



# **Florida HOSA Organizational**

## **Policies and Procedures Manual**

***Florida HOSA***  
13570 NW 101<sup>st</sup> Dr.  
Suite 200  
Alachua, FL 32615  
  
(386) 462-4672  
Fax: (386) 518-6875

# TABLE OF CONTENTS

<b>PREFACE</b>	<b>5</b>
<b>I. NATIONAL AND STATE ORGANIZATIONAL STRUCTURE</b>	<b>6</b>
<b>A. NATIONAL HOSA, INC.</b>	<b>6</b>
1. Membership	6
2. HOSA Representative	6
3. Vacancies	6
<b>B. FLORIDA HOSA Board of Directors</b>	<b>6</b>
1. Purpose	6
2. Membership	7
3. Service	7
4. Quorum	7
5. Vacancies	7
6. Co-Chairperson Duties	7
7. Regional Management	8
8. Voting	8
9. Removal of a Board Member	8
10. Elimination of Biases	8
<b>C. Standing Committees</b>	<b>8</b>
1. Executive Committee	8
2. Competitive Events Committee	9
<b>D. State Office Staff</b>	<b>9</b>
1. State Advisor/Executive Director	9
2. Florida HOSA State Office Staff	9
<b>II. ORGANIZATION STRUCTURE</b>	<b>10</b>
<b>A. Florida HOSA</b>	<b>10</b>
<b>B. Regions</b>	<b>10</b>
<b>C. Affiliation Fees</b>	<b>10</b>
<b>D. State Officers</b>	<b>11</b>
1. Elected Officers	11
2. Duties	12
3. Candidates	13
4. Documentation of Candidacy	13
5. State Officer Candidate Interview Committee	13
6. Term of Office	13
7. Vacancies	14
8. Removal	14
9. Finances	14

<b>E.</b>	<b>HOSA Divisions</b>	<b>15</b>
1.	Middle School	15
2.	Secondary	15
3.	Postsecondary/Collegiate	15
4.	Alumni	16
5.	Members-At-Large	16
6.	Professional	16
7.	Honorary	16
<b>III.</b>	<b>PROFESSIONAL ACTIVITY AND DEVELOPMENT</b>	<b>16</b>
<b>A.</b>	<b>Florida HOSA State Leadership Conference</b>	<b>16</b>
1.	Purpose	16
2.	Florida HOSA SLC Management Team	17
3.	Finances	17
4.	Attendance Eligibility and Registration	18
5.	Refund Policy	19
6.	Hotel Registration	19
7.	Code of Conduct/Medical Liability Release Form	19
8.	Advisors Code of Ethics	20
9.	Competitive Events	20
10.	Dress Code	20
11.	Voting Delegates	20
12.	Session Protocol	21
13.	Advisor Responsibilities	21
14.	Advisor Orientation	21
<b>B.</b>	<b>Florida HOSA Fall Leadership Development Academy</b>	<b>21</b>
1.	Purpose	21
2.	Responsibility and Finances	21
3.	Refund Policy	22
4.	Fall Leadership Development Academy Registration	22
5.	Code of Conduct/Medical Liability Release Form	22
6.	Advisors Code of Ethics	22
<b>C.</b>	<b>Regional Leadership Conference</b>	<b>22</b>
1.	Purpose	22
2.	Responsibility	23
3.	Competitive Events	23
4.	Advisor Responsibilities	23
5.	Code of Conduct/Medical Liability Release Form	23
6.	Dress Code	23

<b>IV.</b>	<b>FINANCIAL STRUCTURE AND RELATED ACTIVITIES</b>	24
<b>A.</b>	<b>Budget Planning and Preparation</b>	24
1.	Responsibility and Procedure	24
2.	Income	24
3.	Expenses	24
<b>B.</b>	<b>Operational Procedures</b>	25
1.	Handling of Monies	25
2.	Financial Reporting	25
3.	Annual Audit/Review	25

## **PREFACE**

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

The Florida HOSA Board of Directors maintains the Florida HOSA Bylaws and makes the necessary changes from time to time in the Policies and Procedures Manual.

