

# PREFACE

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*This document is one of several publications that a Health Science-HOSA leader should have in his/her professional library. Other publications which contain organizational information include the NATIONAL HOSA HANDBOOK, GEORGIA HOSA, INC. Bylaws, HOSA Bylaws, and the NLC GUIDE. It is believed the POLICIES AND PROCEDURES MANUAL provides GEORGIA HOSA, INC. and HOSA leaders with a better understanding of how the state organization operates*

*The GEORGIA HOSA, INC. Policy Committee maintains the Bylaws and makes the necessary changes from time to time in the POLICIES AND PROCEDURES MANUAL. Any suggestions to improve these policies and procedures should be directed to the Chairman of the GEORGIA HOSA, INC. Board of Directors, the Chairman of the Policy Committee or through the HOSA Headquarters.*

*Special thanks go to Sandra Ukah, Past Chairman, and to all those persons who contributed to the current revision of this document.*

*And finally, a very heartfelt thanks to the HOSA Management Team for providing the vision of excellence that makes HOSA the number one student organization for tomorrow's healthcare professionals!*

*Charlotte Sims ,  
Chairman GEORGIA  
HOSA, INC.  
Board of Directors  
July 9, 2010*

# **Georgia HOSA Policies and Procedure Manual**

## **Table of Contents**

<b>1. Georgia HOSA, Inc Organizational Structure</b>	<b>4</b>
<b>2. Georgia HOSA Organizational Structure</b>	<b>16</b>
<b>3. Professional Activity and Development</b>	<b>26</b>
<b>4. Financial Structure and Related Activities</b>	<b>35</b>
<b>5. Service to Members</b>	<b>38</b>
<b>6. APPENDIX A – Travel Reimbursement Policy</b>	<b>40</b>
<b>7. APPENDIX B – Student Code of Conduct</b>	<b>41</b>
<b>8. APPENDIX C – Advisor/Chaperone Code of Conduct</b>	<b>42</b>
<b>9. APPENDIX D – Dance Policy</b>	<b>43</b>

# ***Georgia HOSA***

## **Mission Statement:**

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 technology education students, therefore, helping students to meet the needs of the health care community.

## **Georgia HOSA Vision Statement:**

The vision of Georgia HOSA is to provide opportunities to students throughout the state of Georgia with an interest in pursuing a career in healthcare through building partnerships with education, professional organizations, industry and communities.

## **I. GEORGIA HOSA, Inc. ORGANIZATIONAL STRUCTURE**

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### **a. GEORGIA HOSA, INC GENERAL INFORMATION**

GEORGIA HOSA, INC., the legal entity for GEORGIA HOSA, is an incorporated non-profit organization chartered in Georgia receiving 501 (c) (3) tax exempt status by the Internal Revenue Service. The object of GEORGIA HOSA, INC., shall be to sponsor the student organization, Georgia HOSA. (Formerly the Georgia Health Occupations Students of America.) The primary documents for the organization are: GEORGIA HOSA, INC., Articles of Incorporation; GEORGIA HOSA, INC., Bylaws; GEORGIA HOSA Bylaws; Policies and Procedures Manual; Fall Leadership Conference Guide, Region Competition Guide, State Leadership Conference Guide; and National HOSA Handbook.

#### **1. MEMBERSHIP**

Qualifications for membership in GEORGIA HOSA, INC., are specified in Article VI, Section 1, Georgia HOSA, Inc., Bylaws. The membership of GEORGIA HOSA, INC., shall be determined by August 31 of each year and a directory published and distributed by the headquarters staff by September 15.

#### **2. TERM OF OFFICE**

The corporate representative for each office shall be designated annually.

#### **3. VACANCIES**

The Georgia HOSA, Inc. Board of Directors shall be responsible for filling any vacancies.

#### **4. OFFICERS**

The officers of the corporation are specified in Article IV, Section I, GEORGIA HOSA, INC., Bylaws.

#### **5. QUORUM**

Thirty percent (30%) of the membership shall constitute a quorum as specified in Article V, Section 4, GEORGIA HOSA, INC., Bylaws.

#### **6. MEETINGS**

The two (2) meetings of GEORGIA HOSA, INC., are specified in Article V, Sections 1 and 2, GEORGIA HOSA, INC., Bylaws. In Section 2, special meetings may be called, except as provided by law, by the Chairman of the Board or the Board of Directors.

#### **7. WRITTEN NOTICE**

The headquarters staff will issue written notice of the date, time and place of any meeting not less than thirty (30) days prior to the meeting as noted in the Georgia HOSA, Inc. Bylaws, Article V, Section 3.

#### **8. VOTING**

Every corporate representative having the right to vote shall be entitled to vote in person or by proxy. All elections shall be determined by a plurality vote and all other matters shall be determined by a majority vote of the members present in person or by proxy and voting on

such other matters.

9. PROXY

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 Secretary prior to any participation in the meeting on behalf of the absent member.

10. MAIL/EMAIL/CONFERENCE CALL BALLOTS

For expediency, mail, email or voice ballots are allowed in Article V, Section 5, GEORGIA HOSA, INC., Bylaws. A quorum for mail ballot shall be a majority of the membership.

b. BOARD OF DIRECTORS

1. PURPOSE

The Board of Directors shall manage all affairs of GEORGIA HOSA, INC.

2. ELECTED MEMBERSHIP

The membership of the Board is specified in Article VI, Section 1, GEORGIA HOSA, INC., Bylaws. The qualifications for seeking elected membership on the Board are:

- a. Confirmation by Georgia HOSA state headquarters that a candidate's current status is consistent with the Board position being sought.
- b. Commitment to attend meeting as specified in Article V, Sections 1 and 2, GEORGIA HOSA, INC., Bylaws.
- c. Financial support on an as needed basis to attend the meetings for the position being sought as specified in Article VI, Section 7, GEORGIA HOSA, INC., Bylaws.
- d. Willingness to serve on one or more Standing Committees of the Board. Responsibility and initiative shall be exercised by each committee member in effecting the desired results of the committee's charge.

3. ELECTION

The elected members of the GEORGIA HOSA, INC., Board of Directors shall be elected by the corporate members attending the annual Board retreat meeting in the first quarter of the fiscal year and shall be determined by majority vote, with the exception of the Immediate Past Chairman of the GEORGIA HOSA, INC. Board of Directors.

- a. The officers of the Board shall be Chairman, Chairman-Elect, Secretary and Treasurer. They shall serve on the Executive Committee. All officers shall be elected members of the Board of Directors and shall be elected by a majority vote of the Board of Directors. The Chairman-Elect, Secretary, and Treasurer shall be elected annually by the Board of Directors. The Chairman-Elect shall serve as Chair the following year. The responsibility of the officers shall be in keeping with their elected position.
- b. Process for Election: The Nominating Committee for board officers shall be the Chairman of the Policy and Nominating Committee and two other committee members appointed by the Board Chairman. It will be the responsibility of the nominating committee to secure and prepare an acceptable slate for the election of board officers.
- c. Persons seeking to be elected to either Chairman-Elect, Secretary or Treasurer must submit their intention in writing, along with a professional resume', to the chair of the nominating committee at least three weeks prior to the annual board meeting when the election is to take place. Members who need financial assistance to attend the Board meetings should make a written request to the Executive Committee ninety (90) days prior to the need.
- d. The resume shall include information about the prospective nominee which includes current membership and leadership experience in HOSA (local, state and/or national), membership in the Association for Career and Technical Education/HSTE Division as well as nominee's verification that they will be able to meet the time commitments required to

serve in the position. Each nominee will be required to submit a short paragraph regarding their philosophy about HOSA and future directions for the organization.

- e. The nominating committee will review applications and determine if they are complete and if applicants are eligible. At least two (2) weeks before the election is to take place, the committee will submit in writing the list of nominees and qualifications to the GEORGIA HOSA, INC. Board of Directors.
- f. The board officers will be elected during the business session of the annual meeting held in the 1<sup>st</sup> quarter of the fiscal year. The nominating committee will present the candidates to the board at that time, allowing each candidate five (5) minutes to describe their qualifications and philosophy. The board will then elect officers by paper ballot. A simple majority of the board members present will be needed for elections.
- g. No persons may be placed on the GEORGIA HOSA, INC., Board Ballot unless they have been properly screened by the Nominating Committee and approved by the Board of Directors as qualified candidates.

#### 4. EX-OFFICIO MEMBERS

The ex-officio members are specified in Article VI, Section 2, GEORGIA HOSA, INC., Bylaws. Ex-officio members serve the organization because of their current position or titles and are not elected by GEORGIA HOSA or GEORGIA HOSA, INC.

#### 5. QUORUM

Thirty percent (30%) of the voting members of the GEORGIA HOSA, INC., Board of Directors shall constitute a quorum as specified in Article V, Section 4, GEORGIA HOSA, INC., Bylaws.

#### 6. VACANCIES

As specified in Article VI, Section 4 in the GEORGIA HOSA, INC., Bylaws, a vacancy on the GEORGIA HOSA, INC. Board of Directors may be filled until the next annual meeting of the membership of GEORGIA HOSA, INC. by a majority vote of the Executive Committee.

