POLICIES AND PROCEDURES MANUAL

OHIO HOSA

Updated June 2, 2026

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PREFACE

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

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

The Ohio HOSA POLICIES AND PROCEDURES MANUAL was adapted from the National document, and provides a better understanding of how the organization operates. Any suggestions to improve these policies and procedures should be directed to the Chair of the Ohio HOSA, INC. Board of Directors or through the State HOSA Headquarters.

Approved in 2009 by the following Board members:

Paula Wathen, Chairman	2006-2009 Board of Directors
Robert Bundy	Board Member
Mary Sterenberg	Board Industry Representative
Karen Zeimke	Northeast Region Advisor
Renea Gregory	Southeast Region Advisor
Katie Blair	Northwest Region Advisor
Beverly Wolfe	Southwest Region Advisor

In consultation with:

Regina St. George	Consultant

Revised in 2018 by the following Board members:

Korin Marsh, Chair	2018-2019 Board of Directors
Pam Snider	Board Member
Andy Nicholson	Board Member
Gail Connor	Board Member
Brad Tolly	Board Member
Faith Sorice	Board Member
Becky Hickey	Board Member
Mike Milward	Board Member
Walter McVickers	Board Member
Doug Wolf	Board Member
Jenna Bechtel	Board Member

I. NATIONAL AND OHIO HOSA ORGANIZATIONAL STRUCTURE

A. NATIONAL HOSA, INC.

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

Ohio HOSA exists as a state affiliate of the National Organization and is recognized as the official career technical student organization (CTSO) for students in Health Science Career Pathways.

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc. are specified in Article III, HOSA, Inc. Bylaws and Ohio HOSA Bylaws. Ohio is represented on HOSA, Inc. by the Ohio HOSA State Advisor or as designated by the Ohio HOSA Board of Directors.

2. TERM OF OFFICE

The corporate representative for each active state association shall be designated annually.

3. VACANCIES

The Ohio HOSA, Inc. Board of Directors shall be responsible for filling vacancies of any member's unexpired term. In the absence of a state directive or conflicting circumstances, the Ohio HOSA, Inc., Board of Directors, or State Advisor may designate persons as board members.

B. OHIO HOSA BOARD OF DIRECTORS

1. PURPOSE

The Board of Directors shall manage all affairs of Ohio HOSA. The Board is responsible for decisions made regarding operation and growth of the state association, and for regional management of the organization.

2. ELECTED APPOINTED MEMBERSHIP

The membership of the Board includes:

- 8 elected local advisors, one from each region
- 1 appointed health industry representatives representing diverse health science career fields.
- Past Board of Directors Chair – 1-year term
- 2 elected/appointed student officers:
  - Ohio HOSA President
  - One additional State officer
  - National Officer (s)

Non-voting members of the Board include:

- Ohio HOSA State Advisor (serves as the Board Secretary or assigns designee)
- Ohio HOSA Competitive Events Committee Chair
- National Board Representative (if applicable)
- Treasurer
- Consultants (if applicable)

The qualifications for seeking membership on the Board are:

Confirmation by the Ohio HOSA State Advisor that the candidate's current status is consistent with the Board position being sought.

Commitment to attend four quarterly meetings of the Ohio HOSA Board of Directors. The date of the Board meetings will be set at the previous meeting.

3. ELECTION

The elected members of the Ohio HOSA Board of Directors shall be elected by the current Board of Directors. Student members of the Board shall be elected by the voting delegates during the Business Session at the Ohio HOSA State Leadership Conference. The Chair of the Board appoints HOSA National Officers to serve on the Board of Directors.

Terms of office will be two years for advisors and the Health Industry representatives. Others will serve the term of their office/position. No elected representative will serve more than two consecutive terms. Regions 3, 4, 5, and 9 terms expire in May of odd numbered years. Regions 1, 2, 6, 7-8 terms expire in May of even numbered years.

The chief officer of the Board shall be the Chair, who is elected every other year at the May meeting. The Chair of the Ohio HOSA Board of Directors will be elected by the members of the Board for a two-year term.

Advisor/teacher educator/health industry members are eligible to be appointed as Chair for this position.
The Ohio HOSA State Advisor shall serve as the Secretary to the Board. The State Advisor may delegate this responsibility to another member of the board.

4. **STATE OFFICER MEMBERS**

The state officer members (not to exceed 2) are specified in the Ohio HOSA Policies and Procedures. State Officer members serve the organization because of their current position or titles and are not elected by the Ohio HOSA, Inc. Board of Directors.

5. **QUORUM**

Fifty-one percent (51%) of the voting members of the Ohio HOSA, Inc. Board of Directors shall constitute a quorum.

6. **OFFICER DUTIES**

a. The Chair shall:

Serve as the Chief Executive Officer of the Ohio HOSA Inc. Board of Directors with all legal responsibilities assigned to a not-for-profit corporation.