The Florida HOSA Organizational 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 Chairperson of the Florida HOSA Board of Directors or through the Florida HOSA State Office.

## **I. NATIONAL AND STATE ORGANIZATIONAL STRUCTURE**

### **A. HOSA, INC.**

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

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

#### **1. MEMBERSHIP**

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc. and Florida HOSA Bylaws. Florida is represented on HOSA, Inc. by the Florida HOSA State Advisor

#### **2. HOSA REPRESENTATIVE**

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

#### **3. VACANCIES**

The Florida HOSA Board of Directors shall be responsible for filling a vacancy of its corporate representative. In the absence of a state directive or conflicting circumstances, the HOSA, Inc., Board of Directors may designate persons as corporate members.

### **B. FLORIDA HOSA BOARD OF DIRECTORS**

#### **1. PURPOSE**

The Board of Directors shall manage all affairs of Florida HOSA. The Board is responsible for decisions made regarding operation and growth of the state association, and for regional management of the organization, and is accountable to the Florida Department of Education. The Florida HOSA Board of Directors meets three times annually: during the Fall Leadership Development Academy, the State Leadership Conference, and the International Leadership Conference.

## **2. MEMBERSHIP**

The membership of the Board includes:

- Regional Advisors from each region
- 7 (max) elected student officers (one appointed as secretary):
  - Florida HOSA President (Co-Chairperson)
  - Florida HOSA President-Elect
  - Florida HOSA Secondary and Postsecondary VPs - 4 (max)
  - Florida HOSA Parliamentarian
- At Large Alumni

Non-voting members of the Board include:

- Florida HOSA State Advisor
- Florida Department of Education Health Science State Supervisor
- Industry representation
- Florida HOEAF representative

Regional Advisors and the At-Large Alumni are appointed and approved by the board. Industry representatives are approved by the board.

## **3. SERVICE**

Student members of the Board shall be elected by the voting delegates during the Business Session at the Florida HOSA State Leadership Conference.

- a. Members of the Board of Directors will serve until their successors are appointed.
- b. The Regional Advisor Co-Chairperson of the Florida HOSA Board of Directors is the chief officer of the board and is elected by the members of the Board for a two year term.

## **4. QUORUM**

Fifty percent (50%) of the voting members of the Florida HOSA Board of Directors shall constitute a quorum.

## **5. VACANCIES**

Vacancies on the board will be filled by appointment and approved by the board except for student officer vacancies.

## **6. CO-CHAIRPERSON DUTIES**

The Co-Chairpersons will:

- (1) Serve as the Chief Executive Officers of Florida HOSA, Inc.
- (2) The student officer State President Co-Chairperson will preside over all meetings of the Board and will serve as an ex-officio member on all other committees appointed by the board.

- (3) Represent the association as deemed necessary.
- (4) Receive communication from and give feedback to the HOSA State Advisor.
- (5) Review financial statements and audit report.
- (6) Approve Check Request/Travel Reimbursement Forms (Regional Advisor Co-Chairperson).

## **7. REGIONAL MANAGEMENT**

The Florida HOSA Board of Directors Regional Advisors will manage the delegation of regional responsibilities, and will be responsible for communication between the Florida HOSA State Office and teachers in their region.

## **8. VOTING**

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

## **9. REMOVAL OF A BOARD MEMBER**

Any member of the board may be removed at any time by a majority vote of all Directors in office. Removal from office shall not prejudice any contract rights of the person removed.

## **10. ELIMINATION OF BIASES**

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

## **C. STANDING COMMITTEES**

Two committees exist in addition to the Florida HOSA Board of Directors. They are the Florida HOSA Executive Committee and the Competitive Events Committee.

### **1. EXECUTIVE COMMITTEE**

The Executive Committee will be composed of the Co-Chairpersons of the Board of Directors, the State Advisor, and five Regional Advisors elected from among the Board of Directors. The five Regional Advisors will serve two year terms. The Florida HOSA Board of Directors will fill any vacancies on the Executive Committee by appointment for the remainder of the term.