- a. When a vacancy is determined, the Chairman of the GEORGIA HOSA, INC., Board will notify the Directors and corporate members within thirty (30) days of receipt of a letter of resignation.
- b. Applications for an interim appointment by the Board of Directors at the annual meeting during the 1<sup>st</sup> quarter will be accepted by the Nominating Committee until ten (10) days prior to the Board meeting.
- c. The Nominating Committee will screen the applications and provide the Board of Directors with a list of qualified candidates to fill the vacancy until the GEORGIA HOSA, INC. meeting during the 1<sup>st</sup> quarter. Directors elected for an interim appointment may seek appointment by the corporate members for the remaining term of the Board position.
- d. A qualified person may be elected to serve two (2) consecutive three (3) year terms or three (3) consecutive two (2) year terms to the GEORGIA HOSA, INC. Board of Directors.

#### 7. OFFICER DUTIES

- a. The Chairman shall:
  - i. Serve as the Chief Executive Officer of GEORGIA HOSA, INC., with all legal responsibilities assigned to a not for profit corporation.
  - ii. Preside over all meetings of the Board and Executive Committee as well as serve in an ex-officio status on all other committees.
  - iii. Preside over all of the GEORGIA HOSA, INC. Board of Director corporate meetings.
  - iv. Serve as special counsel for the Board as the occasion may require.
  - v. Represent the association as deemed necessary.
  - vi. Assist, when needed, (with headquarters) all contracts and letters of

commitment.

- b. The Chairman-Elect shall:
  - i. Be a person who is suitable to assume the position of Chairman at the expiration of the Chairman's term.
  - ii. Serve in the absence of the Chairman.
  - iii. Shadow the Chairman during their year of service.
  - iv. Perform such duties as the Chairman may direct.
- c. The Secretary shall:
  - i. Attend all Board and Executive Committee meetings and record all votes and the proceedings of the meetings as to provide a permanent record of the business.
  - ii. Provide meeting minutes to members of the board of directors within 5 business days upon the conclusion of any official board meeting.
  - iii. Assist, when needed, with notification of all meetings and special meetings of the Board and Executive Committee.
  - iv. Perform such other duties as the Chairman may direct.
- d. The Treasurer shall:
  - i. Serve as financial advisor.
  - ii. Designate responsibility for and oversee financial transactions in accordance with the approved budget.
  - iii. Designate responsibility for a quarterly/annual review..
  - iv. Be responsible to see that the review findings are made available to such persons/groups as directed by the Board.
  - v. Prepare a statement of accounts, in conjunction with a CPA, for the annual meeting of members and at each Board of Directors meeting.

## 8. VOTING

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

## 9. REMOVAL OF A BOARD MEMBER

- a. If any Board member misses four (4) meetings, within his or her term, he or she will be reviewed by the Executive Committee and replaced if deemed necessary by the Board of Directors.
- b. Except as otherwise provided by law, any Board Member may be removed by a majority of the membership (Article VI, Section 5). The removal may be appealed to GEORGIA HOSA, INC.

## 10. ELIMINATION OF BIASES

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

## 11. CHANGE OF STATUS

- a. Board members are elected by GEORGIA HOSA, INC. to represent a specific category as specified in Article VI, Section 1. If a Board member's status changes during the term of office, the Board member will notify the Chairman of the GEORGIA HOSA, INC., Board of Directors.
- b. The membership of GEORGIA HOSA, INC., will be asked to determine the status of the Board member with a changed status. GEORGIA HOSA, INC., by majority vote, can

confirm continuation to serve, or ask the Board member to resign and, thus, initiate the replacement process.

- c. The Chairman-Elect and Secretary must seek election while a member of the GEORGIA HOSA INC. Board of Directors, and continue as a voting member of the Board throughout their term of office, even if they have completed their term of office on the Board of Directors. Example: A Board member may be elected Chairman-Elect in the final year of his/her two or three year term but is not required to be re-elected to the Board position while completing his/her term as Chairman-Elect, or before advancing to Chairman. The Chairman advances to Immediate Past Chairman upon completion of the year of service.

c. STANDING COMMITTEES

1. The standing committees function and perform those duties as set forth in policies and procedures, or from time to time deemed expedient by the GEORGIA HOSA, INC., Board of Directors or Executive Committee (Article VIII, Section 3). The Chairman of the Board, with approval of the Executive Committee, may appoint Chairmen, Vice Chairmen and members for the standing committees (Article VIII, Section 1). The Chairman of the Board or the Board of Directors may establish ad-hoc committees or task forces as specified in policies and procedures (Article VIII, Section 4).
2. GEORGIA HOSA, INC., Committee members shall be appointed or reappointed by the Chairman of the Board of Directors with recommendations from the Chairman of the specific committee to carry out the committee charge as determined by the Board Chairman, the Executive Committee or the GEORGIA HOSA, INC. Board of Directors. Members may serve two consecutive three year terms. A person may be reappointed after not serving on the committee for two consecutive terms. Standing committees shall have vested in them the authority to carry out their committee assignments. Items of budget consideration shall be approved by the Board Chairman as stipulated in the Board approved budget.

3. EXECUTIVE COMMITTEE

a. Purpose

The Executive Committee shall also serve as the GEORGIA HOSA, INC. Finance Committee. The Executive Committee shall handle GEORGIA HOSA, INC. business between Board meetings regarding the operation of the state association and/or direction given the Executive Director.

b. Membership

The members of the Executive Committee are specified in Article VII, Section 1, GEORGIA HOSA, INC., Bylaws. The Executive Director and other headquarters staff participate in committee meetings in a non-voting capacity at the pleasure of the chairman.

The Board Chairman shall serve as presiding officer. In the absence of the Chairman, the Chairman-Elect shall preside over the Executive Committee meetings.

c. Term of Office

The Executive Committee members shall serve for one (1) year coinciding with their elected position. Since membership on the Executive Committee is a result of elected office, if an elective membership changes so does membership on the committee.

d. Meetings

The conditions for meetings are specified in Article VII, Section 3, GEORGIA HOSA, INC., Bylaws.

e. Telephone Conference Calls/Electronic Correspondence/Other Technologies

The Executive Committee is authorized in Article VII, Section 4 in the GEORGIA HOSA, INC., Bylaws to conduct official meetings by means of telephone conference calls or other technologies deemed necessary by the Board of Directors.

f. Quorum

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

g. Responsibility and Authority

The Executive Committee of the GEORGIA HOSA, INC., Board of Directors shall:

- i. Keep the GEORGIA HOSA, INC., Board of Directors fully informed as to any actions taken by the Executive Committee on behalf of the Board.
- ii. Make decisions that require immediate action in the absence of the Board. Use prudent judgment in determining what business it shall handle on behalf of the GEORGIA HOSA, INC. Board of Directors.
- iii. Accept responsibility for preparing recommended task lists for GEORGIA HOSA, INC., committees and finalizing the agenda for Board meetings.
- iv. Work with the Chairmen of the Standing and Ad Hoc committees to plan and accomplish the Program of Work.
- v. Accept responsibility for the Program of Work.
- vi. Be responsible for the fiscal management of the organization.
- vii. Accept responsibility for statewide leadership conferences.
- viii. Coordinate the Outstanding Chapter Advisor Award.
- ix. Provide for a continuing recognition of professional members of HOSA.

h. Board Motions

Committees will present minutes and motions to the Executive Committee no fewer than fourteen (14) days prior to the regular GEORGIA HOSA, INC. Board meeting. The Executive Committee will review the committee motions and determine if the motions are within the committee's authority. If so determined, the Executive Committee can recommend to:

- i. Refer the motion to a Board committee for additional review and consideration.
- ii. Refer the motion back to the originator for clarification or additional work.
- iii. Retain the motion in the Executive Committee for further study and discussion; or,
- iv. Place the motion on the agenda for Board consideration.
  - a. The Chairman will present those motions placed on the agenda at the Board meeting during the specified agenda time and indicate the Executive Committee's recommendations regarding the motion. The Board may (1) approve; (2) disapprove; (3) refer the motion back to the committee for additional work; (4) refer the motion to another committee; or, (5) place the motion on the agenda for a future Board meeting.
  - b. The intent of this process is not to bypass the Board but to expedite Board business without having to review actions for which Board action is not needed. The Board has the right, however, to consider the motion regardless of the action taken by the Executive Committee.

4. POLICY AND NOMINATING COMMITTEE

a. Chairman

The Chairman shall be appointed Chairman of the GEORGIA HOSA, INC., Board of Directors.

b. Vice Chairman

The Vice Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.

- c. The Chairman-Elect shall serve on the Policy Committee
- d. The committee shall:
  - i. Consist of at least three [3] active members that meet regularly.
  - ii. Meet as necessary to complete its work
- e. Responsibilities
  - i. Analyze sources for policy and procedure development/revision including:
    - (a) Board action
    - (b) Recommendations from:
      - (i) Executive Council
      - (ii) Headquarters Staff
      - (iii) Support groups
      - (iv) Georgia HSTEA
      - (v) Local chapters
      - (vi) Members and advisors
      - (vii) Standing or Ad Hoc Committees
  - ii. Recognize other sources for consideration:
    - (a) Situations/conditions which arise where new policies and procedures need to be established.
    - (b) Program of work which involves activities where appropriate guidelines are not available.
  - iii. Accept responsibility for the maintenance of the Bylaws.
  - iv. Accept responsibility for the nominating process.
    - (a) Review all applications for regular GEORGIA HOSA, INC., Board positions and process according to policies and procedures.
    - (b) Review all applications for interim Board positions and process according to policies and procedures.
    - (c) Encourage potential candidates to seek GEORGIA HOSA, INC., Board positions or become GEORGIA HOSA, INC., Board Officers.
    - (d) Monitor the notification process of Board vacancies to ensure the widest and most timely distribution of position announcements.
    - (e) Encourage minorities to seek Board positions or elected office on the Board.
  - v. Analyze all recommendations received from all sources for revision of GEORGIA HOSA, INC., and/or HOSA Bylaws. Give consideration to situations and conditions which arise where a revision in the Bylaws is necessary and cannot be managed through policies and procedures.
  - vi. Develop proposed revisions in the GEORGIA HOSA, INC., and HOSA for consideration by:
    - (a) GEORGIA HOSA, INC., Board of Directors;
    - (b) Executive Council;
    - (c) Standing and Ad Hoc Committees.
  - vii. Direct the process of submitting proposed revisions in the Georgia HOSA Bylaws to: GEORGIA HOSA, INC., Board of Directors; Georgia HOSA Executive Council; and, the Delegate Assembly.

