



# Policies and Procedures

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## **PREFACE**

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

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

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

It is the policy of the Nebraska Department of Education and Nebraska HOSA not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, national origin, or genetic information in its educational programs, admission policies, employment, or other agency programs.

## **I. ORGANIZATIONAL STRUCTURE**

### **A. National HOSA Inc.**

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

### **B. Nebraska HOSA**

**Nebraska HOSA** exists as a state affiliate of the National Organization, and is recognized as the official career technical student organization (CTSO) for Health Science students in Nebraska by the Nebraska Department of Education.

### **C. Nebraska HOSA Board of Directors**

#### **1. Purpose**

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

#### **2. Membership**

a) The qualifications for seeking membership on the Board are:

- (1) Ability to serve on the Board of Directors for a three year term. The exceptions are the HOSA State President and Past President, who will serve a one year term in their respective roles.
- (2) Commitment to attend at least four (4) annual meetings of the Nebraska HOSA Board of Directors.
- (3) Involvement within the health science community, either as a local HOSA advisor, a member of business and industry, a secondary or postsecondary administrator, or a HOSA state president or HOSA past state president.

#### **3. Quorum**

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

#### **4. Proxies**

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

#### **5. Voting**

Each voting member of the Board of Directors shall be allowed one (1) vote. The HOSA State President and HOSA Past President are non-voting members.



## **6. Elimination of Biases**

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

## **D. Committees**

1. The chairman of the board, with approval of the executive committee, may appoint chairman, vice chairmen and members to committees.
2. Committees can form on an as-needed basis and may include: Long Range Planning, State Leadership Conference Planning, Policy and Nominating, Marketing and Partnership Development, and Scholarship.

## **E. State Office Staff**

### **1. State Advisor**

- a) The HOSA State Advisor shall be hired by the Nebraska Department of Education and shall provide leadership for and facilitate curricular educational opportunities for career education students. The focus is on the development of college and career ready knowledge and skills for career and life.
- b) Functions:
  - (1) Liaison. The State Advisor will maintain regular communication and provide relevant information as requested. Serve as the point of contact between the Nebraska Department of Education and HOSA's:
    - (a) Board of Directors
    - (b) National HOSA Office
    - (c) Nebraska local HOSA chapters
  - (2) Professional Development. Provide professional development and technical assistance to HOSA local advisors and career education instructors on topics such as:
    - (a) Integrating HOSA into career and technical education curriculum.
    - (b) Developing career readiness skills through CTSO involvement.
    - (c) Managing local HOSA chapters.
    - (d) State and National events, activities, and conferences.
  - (3) Programming and Fiscal Management. In collaboration with the State HOSA Board of Directors, provide leadership and management of HOSA state-level programs, activities, and conferences in accordance with the established State HOSA Board of Directors Policies and Budget. Activities may include:
    - (a) Securing and supervising NDE interns and volunteers.
    - (b) Initiating and managing all HOSA communication (website, social media, email listserv, correspondence, etc.)
    - (c) Planning, coordinating, and conducting activities including:
      - (i) State competitive events.
      - (ii) State leadership conferences and activities.
      - (iii) State professional development for advisors.
    - (d) Provide recommendations, as requested, to assist the Board of Directors with the development of the budget.

- (4) Annual State Conference. In collaboration with the Board of Directors, plan, coordinate, and conduct the state conference in accordance with established policies and budget. State Advisor will obtain prior written approval for any expenditure exceeding the original obligation (for budget line item) before carrying out a purchase at the State HOSA Board's request.
  - (5) National Meetings. Manage the requirements and prepare all materials as needed for participation in national meetings and conferences in accordance with the established policies and budget.
  - (6) Contracts. Provide assistance to the HOSA Board in negotiating arrangements for conferences, training, meetings, and other activities. Contracts must be approved and signed by an authorized member of the HOSA Board. Contracts must be between HOSA and the contractor and not involve the NDE.
  - (7) State Officers. Train, advise, and supervise the HOSA State Student Officers.
  - (8) Partnerships. Promote partnerships between HOSA and business, education, and community leaders and government agencies.
  - (9) Leadership. Serve in leadership capacities at a national level of HOSA as approved by the Nebraska Career Education State Director.
  - (10) State Policies/Procedures. Follow all NDE policies regarding travel as a passenger in a state vehicle by non-state employees, interns and volunteers, state office building access, etc. Each HOSA State Advisor will follow other applicable NDE Administrative Memoranda including NDE branding and marketing guidelines as they may apply to the operation of the HOSA organization.
- c) A HOSA State Advisor may not supervise or in any way become involved in the supervision or discipline of any organization member or participant other than the State Officers of HOSA. The responsibility for supervision/discipline rests with the local chapter advisor in cooperation (if necessary) with the HOSA State BOD.

## **2. State Office Staff**

- a) The Assistant Director of Nebraska Career & Technical Education manages the Nebraska HOSA State Staff. The Assistant Director also assumes overall responsibility for Nebraska HOSA's management.
- b) The HOSA Administrative Assistant shall oversee all administrative tasks for Nebraska HOSA. (The HOSA Administrative Assistant also serves as the Administrative Assistant for FFA.)
- c) The CTSO Accountant oversees the financial processes of Nebraska HOSA. The CTSO Accountant writes checks and manages the Nebraska HOSA student dollar account. Nebraska HOSA pays all fees associated with the contracted business providing accounting services.

## **3. Headquarters**

- a) The headquarters of Nebraska HOSA will be at the Nebraska Department of Education under the supervision of the Director and Assistant Director of Nebraska Career and Technical Education.

## **II. ORGANIZATION STRUCTURE**

### **A. Nebraska HOSA**

1. The name of the organization sponsored by the Nebraska Department of Education is Nebraska HOSA, the Nebraska State Association of HOSA. HOSA is a national organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate health science education classes and/or are interested, planning to pursue, or pursuing a career in the health professions.
2. The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science Education instructional program.