Preside over all meetings of the Board as well as serving in an ex-officio status on all other committees.

Preside over all meetings of the Ohio HOSA Inc. Board of Directors.

Serve as special counsel for the Board as the occasion may require.

Represent the association as deemed necessary.

Build a network among state health care companies and associations.

Receive communication from and give feedback to the Ohio HOSA State Advisor.

Review financial statements and audit report.

Recruit qualified Board members and officers.

Appoint a committee to conduct an annual evaluation of the State Advisor and propose a contract.

b. The Secretary shall:

Attend all Board and Executive Committee meetings and record all votes and the proceedings of the meetings to provide a permanent record of the business.

Give notice of all meetings and special meetings of the Board.

c. The Treasurer shall:

Attend all Board and Executive Committee meetings to provide the current financial status of the organization.

Assist the State Advisor with the organization's investment portfolio.

7. REGIONAL MANAGEMENT

The Ohio HOSA Inc. Board of Directors advisor representative will manage the delegation of regional responsibilities, and will be responsible for all communication between the state office and teachers in their region

8. VOTING

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

9. AUTOMATIC REMOVAL

If any Board member misses two (2) consecutive meetings, their membership on the board will be reviewed by the Board Chair and replaced if deemed necessary by the Board of Directors.

10. REMOVAL OF A BOARD MEMBER

Any Board Member may be removed by a majority vote of the membership, except as otherwise provided by law.

11. ELIMINATION OF BIASES

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

C. COMPETITIVE EVENTS COMMITTEE

The Ohio HOSA State Advisor is the single point of contact to National HOSA regarding all communications.

1. CHAIR

a. The Ohio HOSA State Advisor appoints the chair of the Competitive Events Committee.
b. The term of office for the chair is three years.
c. A chair cannot serve as chair in consecutive terms.
d. The agenda for the committee meetings is developed in collaboration between the chair and Ohio HOSA State Advisor.
e. The chair conducts the Competitive Events Committee meetings. The committee makes recommendations to the Ohio HOSA State Advisor. The chair reports to the Ohio HOSA Board of Directors the committee's recommendations that were forwarded to the State Advisor.
f. The chair serves as ex-officio, non-voting member of the Ohio Board of Directors.

2. COMMITTEE MEMBERS

a. Each region as identified in Section I.B.2 of the Policies and Procedures must have two advisors serve on the Competitive Events Committee. Their titles are the Regions Captain and the Assistant Regional Captain.
b. Current Competitive Events Committee members may recommend advisors to serve on the Competitive Events Committee.
c. The Ohio HOSA State Advisor appoints the members.
d. The term of office for members is two years. A member may serve consecutive terms once.
e. Region Captain responsibilities include:
    - Coordination of the regional competitive events competition
    - Securing the site in coordination with the Ohio HOSA State Advisor.
    - Identify the date and times of the regional competition with the approval of the Ohio HOSA State Advisor.
    - Operate within the budget provided by the Ohio HOSA State Advisor.
    - Secure the necessary facilities, equipment, and supplies needed to conduct the skills and events of the competitions.

- Provide the Ohio HOSA State Advisor with a list of supplies needed to be supplied by the state for regional competitions by a date determined by the Ohio HOSA State Advisor.
- Secure local sponsors including, but not limited to, the host Career Center to offset the costs of the regional competition.

f. Assistant Region Captain responsibilities include:
- Assist the Region Captain in planning and conducting the regional competition.
- Assume the responsibilities of the Region Captain in case of need.
- Prepare to serve as the Region Captain after serving as Assistant Region Captain.

3. REGIONAL COMPETITION

a. All chapters register for their regional competitive event by the stated deadline. All exceptions are the decision of the Ohio HOSA State Advisor.

b. Changes to a particular chapter's or member's competitive event are permitted as determined by the Ohio HOSA State Advisor. Any changes in competitive events registration must be finalized no later than one week prior to the event

c. All disqualification of chapters or members from competitive events are the decision of the Ohio HOSA State Advisor.

d. Online testing is preferred for regional competitive events. The Ohio HOSA State Advisor will provide enough printed copies of all tests, scoring materials and machines in the event of a power issue at the host site.

e. The Ohio HOSA State Advisor is responsible for tabulations and announcement of results.

f. Whenever feasible, the Ohio HOSA State Advisor will provide the region with a State Officer to assist with the Awards Program.

g. At any time during a competitive event if a competitor feels a major rule infraction has occurred, the competitor should immediately bring it to the attention of their advisor who will need to complete an Appeal Form and submit it to the event management. This includes the Regional Captains, State Advisor, or designee. Once an event is completed, the decision of the judges is typically final. The inquiry process does NOT necessarily reverse any decision made by judges but allows Competitive Events to examine what happened in an event from the competitor's perspective, review the event, and fix that which can be corrected. The Appeal Form must be completed and turned in to tabulations no later than one hour after the conclusion of the event. The appeal process will be completed

within one week at the time of the concern. The appeal will be addressed and a decision completed within one week of the respective competitive event.

