

Oklahoma HOSA Policy and Procedures

Approved: 2017 FLC

Edits: August 2018

Administration

Affiliation and Financial Deadlines

Definition of a Chapter

Emblem and Colors

Creed

HOSA Advisory Council

Information Dissemination Process

Conferences

Dress Code (FLC, SLC, ILC)

Conference Registration Fees

Gold, Silver, Bronze Star Chapter

Number of Students Per Competitive Event Per Chapter

Substitution Policy for State Leadership Conference (SLC)

IEP vs. 504 Definition for competitive events

State Officers

State Officer Duties

State Officer Selection Process

National Officer Application Invitation

Washington Leadership Academy Eligibility (state officers)

National HOSA Bylaws--<http://www.hosa.org/sites/default/files/HOSAINC-FINAL.pdf>

National HOSA Policy and Procedure Manual-

<http://www.hosa.org/sites/default/files/Policies%20and%20Procedure%202016.pdf>

Affiliation and Financial Deadlines

OK Membership deadline is the last day of the State Leadership Conference on-line registration. Membership, Fall Leadership Conference, State Leadership Conference and International Leadership Conference fees should be paid immediately follow submission. Fee amounts are documented on the OKHOSA website (www.okhosa.org).

2017-Affiliation dues are \$17.00 per member (student, advisor, professional, etc.). National HOSA dues are \$10 and Oklahoma HOSA dues at \$7.00.

Membership dues are to be paid to National HOSA, 548 Silicon Drive, Suite 101, Southlake, TX, 76092

If fees (membership and/or conference registration) are not paid by the Fall of the following year, the chapter will be blocked from affiliating new members until the outstanding fees are paid.

Definition of a Chapter

A chapter is defined as a group of nationally and state affiliated members that have elected an officer team.

Emblems and Colors

~~The emblem of HOSA is a circular design with a triangle inside containing the symbolic figure of a person and hands. The design is described and protected from infringement by trademark registration numbers as filed with the United States Patent Office. The use of this emblem will be governed through each chartered state association under policy established by the Board of Directors.~~

BRAND and COLORS

The emblem of HOSA is the word "HOSA" horizontally written in the color navy with a maroon-colored incomplete circle partially surrounding the letters "H," "O," "S," and a tan-colored triangle contained within the letter "O" followed by the words "Future Health Professionals" written in the color maroon. (voted on by Voting Delegates at 2018 ILC)

The official (as voted on by the Voting Delegates at 2018 ILC) colors of HOSA are navy blue, maroon and white.

~~The HOSA motto is "The Hands of HOSA Mold the Health of Tomorrow."—(as voted on by the Voting Delegates at 2018 ILC)~~

~~The HOSA slogan is "Health Science and HOSA: A Healthy Partnership."—(as voted on by the Voting Delegates at 2018 ILC)~~

The HOSA tagline is "HOSA—Future Health Professionals."

HOSA-Future Health Professionals Creed

I recognize the global need for quality, compassionate healthcare.

I understand the importance of both academic excellence, skills training, and leadership development in my career pathway.

I believe that through service to my community and to the world, I make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, as a leader, an educator, and a member of HOSA-Future Health Professionals.

HOSA Advisory Council

Oklahoma HOSA Advisory Council meets one time per year. The purpose of this council is to provide support and guidance to the OK HOSA State advisor and the state association. This meeting is also used to share updated information from National HOSA. The State Advisor leads the meeting and prepares the agenda. Minutes from each meeting will be taken and then posted on the OK HOSA website. If an advisor/school has an item that they would like to be added to the agenda, the REQUEST FOR AGENDA TIME (see attached document) must be submitted. The number of votes per school (see attached document) is determined by their HOSA membership the previous year.

REQUEST FOR AGENDA TIME HOSA Advisory Council Meeting

Requesting Time During HOSA Advisor Council:

Chapter Requesting Time: _____

Name of Advisor: _____

STATE THE MOTION: (Use other side if more space is needed.)