### **B. Affiliation Fees**

1. State associations in good standing are those who recognize the importance of all health science education students and local and state advisors being affiliated with the state and national organization. Unless a student or advisor is affiliated with the local, state and national organization, he or she should not be regarded as a Nebraska HOSA member nor receive any rights or privileges thereof.
2. Annual affiliation fees are \$10 state dues per member and \$10 national dues per member. The chapter advisor must be a dues paying (professional) member of HOSA.
3. Affiliation for state and national levels must be submitted to National HOSA no later than January 1 if the student is enrolled in the fall semester; spring enrollees must be affiliated by March 1 or before State Leadership Conference registration (whichever comes first) or within thirty (30) days of the beginning of a program initiated during the spring semester. Chapters will be invoiced upon request; however, full payment must be received prior to registering for SLC.
4. Members are not eligible for state competition if they are not affiliated with the state and national organization prior to the registration deadline for the Nebraska HOSA State Leadership Conference.
5. Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to ILC eligibility and the start of member/chapter services.
6. Chapters may not substitute names on the Chapter Affiliation. Once a chapter completes the affiliation process, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
7. Nebraska HOSA members should send chapter affiliation monies (for state and national dues) directly to National HOSA. Chapters are required to affiliate using the HOSA home page on the Internet at [www.HOSA.org](http://www.HOSA.org).
8. Each HOSA school/chapter must have one or more local advisors who pay an affiliation fee as a professional member.
9. All health science education state staff that work with HOSA shall pay an affiliation fee to a state professional chapter or join through a local chapter.
10. All Board members and headquarters staff shall be affiliated members in good standing. Nebraska HOSA will pay for Board members' national HOSA dues.
11. All delegates in attendance at the Nebraska HOSA State Leadership Conference and HOSA National Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the registration fee designated for non-members.

## **C. State Officers**

### **1. Elected Officers**

- a) The elected student officers of Nebraska HOSA organization shall be: president, vice-president, secretary, and media relations at minimum.
- b) These officers shall perform the duties prescribed by these Policies and by the parliamentary authority adopted by this organization.
- c) These officers shall be designated as delegates-at-large.
- d) Nebraska HOSA can have between four to eight state officers (March 2025).

### **2. Duties**

- a) The Nebraska HOSA State Officers must:
  - (1) Attend required events, as outlined in the Candidate Agreement Form of the application.
  - (2) Make themselves available, as necessary, in promoting the general welfare of HOSA.
  - (3) Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
  - (4) Represent the views of the membership, not those of the individual officer or chapter.
  - (5) Handle correspondence in a prompt and professional manner and send a copy of all correspondence to their local advisor and the Nebraska HOSA State Advisor.
  - (6) Provide a monthly report to the State Advisor documenting HOSA activities on all levels including, local, state, etc.
  - (7) Unless otherwise designated, wear the official HOSA uniform when representing Nebraska HOSA.
  - (8) Understand responsibilities and expectations as outlined in the State Officer Handbook (March 2025).
  - (9) Carry out state officer responsibilities but not let the duties interfere with continuing their education. Officers are responsible for making up school work in a timely manner and informing teachers of their absences (March 2025).
  - (10) Forward all requests received for services to the State Advisor.
  - (11) Notify the State Advisor immediately of circumstances which prevent carrying out an assignment.
  - (12) May be reimbursed for expenses incurred while performing approved services for the association, depending on the budget for the fiscal year. Reimbursement for services at the local level will be the responsibility of the local chapter.
  - (13) Act in a mature, responsible manner at all times, respecting the HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.
- b) **PRESIDENT:** It shall be the duty of the president to:
  - (1) Preside at the state conference and all Nebraska HOSA officer meetings.

- (2) Work with the State Advisor and/or State Officer Coordinator on agenda for all virtual and in-person meetings.
  - (3) Assist with the annual Program of Work for Nebraska HOSA.
  - (4) Shall serve on the HOSA Inc. Board of Directors.
  - (5) Serve Nebraska HOSA as requested by the state advisor or board of directors.
- c) VICE-PRESIDENT: It shall be the duty of the vice-president to:
  - (1) Preside in the president's absence.
  - (2) Succeed the president if the office of president is vacated.
  - (3) Serve Nebraska HOSA as requested by the state advisor or board of directors.
- d) SECRETARY: It shall be the duty of the secretary to:
  - (1) Take the roll call at all business meetings and report quorum status.
  - (2) Record the proceedings of all meetings and file all such records with the Nebraska HOSA state advisor within ten (10) days.
  - (3) Serve Nebraska HOSA as requested by the state advisor or board of directors.
- e) MEDIA RELATIONS: It shall be the duty of the historian to:
  - (1) Coordinate all Social Media Efforts
    - (a) Create postings for all platforms
    - (b) Help Promote the Program of Work
    - (c) Collaborate with other State Officers and State Advisor for other social media postings throughout the year.
  - (2) Capture photo and/or video evidence of events and uploading to the Nebraska HOSA drive.
  - (3) Serve Nebraska HOSA as requested by the state advisor or board of directors.
- f) COMPETITIVE EVENTS
  - (1) Assist in the promotion, planning, and implementation of the Association's Competitive Events.
  - (2) Serve Nebraska HOSA as requested by the state advisor or board of directors.
- g) MEMBERSHIP
  - (1) Plan and implement programs for membership promotion and development, work with local chapters to engage members through recruitment, retention, and recognition efforts.
  - (2) Serve Nebraska HOSA in any capacity as requested by the state advisor or president.
  - (3) Serve as a delegate-at-large at the international leadership conference.
- h) PARTNERSHIP
  - (1) Assist in government leader correspondence for HOSA and Career and Technical Student Organization events as requested by the state advisor.
  - (2) Assist with building and strengthening partnerships with college institutions and the healthcare industry.
  - (3) Serve Nebraska HOSA as requested by the state advisor or board of directors.

### 3. Candidates

- a) Candidates for office must have at least a tenth grade classification in high school or be attending a postsecondary/collegiate institution.

- b) The candidate must be an active member of Nebraska HOSA in their local chapter and have at least one full year remaining as an active member.
- c) The candidate must be available to represent the state through personal appearances during tenure of office.
- d) Campaigning - Candidates, teacher leaders, parents, members, and/or supporters of the candidate may not talk about the candidate's qualifications with the exception of statements made by the candidate in their speech or through a letter of recommendation as part of the application. Candidates, teacher leaders, parents, members and/or supporters of the candidate must not request votes for the candidate or pass out any paraphernalia including items such as business cards, state pins, etc. at any point during the election process. (July 2024)
- e) Candidate Dress Code - State Officer Candidates will be expected to adhere to a business professional dress code that aligns with the Nebraska HOSA State Leadership Conference Dress Code. This will be enforced throughout the candidate process. (July 2024)

#### **4. State Officer Selection Process (July 2024)**

- a) Application (20%) - The application must be completed, with all required signatures, by the due date, for the applicant to be eligible to continue in the State Officer Selection process at State Leadership Conference.
  - (1) The application shall include but not be limited to the following information:
    - (a) Endorsement from the local chapter.
    - (b) Statement of support with the signatures of the school administrator and local chapter advisor. Parent/guardian signature is also required if the candidate is a secondary member.
    - (c) Candidates and their parents sign that they have fully read and understood the Nebraska HOSA State Officer Code of Conduct from Appendix C and the Nebraska HOSA Policies and Procedures related to the State Officer position and that they agree to comply with the policies.
    - (d) All elected officers are required to attend the activities that are listed on the Candidate Agreement Form.
    - (e) State officer candidates, in addition, shall meet any other criteria established by the Nebraska HOSA, Inc., Board of Directors.
  - (2) The State Advisor, or designee, shall select a committee of up to five (5) individuals to evaluate all applications prior to the State Leadership Conference. This committee shall consist of Board of Directors members, former State Officers, or education or healthcare professionals.
- b) Test (10%) - The applicant will complete a 20-question test with general HOSA knowledge. The information will be from the National HOSA and Nebraska HOSA websites.
 