4. STATE AND INTERNATIONAL LEADERSHIP CONFERENCES

a. Competitive Events Committee members will assist in conducting the State Leadership Conference Competitive Events as requested by the Ohio HOSA State Advisor.
b. Competitive Events Committee members attending the International Leadership Conference will assist in conducting the ILC Competitive Events assigned to Ohio HOSA.

D. STATE OFFICE STAFF

1. STATE ADVISOR

The State Advisor shall be hired by the Ohio HOSA Inc. Board of Directors on contract and shall serve as the Chief Operating Officer of Ohio HOSA and is responsible for the daily operation of the headquarters.

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

The State Advisor is hired on a contract basis and must have the ability to plan, organize, and conduct state leadership conferences and daily operations of Ohio HOSA.

2. STATE OFFICE STAFF

The staff is employed by the State Advisor under contract with the Ohio HOSA Inc. Board of Directors. A copy of the current contract for any employee of Ohio HOSA is available upon request by the Ohio HOSA Board of Directors.

II. OHIO ORGANIZATION STRUCTURE

A. OHIO HOSA, Inc.

The name of the organization is Ohio HOSA, Inc, the Ohio State Association HOSA. HOSA is a national organization of, by, and for students who are or were enrolled in secondary, post-secondary and collegiate health science education classes and/or are interested, planning to pursue, or pursuing a career in the health professions.

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

B. REGIONS

Ohio HOSA is divided into nine (9) regions, which in turn are composed of local chapters. A current list of chapters in each region (Region 1, 2, 3, 4, 5, 6, 7, 8-9) are listed on the Ohio HOSA website.

The elected Board member for each region serves as the director of Regional Activities and as a liaison to the Ohio HOSA State Office. A Regional Manager and Coordinators of specific activities may be assigned to manage regional HOSA events.

All members of the region shall be members of local chapters in good standing with the state and national organizations. All HOSA members must be members of both the state and national organizations.

C. AFFILIATION FEES

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

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

2. Affiliation applications for state and national levels must be submitted to National HOSA no later than January 1 if the student is enrolled in the fall semester; spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the spring semester. Chapters will be invoiced upon request; however, full payment must be received within 30 days to be eligible for state and/or national competition. Members are not eligible for regional and/or state competition

if they are not affiliated with the state and national organization prior to the registration deadline for their Regional Competitive Event and/or Ohio HOSA State Leadership Conference. Initial and supplemental affiliation applications can be accepted throughout the entire membership year. Affiliation deadlines relate to ILC eligibility and the start of member/chapter services.

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

4. Ohio HOSA members should send chapter affiliation monies (for state and national dues) directly to National HOSA. Chapters are required to affiliate using the HOSA Affiliation System.

5. Each HOSA chapter must have one or more local advisors who pay an affiliation fee as a professional/advisor member.

6. All Board members and headquarters staff shall be affiliated members in good standing.

7. All persons in attendance at the Ohio HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the registration fee designated for non-members.

D. STATE OFFICERS

1. ELECTED OFFICERS

The elected officers are specified in the Ohio HOSA, Inc. Bylaws.

2. DUTIES

The duties of the elected officers are specified in the Ohio 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. Manage correspondence in a prompt and professional manner, receive approval from the local advisor before sending correspondence and send a copy of all correspondence to the Ohio HOSA State Advisor.

d. Provide a quarterly report to the State Advisor documenting HOSA activities on all levels including local, regional, state, etc.

e. Unless otherwise designated, wear the official HOSA uniform when representing Ohio HOSA. Ohio HOSA may provide, on loan, a blazer, skirt/slacks, blouses, shoes, and HOSA scarf for females. Ohio HOSA may provide, on loan, a blazer, slacks, shirts, shoes, and HOSA tie for males. Officers will be held financially responsible for uniform replacement if the loaned uniform is damaged or not returned.

f. Fulfill their responsibilities but shall not let them interfere with continuing their education, to include maintaining a “B” (85) average for each grading period. Grades should be submitted to the State Advisor at the end of each grading period by the state officer. Officers whose grades fall below a “B” average will be placed on probation. Failure to improve to a “B” average by the next grading period will result in the officer’s removal from office.

g. Forward all requests received for services the State Advisor who shall then schedule assignments.

h. Notify the State Advisor immediately of circumstances which prevent conducting an assignment.

i. Requests for reimbursement of costs incurred while performing officer duties must be approved prior to the event by the State Advisor.

k. Act in a mature, responsible manner always, respecting the HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.

3. **CANDIDATES**

Candidates for secondary positions may be current sophomores, juniors, or seniors.