Signature of Advisor

Date

REQUESTS FOR AGENDA TIME must be submitted to the HOSA State Advisor at least 48 hours prior to the HOSA Advisory Council Meeting

(EXAMPLE) HOSA Members - As of June 2015			
SCHOOL	# students	# of Voting Rep	Voting Representative
AUTRY TECHNOLOGY CENTER	137	2	
CADDO-KIOWA TECH CNTR	85	1	
CANADIAN VALLEY TC	254	4	
CHISHOLM TRAIL TECH CNTR	45	1	
CENTRAL TECH	248	4	
EASTERN OKLA CNTY TC	40	1	
FRANCIS TUTTLE	459	6	
GORDON COOPER TECH	105	2	
GREAT PLAINS TC	252	4	
GREEN COUNTRY TECH	86	1	
HIGH PLAINS TECH	47	1	
INDIAN CAPITAL TECH CNTR	239	4	
KIAMICHI TECH CENTER	475	6	
MERIDIAN TECH CNTR	76	1	
METRO TECH	231	4	

(EXAMPLE) HOSA Members - As of June 2015			
SCHOOL	# students	# of Voting Rep	Voting Representative
MID-AMERICA TECH CENTER	151	3	
MID-DEL TECHNOLOGY CENTER	30	1	
MOORE NORMAN TECH CNTR	240	4	
NORTHEAST TECH CENTER	327	5	
NW TECHNOLOGY CENTER	59	1	
PIONEER TECH CNTR	69	1	
PONTOTOC TECH CENTER	70	1	
RED RIVER TECH CENTER	142	2	
SOUTHERN OKLA TECH CNR	201	4	
SOUTHWEST TECH CENTER-	68	1	
TRI CO TECH CNTR	108	2	
TULSA TECH CT	682	7	
WES WATKINS TECH CNTR	121	2	
WESTERN TECH CT	113	2	
HIGH SCHOOL			
BROKEN ARROW HIGH SCHOOL	0	0	
CAPITOL HILL HIGH SCHOOL	0	0	
CLAREMORE HIGH SCHOOL	0	0	
CLEVELAND HIGH SCHOOL	18	1	
DURANT HIGH SCHOOL	85	1	
NORTHWEST CLASSEN HIGH SCHOOL	28	1	
OKC-EMERSON ALTERNATIVE ED HS	13	1	
OKC-NORTHEAST ACADEMY	42	1	
PUTNAM CITY-NORTH HIGH SCHOOL	17	1	
STAR SPENCER HIGH SCHOOL	13	1	
YUKON HIGH SCHOOL	0	1	

Scale of Reps

1-100 members = 1vote

100-150 members= 2 votes

150-200 members=3 votes

200-300 members=4 votes
300-400 members=5 votes
400-500 members=6 votes
500+ members=7 votes

Oklahoma HOSA Information

All OK HOSA information will be shared through email, on the OK HOSA website (www.okhosa.org), **OK HOSA Facebook (Oklahoma HOSA)**, **OK HOSA Instagram (ok_hosa)** and/or through the OK HOSA app.

Oklahoma HOSA bylaws may be amended by a two-thirds vote of the authorized delegates at any state conference, provided that the proposed amendment has been submitted in writing to the State Officer Team at least thirty (30) days prior to an annual meeting.

Oklahoma Policy and Procedures may be amended by the State Officer team and/or the HOSA Advisory Council.

Dress Code

Fall Leadership Conference-Conference T-shirt and solid colored slacks/skirt with closed toe shoes (made of any material)---no house shoes or jeans.

State Leadership Conference- Official HOSA dress or business attire is NOT ALLOWED at Oklahoma SLC. The attire for OK SLC is solid colored slacks/skirt and the conference polo (given at SLC registration) with closed-toe shoes made of any material (no house shoes). For skill events, scrubs/lab coats are also acceptable for competitive events.

International Leadership Conference-

<http://hosa.org/sites/default/files/2017-18APPENDIX%20E%20dress%20codeFINAL4.pdf>

ILC General Sessions:

HOSA's Official Uniform Policy

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

- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)
- Head covers that are required for religious purposes or to honor cultural tradition are allowed.