Based on the combined scores of the State Officer Application and the State Officer Test (with 2/3 of the score weight being on the application), the top 15 scoring candidates will move on to the remaining portions of the process: the Business Session with Voting Delegates (Speech, Question, Fishbowl) and the Interview. (February 2025)
- c) Interview (40%) - The applicant will complete an interview either prior to or during the State Leadership Conference.

- (1) The State Advisor, or designee, shall select a committee of up to five (5) individuals to evaluate all interviews prior to or during the State Leadership Conference. This committee shall consist of Board of Directors members, former state officers, or education or healthcare professionals.
  - d) Voting Delegate (30%) - Candidates will be announced to all members prior to the State Leadership Conference. Each voting delegate will vote for six candidates. Each vote will count as one vote. During the business session of the State Leadership Conference, applicants will complete the following:
    - (1) Speech - Candidates will present a speech up to three minutes in length, without visuals. Speeches may include statements of merit and/or their qualifications and/or their ideas and vision for Nebraska HOSA. The other candidates will not be present for this portion.
    - (2) Question - Candidates will be asked a situational question after they have delivered their speech. All candidates will be asked the same question. The other candidates will not be present for this portion.
    - (3) Fishbowl - Candidates will participate in a “team building experience” to demonstrate how candidates work together. The purpose of the activity is for voting delegates to see how the candidates solve problems and work as team members.
  - e) Candidate misses a portion. When a candidate misses a phase of the selection process due to an emergency situation, such as severe weather conditions, illness, etc., the State Advisor, in consultation with the Board of Directors, will determine the action to be taken. Candidates will be subject to a 10% deduction due to a late submission or late arrival to the respective phase of the process, without an appropriate excuse. Candidates shall become ineligible if they miss a whole phase, without an acceptable excuse.
- 5. State Officer Selection Committee (July 2024)**
- a) The top four to ten State Officer Candidates with the highest overall scores will be slated as State Officers. Authority shall be granted to at least two (2) Board of Directors members, with no candidate running for state office, to approve the slate of officers at the State Leadership Conference.
- 6. Term of Office**
- a) The term of office shall begin immediately after the annual Nebraska HOSA State Leadership Conference at which the officers were elected and serve for one (1) year until their successors are elected.
- 7. Resignation & Vacancies**
- a) If an officer resigns during a term, the Nebraska HOSA Board of Directors has the option to appoint another qualified candidate, as determined by the candidacy scoring process. If the president resigns, then the vice-president shall assume the office of president.
  - b) In the event of a vacancy in the office of President, the Vice President shall succeed to that office. The Nebraska HOSA Board of Directors has the option to appoint another qualified candidate, as determined by the candidacy selection process.

## **8. Disciplinary Procedures (July 2024)**

- a) If a State Officer fails to comply with the Code of Conduct or expectations as set forth in the Nebraska HOSA Policies and Procedures, documentation will be made by the State Advisor in Form A. (See Appendix D.)
- b) If the formation of an Action Plan is identified under “Action Steps” in Form A, then Form B. State Officer Action Plan Meeting will be completed. (See Appendix D)
- c) Whenever disciplinary procedures are documented, the Board of Directors will be made aware of the situation. Further action by the Board of Directors may follow, depending on the situation.
- d) If an officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Nebraska HOSA Board of Directors for evaluation and action.

## **9. Removal**

- a) Immediate expulsion from office will result from the following:
  - (1) Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
  - (2) Gross violation of male and female room regulations.
  - (3) Gross damage to property; or violation of hotel safety codes or criminal laws.
  - (4) Internet misuse.
- b) Nebraska HOSA State Officers may also be removed from office by the Board as a result of the disciplinary procedures outlined above.
- c) Dismissal of a State Officer is the decision of the Nebraska HOSA Board of Directors.
- d) If the Board’s decision is to remove the state officer, the state officer may appeal the decision in writing to the Nebraska HOSA Board of Directors. The State Advisor will arrange a conference call with the state officer and Board members and document the meeting. A majority vote of the Board of Directors is required to overturn the decision

## **10. Finances**

- a) All state officer travel must be approved by the State Advisor and is based on the travel budget for the year.
- b) State officers who serve on the Nebraska HOSA Board of Directors and Executive Committee may be reimbursed for their round-trip travel, lodging and meal expenses for official Board and Executive Committee meetings.
- c) State officers who go to college out-of-state will be required to fulfill the duties of their office, regardless of distance, and will be reimbursed for travel at a rate no greater than reimbursement from their school of election.
- d) Reimbursements will be processed when a completed reimbursement form, travel authorizations and attached receipts are received by the State Advisor. Completed forms should be submitted within thirty (30) days.

## **D. HOSA Divisions**

### **1. Secondary**

- a) These shall be secondary students who are or have been enrolled in a HEALTH SCIENCE EDUCATION program or an organized career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.
- b) Active secondary members shall be members of chapters in good standing.



- c) Secondary members who are or have been enrolled in HEALTH SCIENCE EDUCATION programs during the current school year shall be eligible to hold state or national office, participate in state and/or national activities and, if chosen, serve as a voting delegate and represent their chapter at the Nebraska HOSA State Leadership Conference or the state at the National Leadership Conference.
- d) 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's annual conference; or c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA International Leadership Conference.

## **2. Postsecondary/ Collegiate**

- a) These shall be secondary students who are or have been enrolled in a HEALTH SCIENCE EDUCATION program during the current school year.
- b) Active postsecondary or collegiate members shall be members of chapters in good standing as established by the local, state and national organizations.
- c) Postsecondary or collegiate members shall be eligible to hold state and/or national office, participate in state and national activities and, if chosen, serve as voting delegates and represent their chapter and state in national affairs.
- d) 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 International Leadership Conference. Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA International Leadership Conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of HOSA. 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.

## **3. Members-at-Large**

- a) Members-at-large shall be those persons otherwise qualified for membership where active Nebraska HOSA chapters are not yet established.

## **4. Alumni**

- a) Former active members who are in good standing with their chapter, state and national membership may maintain their membership in Nebraska HOSA.
- b) Alumni members have all the rights and privileges of active members except the right to vote or to hold elective office or compete in competitive events.

## **5. Professional**

- a) Professionals or other adult members of the community who wish to assist and support the Nebraska HOSA program of activities may join as professional members. Professional members shall pay affiliation fees but may not vote, hold office or compete for Nebraska HOSA student competitive events. Such members may include: chapter advisors, teacher coordinators, teacher educators, health occupations education

supervisors, employers and/or sponsors of training stations and others willing to contribute to the growth and development of Nebraska HOSA.