The Executive Committee is empowered by the Board of Directors to oversee the daily operations of the corporation and will represent the corporation in all matters pertaining to the corporation. The Executive Committee has the power to take emergency action as required to meet the operational needs of the corporation.



## **2. COMPETITIVE EVENTS COMMITTEE**

The Director of Competitive Events will be appointed by the Florida HOSA State Advisor. Members shall be appointed by the Director of Competitive Events and State Advisor. Members of the committee will include the Director, the Co-Director, Competitive Events Chairpersons, and Tabulations.

### **a. Charges of the Florida HOSA Competitive Events Program**

- (1) Implement a program of competitive events to recognize individual and group development in the middle school, secondary, postsecondary/collegiate, and at large divisions and for members of special populations.
- (2) Provide a management plan to efficiently and effectively implement the program.
- (3) Appoint Lieutenants and Event Managers for each event.
- (4) Monitor all awards and special recognition activities and actions to the benefit of HOSA and its supporters.
- (5) Seek new avenues of recognition that will contribute in a positive manner to the growth of Florida HOSA.

### **b. Responsibilities**

- (1) Analyze all recommendations received from all sources.
- (2) Submit recommendations to the Florida HOSA Board of Directors.
- (3) Direct Florida HOSA Competitive Event policies.

## **D. STATE OFFICE STAFF**

### **1. STATE ADVISOR/EXECUTIVE DIRECTOR**

The State Advisor/Executive Director shall be hired by the Florida HOSA Board of Directors and will serve as the Chief Operating Officer of Florida HOSA and is responsible for the daily operation of the state office.

The State Advisor and/or designee shall also serve as an ex-officio member to all committees.

### **2. FLORIDA HOSA STATE OFFICE STAFF**

The Florida HOSA State Office staff is hired by the State Advisor and the Business & Finance Director.

## **II. ORGANIZATION STRUCTURE**

### **A. FLORIDA HOSA, Inc.**

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

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

### **B. REGIONS**

1. Florida HOSA is divided into regions, which in turn are composed of local chapters. Regions with membership over 1,000 may choose to form districts within that region with the consent of the Florida HOSA Board of Directors.

The regions of Florida HOSA are:

Emerald Coast Region (Region 1) - Northern Area  
The Springs Region (Regions 2 and 3) - Northern Area  
Suncoast Region (Region 4) - Northern Area  
Gulf Coast Region (Region 5) - Southern Area  
Sunset Region (Region 6) - Southern Area  
Gold Coast Region (Region 7) - Southern Area  
Broward Region (Region 8) - Southern Area  
Treasure Coast Region (Region 9) - Southern Area  
The Heartland Region (Region 10) - Northern Area  
First Coast Region (Region 11) - Northern Area  
Space Coast Region (Region 12) - Northern Area

2. The board members for each region serve as the director of regional activities and as a liaison to the Florida HOSA State Office.
3. All members of the region shall be members of local chapters in good standing with the state and national organizations. This means that HOSA members must be members of both state and national organizations as well as their local chapters.
4. Official communication will be disseminated to Regional and Chapter Advisors only because of liability, as well as financial, confidential, and continuity issues.

### **C. AFFILIATION FEES**

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 Florida HOSA member, nor receive any rights or privileges thereof.

1. Annual state affiliation fees are \$15/member and global/national affiliation fees are \$10/member. The chapter advisor must be a dues paying (professional) member of HOSA.
2. Affiliation for state and national levels must be submitted to Global/National HOSA no later than January 1 or before if registration for a program requires.

Members are not eligible for competition if they are not affiliated with the state and national organization prior to the registration deadline for conferences.

Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to competition eligibility and the start of member/chapter services.

3. Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation process, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
4. Florida 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).
5. Each HOSA chapter must have one or more local advisors who pay an affiliation fee as a professional member.
6. All state staff will affiliate with the state and national associations.
7. All delegates in attendance at the Florida HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.
8. An affiliated member who leaves the sponsoring educational setting, either voluntarily or by removal, automatically forfeits their membership in HOSA.

