 - i. Secondary Division
 - 1. As specified in Article III, Section 3 of the National HOSA Bylaws the Secondary Division shall be composed of students who are or have been enrolled in a Career and Technical Health Sciences Education Program or an organized pre-career and technical Health Sciences Education Program or are interested, planning to pursue or pursuing a career in the health professions.
 - 2. The official definition for secondary members of HOSA for the purposes of Competitive Events is:
 - A secondary student is one who; (a) is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions (b) has not received a high-school diploma (or its equivalent) prior to the State

Leadership Conference or (c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA National Leadership Conference.

ii. Postsecondary/Collegiate Division

1. As specified in Article III, Section 4 of the National HOSA Bylaws, the Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing GED and are enrolled in a health care related field at the undergraduate level or are interested or planning to pursue a career in the health professions.

2. The official definition for postsecondary members of HOSA for the purposes of Competitive Events is:

A postsecondary student is one who (a) is enrolled in a state approved postsecondary 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 National Leadership Conference.

3. Even though postsecondary/collegiate students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA National Leadership Conference. When a student 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 HOSA.

4. The official definition for collegiate member of HOSA for the purposes of Competitive Events is:

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

iii. Alumni

1. As specified in Article III, Section 6 in the National HOSA Bylaws, 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.

2. Alumni members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

iv. Professional

1. As specified in Article III, Section 7 in National HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science Technology Education in a professional capacity. These may include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development.

2. Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.
- v. Members-at-large
 1. As specified in Article III, Section 5 in the National HOSA Bylaws, members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with Indiana HOSA.
 2. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office.
- vi. Honorary Members
 1. As specified in Article III, Section 8 in the National HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization.
 2. Honorary life members shall be conferred by the Indiana HOSA Executive Council and the State Advisor.
 3. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.
- vii. Lifetime Membership
 1. Lifetime membership shall be available for persons who are or have been active members and who are or have participated in HOSA in a professional capacity. Lifetime membership affiliation fees shall be \$150.
 2. Lifetime members may not vote, make motions or hold office by virtue of this membership alone.

III. Professional Activity and Development

a. State Leadership Conference

i. Purpose

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

ii. Finances

1. The HOSA State Leadership Conference should be a self-supporting conference. All income and expenses relating to the State Leadership Conference should be recorded separately to determine the actual cost of this member service.
 2. A State Leadership Conference registration fee shall be established by the State Advisory Board and shall be based upon the proposed budget.
 3. Registration fees for the State Leadership Conference shall be in the State HOSA Advisor office by the published deadline.
 4. Chapter Associations must pay the full amount owed to Indiana HOSA, within ten days of the closing day of the annual State Leadership Conference or be assessed a 5% penalty for late payment. Failure to pay the 5% penalty will be referred to the State Advisory Board for action.
- iii. Attendance Eligibility
1. All HOSA members in good standing are eligible to attend the State Leadership Conference.
 2. Each HOSA member attending shall:
 - a. Be a member in good standing of HOSA.
 - b. Have approval of parent or guardian unless the student is of legal age.
 - c. Have approval of chapter advisor.
 - d. Have approval of school administration.
- iv. Registration
1. The Chapter Advisor and/or designee is responsible for registering the chapter delegation.
 2. Chapters complete the chapter conference registration forms and submit them to the State Advisor by the deadline date established. One check for the full amount of the delegation's registration must accompany the registration before it is finalized.
 3. Each member listed on the registration form must have a completed Multiple Release Form attached with appropriate signatures.
 4. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation, Awards Ceremony, registration information, conference program materials, recognition program awards and other general conference operating expenses.
 5. Anyone staying at any HOSA conference hotel in the HOSA conference room block must be a registered delegate.
- v. Refund Policy
1. No refunds will be issued after conference registration has been submitted. Only in the event of extreme circumstances such as death of family member will refund requests be entertained.
 2. Refund requests must be submitted to the State Advisor in writing with thorough explanation for the justification of a refund.
- vi. Hotel Registration

1. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
 2. Delegates to the HOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek office.
 3. The HOSA room block is available to registered delegates only at the State Leadership Conference.
 4. If for some reason the Chapter Advisor or designee will not be accompanying his/her chapter delegation at the time of arrival, a Chapter Advisor Designee should be selected. The State Advisor should be informed prior to the conference as to the identity of the Designee.
- vii. Transportation
1. For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. The local chapter association accepts all liability for travel to, during and from state meetings.
- viii. Multiple Release Form
1. Each student delegate to the State Leadership Conference must have a completed and signed Multiple Release Form attached to the registration form.
- ix. General Session Protocol
1. Members are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
 2. The general sessions should be enthusiastic but we must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session.
 3. Chapters that do not adhere to the general session protocol will be asked to send a representative to a special meeting of the Executive Committee.
- x. 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:
 - a. Event Preparation
 - b. Basic Event Regulations
 - c. General Rules and Regulations
 - d. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
 - e. Competitive Events Inquiry Procedure and Form

2. No event at the state conference may be canceled due to lack of involvement/participation of competitors. Awards will not be presented if the competitor(s) do not meet the established level of competency in the event.
- xi. Officer Elections
 1. The guidelines/requirements for running for office are provided in the State Officer Elections Packet located on the Indiana HOSA website and include:
 - a. State Officer Election Process
 - b. State Officer Candidate Schedule
 - c. State Officer Application
 - d. State Officer Nomination Form
 - e. State Officer Travel Policies
 - f. Travel Statement and Liability
 - g. Officer Candidate Campaign Rules
 - h. State Officer Candidate Interview Questions
 - i. Interview Rating Sheet
 - j. Officer Candidate Folder Score Sheet
 - k. Indiana HOSA Fact Sheet
 - xii. Dress Code
 1. Conference delegate attire should be proper and appropriate since it reflects directly upon the chapter association and Indiana HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities.
 - xiii. Insurance
 1. Each local advisor, for their own protection, should secure insurance against accident and/or liability claims while traveling with students.
 - xiv. Voting Delegates
 1. Each chapter is entitled to one voting delegate for a base membership of ten members.
 2. For each additional ten members, each chapter is entitled to add one additional delegate.
 3. Voting delegates must attend all general sessions and business meeting.
 4. Voting delegates must be identified on the registration form and submitted to the State Advisor by the published deadline. Failure to do so will forfeit their chapter's voting privileges.
 - xv. General Sessions
 1. Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. HOSA cannot be held responsible for delegates who miss recognition because they failed to attend a general session.
- b. Fall Leadership Conference
 - i. Purpose

1. The purpose of the Fall Leadership Conference is to provide leadership training for local officers and members as well as general information about the HOSA organization.
- ii. Responsibility
 1. It shall be the responsibility of the State Executive Council and the State Advisor to select the conference site, set the date for the conference and plan and execute the program of work.
 2. All income derived from Fall Leadership Conference shall be recorded as reflected in the budget approved by the State Advisory Board.
- iii. Finances
 1. Fall Leadership Conference shall be entirely self-supporting.
 2. State Officer expenses shall be paid from the budget.
- iv. Additional Professional Activities
 1. It shall be the policy of HOSA in promoting the HSTE-HOSA Partnership to have representatives at Health Science related meetings such as ACTE and appropriate affiliate group meeting to carry on a public relations program beneficial to HOSA.
 2. The State Advisor shall be responsible for and provide appropriate representation.