**6. Honorary Membership**

- a) Honorary members shall be persons who have made a significant contribution to the development of Nebraska HOSA and/or have rendered outstanding service to the organization on either the local, state or national level. The names of individuals to be considered should be submitted to the Nebraska HOSA Board for their approval by a three-fourths vote. Nebraska HOSA will pay the initial National HOSA assessment for its honorary members for one year. If honorary members wish to continue membership with National HOSA, they are responsible for the national affiliation fees thereafter. Honorary membership in Nebraska HOSA will continue with no membership fees due to the honorary member. The Board of Directors of Nebraska HOSA, Inc., will decide on individual appointments whether or not Nebraska HOSA will pay the national affiliation fees. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.

### **III. PROFESSIONAL ACTIVITY AND DEVELOPMENT**

#### **A. State Officer Leadership Academy**

**1. Purpose**

- a) The Leadership Academy provides leadership development to officers to support their professional growth, and help them build agency capacity to increase effectiveness, deliver results, and create a service-oriented culture.

**2. Finances**

- a) SOLA is a budget-reliant event. The HOSA budget covers the State Officer teams room, board, travel, and conference expenses.

**3. Attendance Eligibility and Registration**

- a) Attendance at SOLA is mandatory for the incoming state officer team. Personal emergencies will be handled on a case by case basis by the state advisor.

**4. Multiple Release Form**

- a) Each officer attending SOLA must have a completed and signed "Nebraska Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. A copy of these forms may be turned in to the HOSA State Advisor prior to attending SOLA. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- b) The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew.

**5. Dress Code**

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

## **6. Session Protocol**

- a) It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:16 for the session that will assure professional behavior by all who attend.
- b) 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.

## **7. Discipline**

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

# **B. Fall Leadership Conference**

## **1. Purpose**

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

## **2. Finances**

- a) The Nebraska 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 Nebraska HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.
- c) Registration fees for the FLC shall be in the state HOSA Headquarters by the published deadline or State Leadership Conference registration will be blocked.

## **3. Attendance Eligibility and Registration**

- a) All Nebraska HOSA members in good standing are eligible to attend the Fall Leadership Conference (FLC) if they are registered as a conference delegate.
- b) Each HOSA member attending shall:
  - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
  - (2) Have approval of parent or guardian unless the student is of legal age.
  - (3) Have approval of the chapter advisor.
  - (4) Have approval of school administration.
- c) The registration fee includes: all general sessions, socials, entertainment, speakers, educational symposiums, media presentations, rentals, registration information, conference program materials and other general conference operating expenses.

- d) Chapters must provide at least a 1:16 adult to student ratio (or adhere to the school ratio if lower) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.
- e) Family and guests must pay the conference registration fee, or at least the function fee, to attend any conference activities.

#### **4. Refund Policy**

- a) NO REFUNDS will be given for the Nebraska HOSA Fall Leadership Conference for any reason. Substitutions are allowed.

#### **5. Multiple Release Form**

- a) Each delegate to the FLC must have a completed and signed "Nebraska Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. Chapter advisors must have these forms with them at the conference. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment..
- b) The general sessions should be enthusiastic but attendees should not be rude or obnoxious to those in the audience or on stage.

#### **6. Advisor Code of Conduct & Ethics**

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

#### **7. Dress Code**

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

#### **8. Session Protocol**

- a) Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:16 for the session that will assure professional behavior by all who attend.
- b) During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

#### **9. Discipline**

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

### **C. Competitive Events Expo**

#### **1. Purpose**

- a) The purpose of the Competitive Event Expo is to provide students and advisors with resources, demonstrations, and a place to ask questions regarding competitive events.

This helps the members and advisors start thinking about which competitive events they are interested in, and start preparing early so they represent themselves, their school, and our state well.

## **2. Finances**

- a) The Nebraska HOSA Competitive Event Expo 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 CEE registration fee shall be established by the Nebraska HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.
- c) Registration fees for the CEE shall be in the state HOSA Headquarters by the published deadline or State Leadership Conference registration will be blocked.

## **3. Attendance Eligibility and Registration**

- a) All Nebraska HOSA members in good standing are eligible to attend the Competitive Event Expo (CEE) if they are registered as a conference delegate.
- b) Each HOSA member attending shall:
  - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
  - (2) Have approval of parent or guardian unless the student is of legal age.
  - (3) Have approval of the chapter advisor.
  - (4) Have approval of school administration.
- c) The registration fee includes: all sessions, socials, lunch, registration information, conference program materials and other general conference operating expenses.
- d) Chapters must provide at least a 1:16 adult to student ratio (or adhere to the school ratio if lower) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.
- e) Family and guests must pay the conference registration fee, or at least the function fee, to attend any conference activities.

## **4. Refund Policy**

- a) NO REFUNDS will be given for the Nebraska HOSA Competitive Events Expo for any reason. Substitutions are allowed.

## **5. Multiple Release Form**

- a) Each delegate to the CEE must have a completed and signed "Nebraska Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. Chapter advisors need to have these forms with them at the conference. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- b) The general sessions should be enthusiastic but attendees should not be rude or obnoxious to those in the audience or on stage.

## **6. Advisors Code of Conduct & Ethics**

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

## **7. Dress Code**

- a) Conference delegate attire should be proper and appropriate since it reflects directly upon Nebraska HOSA. Conference delegates are strongly encouraged to follow the

published dress code policy for the CEE. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

#### **8. Session Protocol**

- a) Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:16 for the session to promote professional behavior by all who attend.
- b) During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

#### **9. Discipline**

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

### **D. Health Science Experience Events**

#### **1. Purpose**

- a) The purpose of the Health Science Experiences is to provide members hands-on sessions to explore various health science careers and learn about some of the options for where they can attend school and places they can go on to work.

#### **2. Finances**

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

#### **3. Attendance Eligibility and Registration**

- a) All Nebraska HOSA members in good standing are eligible to attend the Health Science Experience events (HSE) if they are registered as a conference delegate.
- b) Each HOSA member attending shall:
  - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
  - (2) Have approval of parent or guardian unless the student is of legal age.
  - (3) Have approval of the chapter advisor.
  - (4) Have approval of school administration.
- c) The registration fee includes: all general sessions, socials, entertainment, speakers, educational symposiums, media presentations, rentals, registration information, conference program materials and other general conference operating expenses.
- d) Chapters must provide at least a 1:16 adult to student ratio (or adhere to the school ratio if lower) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.
- e) Family and guests must pay the conference registration fee, or at least the function fee, to attend any conference activities.

#### **4. Refund Policy**

- a) NO REFUNDS will be given for the Nebraska HOSA Health Science Experience events for any reason. Substitutions are allowed.