#### **D. STATE OFFICERS**

##### **1. ELECTED OFFICERS**

The elected officer positions are:

President - either secondary or postsecondary/collegiate  
 President-Elect - either secondary or postsecondary/collegiate  
 Northern Vice-President - secondary  
 Northern Vice-President - postsecondary/collegiate  
 Southern Vice-President - secondary  
 Southern Vice-President - postsecondary/collegiate  
 Parliamentarian - either secondary or postsecondary/collegiate

## 2. DUTIES

The duties of the elected officers are specified in the State Officer Handbook. In addition, the state officers shall:

- a. Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer or chapter.
- c. Provide a monthly report to the State Advisor documenting HOSA activities.
- d. Unless otherwise designated, wear the official HOSA uniform when representing Florida HOSA. Florida HOSA will provide a blazer and skirt/slacks. Officers are required to purchase their own shirts/blouses, shoes and tie as required. Florida HOSA will pay for tuxedo rental for the Florida HOSA State Conference if required.
- e. Carry out their responsibilities, but shall not let them interfere with continuing their education, to include maintaining a District and State GPA of 2.5 or higher. Officers whose grades fall below a 2.5 will result in evaluation and possible probation or removal by the Florida HOSA Board of Directors.
- f. Not be allowed to compete in any competition at any level during their term of office and continuing throughout the following year. The exception to this shall be any new State Officer who was elected during that year's State Leadership Conference, who also successfully placed in their competitive event, may compete at the International Leadership Conference.
- g. Forward all requests received for services to the State Advisor.
- h. Notify the State Advisor immediately of circumstances which prevent carrying out an assignment.
- i. Be reimbursed for expenses incurred while performing state office approved services for the association. Reimbursement for travel will be set by the Florida HOSA Board of Directors.
- j. Act in a mature, responsible manner at all times, respecting the Florida HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.

### **3. CANDIDATES**

Officer candidates must submit an application, information sheet, nomination form, permission form, travel policy form, personal profile, questionnaire, code of conduct, medical liability release form, acceptance of responsibilities form, transcript, and essay. Parents/Guardians must also call State Advisor.

At the state conference, candidates take a written test. The top candidates participate in an interview with the interview committee slating candidates for state offices. Slated candidates deliver a prepared speech to the voting delegates.

Candidates for secondary positions must be current high school students. Candidates for postsecondary positions must be current postsecondary/collegiate students.

State officer candidates shall not be allowed to serve as voting delegates at the Florida state conference.

Chapter advisors are expected to support the candidate, if elected as a state officer, until the officer has completed his/her duties of office.

### **4. DOCUMENTATION OF CANDIDACY**

- a. An application form to include a record of HOSA offices held.
- b. A verified statement of academic performance (Transcript) for the current school year.
- c. A nomination form including a statement of support with the signature of the school principal, CTE Director or Dean, the signature of the local chapter advisor and the signature of parent or guardian if the candidate is a secondary member.

### **5. STATE OFFICER CANDIDATE INTERVIEW COMMITTEE**

An interview committee composed of former state and national officers, chapter advisors, and others as appropriate, is appointed by the State Advisor.

The interview committee shall interview qualified candidates and slate candidates for each state officer position.

### **6. TERM OF OFFICE**

Student officers shall be elected by voting delegates at the annual Florida HOSA State Leadership Conference. Terms of office shall begin immediately after the annual conference at which officers are elected. Past state officers may be re-elected but are limited to two terms. A state officer who has served one term may run for president-elect and have a third term as president.

Florida HOSA may provide a hotel room for the first two nights of the ILC for newly elected state officers if they attend, as well as pay the fee for the State Officer Workshop. The state officers are expected to attend the workshop, lead the state delegation at the state meeting, lead all Florida HOSA members in spirit and fulfill state-related responsibilities at the ILC.

Florida HOSA will also reimburse immediate past state officers to attend the ILC to assist in leading the state delegation, preparation of national officers, and other state-related responsibilities at the ILC, provided they arrive before Opening Session and stay for the entire conference. Immediate past officers should wear their official HOSA uniform when representing Florida HOSA at any function.