- viii. Work closely with the GEORGIA HOSA, INC. Board of Directors when policies and procedures may be a more expeditious approach for the organization rather than a Bylaws revision.
  - ix. Submit committee endorsed motions to the Board for consideration via the Executive Committee.
  - x. Analyze the reports and recommendations adopted by the Board from all sources and shall:
    - (a) Identify those which have policy/procedure implication.
    - (b) Review the Policies and Procedures Manual to determine if there is compatibility, conflict or a void.
  - xi. Review the strategic plan and make recommendations to the strategic planning committee as appropriate.
  - xii. Analyze the program of work and determine what, if any, policy or procedure should be established.
  - xiii. Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarters' staff within ten (10) days of the official meeting.
- f. Recommendations
- i. Policies and procedures shall be properly worded, reproduced and presented to the Executive Committee in preparation for the GEORGIA HOSA, INC. Board Meetings.
  - ii. At the Board meeting the Chairman and all committee members shall be prepared to provide specific information to the Board as needed or requested.
5. MARKETING AND PARTNERSHIP COMMITTEE
- a. Chairman
 

The Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.
  - b. Vice Chairman
 

The Vice Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.
  - c. The committee shall:
    - i. Consist of at least three (3) active members.
    - ii. Meet as needed determined by the committee Chairman.
  - d. Responsibilities
    - i. Monitor all official publications and audio-visual presentations and recommend revisions in HOSA materials as needed.
    - ii. Identify related materials needed to implement HOSA into the classroom -- secondary and postsecondary/ collegiate -- and determine how best to produce such publications and audio- visuals.
    - iii. Review related materials sales by Georgia HOSA and determine how best to market existing and new materials to the membership.
    - iv. Analyze all recommendations received from all sources.
    - v. Submit recommendations to the headquarters staff and other developers of recommended materials.
    - vi. Review the HOSA strategic plan and make recommendations to the strategic planning committee as appropriate.

- vii. Keep accurate minutes of all meetings and submit to Board Secretary and Headquarters' staff within ten (10) days of the official meeting.
- viii. Submit committee endorsed motions to the Board for consideration via the Executive Committee.
- ix. Responsible for a program that recognizes, mentors, and supports chapter advisors.

## 6. STRATEGIC PLANNING COMMITTEE

### a. Chairman

The Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.

### b. Vice Chairman

The Vice Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.

### c. The committee shall:

- i. Seek regular feedback from Georgia HSTE-Georgia HOSA/Georgia HOSA, Inc. partners and chairmen of all Georgia HOSA/Georgia HOSA, Inc. Committees.
- ii. Maintain a strategic plan for Georgia HOSA, Inc.
- iii. Monitor other student organizations.

### d. Responsibilities

- i. Analyze all recommendations received from all sources.
- ii. Submit recommendations to the headquarters staff, GEORGIA HOSA, INC., Board of Directors, GEORGIA HOSA and other support groups.
- iii. Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarters' staff within ten (10) days of the official meeting.
- iv. Submit committee endorsed motions to the Board for consideration via the Executive Committee.

## 7. STATEWIDE CONFERENCE PLANNING COMMITTEE

### a. Chairman

The Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.

### b. Vice Chairman

The Vice Chairman may or may not be a member of the GEORGIA HOSA, INC., Board of Directors.

### c. The committee shall:

- i. Assist the Georgia HOSA Headquarters in the planning, implementation, and evaluation of all statewide conferences.
- ii. Conduct a debriefing meeting within fifteen (15) business days of the conclusion of statewide conferences to evaluate and make recommendations for conference improvement.

### d. Responsibilities

- i. Analyze all recommendations received from all sources.

- ii. Submit recommendations to the headquarters staff, GEORGIA HOSA, INC., Board of Directors, GEORGIA HOSA, INC. and other support groups.
- iii. Review the Georgia HOSA, Inc. Strategic Plan and make recommendations to the Strategic Planning Committee as appropriate.
- iv. Keep accurate official minutes of all official meetings and submit to the Board Secretary and Headquarters' staff within ten [10] days of the official meeting.
- v. Submit committee endorsed motions to the Board for consideration via the Executive Committee.

## 8. AD HOC COMMITTEES

### a. Purpose

The GEORGIA HOSA, INC., Board Chairman shall appoint Ad Hoc Committees when deemed advisable to effect the work of the Association and when the assignment falls outside the normal activities handled by Standing Committees.

### b. Responsibility

The Ad Hoc Committee shall only address itself to the specific assignment for which it was appointed.

### c. Organization

The GEORGIA HOSA, INC., Board Chairman, with concurrence of the Board, shall appoint a committee membership of at least three (3) active members capable of handling the assignment. The Chairman shall appoint a committee chairman to direct the activities of the Ad Hoc Committee.

### d. Procedure

- i. The committee shall be given the assignment and shall be given the parameters within which the work shall be conducted.
- ii. If it is necessary for the committee to have a budget in order to carry out its assignment, specific details shall be provided the Ad Hoc Committee Chairman by the Chairman of the GEORGIA HOSA, INC., Board, in consultation with the Executive Director.
- iii. The findings of Ad Hoc Committees shall be included in official minutes and presented to the Chairman of the Board with a copy to the Executive Director within ten (10) days following the official meeting.

### e. Authority

Ad Hoc committees shall have no authority to speak or to take action for the GEORGIA HOSA, INC., Board outside the activities necessary to carry out their commission as delegated to them by the Board.

## C. HEADQUARTERS STAFF

The Georgia HOSA/Georgia HOSA, Inc. headquarters is located in Evans, GA and managed by the Executive Director.

### 1. EXECUTIVE DIRECTOR

- a. The Executive Director is hired by the Georgia HOSA, Inc. Board of Directors.
- b. The Executive Director serves as the Chief Operating Officer and State Advisor of the state association and is responsible for the overall organization. The Executive Director, or designee, shall serve as liaison to the GEORGIA HOSA, INC., Board on behalf of the headquarters staff. The Executive Director and/or designee shall also serve as an ex-officio member to all Board appointed committees.
- c. The Executive Director serves as a member of the Georgia Healthcare Science

Technology Educators Association's (GA HSTEA) Board of Directors.

- d. The Executive Director is responsible for the hiring/firing of all headquarters staff.

## 2. EXECUTIVE ASSISTANT

- a. Provides assistance to the Executive Director for effective management and operations of Georgia HOSA/Georgia HOSA, Inc.
- b. Performs responsibilities as outlined in the job description.
- c. May act as needed as a designee for the Executive Director to Georgia HOSA, Inc. /Georgia HOSA meetings.

## D. COMPETITIVE EVENTS PROGRAM

The Georgia Competitive Events Program will operate under the direction of the Board of Directors. The competitive events management team will function under the leadership of the Executive Director with terms as follows:

1. Board members serving on the Competitive Events Program may accept and will fulfill their other committee assignments.
2. Members shall be appointed by the Executive Director and the Competitive Events Director, with at least one board member being appointed.
3. Members may serve two consecutive three year terms and may be reappointed after not serving for two consecutive terms. The Director and Co-Director may serve an additional term with their tenure as follows::

Year 1 Co-Director

Year 2 Director

Year 3 Director

Year 4 Co-Director

4. Director

The Director may or may not be a member of the GEORGIA HOSA, INC., Board of Directors and shall serve two [2] years as Co-Director and two [2] years as Director.

5. Co-Director

The Co-Director may or may not be a member of the GEORGIA HOSA, INC., Board of Directors. He/she shall serve a term of two [2] years. The purpose of the first year as Co-Director will be to learn the role of Director. The second year as Co-Director (after completing two years as Director) will be to assist and support the new Director.

6. Lieutenants/Category Chairmen are appointed by the Director of the Competitive Events Program.

7. Charges of the State Competitive Events Program

- a. Implement a program of competitive events to recognize individual and group development in the secondary, postsecondary/collegiate, and associate divisions and for members of special populations.
- b. Provide a management plan to efficiently and effectively implement the program
- c. Appoint Category Chairs and Lieutenants for each category of events.
- d. Provide the management and oversee the facilitation of the following:
  - i. Technical Advisory Councils
  - ii. Contracts/Agreements with Off-site competitive event locations.
  - iii. Conference Competitive Events Program (on-site/pre-site management)

- e. Monitor all awards and special recognition activities and actions to the benefit of Georgia HOSA and its supporters.
  - f. Seek new avenues of recognition that will contribute in a positive manner to the growth of HOSA.
8. Responsibilities
- The Competitive Events Program shall:
- a. Analyze all recommendations received from all sources.
  - b. Submit recommendations to the headquarters staff.
  - c. Keep accurate minutes of all official business and submit minutes to Board Secretary and Headquarters' staff within ten (10) days.
  - d. Finalize their year with a conference call including all members of the team to review and make changes for the next year's program.