IV. Financial Structure and Related Activities

a. Budget Planning and Preparation

- i. Responsibility
 1. It shall be the responsibility of the State Advisor to prepare an annual budget and such other financial resumes and reports as requested by the State Advisory Board.
- ii. Procedures
 1. The proposed fiscal year budget shall be presented to the members of the State Advisory Board one month before the beginning of the new fiscal year.
 2. The State Advisory Board shall adopt the budget for the next fiscal year the month before the new fiscal year.
- iii. Income
 1. Income shall be derived from affiliation fees as recommended by the State Advisory Board and approved by the state voting delegates.
 2. The State Advisor shall be charged with the responsibility of soliciting additional income sources: i.e., royalties; advertising; sale of HOSA related materials; publications; and grants.
 3. All income derived from the State Leadership Conference and Fall Leadership Conference shall be recorded as reflected in the budget.
- iv. Expenses
 1. State Officers
 - a. Travel of the Executive Council in attending the State and National HOSA conferences shall be in accordance with the current budget approved by the State Advisory Board.

- b. Indiana HOSA shall pay for the following state officer expenses: official uniforms, travel, housing, and registration for National HOSA conferences and State held conferences.
- c. In the event of air travel, Indiana HOSA shall pay fees for one checked bag only per officer.
- d. Each state officer will be allotted a daily allowance for meals incurred during travel for official HOSA business. Meal limits are \$10 breakfast; \$10 lunch; \$15 dinner for maximum of \$35/day/officer.

2. Committees

- a. The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the State Advisory Board meetings. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.

b. Financial Reporting

i. Financial Advisor

- 1. The State Advisor shall serve as a financial advisor to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds in accordance with the budget approved by the State Advisory Board.

ii. Income and Expense Summary

- 1. 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.

c. Operational Procedures

i. Handling of Monies

- 1. Indiana HOSA shall receive and disburse all monies of the state association.

ii. Excess Expenses

- 1. The State Executive Committee may approve and pay expenditures not to exceed ten percent of the budget amount within any category.
- 2. When category budget amounts exceed the ten percent limitations, the Executive Committee shall indicate a transfer of funds from another category.

V. Service to Members

a. Emblematic Materials

i. Purpose

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

ii. Purchase

- 1. All emblematic materials are copyrighted and can be purchased only from the designated official supplier Awards Unlimited. HOSA emblematic materials are sold only to affiliated HOSA groups. Legal counsel will be used to halt the illegal use of the HOSA, Inc., emblem and/or copyrighted materials.

- iii. Manufacture of Insignia
 - 1. All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of HOSA shall be made by the National Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.
- iv. Use of Emblematic Materials by Chapters
 - 1. If the HOSA emblem is reproduced, it shall be an exact replica.
 - 2. Members and advisor in good standing may use the emblem, including the name, motto, creed and emblem.
 - 3. Local chapters may use the emblem on materials which have public relations value. Chapters may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to interpret HOSA through noncompetitive activities.
 - 4. The HOSA emblem and name may be used for fundraising projects which are sponsored by local chapters. The name of the local chapters shall be spelled out on the above materials so as to not give the impression that the fundraising project or program for which they are used are nationally or state sponsored.
- v. HOSA Supply Service
 - 1. Award Unlimited is currently approved as the official supplier of HOSA emblematic materials.
- b. Publications
 - i. A variety of publications and audio-visual materials are available through the state office. All resources are evaluated periodically, updated and revised to meet the needs of HOSA members and advisers. Publications include:
 - 1. HOSA Directory
 - 2. Indiana HOSA Newsletter
 - 3. Policies and Procedures Manual
 - 4. Indiana HOSA Website -www.indianahosa.org
- c. Organizational Insignia
 - i. Name
 - 1. The official name of this organization shall be Indiana HOSA
 - 2. The branding insignia of Indiana HOSA: Future Health Professionals should be used on external promotional and printed material.
 - ii. Emblem
 - 1. The emblem was adopted by the delegate assembly during the First National HOSA Leadership Conference held in Oklahoma City, Oklahoma in April, 1978. The design was submitted by the Tennessee State Association of HOSA.
 - 2. The circle represents the continuity of health care; the triangle represents the three aspects of humankind: wellbeing-social, physical and mental; and the hands signify the caring of each HOSA member.