ILC Competitive Events Dress:

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

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

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

Or, Official HOSA Uniform

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

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

Conference Registration Fees

Fall Leadership Conference registration fee is \$25.00 (2017)

State Leadership Conference registration fee is \$40.00 (2017)

International Leadership Conference registration fee is \$135.00 (2017)

All conference registration fees are to be payable to OK HOSA and submitted to Oklahoma HOSA, 1500 W. 7th Ave., Stillwater, Oklahoma 74074

Gold, Silver, Bronze Star Chapter

Gold Star Chapter	Silver Star Chapter	Bronze Star Chapter
1. At least 75% eligible students are affiliated HOSA members	1. At least 50% eligible students are affiliated HOSA members	1. At least 25% eligible students are affiliated HOSA members
2. Attend Fall Leadership Conference (starting FLC 2017)	2. Attend Fall Leadership Conference (starting FLC 2017)	2. Attend Fall leadership Conference (starting FLC 2017)
3. At least 50% of affiliated members participate in a SLC competitive event	3. At least 25% of affiliated members participate in an SLC competitive event	3. At least 15% of affiliated members participate in an SLC competitive event
4. Qualify for the Certificate of Merit for the National Service Project (\$500 and /or 500 hours)	4. Qualify for the Certificate of Recognition for the National Service Project (\$100 and /or 100 hours)	4. Donate under \$100 to the National Service Project
5. Document 6 HOSA activities (ex., leadership development, professional development, community service, social)	5. Document 5 HOSA activities (ex., leadership development, professional development, community service, social)	5. Document 4 HOSA activities (ex., leadership development, professional development, community service, social)

Scoring Rubric

Required Documentation: (attached to application)

1. Copy of student enrollment and chapter affiliation and
 - a. Calculate $\frac{\text{\# of affiliated members}}{\text{\# of student's enrolled in your program}} = \%$
 For example: $\frac{125 \text{ affiliated members}}{150 \text{ enrolled students}} = 83\%$
2. Copy of Fall Leadership Conference registration
3. Copy of State Leadership Conference registration and
 - a. Calculate $\frac{\text{\# of SLC registered members}}{\text{\# of affiliated members}} = \%$
 For example: $\frac{95 \text{ students registered for SLC}}{125 \text{ affiliated members}} = 76\%$
4. Documentation from HOSA Activity Tracking System of donation
5. Copy of Program of Work

Gold, Silver, and Bronze Star Chapter
Application-deadline _____
(Attach documentation to application)

School _____

Chapter # _____

Chapter President Name _____

Advisor Name _____

Advisor Email address _____

Application for: (circle one)

Gold

Silver

Bronze

1. _____% of enrolled students are affiliated HOSA members
2. _____ (Y or N) Attended Fall Leadership Conference
3. _____% of affiliated members registered for State Leadership Conference
4. \$ _____ ~~and~~/or _____ hours donated to National Service Project
5. _____ Number of HOSA activities as documented on Program of Work

Number of Students Allowed to Run for State Office and to Compete in State Competitive Events

Students can compete in only 1 event in Health Science, Health Professions, Emergency Preparedness, Leadership, OR Teamwork and can enroll in an unlimited number of Recognition events. The Body Systems in Clay competition is not included in this ruling.

# of HOSA Members in the Chapter	State Officer Candidates Allowed to run for <u>President</u> , <u>Vice President</u> , and <u>Representative</u>	# of Secondary Members/Teams Allowed to compete per Event (excluding Recognition Event)	# of Adult Members/Teams Allowed to compete per Event (excluding Recognition Event)
1 – 20	unlimited	2 per event	2 per event
21 – 40	unlimited	4 per event	4 per event
41 – 60	unlimited	6 per event	6 per event
61 – 80	unlimited	8 per event	8 per event
81 – 100	unlimited	10 per event	10 per event
101 – 120	unlimited	12 per event	12 per event

Substitution Policy for State Leadership Conference (SLC)

The SLC and competitive event registration is for an individual. After registration closes, registrants can not be deleted nor be substituted with another individual.

After registration closes, substitutions/changes can be made on team events only.

Individuals may be dropped from conference registration but must still pay the conference registration fee. Students may not change individual events. A student (who is already registered for conference) may be added/substitute to a team event if they are willing to be taken out of their individual event.

IEP vs. 504 Definition for competitive events

Students who are classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA) may compete in the following events: Personal Care, Speaking Skills, Interviewing Skills, and Life Support Skills. Students classified under Section 504 are NOT eligible to compete in these events. Each student in these events must submit the "Student Eligibility Form" (found on the last page of these event guidelines). For OK SLC, the student will submit this form at event orientation. For ILC, the student will email this form to National HOSA according to an established deadline.