## II. GEORGIA HOSA ORGANIZATIONAL STRUCTURE

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### A. GENERAL INFORMATION

1. The name of the organization sponsored by GEORGIA HOSA, INC., is Georgia HOSA. Georgia HOSA is a state affiliate of the national HOSA organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate Health Science classes or those students who 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 instructional program.
3. The Georgia Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.
4. Non-Discrimination Policy  
Activities and procedures within Georgia HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of Georgia HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. Georgia HOSA is in compliance with the Americans with Disabilities Act.
5. Reasonable Accommodation Policy
  - a. Georgia HOSA members with disabilities or who do not speak English will be reasonably accommodated in national and state competitive events through event modification as a means of providing an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that Georgia HOSA may not be able to provide.
  - b. For Spanish speaking competitors, Georgia HOSA will make every effort to find interpreters as needed.
  - c. Requests for reasonable accommodation must be indicated on the Georgia HOSA State Leadership Conference registration form and submitted to Georgia HOSA by the published deadline.
6. Code of Conduct
  - a. The GEORGIA HOSA, INC. Board of Directors has adopted a Code of Conduct and the consequences for violation. (Appendix
  - b. Violations of the Code of Conduct
    - i. Violations of the Code of Conduct will initially be handled by the Georgia HOSA Executive Director.
    - ii. If the violation is not resolved by the Executive Director, the Georgia HOSA, Inc. Board of Directors' Executive Committee will review the situation and recommend action to the Executive Director.
    - iii. If the decision is to remove the person from the office or conference the person may appeal the decision in writing to the GEORGIA HOSA, INC. Board of Directors.
    - iv. The Executive Committee will meet with or conduct a conference call with the person on behalf of the Board of Directors and make a full written report to the Board members.
    - v. A majority vote of the Board of Directors is required to overturn the decision. An email ballot can be used to poll the Board members if time is an issue.

7. Reproduction of Photographs

- a. As a delegate to any conference or meeting, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by Georgia HOSA unless it is made known by the delegate during registration.
- b. A release statement will be part of the HOSA Code of Conduct Form.

B. REGIONS

9. Georgia HOSA is divided into seven (7) regions, which in turn are composed of local chapters.
2. The elected region representative and Board member for each region serve as a resource to local chapters and represent their region to the respective council.
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 the state and national organizations.

C. LOCAL CHAPTERS

1. According to the Georgia HOSA Bylaws (Article III, Section 1), the total eligible members of the chartered local healthcare science education student chapters shall comprise the membership of Georgia HOSA.
2. Local HOSA chapters shall be chartered by the GEORGIA HOSA, INC., Board of Directors and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni and Professional. (Article III, Section 3, Georgia HOSA Bylaws)
3. Interested chapters shall contact the Georgia HOSA Headquarters to express their interest in forming a local chapter.
4. There is no state/national charter fee for affiliating with HOSA.
5. Georgia HOSA will provide the following support to a new local chapter:
  - a. One (1) Georgia HOSA Advisor Handbook.
  - b. Consultation regarding activating the local chapter and its local activities.
  - c. On-site visit(s) by a state officer and/or representative of the GEORGIA HOSA, INC., Board of Directors.
  - d. Other assistance as necessary to ensure a successful launch.
6. Georgia HOSA allows only one chapter per school with one designated chapter advisor.
7. An active HOSA chapter must have at least five (5) members and a chapter advisor, and must pay affiliation fees.
8. All members of the local chapters should be in good standing with the state and national organizations. This means that HOSA members must be members of both the state and national organizations
9. A current local constitution and/or bylaws must be on file at the state headquarters. The local chapter constitution and/or bylaws shall not conflict with the Georgia HOSA Bylaws.
10. All chapters must be in good standing with Georgia HOSA in order to participate in statewide/regional events as defined below:
  - a. Those who recognize the importance of all HSTE students and local advisors being affiliated with the state and national organization.

- b. Has no outstanding balances with Georgia HOSA Headquarters.
- 11. HOSA defines a "Health Science" program as an in-school program designed to prepare the student to pursue a health career, as recognized by Georgia HOSA, Inc.
- 12. Members of non-school based health related organizations (i.e. Medical Explorers, AHEC Health Clubs, etc.) and students at schools without Health Science may be offered the opportunity to affiliate with HOSA as Middle School, Secondary or Postsecondary/Collegiate chapters and members, as recognized by Georgia HOSA.
- 13. Unless a student or advisor is affiliated with the local, state and national organization, he or she should not be regarded as a HOSA member nor receive any rights or privileges thereof.

#### D. AFFILIATION FEES

- 1. Annual affiliation fees shall be as established by the local, state and national organizations.
- 2. Members are not eligible for attendance/competition if they are not affiliated with the national/state/local organization prior to the respective event.
- 3. Initial and supplemental affiliation applications can be accepted throughout the entire membership year.
- 4. Chapters may not substitute names on the Chapter Affiliation Application. Once a chapter submits an affiliation form, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
- 5. Local chapter affiliation monies (for state and national dues) are sent directly to National HOSA. Affiliation must be completed via the online affiliation system at [www.hosa.org](http://www.hosa.org). Login credentials can be retrieved from Georgia HOSA Headquarters.
- 6. Each HOSA chapter must have one or more local advisors who paid an affiliation fee as a professional member.
- 7. All HSTE state staff who works with HOSA shall pay an affiliation fee to a state professional chapter or join through a local chapter.
- 8. All Board members, competitive events program staff and headquarters staff shall be affiliated members in good standing.
- 9. All State Honorary Life Members shall be affiliated each year at the expense of the national association.
- 10. All Lifetime Members shall be affiliated members in good standing.
- 11. All delegates in attendance at all HOSA events should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee.
- 12. Annual affiliation fees for each membership classification shall be recommended by the Board and approved by the Delegate Assembly.

#### E. STATE OFFICERS

##### 1. ELECTED OFFICERS

The elected officers are specified in the Georgia HOSA Bylaws in Article VIII, Section 1.

##### 2. DUTIES

- a. State Officers may only compete in Recognition Events during their year of office.
- b. All State Officers must be an active and involved member in their local chapter.
- c. All State Officers are required to communicate regularly and respond promptly to all inquiries for information. The Executive Director and officer's advisor(s) must be copied on all correspondence outside the Executive Council or Region Representatives.
- d. Officers must check their email twice daily.

- e. Attend all State Officer meetings and functions from start to finish.
  - f. All State Officers represent Georgia HOSA. It is the State Officer's responsibility to display excellent standards of professionalism, etiquette, and public relations to promote HOSA.
  - g. All State Officers are expected to speak at functions involving Georgia HOSA upon request. They are responsible for preparing for said events by memorizing or being familiar with scripts.
  - h. State Officers are required to complete monthly reports online including information regarding local, regional, and state HOSA activities in which one may have participated.
  - i. Make visits to local chapters to discuss HOSA and encourage further participation of current and new HOSA members in state and national HOSA Chapters. Upon completion of these visits officers are expected to complete school visit reports online within two business days of the visit.
  - j. Each Officer will be required to make one school visit during HOSA week.
  - k. Plan the Program of Work for the members of Georgia HOSA, and work to achieve the goals and objectives set in the Program of Work.
  - l. Keep a notebook of all activities during term in office.
  - m. Support chapter advisors in their efforts to implement Georgia HOSA.
3. INDIVIDUAL OFFICER RESPONSIBILITIES
- a. President
    - i. Guides Executive Council
    - ii. Presides over all meetings
    - iii. Creates committees for Program of Work
    - iv. Serves as an ex officio member of each committee
  - b. President-Elect
    - i. Assists President to train for following year
    - ii. Presides over meetings in absence of President
    - iii. Assists Parliamentarian in maintaining order at meetings
    - iv. Serves in any capacity as directed by the President
  - c. Vice President Secondary
    - i. Represents Secondary Members of Georgia HOSA
    - ii. Seeks potential Secondary Chapters
    - iii. Assists Secretary with meeting minutes and organization
    - iv. Serves in any capacity as directed by the President
  - d. Vice President Post-Secondary
    - i. Represents Post-Secondary Members of Georgia HOSA
    - ii. Seeks potential Post-Secondary Chapters
    - iii. Raises Post-Secondary awareness of Georgia HOSA
    - iv. Serves in any capacity as directed by the President

- e. Secretary
  - i. Writes and maintains meeting minutes
  - ii. Provides President with meeting reports
  - iii. Assists Reporter with completion of E-Magazine
  - iv. Serves in any capacity as directed by the President
- f. Reporter
  - i. Seeks chapters for Chapter Spotlight
  - ii. Gathers and posts articles on website for Georgia HOSA E-Magazine
  - iii. Increases community awareness of HOSA
  - iv. Develops the Georgia HOSA Week Chapter Guide
  - v. Serves in any capacity as directed by the President
- g. Parliamentarian
  - i. Maintains order at all meetings
  - ii. Assists Executive Council with all aspects of Parliamentary Procedure
  - iii. Assists in writing the script for the Election Session at the SLC
  - iv. Serves in any capacity as directed by the President

#### 4 CANDIDATES

- a. Eligibility
  - iv. The Chapter Advisor is the only person authorized to initiate State Officer candidate proceedings. There are four phases leading to the election of a Georgia HOSA State Officer: (I) Application Submission, (II) Exam and Interview, (III) Campaigning, and (IV) Election Candidates and their advisor will attend a 2 day meeting to complete the candidate process.
  - v. To be eligible to run for a State Officer position, each candidate must complete the State Officer Application packet and be in attendance for ALL phases of the candidacy process.
  - vi. Candidates will be administered the candidate exam. The score received on the exam will indicate the candidate's knowledge of the organization. Test questions will be based on the Georgia and National HOSA Websites, National Handbook for HOSA Chapters (sections A, B, and C), Roberts Rules of Order, and the Georgia HOSA Bylaws. A study guide will be posted on the website for candidates.
  - vii. Candidates who pass the exam with a score of 80% or better will be assigned a writing topic and will be given 15 minutes to write an essay. Following the essay, candidates will then be interviewed by the Nominating Committee. Candidates will be rated based on the rating sheets included in this package, and if they receive the minimum score to move forward, they will then move to Phase III.
  - viii. Within one week of Phase II, the slate of candidates will be posted on the Georgia HOSA website.