- iii. Protection of Name and Emblem
 1. Federal law, grounded in Article I, Section 8, Clause 8 of the U. S. Constitution, provides protection for all U.S. citizens who register products of their intellect whether it be a patent on an invention, a copyright on a written document or a trademark and/or logo representative of a business, product, or organization. The official emblem and name of HOSA are registered with the U.S. Patent and Trademark Office on Certificate No. 1,161,488 Serial No. 228,606.
- iv. Authorization for Use of Name and Emblem
 1. The official name and emblem may be used only by members in good standing of active chapter associations or other granted written permission by HOSA, Inc.
 2. The use of the HOSA name and emblem without meeting the above criteria is in direct violation of the law.
- v. Specific Uses of the Name and Emblem
 1. The official HOSA emblem consists of the following colors:
 - a. Background of outer circle: maroon
 - b. Letters in circle: medical white
 - c. Triangle: navy blue
 - d. Hands, figure, HOSA in triangle: medical white
 - e. Area around triangle: medical white
 - f. Founded 1976: navy blue.
 2. Official meaning of colors:
 - a. Navy: loyalty to the healthcare profession
 - b. Medical White: purity of purpose
 - c. Maroon: compassion of HOSA members.
 3. The HOSA name and emblem may be used on stationary, jewelry, clothing or other emblematic items by persons meeting the criteria under "Authorization for Use of Name and Emblem" above.
- vi. Creed
 1. The official creed of the organization is:
 - I believe in the Health Care Profession.
 - I believe in the profession for which I am being trained; and in the opportunities which my training offers.
 - I believe in education.
 - I believe that through education I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.
 - I believe in myself.
 - I believe that by using the knowledge and skills of my profession I will become more aware of myself. Through fulfilling these goals, I will become a more responsible citizen.

- I believe that each individual is important in his or her own right; therefore, I will treat each person with respect and love.
 - To this end, I dedicate my training, my skills and myself to serve others through HOSA.
- vii. Motto
1. The official motto is: "The Hands of HOSA Mold the Health of Tomorrow"
- viii. Slogan
1. The official slogan is: "Health Science and HOSA: A Healthy Partnership"
- ix. Mission Statement
1. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all Health Science students, therefore, helping students to meet the needs of the health care community.
- d. Organizational Policies
- i. Non-Discrimination Policy
 1. Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of Indiana HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.
 - ii. Reasonable Accommodation Policy
 1. HOSA members with disabilities or who do not speak English will be reasonably accommodated in competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. For Spanish speaking competitors, HOSA will make every effort to find interpreters as needed.
 2. Requests for reasonable accommodation must be indicated on the HOSA State Leadership Conference registration form and submitted to State HOSA by the March deadline.
 - iii. Reproduction of Photographs
 1. As a delegate to the State Leadership Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Indiana HOSA unless it is made known by the delegate during registration. A release statement will be part of the Indiana HOSA Multiple Release Form.

APPENDIX A
TRAVEL REIMBURSEMENT POLICIES

Official HOSA travel can be defined as any travel incurred due to the written request of the State Advisory Board or State Advisor to conduct HOSA business.

1. Indiana HOSA cannot be held responsible for injuries when traveling on HOSA business.

2. State officers will retain all receipts and submit them to the HOSA State Office.
3. Reimbursement will be made only to state officers with receipts.

APPENDIX B
RECOMMENDED CHANGE TO HOSA POLICIES AND PROCEDURES MANUAL

To _____ Chairman, Policy and Nominating Committee

From _____ Title _____ Chapter _____

Policy as presently state in *Policies and Procedures Manual* (Specify section and page):

Policy as proposed:

Reason for change:

Signature

Committee Approval

Signature

Board Approval

Updated Manual _____
Reprint Date _____

APPENDIX C
OFFICIAL HOSA UNIFORM POLICY

A. Official HOSA Uniform

An official HOSA uniform is required of state officers. The official HOSA uniform policy is:

1. Tailored navy blazer with emblem affixed over the heart. Awards Unlimited is the official supplier of this blazer.
2. Shirt/blouse for females-white tailored or short sleeve white jewel neck shell.