State officer candidates shall not be allowed to serve as voting delegates at the State Leadership Conference during the year they are a candidate.

Chapter advisors and local school administrators are expected to support the candidate, if elected as a state officer, until the officer has completed their duties of office.

4. **DOCUMENTATION OF CANDIDACY AND QUALIFICATION**

a. An application form to include a record of HOSA offices held.

b. A verified statement of academic performance (Transcript) for the current school year.

c. A nomination form includes a statement of support with the signatures of the applicant, school principal, Chancellor or Dean, the chapter advisor, and the signature of parent or guardian.

d. All applications will be reviewed prior to the established interview date.

e. All applicants who submit complete applications will be invited to the first-round process that will include a review of the completed application, the written statement of interest, a written test and writing exercise.

f. The top twenty (20) or fewer applicants will be announced as candidates and invited to participate in the round two process consisting of in-person interview(s) and potential group activity.

g. A slate of recommended candidates will be announced within two weeks after the competition of the screening committee interviews.

5. **STATE OFFICER SCREENING COMMITTEE**

A screening committee composed of state officers, past state officers, chapter advisors, a Board of Director member, and others as appropriate will be appointed by the State Advisor to conduct round two.

The screening committee shall interview qualified candidates as to the suitability of positions.

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

6. **TERM OF OFFICE**

Student officers shall be elected by ballot during the Business Session at the annual Ohio HOSA State Leadership Conference to serve one year. Terms of office shall be from the conclusion of the State Leadership Conference in which they were elected until the end of the State Leadership Conference the following year.

A state officer from the current officer team may be slated and re-elected to serve a second term as State President. In the event there are/is no interested and/or qualified candidates, the Presidential candidate will be elected from the delegate vote at the SLC slated candidates.
In the event only one current officer is interested and is qualified, a second candidate from the slated candidates will be slated for the office of President.

Ohio HOSA may provide funds/funding for newly elected state officers to attend the Washington Leadership Academy (transportation, hotel, registration, meals); Fall Leadership Conference (hotel and meals); and State Leadership Conference (hotel and meals).

Ohio HOSA may provide funds/funding to help to cover the cost of the International Leadership Conference, conference registration, a few pins, and money to help cover the cost of meals and/or lodging. The state officers are expected to attend the International Leadership Conference, lead the state delegation at the state meeting, lead all Ohio HOSA members in spirit and in state-related responsibilities at the ILC. The funds are provided if they arrive at the Ohio HOSA designated day and time for the International Leadership Conference and stay for the entire conference. Documentation must be provided to record the expenditure of funds.

Ohio HOSA may also decide to pay up to $200 for past state officers to attend the ILC to assist in leading the state delegation, preparation of national officers, and other state-related responsibilities at the ILC provided they arrive before Opening Session and stay for the entire conference. Immediate past officers should wear their official HOSA uniform when representing Ohio HOSA at any function. Documentation must be provided to record the expenditure of funds.

7. **VACANCIES**

In the event of a vacancy in any state office, the State Advisor may appoint a new state officer if approved by the Ohio HOSA Board of Directors. The Executive Council will determine who will hold a vacated office.

8. **REMOVAL**

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

- If a state officer misses a required meeting and/or does not attend all required HOSA activities and events for the entirety of the event, (without a valid excuse approved by the state advisors prior to the event),the officer may be asked to resign by the State Advisor.

- Violations of the Code of Conduct and/or the State Executive Council Commitment Form will initially be managed by the State Advisor. The State Advisor may recommend action, or refer the violation to the Ohio HOSA, Inc. Board of Directors.

- If the violation is not resolved by the Executive Council, the Chair of the Board will review the situation and recommend action to the State Advisor.

- If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Ohio HOSA, Inc. Board of Directors for evaluation and action. If the officer involved is a member of the Board of Directors, he/she will not take part in the disciplinary referral.

- If the decision is to remove the state officer, the state officer may appeal the decision by writing to the Ohio HOSA, Inc. Board of Directors. The Board Chair will meet with or conduct a conference call with the state officer on behalf of the Board of Directors and make a written report for the Board members. A majority vote of the Board of Directors is required to overturn the decision. A conference call will be taken to poll the Board members if timing is an issue.

9. **FINANCES**

All state officer travel must be approved by the State Advisor and based on the travel budget for the year.

State officers who serve on the Ohio HOSA Board of Directors will be reimbursed for meal expenses for official Board meetings.

E. **HOSA DIVISIONS**

1. Middle School Division

Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions. The official definition for middle school members of HOSA for the purposes of Competitive Events is: A middle school

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; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

2. **SECONDARY DIVISION**

As specified in Article III, Section 5 in the Ohio HOSA Bylaws, the Secondary Division shall be composed of secondary students who are or have been enrolled in a state-approved Health Science or an organized health career awareness program and/or are interested in planning to pursue or pursuing a career in the health professions.