#### 5. GEORGIA HOSA NOMINATING COMMITTEE

The Nominating Committee will consist of a mix of State HOSA Staff, current State Officers, representative(s) from the Georgia HOSA, Inc. Board of Directors, and third-party representative(s).

6. TERM OF OFFICE

- a. Student officers, except the President, shall be elected by ballot at the annual Georgia HOSA State Leadership Conference (SLC) to serve one year or until their successors are selected.
- b. The President-Elect shall succeed to the office of President for one year.
- c. In the event a majority vote is not secured by any one candidate, the candidate with the highest collective points on their application will be declared the winner.
- d. Terms of office shall begin immediately after the SLC at which officers are elected.

7. VACANCIES

- a. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office.
- b. Those not elected will not serve on the Georgia HOSA Executive Council unless there is a vacancy, at which point, the candidate with the highest collective score on the rating sheet will be asked to fill the vacancy.

8. REMOVAL

- a. If any of the following occur, the officer will be removed from the Executive Council:
  - i. Missing one state or national conference
  - ii. Missing two training sessions
  - iii. Violations of the Code of Conduct
  - iv. Lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions
  - v. Grades falling below the standard of 3.0 cumulative G.P.A. (on a 4.0 scale) will result in a temporary suspension of duties until the next grading report. If improvement occurs, suspension will be lifted and the State Officer will resume his/her duties. However, if unsatisfactory performance is made with respect to grades, the officer will be dismissed from office. The proper documentation provided by Georgia HOSA should be submitted to the Executive Director from the school every 9 weeks.
- b. If the decision is to remove the State Officer or if the officer resigns, the officer will be required to pay back all expenses incurred during their year of office.
- c. Violations of the Code of Conduct will initially be handled by the Georgia HOSA Executive Director as described above.

9. FINANCES

Georgia HOSA covers most travel expenses for the Executive Council. All officers must have three (3) potential sponsors in case of funds not being available in the state budget.

D. REGION REPRESENTATIVES

1. ELECTED OFFICES

The elected offices are specified in the Georgia HOSA Bylaws in Article VII, Section 1.

2. DUTIES

- a. Region Representatives are allowed to compete at Regional, State and National Conferences.
- b. All Region Representatives must be an active and involved member in their local chapter.

- c. All Region Representatives are required to communicate regularly and respond promptly to all inquiries for information. The Executive Director and the representative's advisor(s) must be copied on all correspondence outside the Region Representative Team/Executive Council.
  - d. Representatives must check their email daily.
  - e. Attend all Region Representative meetings and functions from start to finish.
  - f. All Region Representatives represent HOSA. It is the Region Representative's responsibility to display excellent standards of professionalism, etiquette, and public relations to promote HOSA.
  - g. All Region Representatives will communicate with current and prospective chapters and members under the direction of the Georgia HOSA Staff.
  - h. Region Representatives are required to complete a School Visit Report electronically for every school visit/presentation within two business days of the presentation/visit.
  - i. Each Region Representative will be required to make at least 2 school visits during HOSA week to schools within their region.
  - j. Region Representatives are required to complete monthly reports online including information regarding local, regional, and state HOSA activities in which one may have participated.
  - k. Make visits to local chapters (5 minimum, but more are encouraged) to discuss HOSA and encourage further participation in state and national HOSA programs.
  - l. Work to achieve the goals and objectives set in the Program of Work by serving on committees, developed by the Executive Council.
  - m. Each Representative will be required to complete a Program of Work with goals for their specific region.
  - n. Keep a notebook of all activities during term in office.
  - o. Work to recruit new chapters and new members.
  - p. Support chapter advisors in their efforts to implement Georgia HOSA.
3. CANDIDATES
- a. The Chapter Advisor is the only person authorized to initiate Region Representative Candidate proceedings.
  - b. To be eligible to run for a Region Representative position, each candidate must complete this packet, be in attendance for ALL phases of the candidacy process. There are four phases leading to the election of a Georgia HOSA Region Representative: (I) Application Submission, (II) Exam and Interview, (III) Campaigning, and (IV) Election.
  - c. Candidates and their advisor will attend a 2 day meeting to complete the candidate process.
  - d. Candidates will be administered the candidate exam. The score received on the exam will indicate the candidate's knowledge of the organization. Test questions will be based on the Georgia and National HOSA Websites, National Handbook for HOSA Chapters (sections A, B, and C), Roberts Rules of Order, and the Georgia HOSA Bylaws. A study guide will be posted on the website for candidates.
  - e. Candidates who pass the exam with a score of 75% or better will be assigned a writing topic and will be given 15 minutes to write an essay. Following the essay, candidates will then be interviewed by the Nominating Committee. Candidates will be rated based on the rating sheets included in this package (page 16), and if they receive the minimum score to move forward, they will then move to Phase III.

- f. Within one week of Phase II, the slate of candidates will be posted on the Georgia HOSA website.

#### 4. GEORGIA HOSA NOMINATING COMMITTEE

The Nominating Committee will consist of a mix of State HOSA Staff, current State Officers, representative(s) from the Georgia HOSA, Inc. Board of Directors, and third-party representative(s).

#### 5. TERM OF OFFICE

- a. Region Representatives shall be elected by ballot at the annual Georgia HOSA State Leadership Conference (SLC) to serve one year or until their successors are selected.
- b. In the event a majority vote is not secured by any one candidate, the candidate with the highest collective points on their application will be declared the winner.
- c. Terms of office shall begin immediately after the SLC at which representatives are elected.

#### 6. VACANCIES

- a. Those not elected will not serve as a Georgia HOSA Region Representative unless there is a vacancy, at which point, the candidate with the highest collective score on the rating sheet will be asked to fill the vacancy.
- b. If there are no qualified candidates, the State Advisor and Executive Director may appoint a student to represent their region as stated in Article VII, Section 5 of the Georgia HOSA Bylaws.

#### 7. REMOVAL

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

- a. Missing any one (1) training session or one regional conference
- b. Lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions
- c. Grades falling below the standard of 2.5 cumulative G.P.A. (on a 4.0 scale) will result in a temporary suspension of duties until the next grading report. If improvement occurs, suspension will be lifted and the Region Representative will resume his/her duties. However, if unsatisfactory performance is made with respect to their grades, the representative will be dismissed from office. The proper documentation provided by Georgia HOSA should be submitted to the executive director from the school every 9 weeks.
- d. If the decision is to remove the Region Representative or if the representative resigns, the representative will be required to pay back all expenses incurred during their year of office.
- e. Violations of the Code of Conduct may result in removal from office. Violations will initially be handled by the Georgia HOSA Executive Director as described above.

#### 8. FINANCES

Georgia HOSA covers most travel expenses for the Region Representatives. All representatives must have three (3) potential sponsors in case of funds not being available in the state budget.

### E. HOSA DIVISIONS

#### 1. MIDDLE SCHOOL DIVISION

- a. The Middle School Division (Junior HOSA) is for middle school students (Grades 6-8)

who are interested in health care.

- b. This division of the Georgia HOSA organization has been designated as a Career and Technical Student Organization (CTSO) and has been specifically designed to meet the needs of these talented students.
- c. The purpose of HOSA and Georgia Junior HOSA is to provide:
  - i. Support of the health occupations curriculum in grades 6-8.
  - ii. Awareness of health career opportunities.
  - iii. Opportunities to develop critical thinking and problem-solving skills in a practical application format.
  - iv. Development of leadership potential.
  - v. Recognition of member and group accomplishments.
  - vi. Opportunities to become actively involved in school and community.
- d. For the purposes of competitive events The official definition of a secondary member of HOSA for the purposes of Competitive Events is a Junior HOSA student is one who is :
  - i. An active member of the Georgia Junior HOSA prior to Regional competitions is enrolled in or
  - ii. Is scheduled to be in grade 6, 7, or 8 during the current academic year.

## 2. SECONDARY DIVISION

- a. The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.
- b. The official definition of a Secondary member of HOSA for the purposes of Competitive Events is a secondary student is one who:
  - i. is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions;
  - ii. has not received a high-school diploma (or its equivalent) prior to the state's annual conference; or
  - iii. has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA National Leadership Conference.