3. Shirt for males-white closed-neck, man-tailored dress shirt, suitable for use with a tie.
4. Accent for female members-maroon HOSA scarf or tie is optional but not required.
5. Accent for males-navy or maroon long tie.
6. Matching navy slacks for males and matching navy slacks or skirts for females.
7. Closed-toe blue or black shoes (hose optional).

The official HOSA uniform shall be worn by state officers at all State and Fall Leadership Conference functions and when representing Indiana HOSA unless otherwise specified by the State Advisor.

B. Casual Dress Uniform

A casual dress uniform is required by state officers. The casual dress uniform policy is:

1. Polo style shirt for males and females—maroon. Awards Unlimited Supply is the official supplier of this shirt.
2. Pants for males and females--khaki brown
3. Closed-toe brown shoes
4. Brown belt

The casual dress uniform shall be worn by state officers at all State and Fall Leadership Conference functions when the official HOSA uniform is not required or otherwise specified by the State Advisor. Unless travelling for a school visit where official uniform must be worn, the casual dress uniform shall be worn when travelling on Indiana HOSA business.

C. Attire for the Recognition and Awards Sessions at State Leadership Conference

It will be decided at an Executive Council meeting prior to State Conference whether state officers will wear formal wear or official HOSA uniform during the Recognition and/or the Awards Sessions.

- Females --A formal or "dressy" short or long dress of appropriate length. Prom dresses are acceptable.
- Males --Business suit with dress shirt and tie. Tuxedo is acceptable.

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

APPENDIX D ADVISORS ETHICS BOARD

1. An Advisors Ethics Board shall, with the approval of the Executive Committee, propose a code of conduct for the advisors in attendance.

2. Shall review all questions and disputes which have been prepared and submitted in writing according to an established procedure (i.e., complaints involving advisor conduct; competition violations; hotel complaints; state delegation behavior; inappropriate behavior; etc.)
3. Shall make appropriate recommendations to the Executive Committee in a timely manner.
4. A written appeal must be submitted by the advisor to the Advisory Board. The Advisory Board at its next scheduled meeting will consider the appeal and make a final decision. The advisor may attend the meeting and speak on his or her behalf. The decision of the Advisory Board is final.

Committee composition:

1. Chapter Advisor (membership over 100)
2. Chapter Advisor (membership less than 100)
3. State Advisor
4. Competitive Events Chairman
5. 6. State President

APPENDIX E EXECUTIVE COUNCIL

State Officer Candidacy Criteria

1. Chapter associations in good standing may submit candidates for office.
2. Candidates must have at least junior classification in high school and have a minimum of a 2.0 GPA on a 4-point scale (Official Transcript).
3. Candidates must be active members of HOSA (Article III Indiana HOSA Bylaws)

4. All candidate applicants must adhere carefully to all process rules as set forth in the State Officer Candidate Packet for consideration.
5. Members of the State Executive Council and/or State Staff shall administer the officer candidate written examination at the annual State Leadership Conference.
6. The Nominating Committee will interview all eligible candidates and present a final slate of officer candidates to the Voting Delegate Assembly for election.

Executive Council Code of Conduct and Policies

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

1. State Officers will project a desirable image of HOSA at all times.
2. State Officers will abide by the Travel Policies as stated.
3. Indiana HOSA will purchase the official uniform from Awards Unlimited, the HOSA Supply Service, and have it available for the first day of the National Leadership Conference.
4. State Officers will be available for the State Officer Training Session.
5. When traveling on behalf of HOSA, remember, state officers represent the Executive Council and Indiana HOSA. State officers should dress in official HOSA uniform and conduct themselves accordingly.
6. State officers will not consume or tolerate the use of alcoholic beverages at any HOSA function.
7. State officers will not use or tolerate the use of any narcotic substance while at any HOSA activity.
8. State officers attending any HOSA activity will adhere to the curfew assigned for that activity.
9. State officers may not smoke while in HOSA uniform or at any HOSA function.
10. The Code of Conduct will be strictly enforced. Any infringements of these rules will be cause for resignation and will be dealt with by a committee consisting of two Executive Council members, the State Advisor, and the Chairman of the Advisory Board.