The official definition for secondary members of HOSA for the purposes of Competitive Events is:

A secondary student is one who, a) is enrolled in a state-approved health science program or is interested, planning to pursue, or pursuing a career in health professions; b) has not received a high-school diploma (or its equivalent) prior to the state's annual conference (grades 9-12); or c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA State Leadership Conference.

3. **POSTSECONDARY DIVISION**

As specified in Article III, Section 6 in the Ohio HOSA Bylaws, the Postsecondary Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED and are enrolled in a health care related field at the undergraduate level, or are interested or planning to pursue a career in the health professions. The Ohio HOSA State Office will support the PSC division until such time as membership warrants the appointment of a PSC State Advisor.

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

4. **MEMBERS-AT-LARGE**

As specified in Article III, Section 7 in the Ohio 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 state association, or where no active state association is established, directly with National HOSA. Members-at-large

are not eligible to serve as voting delegates to the State/National Conference or seek elected office.

5. **ALUMNI**
As specified in Article III, Section 8 in the Ohio HOSA Bylaws, the Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members may not vote, make motions, hold offices, or compete in events.

6. **PROFESSIONAL**
As specified in Article III, Section 9 in the Ohio HOSA Bylaws, the Professional Division shall be composed of persons who are associated with or participating in Health Science Education in professional capacities. 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. Professional division members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

7. **HONORARY**
As specified in Article III, Section 10 in the Ohio HOSA Bylaws, Honorary members shall be persons who have made significant contributions the development of HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Board of Directors of HOSA, Inc. Honorary members shall have none of the obligations and all the privileges of membership except voting, making motions, holding office, and competing in events.

8. **LIFETIME**
As specified in Article III, Section 12 in the Ohio HOSA Bylaws, 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 fee shall be $150. Lifetime members may not vote, make motions, or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if seeking another role in HOSA; E.g., Delegate Assembly, Ohio HOSA, Inc. Board of Directors.

III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

A. Ohio HOSA FALL LEADERSHIP CONFERENCE

1. PURPOSE

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

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

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

c. Provide information about current health care issues and concerns at the local, state, and national level in health occupations and the career technical student organizations of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.

d. Conduct the necessary annual business of the state organization of the HOSA Future Health Professionals by the local voting delegates and Ohio HOSA, Inc. Board of Directors.

e. Provide educational workshops that promote the development of students and further Ohio HOSA purposes.

2. FINANCES

a. The Ohio HOSA Fall Leadership Conference (FLC) should be a self-supporting conference. All income and expenses relating to the FLC should be recorded separately to determine the actual cost of this member service.

b. A FLC registration fee shall be established by the Ohio HOSA, Inc. Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.

c. Registration fees for the FLC shall be paid in full by the published deadline or a late fee may be assessed.

d. Fees for this conference shall be paid prior to the next Ohio HOSA sponsored event. Fees not paid prior may result in the chapter's membership, competitive events, and conferences being blocked until payment is received.

3. **ATTENDANCE ELIGIBILITY AND REGISTRATION**

a. All Ohio HOSA members in good standing are eligible to attend the Fall Leadership Conference if they are registered as a conference attendee. The local chapter advisor and/or their designee are responsible for registering their chapter members by the deadline.

b. Each HOSA member attending shall:

- Be a member in good standing of HOSA as defined in the Bylaws.
- Have approval of parent or guardian unless the student is of legal age.
- Have approval of chapter advisor.
- Have approval of school administration.

c. The registration fee includes: all general sessions, speakers, educational symposiums, media presentations, rentals, registration information, conference program materials, and other general conference operating expenses.

d An additional fee may be charged to students to cover expenses such as chartered bus transportation, tour fees, and food when necessary.

e. Chapters must provide adult supervision as deemed appropriate by their school to ensure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.

f. Family and guests must pay the conference registration fee to attend any conference activities unless invited by the Ohio HOSA Board of Directors.

4. **REFUND POLICY**

No refunds will be given for the Ohio HOSA Fall Leadership Conference for any reason after the registration deadline closes. Substitutions are allowed.

5. **CONDUCT CODE/MEDICAL LIABILITY RELEASE FORM**

Each student, advisor, and guest to the FLC must have ~~a~~ completed and signed "Conduct Code and Medical Liability Release Forms." Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Chapter advisors must have these forms with them at the conference. A copy of each individual's forms should also be held by each individual.

The general sessions should be enthusiastic, but attendees should not be rude or obnoxious to those in the audience or on stage. It is important and expected of attendees to remain seated until the end of each session.

6. **TRANSPORTATION**

For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels and conference site. The local chapter accepts all liability for travel to, during, and from Ohio HOSA sponsored events.