## 3. POSTSECONDARY/COLLEGIATE DIVISION

- a. The Postsecondary/Collegiate Division shall be composed of students enrolled in Health Science programs at the postsecondary/collegiate level as specified in Article III, Section 3 in the Georgia HOSA Bylaws.
- b. The official definition for postsecondary members of HOSA for the purposes of Competitive Events is a postsecondary student is one who
  - i. is enrolled in a state-approved post- secondary program or college level program;
  - ii. has received a high-school diploma (or its equivalent)
  - iii. and/or has been out of the continuous, sequential educational system prior to the current Health Science enrollment for two or more years prior to the current year's HOSA National Leadership Conference.

- c. Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the State/National Leadership Conference.
- d. 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 Georgia HOSA.
- e. The official definition for collegiate member of Georgia 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 Georgia HOSA Bylaws, the Alumni Division shall be composed of persons who have been enrolled in Health Science programs and were members of HOSA, or former members of a HOSA chapter who no longer meet the requirements of regular chapter membership. Alumni members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

5. PROFESSIONAL

As specified in Article III, Section 3 in Georgia HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science in a professional capacity. These may include health professionals or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

6. MEMBERS-AT-LARGE

As specified in Article III, Section 3 in the Georgia 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 Georgia HOSA. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office.

7. HONORARY MEMBERS

As specified in Article III, Section 3 in the Georgia HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of Georgia HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a 2/3 vote of the Board of Directors of GEORGIA HOSA, INC. 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.

8. LIFETIME MEMBERSHIP

Lifetime membership shall be available for persons who are or have been active members and who are or have participated in Georgia HOSA in a professional capacity. Lifetime membership affiliation fees shall be \$150. Lifetime members may not vote, make motions or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles in Georgia HOSA; e.g. Delegate Assembly, GEORGIA HOSA, INC. of Board of Directors.

### III. PROFESSIONAL ACTIVITY AND DEVELOPMENT

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#### A. GENERAL INFORMATION

1. Georgia HOSA will provide leadership and professional development as outlined below.
2. All policies set forth must be adhered to by advisors and students.
3. All deadlines must be met as designated. Failure to meet predetermined deadlines may result in forfeiture of participation in the activity.
4. All fees must be paid by the deadline as stated or late fees will be incurred as follows:
  - a. Late Fee Definition. The late fee for past due balances is 5% on the total balance as of the assessment date, with a minimum late fee of \$25 per month. Late fees are assessed on unpaid accounts on the deadline day for payments and will recur automatically every 30 days thereafter.
  - b. Step 1: Thirty (30) Days Past Due:
    - i. Once a school is thirty (30) days past due, an invoice will be sent to the school to the attention of the advisor.
    - ii. The invoice will address the balance due.
    - iii. The invoice will inform the advisor of the 5% late fee (on the total amount past due), with a minimum late fee of \$25 per month. All disputes should be sent, in writing, to Georgia HOSA Headquarters.
  - c. Step 2: Sixty (60) Days Past Due:
    - i. Once a school is sixty (60) days past due, an invoice will be sent to the school to the attention of the advisor and bookkeeper as well as the region board member on the Georgia HOSA, Inc. Board of Directors.
    - ii. The region board member on the Georgia HOSA, Inc. Board of Directors will communicate with the advisor in an attempt to collect the past due balance.
    - iii. The balance due will be addressed, as well as the appropriate late fees added to the second notice.
    - iv. Advisors will be informed that unless payment is received within thirty (30) days, a copy of their invoice, as well as a collection letter will be mailed to the principal of their school.
    - v. Advisors will be notified that if a conference is scheduled before the next thirty (30) days, their school registration will be held until all past due balances, including the late fees are paid.
  - d. Step 3: Ninety (90) Days Past Due:
    - i. A third invoice will be sent to the advisor, principal and the region board member on the Georgia HOSA, Inc. Board of Directors. The invoice will include another late fee for past due balance.
    - ii. Teachers will be notified that chapter registration for any HOSA activity has been held or canceled.
    - iii. Teachers can submit registration, but it will not be processed until payment is made.
    - iv. A follow-up letter will be sent to the principal informing them the chapter registration will be held until all past due balances are collected.
  - e. Step 4: One Hundred-Twenty (120) Days Past Due:

- i. This will be final notice. The invoice will include another late fee for past due balances.
- ii. A letter will be included signed by the Executive Director. The letter will “regret” to inform the advisor and principal of all action that has been taken.
- iii. Registration for all future conferences and activities will not be accepted until all past due balances, including the appropriate late fees are paid.

5. Code of Conduct

- a. The GEORGIA HOSA, INC. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation
- b. Members are expected to adhere to the Code of Conduct at all times.
- c. Members are expected to attend all general sessions and other scheduled conference activities.
- c. During General Sessions:
  - i. Members are to be prompt and show respect to those in the audience and on stage.
  - ii. The general sessions should be enthusiastic but we must not be rude or obnoxious to those in the audience or on stage.
  - iii. All members are to remain seated until the end of the session.
  - iv. Chapters that do not adhere to general session protocol will be asked to send a representative to a special meeting of the Georgia HOSA Board of Directors.

B. FALL LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the HOSA FLC are 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 health care issues and concerns at the local, state and national level in health science and the student organization 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 development.
- e. Provide educational workshops that promote the development of students and further Georgia HOSA purposes.

2. FINANCES

- a. The HOSA 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. An FLC registration fee shall be established by the GEORGIA HOSA, INC., Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the GEORGIA HOSA, INC., Board.
- c. Registration fees for the FLC shall be in the State HOSA Headquarters two weeks prior to the conference start date.
- d. Local Associations must pay the full amount owed to GEORGIA HOSA, INC. by the

published deadline.

- e. Late Fees will be incurred as described above if the full amount is not paid by the published deadline.

### 3. ATTENDANCE ELIGIBILITY

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

### 4. REGISTRATION

- a. The Chapter Advisor and/or designee is responsible for registering the state delegation. The deadline for delegate registration will be four weeks prior to the conference start date.
- b. Chapters complete conference registration via the HOSA Online Affiliation System.
- c. All affiliation and conference fees must be received by the State Headquarters two weeks prior to the conference start date to avoid jeopardizing participation.
- d. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form with appropriate signatures. These forms are due upon conference check-in.
- e. Family members are required to pay the registration fee as approved by the Board of Directors.
- f. Nonmembers (guests) are required to pay the registration fee as approved by the Board of Directors.
- g. Chaperones are required to pay the registration fee as approved by the Board of Directors.
- h. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.

### 5. REFUND POLICY

- a. No refunds will be made.

### 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. All registrations must follow the process established by the Georgia HOSA Board of Directors in cooperation with the conference headquarters hotel, as published in the FLC Advisor's Guide.
- c. Delegates to the HOSA Fall Leadership Conference must reside in approved

conference housing or they will not be eligible to participate in the conference activities.

- d. If for some reason the Chapter Advisor or designee will not be accompanying his/her local delegation at the time of arrival, a replacement Local Advisor Designee should be selected. Both the Conference Hotel and the Georgia HOSA Headquarters should be informed prior to the conference as to the identity of the Designee.

#### 7. TRANSPORTATION

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

#### 8. CODE OF CONDUCT FORM

Each delegate to the FLC must have a completed and signed "Code of Conduct Form." Refer to the Georgia HOSA website for a copy.

#### 9. MEDICAL LIABILITY RELEASE FORM

Each delegate to the FLC must have a completed and signed "Medical Liability Release Form." Medical attention may be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the Georgia HOSA website for a copy.

#### 10. ADVISORS CODE OF ETHICS

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

#### 11. AWARDS AND RECOGNITION

The following are the award categories at the Fall Leadership Conference.

- a. Chapter Recognition
- b. Special Recognition
- c. Award winners will not be allowed on stage if they are not in appropriate attire.

#### 12. DRESS CODE

- a. Conference delegate attire should be proper and appropriate since it reflects directly upon the local association and Georgia HOSA.
- b. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities unless otherwise indicated in the conference agenda. See Appendix C of the National HOSA Handbook for the official HOSA uniform policy.
- c. Award winners will not be allowed on stage if they are not in appropriate business attire.

#### 13. EXHIBITORS

Rules and regulations for exhibitors are presented in the Exhibitor's Guide prepared each year for the FLC. The Headquarters staff prepares the rules and regulations in consultation with legal counsel.

#### 14. INSURANCE

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

the advisability of adequate insurance.

15. ADVISOR ORIENTATION

During conference check-in, chapter advisors will receive a brief orientation covering any conference updates.

16. GENERAL SESSIONS

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

C. REGION COMPETITION

1. PURPOSE

Region competitions serve as a qualification round to advance to the State Leadership Conference (SLC).

2. GENERAL INFORMATION

The top 10 students/teams for each event in each region will advance to the SLC. At the SLC, the students will take their first round written test and then the top competitors will move to the second round.

3. ATTENDANCE ELIGIBILITY

- a. All Georgia HOSA members in good standing, as defined in the Georgia HOSA bylaws, are eligible to compete at the region level.
- b. Each HOSA member competing shall:
  - i. Have approval of parent or guardian unless the student is of legal age.
  - ii. Have approval of chapter advisor.
  - iii. Have approval of school administration.
  - iv. Have approval of local association.

4. REGISTRATION

- a. The Chapter Advisor and/or designee is responsible for registering the local delegation. The deadline for delegate registration will be posted in the Advisor's Guide.
- b. Chapters complete conference registration via the HOSA Online Affiliation System.
- c. All affiliation and conference fees must be received by the State Headquarters as determined in the Advisor's Guide to avoid jeopardizing participation.
- d. Late fees will be incurred as described above if the full amount is not paid by the published deadline.