## **7. VACANCIES**

A vacancy in the office of president will be filled by the president-elect. A vacancy in the office of president-elect will be filled by a current state officer. A vacancy in any other state officer position **may** be filled by an active member, appointed by the State Advisor and the State Officer Team, who was slated for office at the previous State Leadership Conference and was not elected.

## **8. REMOVAL**

Any State Officer may be removed from office if they fail to complete their duties of office as outlined in the State Officer Handbook. Removal must receive a 2/3 vote from the Board of Directors.

- a. Violations of the code of conduct will initially be handled by the State Advisor and Business & Finance Director who may recommend action or refer the violation to the Florida HOSA Board of Directors.
- b. If the violation is not resolved by the State Advisor and Business & Finance Director, the Regional Advisor Board Co-Chairperson will review the situation and recommend action to the State Advisor and Business & Finance Director.
- c. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Florida HOSA Board of Directors or Executive Committee for evaluation and action.

## **9. FINANCES**

- a. All state officer travel must be approved by the State Advisor and based on the travel budget for the year.
- b. State officers will be reimbursed for their round-trip travel, lodging and meal expenses.
- c. Reimbursements will be processed when a completed reimbursement/expense form and attached receipts are received in the Florida HOSA State Office. Completed forms should be submitted within thirty (30) days of the activity/meeting or they may not be reimbursed.

## **E. HOSA DIVISIONS**

### **1. MIDDLE SCHOOL DIVISION**

As specified in Article III, Section 3 in the Florida HOSA Bylaws, the Middle School Division shall be composed of middle school students in grades 6 - 8 who are enrolled in an organized health career awareness program or who are interested or planning to pursue a career in the health professions.

The official definition for middle school members of HOSA for the purposes of Competitive Events is: A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

### **2. SECONDARY DIVISION**

As specified in Article III, Section 3 in the Florida HOSA Bylaws, the Secondary Division shall be composed of secondary students who are enrolled in high school and in a Health Science program or an organized career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.

The official definition for secondary members of HOSA for the purposes of Competitive Events is: A secondary student is one who, a) is enrolled in a state-approved Health Science program or is 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 annual state conference.

### **3. POSTSECONDARY/COLLEGIATE DIVISION**

As specified in Article III, Section 3 in the Florida HOSA Bylaws, the Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED and are majoring in a health care related field or are interested or planning to pursue a career in the health professions.

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 annual state conference.

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.

**4. ALUMNI**

As specified in Article III, Section 3 in the Florida HOSA Bylaws, a former Active Member who no longer meets the criteria for active membership may become an alumni member. The Alumni Member shall not be able to vote, hold elective office, or enter the competitive events.

**5. MEMBERS-AT-LARGE**

As specified in Article III, Section 3 in the Florida HOSA Bylaws, Members-at-Large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with Florida HOSA, or by geographic region as determined by the Florida HOSA Board of Directors. At-Large Members may participate in competitions, act as voting delegates and seek regional and state office. They may not seek National Office, nor act as voting delegates at the ILC.

**6. PROFESSIONAL**

As specified in Article III, Section 3 in Florida HOSA Bylaws, a person participating in professional development of Florida HOSA is eligible to join as a Professional Member. Such membership includes, but need not be limited to, Health Science Advisors, Teacher Educators, Department of Education Health Science staff and practitioners in the health field. The Professional Member shall pay dues as established by the chapter, state and national organizations but shall not be eligible to vote, hold elective office or enter the competitive events. A Professional Member appointed to the Board of Directors shall have a vote at Board meetings.

**7. HONORARY MEMBERS**

As specified in Article III, Section 3 in the Florida HOSA Bylaws, Honorary Members are individuals who have made significant contributions to Florida HOSA and may be elected by the Board of Directors by a 2/3 vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective office, or enter the competitive events.

**III. PROFESSIONAL ACTIVITY AND DEVELOPMENT**

**A. FLORIDA HOSA STATE LEADERSHIP CONFERENCE**

**1. PURPOSE**

The purposes of the Florida HOSA State Leadership Conference (SLC) are to:

- a. Ensure the expansion of knowledge regarding the healthcare industry and its occupations.