HOSA State Officer Duties

President

1. Develop agenda for each meeting
2. Manage officer team
3. Preside over meetings, FLC, SLC
4. Establish committees-as needed
5. Lead by example
6. Keep state officers informed
7. Develop an accountability system among officers
8. Lead the development of Program of Work
9. Promote the growth and development of OK HOSA
10. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
11. Participate in Officer Selection process
12. Serve as a Voting Delegate at International Leadership Conference

Vice-President

1. Assist president in leadership functions
2. Preside over meeting in the absence of the president
3. Coordinate established committees
4. Assist in the development of the Program of Work
5. Promote the growth and development of OK HOSA
6. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
7. Participate in Officer Selection process
8. Serve as a Voting Delegate at International Leadership Conference

Secretary

1. Take notes and prepare minutes for all meetings. Email minutes to State Advisor within 2 week of the meeting.
2. Write any thank you notes as appointed by president or State Advisor
3. Prepare Program of Work to be distributed to all officers
4. Assist in the development of the Program of Work
5. Promote the growth and development of OK HOSA
6. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
7. Participate in Officer Selection process
8. Serve as a Voting Delegate at International Leadership Conference

Treasurer

1. Contact HOSA Bookkeeper 3 business days prior to scheduled meeting to get account balances.
2. Report account balances at meeting
3. Assist Service Chairperson with SLC National Service Project
4. Assist in the development of the Program of Work
5. Promote the growth and development of OK HOSA

6. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
7. Participate in Officer Selection process
8. Serve as a Voting Delegate at International Leadership Conference

Reporter

1. Manage Oklahoma HOSA Facebook page and Twitter account
2. Act as editor of HOSA Heart Beat.
3. Assist in the development of the Program of Work
4. Prepare news article for National HOSA E-Magazine
5. Take pictures at all HOSA activities
6. Promote the growth and development of OK HOSA
7. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
8. Participate in Officer Selection process
9. Serve as a Voting Delegate at International Leadership Conference

Parliamentarian

1. Be familiar with parliamentary procedure
2. Assist president in assuring meetings follow parliamentary procedure
3. Assist in the development of the Program of Work
4. Promote the growth and development of OK HOSA
5. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
6. Participate in Officer Selection process
7. Serve as a Voting Delegate at International Leadership Conference

Chaplain

1. Prepare and present a "Thought for the Day" at each meeting
2. Prepare and present an inspiration at SLC
3. Assist in the development of the Program of Work
4. Promote the growth and development of OK HOSA
5. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
6. Participate in Officer Selection process
7. Serve as a Voting Delegate at International Leadership Conference

Historian

1. Assist with the Oklahoma HOSA Facebook page and Twitter account
2. Assist with articles for the Oklahoma HOSA Heart Beat
3. Produce the "Year in Review" video for SLC
4. Assist in the development of the Program of Work
5. Take pictures at all HOSA activities
6. Promote the growth and development of OK HOSA
7. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
8. Participate in Officer Selection process

9. Serve as a Voting Delegate at International Leadership Conference

Service Chairperson

1. Organize at least one service project for the state officer team
2. Act as contact person for OBI blood drive at SLC
3. Act as contact person for National Service Project at SLC
4. Assist in the development of the Program of Work
5. Promote the growth and development of OK HOSA
6. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
7. Participate in Officer Selection process
8. Serve as a Voting Delegate at International Leadership Conference

Social Chairperson

1. Organize at least one social activity for the state officer team
2. Assist in the development of the Program of Work
3. Promote the growth and development of OK HOSA
4. Assist in the coordination of Fall Leadership Conference, State Leadership Conference and International Leadership Conference
5. Participate in Officer Selection process
6. Serve as a Voting Delegate at International Leadership Conference

Oklahoma HOSA State Officer Selection Process

In an effort for all schools to have representation on the Oklahoma HOSA State Officer Team, the following process will take place for State Officer Selection.

Each candidate will:

1. Submit State Officer Candidate Application
2. Submit YouTube video link of campaign speech
3. Submit electronic script of campaign speech
4. Take an online test

If the candidate passes the online test by at least 70%, the candidate will advance to the Interview Selection Meeting.

At the Interview Selection meeting, each candidate will:

5. Participate in an interview
6. Read a portion of an SLC script (cold reading)
7. Write a sample thank you note
8. Present an introductory talk about themselves

The candidate will draw one of the following statements to complete:

1. My future career goals are.....
2. The most influential person in my life has been.....because.....

3. What makes me unique is.....

The interview committee will consist of CTSO State Advisors, current State Officer, and CareerTech professionals.