5. REFUND POLICY

- a. No refunds will be made.

D. HOSA STATE LEADERSHIP CONFERENCE (SLC)

1. PURPOSE

The purposes of the HOSA SLC are 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 health care issues and concerns at the local, state and national level in health science and the student organization 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 career and technical student organization of Georgia HOSA by the state voting delegates and GEORGIA HOSA, INC. Board of Directors.
  - f. Provide educational workshops that promote the development of students and further Georgia HOSA purposes.
2. FINANCES
- a. The HOSA 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. An SLC registration fee shall be established by the GEORGIA HOSA, INC., Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the GEORGIA HOSA, INC., Board.
  - c. Registration fees for the SLC shall be in the State HOSA Headquarters two weeks prior to the conference start date.
  - d. Local Associations must pay the full amount owed to GEORGIA HOSA, INC. by the published deadline.
  - e. Late fees will be incurred as described above if the full amount is not paid by the published deadline.
3. ATTENDANCE ELIGIBILITY
- a. All Georgia HOSA members in good standing, as defined in the Georgia HOSA bylaws, are eligible to attend the SLC.
  - b. Each HOSA member attending shall:
    - i. Have approval of parent or guardian unless the student is of legal age.
    - ii. Have approval of chapter advisor.
    - iii. Have approval of school administration.
    - iv. Have approval of local association.
4. REGISTRATION
- a. The Chapter Advisor and/or designee is responsible for registering the state delegation. The deadline for delegate registration will be four weeks prior to the conference start date.
  - b. Chapters complete conference registration via the HOSA Online Affiliation System.
  - c. All affiliation and conference fees must be received by the State Headquarters two weeks prior to the conference start date to avoid jeopardizing participation.
  - d. Each delegate listed on the registration form MUST have a completed Code of

Conduct and Medical Liability Release Form with appropriate signatures. These forms are due upon conference check-in.

- e. Family members are required to pay the registration fee as approved by the Board of Directors.
  - f. Nonmembers (guests) are required to pay the registration fee as approved by the Board of Directors.
  - g. Chaperones are required to pay the registration fee as approved by the Board of Directors.
  - h. The registration fee includes: all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, transportation as determined by Georgia HOSA, Awards Ceremony, conference insurance, registration information, conference program materials, recognition program awards and other general conference operating expenses.
5. REFUND POLICY
- No refunds will be made.
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. All registrations must follow the process established by the Georgia HOSA Board of Directors in cooperation with the conference headquarters hotel, as published in the SLC Advisor's Guide.
  - c. Delegates to the HOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek state office.
  - d. If for some reason the Chapter Advisor or designee will not be accompanying his/her local delegation at the time of arrival, a replacement Local Advisor Designee should be selected. Both the Conference Hotel and the Georgia HOSA Headquarters should be informed prior to the conference as to the identity of the Designee.
7. TRANSPORTATION
- For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. The local chapter accepts all liability for travel to, during and from state and national meetings.
8. CODE OF CONDUCT
- Each delegate to the SLC must have a completed and signed "Code of Conduct Form." Refer to the Georgia HOSA website for a copy.
9. ADVISORS CODE OF CONDUCT
- The GEORGIA HOSA, INC. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation.

10. MEDICAL LIABILITY RELEASE FORM

Each delegate to the SLC must have a completed and signed "Medical Liability Release Form." Medical attention may be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment. Refer to the Georgia HOSA website for a copy.

11. COMPETITIVE EVENTS

- a. The primary authority for Competitive Events is the current NATIONAL HOSA HANDBOOK, Section B.
- b. Policies and procedures for the National Competitive Events Program is provided in the current HOSA HANDBOOK. Refer to the HANDBOOK for the following information:
  - i. Event Preparation
  - ii. Basic Event Regulations
  - iii. General Rules and Regulations
  - iv. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
  - v. Competitive Events Inquiry Procedure and Form
- c. Events offered by Georgia HOSA at the Region and State conference can be found on the Georgia HOSA web site.
- d. Awards will not be presented if the competitor(s) do not meet the established level of competency in the event.

12. AWARDS AND RECOGNITION

- a. The following are the award categories at the State Leadership Conference.
  - i. Individual Recognition
  - ii. Chapter Recognition
  - iii. Special Recognition
- b. Award winners will not be allowed on stage if they are not in appropriate attire.

13. OFFICER ELECTIONS

All election procedures are followed as delineated in the Georgia HOSA bylaws. The election of the state officers and region representatives occurs during the election session by the voting delegation of the State Leadership Conference. The "Running for Office" guide is published on the Georgia HOSA website in the winter of every year for interested candidates.

14. DRESS CODE

- a. Conference delegate attire should be proper and appropriate since it reflects directly upon the local association and Georgia HOSA.
- b. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities unless otherwise indicated in the conference agenda. See Appendix C of the National HOSA Handbook for the official HOSA uniform policy.
- c. Award winners will not be allowed on stage if they are not in appropriate business attire.

15. EXHIBITORS

Rules and regulations for exhibitors are presented in the Exhibitor's Guide prepared each year for the SLC. The Headquarters staff prepares the rules and regulations in consultation with legal counsel.

16. INSURANCE

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

17. VOTING DELEGATES

Each chapter in attendance is represented by 2 voting delegates as delineated in the Georgia HOSA bylaws.

18. ADVISOR/EVENT PERSONNEL ORIENTATION

The purpose of the Advisor/Event Personnel Orientation scheduled for the first day of the State 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

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

C. ADDITIONAL PROFESSIONAL ACTIVITY

It shall be the policy of the Georgia HOSA Board of Directors to continue to seek and sponsor leadership development and training as necessary.

## IV. FINANCIAL STRUCTURE AND RELATED ACTIVITIES

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### A. BUDGET PLANNING AND PREPARATION

#### 1. RESPONSIBILITY

It shall be the responsibility of the Executive Committee, the Board Treasurer and the Executive Director to prepare an annual budget and such other financial resumes and reports as requested by the GEORGIA HOSA, INC., Board of Directors.

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

#### 2. PROCEDURES

a. The proposed fiscal year budget shall be presented to the members of the GEORGIA HOSA, INC., Board of Directors at the annual Board meeting.

b. The GEORGIA HOSA, INC., Board of Directors shall adopt the budget for the next fiscal year at the annual Board meeting.

#### 3. INCOME

a. Income shall be derived from affiliation fees as recommended by the GEORGIA HOSA, INC., Board of Directors.

b. The Executive Director shall be charged with the responsibility of soliciting additional income sources: i.e., royalties; advertising; sale of HOSA related materials; publications; and, grants.

c. All income derived from the State/Fall Leadership Conferences shall be recorded as reflected in the budget approved by the GEORGIA HOSA, INC. Board of Directors.

#### 4. EXPENSES

##### a. GEORGIA HOSA, INC. Board Members

As specified in Article VI, Section 10 of the GEORGIA HOSA, INC. Bylaws, 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 Executive Committee.

##### b. State Officers/Region Representatives

i. Travel and per diem of the Executive Council or Region Representatives in attending the National HOSA Conference shall be reimbursed by the Executive Director in accordance with the current budget approved by the Board of Directors. See Appendix A for current schedule of authorized reimbursement.

ii. State officer expenses incurred while traveling at the request of the state office or local chapter shall be reimbursed by the Executive Director in accordance with the current budget approved by the GEORGIA HOSA, INC., Board of Directors.

##### c. Committees

i. The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the annual meeting of the GEORGIA HOSA, INC., Board of Directors. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.

ii. Travel and per diem expenses for committee activities may be reimbursed by the Executive Director when requested through the GEORGIA HOSA, INC., Board Chairman in accordance with the current budget approved by the GEORGIA HOSA, INC., Board of Directors. See Appendix A for current schedule of authorized reimbursement.

d. Headquarters Staff

Travel and per diem expenses for headquarters staff shall be reimbursed by the Executive Director in accordance with the current budget approved by the GEORGIA HOSA, INC. Board of Directors. See Appendix A for current schedule of authorized reimbursement.

B. FINANCIAL REPORTING

1. FINANCIAL ADVISOR

The GEORGIA HOSA, INC., Board Treasurer shall serve as financial advisor to the state association and shall designate responsibility for and oversee the receiving, depositing, investing and disbursing of funds to the Executive Director in accordance with the budget approved by the GEORGIA HOSA, INC., Board of Directors.

2. INCOME AND EXPENSE SUMMARY WITH BUDGET COMPARISON

It shall be the responsibility of the GEORGIA HOSA, INC., Board Treasurer and the Executive Director to prepare an income and expense summary, to include a comparison of budget and actual income and expenses. This report shall be presented in the Treasurer's Report at each GEORGIA HOSA, INC., Board meeting.

3. ANNUAL REVIEW

The GEORGIA HOSA, INC., Board Treasurer and the Executive Director shall arrange for a biannual financial audit by an independent accountant(s) who will audit all accounts, prepare a balance sheet and file a Form 990 with the Internal Revenue Service.

C. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

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

2. EXCESS EXPENSES

a. The GEORGIA HOSA, INC., Chairman and/or Executive Director may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.

b. When category budget amounts exceed the 10% limitations, the GEORGIA HOSA, INC., Chairman, Executive Director and the Board Treasurer shall indicate a transfer of

funds from another category. This recommendation shall be made by the Board Treasurer as a part of his/her financial report to the Board of Directors.

3. FINANCIAL CONSULTANT

The Executive Director may, upon consultation with the Chairman, determine a knowledgeable consultant to assist as a financial advisor to the state association.