#### **5. Multiple Release Form**

- a) Each delegate to the HSE must have a completed and signed "Nebraska Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. Chapter advisors must have these forms with them at the conference. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- b) The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew.
- c) The general sessions should be enthusiastic but attendees should not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of each session.

#### **6. Advisors Code of Conduct & Ethics**

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

#### **7. Dress Code**

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

#### **8. Session Protocol**

- a) Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:16 for the session that will assure professional behavior by all who attend.
- b) During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

#### **9. Discipline**

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

### **E. State Leadership Conference**

#### **1. Purpose**

The purpose of the Nebraska HOSA State Leadership Conference (SLC) is to:

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

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

## **2. Finances**

- a) The Nebraska 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 Nebraska HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.
- c) Registration fees for the SLC shall be in the state HOSA Headquarters by the published deadline or membership registration for the following school year will be blocked.

## **3. Attendance Eligibility and Registration**

- a) All Nebraska HOSA members in good standing are eligible to attend the State Leadership Conference (SLC) if they are registered as a conference delegate.
- b) Each HOSA member attending shall:
  - (1) Be a member in good standing of HOSA (as defined in the Bylaws).
  - (2) Have approval of parent or guardian unless the student is of legal age.
  - (3) Have approval of the chapter advisor.
  - (4) Have approval of school administration.
- c) The registration fee includes: all general sessions, socials, entertainment, speakers, educational symposiums, media presentations, rentals, registration information, conference program materials and other general conference operating expenses.
- d) Anyone staying at the Nebraska HOSA conference hotel in the HOSA conference room block MUST BE A REGISTERED DELEGATE.
- e) Chapters must provide at least a 1:16 adult to student ratio (or adhere to the school ratio if lower) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.
- f) Family and guests must pay the conference registration fee, or at least the function fee, to attend any conference activities.

## **4. Refund Policy**

NO REFUNDS will be given for the Nebraska HOSA State Leadership Conference except in special circumstances.



## **5. Hotel Reservations**

- a) The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- b) All reservations must be in writing to the conference hotel. Chapter advisors should not finalize hotel checks until hotel assignments are finalized.
- c) The HOSA room block is available to registered members only at the State Leadership Conference.
- d) If for some reason the Chapter Advisor will not be accompanying his/her chapter at the time of arrival, a Chapter Advisor Designee should be selected and Nebraska HOSA should be notified.
- e) Upon arrival at the hotel only the HOSA advisor should approach the hotel reservation desk to register his/her members.
- f) Nebraska HOSA is NOT responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.
- g) All HOSA members are responsible for additional charges incurred by use of the phone, movie service, damage to the room and/or removal of items from the room.

## **6. Multiple Release Form**

- a) Each delegate to the SLC must have a completed and signed "Nebraska Multiple Release Form." This release form includes a medical release, agreement to accept financial responsibility, liability, code of conduct and dress code and a publicity standard release form to release photographs taken at the event. Chapter advisors must have these forms with them at the conference. Without this form, medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.
- b) The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew.
- c) The general sessions should be enthusiastic but attendees should not be rude or obnoxious to those in the audience or on stage.

## **7. Advisors Code of Conduct & Ethics**

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

## **8. Competitive Events**

- a) The primary authority for Competitive Events is the current NATIONAL HOSA HANDBOOK, Section B. Policies and procedures for the National Competitive Events Program are provided in the current HOSA HANDBOOK. Refer to the HANDBOOK for the following information.
  - (1) Event Preparation
  - (2) Basic Event Regulations
  - (3) General Rules and Regulations
  - (4) Method for Determining Finalists in Competitive Events Requiring Multiple Sections
  - (5) Competitive Events Inquiry Procedure and Form

- b) No event at the State Conference will be canceled due to lack of involvement/participation of competitors. However, awards may not be presented if the competitor(s) do not meet the established level of competency in the event.
- c) If a skill event has less than five (5) competitors, it may be decided to offer the test only at the state conference. The students should always be prepared to perform the skills. State winners who advance to the International Leadership Conference will be expected to perform selected skills.

#### **9. Officer Elections**

The guidelines/requirements for running for office are provided on the Nebraska HOSA website and include:

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

#### **10. Dress Code**

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

#### **11. Voting Delegates**

- a) Each attending chapter needs to select 2 members, who are in good standing, to serve as voting delegates. These members are responsible for helping to elect the State Officer Team and vote on topics that affect the membership.

#### **12. Session Protocol**

- a) Advisors are asked to sit with their chapter members during general sessions, and provide an adult/student ratio of 1:16 for the session that will assure professional behavior by all who attend.
- b) During general sessions, paraphernalia is NOT to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

#### **13. Advisor Responsibilities**

- a) All advisors who attend the Nebraska 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:
  - (1) Competitive events
  - (2) Activities chaperone
  - (3) Educational Sessions
  - (4) State Leadership Conference Management Team
  - (5) Other responsibilities as needed

#### **14. CONFERENCE ORIENTATION (Opening Session)**

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

#### **15. Discipline**

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

### **F. International Leadership Conference**

#### **1. Purpose**

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

#### **2. Finances**

- a) The HOSA International Leadership Conference should be a self-supporting conference. All income and expenses relating to the NLC should be recorded separately to determine the actual cost of this member service.
- b) An ILC registration fee shall be established by the HOSA, Inc., Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the HOSA, Inc., Board.
- c) Nebraska HOSA may add an additional Nebraska HOSA fee to the national registration to help cover the costs of spirit gifts, state staff and officer expenses, and/or a reception for the local advisors who attend the national conference.
- d) All registration fees for the ILC shall be paid to Nebraska HOSA by the established deadline.

#### **3. Attendance Eligibility**

- a) All HOSA members in good standing are eligible to attend the NLC.
- b) Each HOSA member attending shall:

- (1) Be a member in good standing of HOSA (as defined in the bylaws).
- (2) Have approval of parent or guardian unless the student is of legal age.
- (3) Have approval of the chapter advisor.
- (4) Have approval of school administration.
- (5) Have approval from the state association.

#### **4. Registration**

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

#### **5. Refund Policy**

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

#### **6. Hotel Reservations**

- 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 Nebraska
- c) Instructions will be provided each year regarding the method of reservations, either in writing or on-line.
- 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 national office.
- e) The HOSA room block is available to registered delegates only at the International Leadership Conference. The Headquarters staff will recommend hotels in the area for non-registered delegates who do not intend to participate in any ILC functions.
- f) If for some reason the local advisor will not be accompanying his/her delegation, Nebraska HOSA should be notified with the name and contact information of the responsible party.

## **7. Transportation**

- a) For arrival and departure purposes, each chapter delegation is responsible for its own transportation to and from the hotels. Contact the HOSA, Inc. 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 international meetings.