- b. Afford the recognition of competency through demonstrated proficiency of skills.
- c. Nurture a commitment of professional organizations.
- d. Afford opportunities for leadership development.
- e. Ensure the democratic process.
- f. Afford the unity of membership and fellowship.

## **2. FLORIDA HOSA SLC MANAGEMENT TEAM**

The Florida HOSA SLC Management Team is appointed by the Florida HOSA State Advisor and serves to direct specified operations at the Florida HOSA State Leadership Conference. Members of the Management Team may include:

- a. Conference Headquarters Chair - Responsible for scheduling assistance in Conference HQ and helping advisors and members during the conference.
- b. Conference Headquarters Staff - Assist in conference operations.
- c. Judge Coordinator - Responsible for coordinating judging of competitive events.
- d. General Session Coordinator - Works with state officers, technicians, and announcer to ensure the quality of the general sessions.
- e. Production Assistant - enters winners' names into PowerPoint for Awards Sessions, as well as controlling the PowerPoint presentations during other general sessions.
- f. Expo & Career Fair Coordinator - Contacts and coordinates potential exhibitors and directs the expo.
- g. Courtesy Corps Coordinator - Assigns and supervises members of the Courtesy Corps.
- h. Past State Officers - Former state officers who are invited back to help with general conference management.
- i. Tabulations Director - Compiles results of Competitive Events and prepares script.
- j. App Manager - Works closely with Tabulations to push second round competitor notifications.

Members of the SLC Management Team may be compensated for their services, either in the form of a contract or through reimbursement for conference expenses.

## **3. FINANCES**

- a. The Florida 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 Florida 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 Florida HOSA State Office by the published deadline or the registration may be cancelled.

#### **4. ATTENDANCE ELIGIBILITY AND REGISTRATION**

- a. Those eligible to attend the Annual State Leadership Conference are: Chapter Advisors; Regional Officers; the winners of each competitive event from the Regional Conferences; State Officers; State Officer Candidates; students with assigned specific responsibilities; Supervisors, Health Occupation Education; Florida Department of Education Staff; HOSA State Advisor and State Office Staff; Director, Health Occupations Education; participants and invited guests.
- b. Each HOSA member attending shall:
  - (1) Be a member in good standing of HOSA. This means that HOSA members must be members of both Florida HOSA and HOSA, Inc.
  - (2) Have approval of parent or guardian if a middle school or secondary member.
  - (3) Have approval of local chapter advisor.
  - (4) Have approval of school administration.
- c. The local advisor is responsible for registering their local chapter delegation by the published deadline.
- d. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.
- e. Family members are required to pay the registration fee as approved by the Board of Directors.
- f. Non-members (guests) are required to pay the registration fee as approved by the Board of Directors.
- g. The registration fee includes: all general sessions, entertainment, speakers, educational symposiums, media presentations, rentals, competitive events, Awards Ceremony, registration information, conference program materials, recognition program awards and other general conference operating expenses.
- h. Anyone staying at the Florida HOSA conference hotel in the HOSA conference room block MUST BE A REGISTERED DELEGATE. All registered delegates MUST STAY AT THE CONFERENCE HOTEL.

- i. Chapters are asked to provide at least a 1:15 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.

## **5. REFUND POLICY**

Requests for refunds because of cancellations must be made in writing before the published deadline. A processing fee (currently \$25.00) per e-mail request will be assessed whether or not a school's initial payment has been received by the Florida HOSA State Office for all names registered in the system on the deadline date. Substitutions are allowed.

## **6. HOTEL REGISTRATION**

- a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- b. Delegates to the Florida HOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek state office.
- c. If the Chapter Advisor will not be accompanying his/her chapter at the SLC, a chaperone must be designated and properly registered for the conference.
- d. Upon arrival at the hotel only the HOSA advisor should approach the hotel reservation desk to register his/her delegation.
- e. Florida HOSA is NOT responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.
- f. All HOSA delegates 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.

## **7. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORM**

Each delegate to the SLC must have a completed and signed "Code of Conduct/Medical Liability Release 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. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to the Florida HOSA State Office prior to the conclusion of conference registration.