4. SPECIAL ACTIVITIES

- a. The Executive Committee of the GEORGIA HOSA, INC., Board must approve any commitment of funds over \$1500 for special activities not previously included in the approved budget of the GEORGIA HOSA, INC., Board of Directors.
- b. The commitment of funds for a special activity is contingent upon the Executive Committee developing an acceptable funding source.

## V. SERVICE TO MEMBERS

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### A. EMBLEMATIC MATERIALS

#### 1. PURPOSE

Georgia HOSA emblematic materials shall be used by the Georgia HOSA membership in order to display the character of the organization.

#### 2. PURCHASE

All emblematic materials are copyrighted and can be purchased only from the Georgia HOSA Supply Service. Georgia HOSA emblematic materials are sold only to affiliated Georgia HOSA groups. Legal counsel will be used to halt the illegal use of the Georgia HOSA logo and/or copyrighted materials.

#### 3. MANUFACTURE OF GEORGIA HOSA LOGO

All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of Georgia HOSA shall be made by the State Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of Georgia 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

- a. If the Georgia HOSA logo is reproduced, it shall be an exact replica.
- b. Members and advisors in good standing may use the Georgia HOSA logo.
- c. Local chapters may use the logo on materials which have public relations value. Chapters may give permission to civic groups and organizations to reproduce and use the Georgia HOSA logo when they are helping to interpret Georgia HOSA through non-competitive activities.
- d. The Georgia HOSA name and logo may be used for fund raising projects which are sponsored by local chapters. The name of the local chapter shall be spelled out on the above materials so that it will not give the impression that the fund raising project or programs for which they are used are state sponsored.

#### 5. HOSA SUPPLY SERVICE

The current approved supplier of Georgia HOSA items can be access through the Georgia HOSA website.

### C. PUBLICATIONS

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

#### 1. HOSA NATIONAL HANDBOOK

- a. Section A -- National HOSA - The Organization
- b. Section B -- National Competitive Events Program
- c. Section C -- Chapter Management Guide

#### 2. AUDIOVISUALS

- a. Emblem ceremony slide set

- b. Television Ad - Public Service Announcement
- c. HOSA Power Points
- d. Georgia HOSA Promotional Videos
- 3. GEORGIA HOSA, INC. AND GEORGIA HOSA BYLAWS
- 4. HOSA DIRECTORY
- 5. HOSA MAGAZINE (Published on the HOSA web site)
- 6. INTEGRATING HOSA INTO THE HSTE CLASSROOM
- 7. POLICIES AND PROCEDURES MANUAL (HOSA, Inc. and Georgia HOSA, Inc.)
- 8. BROCHURES
- 9. COMPETITIVE EVENTS MANAGEMENT GUIDE
- 10. NATIONAL HOSA WEB SITE - [www.hosa.org](http://www.hosa.org)  
STATE HOS WEB SITE- [www.georgiahosa.org](http://www.georgiahosa.org)
- 11. HOSA RESOURCE LIBRARY – distributed to all chapters via CD-ROM
- 12. COMPETITIVE EVENTS REPORT (published annual)
- 13. STUDENT MEMBERSHIP HANDBOOK
- 14. FLC ADVISORS GUIDE
- 15. SLC ADVISORS GUIDE

## APPENDIX A

### TRAVEL REIMBURSEMENT POLICIES

Official HOSA travel can be defined as any travel incurred due to the written request of the Board Chairman or the Executive Director to conduct HOSA business.

1. Georgia HOSA will have minimal insurance coverage for board members, corporate members, and headquarters staff travel and cannot be held responsible for injuries when traveling on HOSA business.
2. Board members, state officers, and headquarters staff will be expected to consider costs when arranging travel and lodging.
3. Board members, state officers, and headquarters staff will be reimbursed for round-trip travel costs, lodging costs, and up to \$56 per day for meals and incidental expenses or an amount appropriate to designated location within the state of Georgia. Georgia HOSA uses the United States General Services Administration and Internal Revenue Service as the determining factor for per diem rates.
4. Expenses for board members, state officers, and headquarters staff may be paid directly with the Georgia HOSA, Inc. debit card.
5. Board members, state officers, and headquarters staff will retain all receipts and submit them with the completed Georgia HOSA expense form to HOSA headquarters. The Executive Director will submit his/her expense report to the Georgia HOSA, Inc. Treasurer along with keeping it on file at the Georgia HOSA headquarters.
6. Reimbursement will be made only to board members with a completed expense form and attached receipts.
7. Travel advances may be made to board members, state officers, and headquarters staff upon approval from the Executive Director.

## **APPENDIX B**

### **Georgia HOSA Student Code of Conduct**

A good reputation enables you to take pride in your organization. HOSA members have an excellent reputation of standards to uphold. Your conduct at any HOSA function should enhance the reputation that is being established.

1. Student conduct is the responsibility of the local chapter advisor. Students must keep their advisor informed of their activities and whereabouts at all times.
2. HOSA name badges and proper attire must be worn at all times.
3. Students are expected to attend all workshop sessions, be on time, and show respect to all presenters.
4. Students are to report any accidents, injuries, or illnesses to their local advisor immediately.
5. If a student is responsible for stealing, vandalism, or improper behavior, the student and his/her parent/guardian will be expected to pay any and all damages. Violators will be removed from the conference at their parent's/guardian's expense.
6. HOSA members may NOT use or have in their possession any drugs, alcohol, or tobacco products at any time. Violators will be removed from the conference at their parent's/guardian's expense.
7. Students are expected to follow the policies of their school and local Board of Education at all times.
8. Students who violate the Code of Conduct at any Regional, State or National HOSA function will forfeit any awards/recognition earned at the function where the violation occurred and could be sent home at their parent's/guardian's expense.
9. No students/guest of opposite sex allowed in hotel room together without chaperone approval and if chaperone approval, the door must be open.

## APPENDIX C

### Georgia HOSA Code of Conduct For Advisors/Chaperones

HOSA Advisors have an excellent reputation of standards to uphold. Your conduct at any HOSA function is critical to setting the conduct standards for the organization and students.

1. Advisors will promote the goals and objectives of Georgia HOSA.
2. Advisors will project a desirable image of Georgia HOSA at all times.
3. Advisors will act with honesty and integrity at all times.
4. Advisors will be appropriately dressed at all HOSA activities in accordance with the Georgia HOSA Dress Code.
5. The Advisor is responsible for their conduct as well as the conduct of their students.
6. Advisors must be aware of their student's activities and whereabouts at all times.
7. Advisors are to report any accidents, injuries, or significant illnesses to the conference staff.
8. If a student is responsible for stealing, vandalism, or improper behavior, the student and his/her parent/guardian will be expected to pay any and all damages. Advisors will be responsible to see that this is handled.
9. Advisors may NOT use or have in their possession any drugs, (except prescribed medications), alcohol, or tobacco products at any time. Violators will be removed from the conference at their expense.
10. Students and Advisors are expected to follow the policies of their school and local Board of Education at all times.
11. Students and Advisors, who violate the Code of Conduct at any Regional, State or National HOSA function, will forfeit any awards/recognition earned at the function where the violation occurred.
12. Advisors will insure that no students/guests of the opposite sex are allowed in a room together without an approved chaperone present.
13. Violations of the Advisor Code of Conduct will initially be handled by the Georgia HOSA Executive Director.
14. If the violation is not resolved by the Executive Director, the Georgia HOSA, Inc. Board of Directors' Executive Committee will review the situation and recommend action to the Executive Director.
15. A student/entire HOSA chapter may be sent home early at their own expense for violations of the Code of Conduct.
16. Violations of the Code of Conduct may be reported to the administration of the school system.

## APPENDIX D

### Georgia HOSA Dance Policy

Attending the HOSA dance is a privilege, not a right. If any delegate violates the dance code policy, they will be asked to leave. Any advisor can ask a student to leave. We are working diligently to ensure that our HOSA dance is a positive, successful social function for our students. Please take the time to discuss the dance guidelines with your students before attending the conference. If your students know that you support the guidelines, they will be much more likely to have a positive attitude.

To be allowed any exception to wearing business attire or the official HOSA uniform to the dance, the students must abide by the following:

1- Students must wear a HOSA t-shirt from their local chapter or from previous HOSA conferences. They may not tie the shirt around their waist or shoulders. Requiring students to wear a HOSA shirt helps us identify quickly whether or not the student is a HOSA student. It helps us keep guests who are not HOSA members from attending our dances.

2- If a student does not have a HOSA shirt to wear with their jeans, they must wear the official HOSA uniform or business attire.

3- Students may wear clean jeans– no holes or cuts in them which shows skin. No underwear or midriiffs showing at any time. Students are not allowed to roll up the pant legs on their jeans.

4- No Capri's, no cut off jeans, no shorts allowed.

5- Students must wear their HOSA conference name badge where it can be easily read. Students must turn in their signed dance policy form to enter the dance. **No form, no entry.**

6- Upon entering each student's hand will be stamped for re-entry.

7- Advisors – If you have students at the dance, you MUST attend with them.

8- Sexually explicit dancing also known as “dirty dancing”, “freaking”, or “sandwich dancing” is not permitted. Any dance simulating sexual moves is not allowed.

9- Students are not allowed to sit on other students shoulders.

10- At the discretion of the HOSA advisors, chaperones, and/or security, any student failing to abide by the dance guidelines or showing disrespect will be asked to leave the dance.