## **8. Code of Conduct Form**

- a) Each delegate to the ILC must have a completed and signed "Code of Conduct Form". Refer to the ILC GUIDE for a copy. This form must be signed by all requested persons and a copy sent to Nebraska HOSA to be forwarded to HOSA, Inc.. The local advisor should keep the original.
- b) 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.
- c) 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.
- d) States that do not adhere to general session protocol will be asked to send a representative to a special meeting of the International Executive Council.

## **9. Medical Liability Release Form**

- a) Each delegate to the ILC must have a completed and signed "Medical Liability Release Form", as per National HOSA policy for ILC. The local advisor should keep the original in case it is needed. Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the ILC GUIDE for a copy.

## **10. Advisors Code of Ethics**

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

## **11. Advisor Responsibilities**

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

- a) Competitive events
- b) Activities chaperone
- c) Educational Sessions
- d) International Leadership Conference Management Team
- e) Other responsibilities as needed

## **12. Competitive Events**

The primary authority for Competitive Events is the current NATIONAL HOSA HANDBOOK, Section B. Policies and procedures for the National Competitive Events Program are 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

- f) No event at the International 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.

### **13. Awards and Recognition**

- a) The International Recognition Program is presented in Section B of the National HOSA Handbook, Recognition Category.
  - (1) Individual Recognition
  - (2) Chapter Recognition
  - (3) State Association Recognition
  - (4) Special Recognition

### **14. Officer Elections**

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

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

### **15. Dress Code**

- a) Conference delegate attire should be proper and appropriate since it reflects directly upon Nebraska HOSA and HOSA, Inc.. 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.

### **16. Insurance**

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

### **17. Voting Delegates**

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

(1) 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

(2) The Nebraska State Officers are the voting delegates for Nebraska.

#### **18. Advisor Orientation**

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

#### **19. General Sessions**

- a) 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) 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.

#### **20. Discipline**

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

### **IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES**

#### **A. Budget Planning and Preparation**

##### **1. Responsibility**

- a) It shall be the responsibility of the State Advisor and the Board of Directors Treasurer to prepare an annual budget and such other financial resumes and reports as requested by the Nebraska HOSA Board of Directors.
- b) The annual budget must be approved by a majority of the voting members of the HOSA Board.

##### **2. Income**

- a) Income shall be derived from affiliation fees, conference registration fees, and sponsorships as recommended by the Nebraska HOSA Board of Directors.

##### **3. Expenses**

- a) Expenses shall be derived from conference expenses and other general operating expenses as approved by the Nebraska HOSA Board of Directors.

#### **B. Operational Procedures**

##### **1. Handling of Monies.**

- a) The State Advisor may not obligate funds on behalf of HOSA. The State Advisor may procure items or services on behalf of the HOSA Board given the following conditions:
  - (1) The item has been established as a budgeted expense in the approved annual budget;

- (2) The State Advisor has obtained prior written approval from the Treasurer or similar representative of the State HOSA Board (an email will serve this purpose);
- (3) An invoice or receipt with a copy of the prior written approval is provided to the State HOSA Board for review and approval;
- (4) Any unexpected expenses arising in conjunction with an approved activity must be submitted along with the rationale/justification for the expense to the State HOSA Board for review and approval as soon as possible after incurring the expense.
- (5) Unless agreed upon in advance and in writing by NDE and HOSA, expenses of the State Advisor including but not limited to meals, transportation, hotel, etc., are to be reimbursed through the NDE expense reimbursement process.
- b) The State Advisor may be reimbursed for HOSA-related expenses provided that the expenses meet the preceding conditions for procurement of items or services.
- c) The State Advisor may use a credit card issued to HOSA if approved in writing in advance by the State HOSA Board and the expense meets the preceding conditions for procurement of items or services. The State HOSA Advisor or any NDE Staff may not handle any cash associated with HOSA for any reason.
- d) All documents related to finances and contracts must be signed by both a State Advisor and a designated Nebraska HOSA Board member.
- 2. **Bookkeeper.** The independent business of Grafton and Associates will serve as the organization's bookkeeper. Grafton and Associates will handle the accounting, applicable state and federal reports, and provide financial statements to the HOSA State Board and State Advisor.
- 3. **Annual Review.** HOSA and the HOSA Board, along with the contracted independent business providing accounting services, will cooperate in a joint review of agreed-to procedures conducted by an NDE-selected firm for all CTSOs.

## V. SERVICE TO MEMBERS

### A. Emblematic Materials

- 1. **Purpose**
  - a) HOSA emblematic materials shall be used by the HOSA membership in order to display the character of the organization.
- 2. **Purchase**
  - a) All emblematic materials are copyrighted and can be purchased only from the HOSA Supply Service. HOSA emblematic materials are sold only to affiliated HOSA groups. Legal counsel will be used to halt the illegal use of the HOSA, Inc., emblem and/or copyrighted materials.
- 3. **Manufacture of Insignia**
  - a) All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of HOSA shall be made by the National Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.
- 4. **Use of Emblematic Materials by Chapters and States**

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



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

#### **5. HOSA Supply Service**

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

### **B. Publications**

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

- 1. **HOSA National Handbook**
- 2. **Audiovisuals**
- 3. **HOSA INC., HOSA and Nebraska HOSA Bylaws**
- 4. **HOSA Directory**
- 5. **HOSA Magazine**
- 6. **INTEGRATING HOSA INTO THE HSTE CLASSROOM**
- 7. **POLICIES AND PROCEDURES MANUAL**
- 8. **BROCHURES**
  - a) **HOSA Brochure**
- 9. **STATE ADVISOR HANDBOOK**
- 10. **CHAPTER ADVISOR HANDBOOK**
- 11. **COMPETITIVE EVENTS MANAGEMENT GUIDE**
- 12. **HOSA WEB SITES - [www.hosa.org](http://www.hosa.org), [www.nehosa.org](http://www.nehosa.org)**
- 13. **HOSA RESOURCE LIBRARY**
- 14. **COMPETITIVE EVENTS REPORT (published annual)**
- 15. **STUDENT MEMBERSHIP HANDBOOK**

### **C. Organizational Insignia**

- 1. **NAME**
  - a) The official name of this organization shall be HOSA – A Student-Led Association of Future Health Professionals.
- 2. **EMBLEM**
  - a) The emblem was adopted by the delegate assembly during the First National HOSA Leadership Conference held in

Oklahoma City, Oklahoma in April, 1978. The design was submitted by the Tennessee State Association of HOSA.