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew. Local advisors should not enable their students to be out after curfew. 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.

**8. ADVISORS CODE OF ETHICS**

Each advisor and chaperone attending the SLC must complete the Advisor’s Code of Ethics and submit to the Florida HOSA State Office prior to the conclusion of conference registration.

**9. COMPETITIVE EVENTS**

The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Policies and procedures for the HOSA Competitive Events Program is provided in the current HOSA HANDBOOK. Refer to the HANDBOOK for the following information.

- a. Event Preparation
- b. Basic Event Regulations
- c. General Rules and Regulations
- d. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
- e. Competitive Events Inquiry Procedure and Form

No event at the State 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. It is the competitor’s responsibility to arrive to compete as scheduled in the SLC agenda; preferential scheduling of test/event times cannot be accommodated.

**10. DRESS CODE**

Conference delegate attire should be proper and appropriate since it reflects directly upon Florida HOSA. Members must wear either the official HOSA uniform or a navy blue/black suit to all general sessions. Appropriate business attire must be worn for orientations, and attire appropriate to the occupational area may be worn for specific skill events. The official Florida HOSA dress policy is posted on the state website. It is the chapter advisor’s responsibility to assure that students adhere to dress code policies.

**11. VOTING DELEGATES**

Voting delegates at the State Leadership Conference are apportioned for each region based on the current year’s membership as follows:

<u>Membership</u>	<u>Voting Delegates</u>
1-500	6
501-1000	7
1001-1500	8
1501-2000	9

For each additional 500 members, or fraction thereof, the region is allowed one additional voting delegate.

The apportionment of the voting delegates shall be made according to membership reported to Florida HOSA by February 1. Voting delegates are appointed by the Regional Advisors.

## **12. SESSION PROTOCOL**

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

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. Assigned regional seating may be used during the general sessions.

## **13. ADVISOR RESPONSIBILITIES**

Following the Global/National HOSA policy which requires advisors with members participating at the ILC to assist with competitive events, the Florida HOSA Board of Directors has made it mandatory for all advisors attending the Florida HOSA State Conference to contribute to the success of the conference and the safety of student delegates by serving in competitive events as Lieutenant, Event Manager, or Judge.

## **14. ADVISOR ORIENTATION**

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

## **B. FALL LEADERSHIP DEVELOPMENT ACADEMY**

### **1. PURPOSE**

The purpose of the Fall Leadership Development Academy is to provide leadership training for the local and regional officers within a region, and professional development for advisors.

### **2. RESPONSIBILITY AND FINANCES**

- a. It shall be the responsibility of the Florida HOSA State Office to select the site, set the date, and plan the program.
- b. The conference should be self-supporting with income and expenses relating to the FLDA recorded separately to determine the actual cost of this member service.
- c. A FLDA registration fee shall be established by the Florida HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.
- d. Registration fees for the FLDA shall be in the Florida HOSA State Office by the published deadline or the registration may be cancelled.

### **3. REFUND POLICY**

Requests for refunds because of cancellations must be made in writing before the published deadline. A processing fee (currently \$50.00) per e-mail request will be assessed whether or not a school's initial payment has been received by the Florida HOSA State Office for all names registered in the system on the deadline date. Substitutions are allowed.

### **4. FALL LEADERSHIP DEVELOPMENT ACADEMY REGISTRATION**

- a. If the Chapter Advisor will not be accompanying his/her chapter at the FLDA, a chaperone must be designated and properly registered for the conference.
- b. Upon arrival at the FLDA, only the HOSA advisor should approach the registration desk to register his/her delegation.
- c. All HOSA delegates are responsible for additional charges incurred by damage to the room and/or removal of items from the room.

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

Each delegate to the FLDA must have a completed and signed "Code of Conduct/Medical Liability Release 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. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in to the Florida HOSA State Office prior to the conclusion of conference registration.

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew. Local advisors should not enable their students to be out after curfew. 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 ETHICS**

Each advisor and chaperone attending the FLDA must complete the Advisor's Code of Ethics and submit to the Florida HOSA State Office prior to the conclusion of conference registration.