B. **OHIO HOSA REGIONAL COMPETITIVE EVENTS**

1. **PURPOSE**

The purposes of the Ohio HOSA Competitive Events are to:

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

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

c. Provide educational workshops that promote the development of students and further Ohio HOSA purposes.

2. **FINANCES**

a. Regional Competitive Events should be a self-supporting conference. All income and expenses relating to the Regional Competitive Events should be recorded separately to determine the actual cost of this member service.

b. A Regional Competitive Events registration fee shall be established by the Ohio HOSA, Inc. Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.

c. Registration fees for the Regional Competitive Events shall be paid in full by the published deadline or a late fee may be assessed.

d. Fees for this conference shall be paid prior to the next Ohio HOSA sponsored event. Fees not paid prior may result in chapter membership, competitive events, and conferences being blocked until payment is received.

3. ATTENDANCE ELIGIBILITY AND REGISTRATION

a. All Ohio HOSA members in good standing are eligible to attend the Regional Competitive Events if they are registered as a conference attendee. The local chapter advisor and/or their designee are responsible for registering their chapter members by the deadline.

b. Each HOSA member attending shall:

- Be a member in good standing of HOSA as defined in the Bylaws.
- Have approval of parent or guardian unless the student is of legal age.
- Have approval of chapter advisor.
- Have approval of school administration.

c. The registration fee includes: all expenses incurred by the competitive events, awards ceremony, registration information, conference program materials, recognition program awards, and other general operating expenses.

d. Chapters must provide adult supervision as deemed appropriate by their school to ensure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.

e. Family and guests must pay the conference registration fee to attend any conference activities unless invited by the Ohio HOSA, Inc. Board of Directors.

4. REFUND POLICY

No refunds will be given for the Ohio HOSA Regional Competitive Events for any reason after the registration closes. Substitutions are allowed. The substitute member may ~~not~~ participate in only one competitive event at the regional, state, and international levels per year.

5. **CONDUCT CODE/MEDICAL LIABILITY RELEASE FORM**

Each delegate, Advisor, and guest to the SLC must have ~~a~~ completed and signed "Conduct Code and Medical Liability Release Forms." Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Chapter advisors must have these forms with them at the conference. Each individual should also hold a copy of the individual's forms.

6. **TRANSPORTATION**

For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels and conference site. The local chapter accepts all liability for travel to, during, and from Ohio HOSA sponsored events.

7. **COMPETITIVE EVENTS**

The primary authority for regional and Ohio Competitive Events is the Ohio HOSA Guide located on the Ohio HOSA website. The primary authority for the International Competitive Events is the National HOSA website,

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

C. OHIO HOSA STATE LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the Ohio HOSA State Leadership Conference are to:

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

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

c. Provide information about current health care issues and concerns at the local, state, and national level in health occupations and the career technical student organizations of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.

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

e. Conduct the necessary annual business of Ohio HOSA Future Health Professionals by the local voting delegates and Ohio HOSA, Inc. Board of Directors.

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

2. **FINANCES**

a. The Ohio HOSA State Leadership Conference (SLC) should be a self-supporting conference. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of this member service.

b. A SLC registration fee shall be established by the Ohio HOSA, Inc. Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.

c. Registration fees for the SLC shall be paid in full by the published deadline or a late fee may be assessed.

d. Fees for this conference shall be paid prior to the next Ohio HOSA sponsored event. Fees not paid prior may result in the chapter's membership, competitive events, and conferences being blocked until payment is received.

3. **ATTENDANCE ELIGIBILITY AND REGISTRATION**

a. All Ohio HOSA members in good standing are eligible to attend the State Leadership Conference (SLC) if they are registered as a conference attendee. The local chapter advisor and/or their designee are responsible for registering their chapter members by the deadline.

b. Each HOSA member attending shall:

- Be a member in good standing of HOSA as defined in the Bylaws.
- Have approval of parent or guardian unless the student is of legal age.
- Have approval of chapter advisor.
- Have approval of school administration.

c. The registration fee includes: all general sessions, speakers, educational symposiums, media presentations, rentals, competitive events, awards ceremony, registration information, conference program materials, recognition program awards, and other general conference operating expenses.

d. An additional fee may be charged to students to cover expenses such as chartered bus transportation, entertainment, tour fees, and food when necessary.

e. Chapters must provide adult supervision as deemed appropriate by their school to ensure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.

f. Family and guests must pay the conference registration fee to attend any conference activities unless invited by the Ohio HOSA, Inc. Board of Directors.

4. **REFUND POLICY**

No refunds will be given for the Ohio HOSA State Competitive Events for any reason after the registration closes. Substitutions are allowed. The substitute member may ~~not~~ participate in only one competitive event at the regional, state, and international levels per year.

5. **CONDUCT CODE/MEDICAL LIABILITY RELEASE FORM**

Each delegate, Advisor, and guest to the SLC must have ~~a~~ completed and signed "Conduct Code and Medical Liability Release Forms." Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Chapter advisors must have these forms with them at the conference. . Each individual should also hold a copy of their individual forms.