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

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

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

Events Where Standard Deviation Is Used

Category II: Skills Events

- a. Clinical Specialty

Category III: Individual Leadership Events

- a. Extemporaneous Speaking
- b. Job Seeking Skills
- c. Prepared Speaking
- d. Researched Persuasive Speaking
- e. Interviewing Skills

Category IV: Team Leadership Events

- a. Community Awareness
- b. Parliamentary Procedure
- c. Creative Problem Solving
- d. Biomedical Debate
- e. Medical Reading
- f. Health Education

*In the event that entries for any competitive event total only a number sufficient for one section, this event is not subjected to the standard deviation process.

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

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

SYMBOLS FOR SCORES AND SECTIONS

- ICAS -Individual Competitor Average Score
- AJS -Average of Judges' Scores for Each Competitor

- JDS -Judges' Differential in Scoring between two (2) sections
- AJDS -Average Judges' Differential In Scoring between three (3) or more Sections
- CS -Control Section --the Section having the highest AJS (highest AJS, if three or more Sections used)
- AICAS -Adjusted individual Competitor Average Score
- FCS -Final Competitor Score

STEPS IN IMPLEMENTING THE MATHEMATICAL METHOD

1. Determine an **Individual Competitor Average Score (ICAS)** for each competitor in each section. Add all scores (one per judge) for each competitor; divide by number of judges; result equal the ICAS per competitor.
2. Determine the **Average of Judges' Scores (AJS)** for each section. Add all Individual Competitor Average Scores (ICAS) separately by section; divide total by number of competitors in a particular section; result equals the AJS for each section.
3. Determine the **Control section (CS)**. Compare the Average of Judges' Scores (AJS) for all sections. The section with the highest AJS (or highest AJS, if three or more sections used) becomes the Control Section.
4. Determine the **Judges Differential in Scoring (JDS)** between sections. Subtract the lower Average Judges' score (AJS) from the higher AJS; the difference equals the Judges' Differential in Scoring, when two (2) sections are used; the results equal the JOS.

When three (3) or more sections are used, an average of the AJS totals for all sections lower than that of the Control section (CS) must be obtained by adding these AJS totals and dividing by the number of sections with lower AJS totals.

5. Determine an **Adjusted Individual Competitor Average Score (AICAS)** for each competitor in each section except those in the Control Section (CS). Add the amount of the Judges' Differential in Scoring (JDS) to each Individual Competitor Average Score (ICAS), except those in the Control Section (CS).
6. Identify the **Final Competitor Score (FCS)** for each competitor. For the Control Section (CS), the original Individual Competitor Average Score (ICAS) becomes the Final Competitor Score (FCS) for each competitor.

For all other sections, the Adjusted Individual Competitor Average Score (AICAS) becomes the Final Competitor Score (FCS) for each competitor.

7. Determine the Rank Order of each Final Competitor Score (FCS). Assign a rank number to each Final Competitor Score (FCS).
8. Identify as finalists the top 10 ranked Final Competitor Scores (FCS).

EXAMPLE OF USE OF MATHEMATICAL METHOD

Hypothetical Event:
(Individual)

Prepared Speaking

or

(Team)

Parliamentary Procedure

Number of Competitors/Tearns: 20 (10 per section)

Number of Sections: 2

[To ensure accuracy of results, it is recommended that each section should include a minimum of ten competitors or ten teams If at all possible.]

Number of judges 6 (3 per section)