## **C. REGIONAL LEADERSHIP CONFERENCE**

### **1. PURPOSE**

The purpose of the Regional Leadership Conference is to provide an opportunity for regional competitive events and leadership/career activities.

## **2. RESPONSIBILITY**

- a. It shall be the responsibility of the Regional Advisors and/or assigned coordinator(s) within the region holding the conference to select the site, set the date, and plan the program.
- b. The conference should be self-supporting with expenses paid from regional funds supported by regional dues and/or fees.

## **3. COMPETITIVE EVENTS**

The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Policies and procedures for the Competitive Events Program is provided in the current HOSA HANDBOOK.

- a. The top five (5) students will be recognized and the number of students advancing to the state conference will be determined by the Florida HOSA Board of Directors. Currently the top three (3) competitors/teams per event from each region and district become eligible to compete at the state conference.
- b. Events offered at the Regional Leadership Conference may change based on the number of members in the region, the number of interested competitors/teams for an event, and whether a Regional Advisor has been identified. If a region has no identified Regional Advisor, members in that region are limited to competing in the Health Science Category events (test only for Medical Spelling - no spelldown), Epidemiology event, and the Healthcare Issues Exam only.

## **4. ADVISOR RESPONSIBILITIES**

All advisors who attend the Regional Leadership Conferences will contribute to the success of the conference and the safety of student delegates by being involved. The Florida HOSA Board of Directors has made it mandatory for each local/chapter advisor to assist in the management of events, the sessions, judging, etc.

Each advisor and chaperone attending the Regional Leadership Conference must complete the Advisor's Code of Ethics.

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

Each delegate to the regional conference must have a completed and signed "Code of Conduct/Medical Liability Release Form."

## **6. DRESS CODE**

Conference delegate attire should be proper and appropriate since it reflects directly upon Florida HOSA. Members must wear either the official HOSA uniform or a navy blue/black suit to all general sessions. Appropriate business attire must be worn for orientations, and attire appropriate to the occupational area may be worn for specific skill events. The official Florida HOSA dress policy is posted on the state website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

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

### **A. BUDGET PLANNING AND PREPARATION**

#### **1. RESPONSIBILITY AND PROCEDURE**

It shall be the responsibility of the State Advisor and the Business & Finance Director to prepare an annual budget and such other financial resumes and reports as requested by the Florida HOSA Board of Directors.

The proposed fiscal year budget shall be presented to the members of the Florida HOSA Board of Directors at the ILC Board meeting for approval before the fiscal year begins on July 1.

#### **2. INCOME**

- a. Income shall be derived from state affiliation dues and state conference registration fees as recommended by the Florida HOSA Board of Directors.
- b. All income derived from the Fall Leadership Development Academy and State Leadership Conference shall be recorded as reflected in the budget approved by the Florida HOSA Board of Directors.
- c. One hundred percent of all monies received for scholarships will be identified and designated as a separate line item and given to the Florida Health Occupations Students of America Foundation, Inc.

#### **3. EXPENSES**

- a. Florida HOSA Board Members

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

- b. State Officers

- (1) Travel and per diem of the state officers in attending the Fall Leadership Development Academy and State Leadership Conference shall be reimbursed in accordance with the current budget approved by the Board of Directors.
- (2) State officer expenses incurred while traveling at the request of the state association shall be reimbursed in accordance with the current budget approved by the Florida HOSA Board of Directors.



c. Florida HOSA State Office Staff

Travel and per diem for state office staff shall be reimbursed in accordance with the current budget approved by the Florida HOSA Board of Directors.

**B. OPERATIONAL PROCEDURES**

**1. HANDLING OF MONIES**

The Florida HOSA State Office shall receive and disburse all monies of the state association.

**2. FINANCIAL REPORTING**

It shall be the responsibility of the Business & Finance Director to prepare an income and expense summary, to include a comparison of budget and actual income and expenses.

**3. ANNUAL AUDIT/REVIEW**

The Business & Finance Director shall arrange for an annual financial audit/review by an independent accountant(s) who will audit/review all accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service.