The general sessions should be enthusiastic, but attendees should not be rude or obnoxious to those in the audience or on stage. It is important and expected of attendees to remain seated until the end of each session.

6. **TRANSPORTATION**

For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels and conference site. The local chapter accepts all liability for travel to, during, and from Ohio HOSA sponsored events.

7. **COMPETITIVE EVENTS**

The primary authority for State Competitive Events is the Ohio HOSA Guide located on the Ohio HOSA website. The primary authority for the International Competitive Events is the National HOSA website,

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

Middle School events that have less than three (3) competitors per school and/or less than two (2) schools with less than six (6) competitors competing at the State Leadership Conference for three (3) consecutive years will not be awarded a First-Place Banner.

At any time during a competitive event if a competitor feels a major rule infraction has occurred, the competitor should immediately bring it to the attention of their advisor who will need to complete an Appeal Form and submit it to the event management. This includes the Event Captains, State Advisor, State Competitive Event Chair, or the Registration Desk. Once an event is completed, the decision of the judges is typically final. The inquiry process does NOT necessarily reverse any decision made by judges but allows Competitive Events to examine what happened in an event from the competitor's perspective, review the event, and fix that which can be corrected. The Appeal Form must be completed and turned in to tabulations no later than two hours after the conclusion of the event. The appeal process will be completed within one week at the time of the concern. The appeal will be addressed and a decision completed within one week of the respective competitive event.

The State Advisor may appoint a review committee of three to four individuals to review State Scholarship applications and select the recipients. Committee members may include current Board members, however, may not include anyone with a student who submitted an application.

8. OFFICER ELECTIONS

The guidelines/requirements for applying for office are provided in Article II, Section D. Numbers 3 and 4 of the Policies and Procedures Manual.

9. DRESS CODE

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

10. **VOTING DELEGATES**

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

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

11. **SESSION PROTOCOL**

It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions to ensure professional behavior by all who attend.

Ohio HOSA may assign session seating as determined by the Ohio HOSA Board of Directors. Chapters are expected to stay the entire duration of the conference sessions.

12. **ADVISOR RESPONSIBILITIES**

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

- Competitive events
- Activities chaperone
- Other responsibilities as needed

D. HOSA INTERNATIONAL LEADERSHIP CONFERENCE

1. **PURPOSE**

The purposes of the HOSA International Leadership Conference are to:

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

b. Provide HOSA members with the opportunity to share common experiences in leadership development, community service and understanding of their vocational health occupations programs.

c. Provide information about current health care issues and concerns at the local, state, and national level in health occupations and the career technical student organizations of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.

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

e. Conduct the necessary annual business of the national career technical education student organization of HOSA by the national voting delegates and HOSA, Inc. Board of Directors.

e. Provide educational workshops that promote the development of students and further National HOSA purposes.

2. **FINANCES**

a. The HOSA International Leadership Conference should be a self-supporting conference. All income and expenses relating to the ILC should be recorded separately to determine the actual cost of this member service.

b. An ILC registration fee shall be established by the HOSA, Inc., Board of Directors and shall be based upon the proposed budget submitted by the State Advisor for approval by the Ohio HOSA, Inc. Board of Directors.

c. Registration fees for the ILC shall be made payable to Ohio HOSA and sent to the Ohio HOSA office by the established deadline.

d. Local chapters must pay the full amount owed to Ohio HOSA prior to attending the International Leadership Conference.

3. **ATTENDANCE ELIGIBILITY**

a. All HOSA members in good standing are eligible to attend the ILC.

b. Each HOSA member attending shall:

- Be a member in good standing of HOSA as defined in the Bylaws.

- Have approval of a parent or guardian unless the student is of legal age.
- Have approval of the chapter advisor.
- Have approval of the school administration.
- Have approval of the state association.

4. REGISTRATION

a. The State Advisor and/or designee is responsible for registering the state delegation. The local chapters must meet the state registration deadline so the state deadline of May 15 can be met.

b. Chapters complete the Chapter Conference Registration forms and submit them to Ohio HOSA by the deadline date established. The full amount of the delegation's registration must be received before it is finalized.

c. All registration fees must be received no later than June 1 to avoid jeopardizing participation in the HOSA International Leadership Conference.

d. Each delegate listed on the registration form MUST complete the Code of Conduct and Medical Liability Release Forms with appropriate signatures.

e. Family members are required to pay a registration fee as approved by the Ohio HOSA, Inc. Board of Directors.

f. Non-members (guests) are required to pay a registration fee as approved by the Ohio HOSA, Inc. Board of Directors.

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

h. Anyone staying at any HOSA conference hotel in the HOSA conference room block MUST BE A REGISTERED DELEGATE.