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

### **3. PROTECTION OF NAME AND EMBLEM**

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

### **4. AUTHORIZATION FOR USE OF NAME AND EMBLEM**

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

### **5. SPECIFIC USES OF THE NAME AND EMBLEM**

- a) The official HOSA emblem consists of the following colors: Background of outer circle - maroon Letters in circle - medical white Triangle - navy blue
- b) Hands, figure, HOSA in triangle - medical white Area around triangle - medical white
- c) Founded 1976 - Navy blue
- d) Official meaning of colors:  
Navy - Loyalty to the healthcare profession Medical White - Purity of purpose  
Maroon - Compassion of HOSA members
- e) The HOSA name and emblem may be used on stationery, jewelry, clothing or other emblematic items by persons meeting the criteria under "AUTHORIZATION FOR USE OF NAME AND EMBLEM."

### **6. CREED**

- a) The official creed of the organization is:

I Believe in the Health Care Profession.

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

I Believe in education.

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

I Believe in myself.

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

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

**7. MOTTO**

The official motto is:

- a) "The Hands of HOSA Mold the Health of Tomorrow"

**8. SLOGAN**

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

**9. MISSION STATEMENT**

- a) 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.

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# Appendices

**APPENDIX A**  
**RECOMMENDED CHANGE TO**  
**Nebraska HOSA POLICIES AND PROCEDURES MANUAL**

TO: \_\_\_\_\_ State Advisor

FROM: \_\_\_\_\_ Title \_\_\_\_\_

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

Policy as proposed:

Reason for change:

\_\_\_\_\_  
Signature \_\_\_\_\_ Committee Approval \_\_\_\_\_

\_\_\_\_\_  
Board Approval

\_\_\_\_\_  
Signature

Updated Manual

\_\_\_\_\_

## APPENDIX B

### OFFICIAL HOSA DRESS POLICY

The HOSA, Inc. Board of Directors approved the following dress policy that began at the 2010 ILC in Orlando, Florida with nongender revisions at the 2017 HOSA, Inc. Board of Directors meeting.

HOSA's dress code policy has different areas of emphasis: general session dress; competitive events dress; and official function dress (workshops, HOSA expo and social activities).

#### General Session Dress (REQUIRED):

##### HOSA's Official Uniform Policy

- Tailored navy blazer with emblem affixed over the heart.
- Matching navy slacks or navy knee length skirt
- White, closed - neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed - toe blue or black (hose optional for women)
- Belt (blue or black)
- Head covers that are required for religious purposes or to honor cultural tradition are allowed.

OR,

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt with tie (maroon or navy long tie)
- White blouse (can be member's choice) - Accent: maroon HOSA scarf
- Members may choose to wear knee-length skirt or slacks
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)
- Head covers that are required for religious purposes or to honor cultural tradition are allowed.

#### Competitive Events Dress:

Delegates must adhere to the policy as specified in the individual competitive event guidelines for the orientation and event in which they are competing.

If the competitive event guidelines identify **business attire** is appropriate, competitors can either wear the official HOSA uniform or any of the following dress is acceptable (color is not specified for clothing or shoes for competition):

- |                  |  |
|------------------|--|
| • Suit           | • Skirts   |
| • Shirts         | • Jackets  |
| • Pants          | • Shoes (closed-toe; open-toe; heeled sandals are permitted) |
| • Sports Jackets |  |
| • Dresses        |  |

Or, Official HOSA Uniform

If the competitive event guidelines identify clinical uniform or attire appropriate to the occupational area for skill events, the following dress is acceptable (scrubs can be of any color/design, with or without a HOSA emblem):

- Scrubs
- Clinical shoes or tennis shoes
- Note: Shorts and flip-flops are not acceptable HOSA clinical attire.
- Khaki Pants with Polo Top

#### **Process for Awarding Competitive Event Dress Bonus Points:**

- For all competitive events, five (5) bonus points will be added once per competitor and/or team to the tally sheet for appropriate dress. In team events, all team members must be properly dressed to receive the bonus points. Exceptions are as noted in the event guidelines.
- At the ILC, dress bonus points are awarded unless a dress violation is agreed upon by the Event Manager and a member of the HOSA CE staff. The Event Manager must notify the Event Lieutenant or Category Chair. When dress points are not awarded, this must be indicated on the HOSA Event Section Summary form, and signed by a member of the CE Program staff.
- Judges are NOT responsible for the awarding of dress bonus points; this is handled by competitive event personnel.

#### **Competitive Events Dress Tips:**

No policy can possibly cover all contingencies so HOSA members must use a certain amount of judgment in their choice of clothing to wear for HOSA competition. HOSA members who experience uncertainty about acceptable HOSA attire should ask his/her HOSA local or state advisor.

#### **Unacceptable clothing for competition (but not limited to):**

- |   |   |  |
|---|---|--|
| ● Casual tank, crop or tube tops  | ● Blue jean skirts and dresses  | around either side of the foot.  |
| ● Denim clothing or canvas shoes  | ● Flip-flops and Thong sandals: shoes that are flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and | ● Tennis shoes   |
| ● Torn, dirty, or frayed clothing   |   | ● Beach wear; athletic clothing, swimwear, sheer or mesh clothing and sports clothes “Shorts”, “capri pants” and other short pants (Dress pants are acceptable.) |
| ● T-shirts  |   | ● Revealing clothing i.e. excessive cleavage, back, chest, stomach, under garments, etc.   |
| ● Denim pants in colors other than blue   |   |  |
| ● Clothing that has obscene or suggestive printing or pictures that may be offensive. |   |  |
| ● Sweat pants/shirts  |   |  |

#### **Note about HOSA’s Dress Code Policy:**

- Head covers that are required for religious purposes or to honor cultural tradition are allowed.
- A competitor should dress appropriately, based on the dress standards outlined for the gender to which they identify.

#### **Official Function Dress (Workshops, HOSA Expo and Social Activities):**

Appropriate business attire is required for official functions including the HOSA Expo and workshops in conjunction with the ILC. Social activities dress code will include everything EXCEPT: athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops and clothing with obscene or suggestive printing. Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip

## **APPENDIX C**

### **State Officer Team**

#### **CODE OF CONDUCT AND POLICIES**

The members of the Nebraska State Officer Team 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. Fulfill the duties and responsibilities of a Nebraska HOSA State Officer, as outlined in the Nebraska HOSA Policies and Procedures.
2. Nebraska Officers will project a desirable image of HOSA at all times.
3. Be totally committed and dedicated to HOSA and the total program of Health Science Education.
4. Maintain and expand knowledge of Health Science Education and the HOSA Organization.
5. Possess and maintain a vehicle and drivers license (including minimum auto insurance) for state-wide travel at all times. Or have access to transportation. Nebraska Officers will assume all responsibilities for personal travel obligations to any event associated with the HOSA organization. The state staff and Nebraska Department of Education cannot be responsible for travel problems or accidents by state officers.
6. Nebraska Officers will purchase a National HOSA official uniform from the official uniform supplier and have it available for the first day of the State Officer Leadership Academy.
7. When traveling on behalf of HOSA, remember, Nebraska officers represent HOSA, Inc. and Nebraska HOSA. Nebraska officers should dress in official HOSA uniform and conduct themselves accordingly.
8. Nebraska Officers will be available for the Nebraska Career and Technical Student Organization State Officer Leadership Academy, usually held in June.
9. Nebraska officers will not consume any alcoholic beverages at any HOSA function.
10. Nebraska officers will not use or tolerate the use of any narcotic substance while at any HOSA activity. Nebraska officers may not smoke while in HOSA uniform or at any HOSA function.
11. Nebraska officers attending any HOSA activity will adhere to the curfew assigned for that activity, unless accompanied by the State Advisor.
12. Be willing to commit the entire year to Nebraska HOSA Officer activities.
13. Regularly and on time write all letters, thank you notes, reports, and other correspondence which are desirable and necessary.
14. Evaluate constantly his/her personality, attitudes, and health while making every effort to improve himself/herself by accepting and searching for constructive criticism and evaluation of total performance.
15. Serve as a member of the team, always maintaining a cooperative team attitude.
16. Take and follow instructions as directed by those responsible for me.
17. Maintain and attempt to improve the image of Nebraska HOSA.
18. Follow the Nebraska HOSA Bylaws and Policies and Procedures.
19. Complete reports and submit monthly reports to the Nebraska HOSA State Advisor by the deadline.
20. Be on time at all times.
21. Work cooperatively with your team and with the HOSA staff.
22. Maintain a positive attitude towards all the events throughout the year.
23. Remember that you represent the state of Nebraska, not just your local chapter.
24. Follow the Officer Code of Ethics:
  - a. To forego all alcohol, tobacco, drugs, and substances while involved in official or unofficial HOSA Activities.



- b. To treat all HOSA members equally by not favoring one over another.
- c. To behave in a manner which conveys and commands respect without air of superiority.
- d. To maintain dignity while being personable, concerned, and interested in all persons.
- e. To not use the position or office for personal gain.
- f. To avoid any places or activities which in any way would raise questions as to moral character or conduct.
- g. To use wholesome language in all speeches and informal conversations.
- h. To maintain proper dress and grooming for all occasions in all places.
- i. To avoid participating in, and actively discourage any conversations which belittle or downgrade fellow HOSA members, officers, and/or adults.

The Code of Conduct will be strictly enforced. Any infringements of these rules will be cause for disciplinary action.

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

**Candidate** \_\_\_\_\_ **Date** \_\_\_\_\_.

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_.

**HOSA Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_.

**APPENDIX D**  
**State Officer Team**

**Form A. STATE OFFICER - Code of Conduct Violation**

<b>Name</b>		<b>Office</b>	
<b>Date of Occurrence</b>			
<b>Type of Occurrence</b>			
<b>Action Steps</b>			

I understand the information contained in this document and have had the opportunity to review it.

\_\_\_\_\_  
State Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Advisor Signature

\_\_\_\_\_  
Date

## State Officer Team

### Form B. STATE OFFICER ACTION PLAN MEETING

<b>Name</b>		<b>Office</b>	
<b>Today's Date</b>			
<b>Individuals Present for Meeting</b>			
<b>Discussion</b>			
<b>Action Plan</b>			

I understand the information contained in this document and have had the opportunity to review it.

\_\_\_\_\_  
State Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Advisor Signature

\_\_\_\_\_  
Date

## **APPENDIX E**

### **Nebraska HOSA Grievance Policy**

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

#### **Informal Grievance Policy**

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

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

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

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

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

#### **Formal Grievance Policy**

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

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

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

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

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

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

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

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

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

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

## **APPENDIX F**

### **GRIEVANCE FORM**

Name of Grievant:

Date:

E- mail: Phone:

Statement of Grievance: (Attach documents if needed)

Signature

Send to: Nebraska  
HOSA PO Box 94711  
Lincoln, NE 68509

## Appendix G

### Nebraska HOSA Suggestion Form

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

Person submitting suggestion for Board of Directors discussion:

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

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP:

\_\_\_\_\_

\_\_\_\_\_

SCHOOL PHONE:

\_\_\_\_\_

\_\_\_\_\_

SCHOOL EMAIL:

\_\_\_\_\_

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

**Appendix H**  
**ILC and NE SLC**  
**Advisor**  
**Code of Conduct & Ethics**

HOSA-Future Health Professionals of Nebraska establishes a Code of Conduct and Ethics to serve as a guideline of what is expected for individuals responsible for and serving as a role model for our HOSA student members when representing the organization. The Code of Conduct & Ethics augments HOSA Nebraska-Future Health Professionals core values of learn, lead, serve, and innovate and helps to set the right organizational culture.

HOSA Nebraska Chartered Association Code of Conduct is to clarify and support the organization's mission, values and principles, linking them with standards of professional conduct.

**ADVISOR CODE OF CONDUCT & ETHICS**

The Advisors' / Chaperones' Code of Conduct & Ethics includes the standards expected of all advisors / chaperones attending any approved HOSA function including the HOSA Nebraska Chartered Association–Future Health Professionals Spring / State Leadership Conference (SLC) and the HOSA International Leadership Conference (ILC).

HOSA Nebraska-Future Health Professionals Advisors/Chaperones are expected to:

1. Project a positive and professional image of the Chartered and International Associations of HOSA-Future Health Professionals to all those with whom they interact.
2. Promote HOSA-Future Health Professionals as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Be accountable to and for their students in all approved organization-related activities.
4. Understand and follow established processes within the organization that protect the rights of all members.
5. Perform all assigned duties by the State Advisor for conferences in-state /country / territory as well as at the International Leadership (ILC) in order to ensure the conference experience is successful and memorable for all attendees.
6. Practice professional ethics in order to preserve the integrity of the competitive events program. (A sampling of professional ethics: honesty, integrity, transparency, accountability, confidentiality, objectivity, respect, loyalty, obedience to the law, etc.)

**HOSA advisors are proud of the standard of excellence they maintain for themselves and their students. Attendance at any HOSA function implies acceptance and practice of these standards.**



## **Plan of Action for Failure to Follow Code of Conduct**

HOSA Nebraska-Future Health Professionals Advisors / Chaperones are proud of the standard of excellence they maintain for themselves and their students. Attendance at any HOSA Nebraska-Future Health Professionals function implies acceptance and practice of these standards.

Plan of Action for failure to follow the Advisors' / Chaperones' Code of Conduct & Ethics:

1. Consultation with the Nebraska HOSA State Advisor.
2. Consequences to be determined by the HOSA Nebraska-Future Health Professionals Board of Directors, up to notification sent to the appropriate administrators.

**I have read the above Code of Conduct for HOSA Advisors and agree to accept and practice these standards.**

Signature \_\_\_\_\_ Date \_\_\_\_\_