The following scores will be included in determining the State Officer Team:

- Online test score---30% of the final score
 - Campaign speech (via YouTube)
 - Interview
 - SLC script Cold Reading
 - Writing of a thank you note
 - Introductory Talk
 - Votes at Fall Leadership Conference----20% of the final score
- } 50% of the final score

Candidates must pass the interview selection process by at least 70% in order to be slated for an office. In the event that there are no slated candidates from a division, a candidate from another division may be voted into that position.

The office positions will be:

- President
- Vice President
- 1 Secondary Representative (with highest percentage of score from a Small School)
- 1 Secondary Representative (with the highest percentage of score from a Large School)
- 2 Secondary Representatives (with the highest percentage of total scores of the remaining candidates)
- 1 Postsecondary Representative (with highest percentage of score from a Small School)
- 1 Postsecondary Representative (with the highest percentage of score from a Large School)
- 2 Postsecondary Representatives (with the highest percentage of total scores of the remaining candidates)

Each chapter represented at Fall Leadership Conference will receive one ballot.

Definition of Small School vs. Large School

Small Schools (2015-2016 between 0-99 members)

- | | |
|------------------------------------|-------------------------------|
| Caddo Kiowa Technology Center | Meridian Technology Center |
| Capitol Hill High School | Mid Del Technology Center |
| Chandler High School | Muskogee High School |
| Chisholm Trail Technology Center | Northwest Classen High School |
| Claremore High School | Northwest Technology Center |
| Cleveland High School | Rogers State University |
| Douglass High School | Pioneer Technology Center |
| Eastern Oklahoma Technology Center | Pontotoc Technology Center |
| Emerson High School | Putnam City North High School |
| Geary High School | Star Spencer High School |

Glenpool Public School
Green Country Technology Center
High Plains Technology Center
Lincoln High School

Southwest Technology Center
Tri County Technology Center
University of Oklahoma
US Grant High School
Yukon High School

Large Schools (2015-2016 100+ members)

Autry Technology Center
Canadian Valley Technology Center
Central Technology Center
Choctaw High School
Durant High School
Francis Tuttle Technology Center
Gordon Cooper Technology Center
Great Plains Technology Center
Indian Capital Technology Center
Kiamichi Technology Center

Metro Technology Center
Mid America Technology Center
Moore Norman Technology Center
Northeast Academy of Health Sciences
Northeast Technology Center
Red River Technology Center
Southern Oklahoma Technology Center
Tulsa Technology Center
Western Technology Center
Wes Watkins Technology Center

National Officer Application Invitation Requirements

1. Must be a current or former Oklahoma HOSA State Officer
2. Must be in good standings with Oklahoma HOSA
3. Must be a current HOSA member
4. Must fulfill all state officer obligations and requirements
5. Must show dedication to the state officer team, team goals, and Oklahoma HOSA
6. Must show respect to HOSA members, fellow state officers, team goals and the HOSA advisors
7. Must show the desire and ability to go above and beyond the normal expectations
8. Must show leadership and professionalism at all times
9. Be able to work independently to reach goals to better Oklahoma HOSA and the team goals

A nomination committee which will consist of the OK HOSA State Advisor, CareerTech professionals, and other CTSO State Advisors, will determine the OK endorsed National Officer applicants. Typically, one secondary applicant and one postsecondary applicant are invited to pursue the National HOSA officer opportunity.

This opportunity is by invitation from the nomination committee. The invitations will be offered sometime between January-March.

Washington Leadership Academy (WLA) Eligibility (State Officers)

WLA features dynamic workshops and interactive activities to teach HOSA leaders to be advocates of HOSA's mission and vision. This action-packed experience is the highest level of leadership development for HOSA-Future Health Professionals. Washington Leadership Academy is usually in September. This opportunity is available to all current State Officers who meet the following expectations.

1. Must attend ALL meetings, conferences, trainings
2. Must arrive to all meetings, conferences, trainings on time
3. Must meet all expectations outlined in the State Officer application, Code of Conduct, and Memorandum of Understanding (in the state officer application)
4. Must do what is expected, wear what is expected, and be where is expected

This opportunity is financed by Oklahoma HOSA

If for ANY reason (illness, funerals, trips, oversleep, etc), the state officer does not meet these requirements, they will no longer be eligible for the WLA opportunity.