5. **REFUND POLICY**

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

6. HOTEL REGISTRATION

a. The local advisors must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.

b. Registrations must be made with the conference hotel assigned to Ohio.

c. Instructions will be provided each year regarding the method of reservations, either in writing or online.

d. Delegates to the HOSA International Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek international office.

e. The HOSA room block is available to registered delegates only at the International Leadership Conference.

f. If local advisor will not be accompanying his/her delegation, Ohio HOSA must be notified with the name and contact information of the responsible party.

7. TRANSPORTATION

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

8. CODE OF CONDUCT FORM

Each delegate to the ILC must have a completed and signed "Code of Conduct Form". The form must be signed by all requested persons and a copy sent electronically to National HOSA. The local advisor/chaperone should keep the original. Each individual should also hold a copy of their individual forms.

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

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

9. **MEDICAL LIABILITY RELEASE FORM**

Each delegate to the ILC must have a completed and signed "Medical Liability Release Form". This form must be signed by all requested persons and a copy sent electronically to National HOSA. The local advisor/chaperone should keep the original. Each individual should also hold a copy of their individual forms. Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.

10. **ADVISORS CODE OF ETHICS**

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

11. **COMPETITIVE EVENTS**

The primary authority for Competitive Events is the current National HOSA Website, Competitive Event tab.

12. **AWARDS AND RECOGNITION**

The International Recognition Program is identified on the National HOSA Website under the competitive Events tab.

13. **OFFICER ELECTIONS**

The guidelines/requirements for running for office are provided in the current ILC Executive Council Guide.

14. **DRESS CODE**

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

HOSA uniforms. See the ILC Guide for the official HOSA Uniform Policy and proper attire for the conference.

15. **INSURANCE**

a. Conference insurance shall be provided to all delegates.

b. Each local and state advisor, for his/her own protection, should secure insurance against accident and/or liability claims while traveling with students.

c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

16. **VOTING DELEGATES**

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

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

17. **ADVISOR ORIENTATION**

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

18. **GENERAL SESSIONS**

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

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

V. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY

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

An annual narrative plan of work shall be developed and presented with the annual budget. The narrative shall present the program of work in terms of anticipated income and expenditures.

2. INCOME

a. Income shall be derived from affiliation fees as recommended by the State Advisor and approved by the Ohio HOSA, Inc. Board of Directors.

b. Separate accounts will be maintained for monies designated for scholarships.

c. The State Advisor shall be charged with the responsibility of soliciting additional income sources: i.e., royalties, advertising, sale of HOSA related materials, publications, grants, sponsorships.

3. EXPENSES

a. Ohio HOSA Board Members

- Board members are entitled to reimbursement for reasonable expenses incurred in attending meetings as affixed by the Board of Directors and approved in advance by the State Advisor.

b. State Officers

- Lodging and meals of the Executive Committee in attending

the State Leadership Conference shall be reimbursed in accordance with the current budget approved by the Ohio HOSA, Inc. Board of Directors.

- Most state officer expenses incurred while traveling at the request of the state association shall be reimbursed in accordance with the current budget approved by the Ohio HOSA, Inc. Board of Director based on available funding.

c. State Advisor

- Travel and per diem for expenses related to managing and conducting the business of Ohio HOSA shall be reimbursed in accordance with the current budget approved by the Ohio HOSA, Inc. Board of Directors.

d. Headquarters Staff

- Travel and per diem for headquarters staff shall be reimbursed in accordance with the current budget approved by the Ohio HOSA, Inc. Board of Directors.

B. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

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

1. INVESTMENT PORTFOLIO

a. The state advisor shall establish and manage an investment portfolio for the purpose of providing resources for the long-term operation of the association.
b. The state advisor shall budget an annual contribution to the investment portfolio as part of the annual budget.
c. Dividends earned will be reinvested into the portfolio for a minimum of six years from the date of the establishment of the portfolio after which the state advisor may recommend withdrawal of all or a portion of the dividends to manage the Association.
d. Withdrawal of dividends or the any part of the principle must be approved by 80% of the voting Board members.
e. In the event the Association is dissolved, 90% of the funds will be equally divided to each currently active chapter for use to operate their local chapter. Ten percent (10%)of the portfolio will be set aside to award post-secondary/collegiate scholarships for HOSA members pursuing post high school training in a health science field.

3. TREASURER

The State Advisor may, upon consultation with the Board Chair, contract with a knowledgeable consultant to assist with keeping the financial records of the state association.

The Treasurer and/or State Advisor may disburse funds for purposes of paying expenses as per the approved budget by the Ohio HOSA, Inc. Board of Directors.

4. AUDIT

The Treasurer shall arrange for financial audit every other year beginning in 2025 by an independent accountant(s) who will audit all accounts, prepare a balance sheet, and file appropriate records with the Internal Revenue Service.