



# Policy & Procedure Manual Organization Structure

## Organization Structure

### NORTH CAROLINA HOSA – FUTURE HEALTH PROFESSIONALS

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

### REGIONS/DISTRICTS

1. North Carolina HOSA is divided into eight (8) regions/districts, which in turn are composed of local chapters. This reflects a change made in 2009 as a result of a directive received from the North Carolina Board of Education.
2. The elected Board Representative for each region/district serves as the director of regional/district activities and as a liaison to the NC HOSA State Office. A regional/district manager and coordinators of specific activities may be assigned to manage the regional/district HOSA events.
3. All members of the region/district shall be members of local chapters in good standing with the state and international organizations. This means HOSA members must be members of both state and international organizations, as well as their local chapters.

### AFFILIATION

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

1. Annual affiliation fees are \$10 state/member and \$10 international/member. The chapter advisor must also be an affiliated member of HOSA.
2. Affiliation runs per academic school year regardless of affiliation date.
3. Affiliation deadlines are as follows:
  - a. Affiliation for state and international levels must be submitted to National HOSA on or before January 1 of the membership year, or by March 1 for students enrolled after January 1.

- b. Additional affiliations must be made no later than registration deadlines for state and international conferences.
- c. Chapters will be invoiced upon request.
- d. Students must be affiliated for the current year to be eligible for state and/or international competition.
4. Members are not eligible for state competition if they are not affiliated with the state and international organization prior to the registration deadline for the NC HOSA State Leadership Conference.
5. Members are not eligible for international competition if they are not affiliated with the national organization prior to International Leadership Conference.
6. Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to ILC eligibility and the start of member/chapter services.
7. Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation form online through the affiliation system, the chapter is obligated to pay the appropriate state and international dues for all members submitted.
8. North Carolina HOSA members should send chapter affiliation monies (for state and international dues) directly to National HOSA. Chapters are required to affiliate using the online affiliation system.
9. Each HOSA chapter must have one or more local advisors who pay a membership affiliation fees.
10. All board representatives and competitive events program staff shall be affiliated members in good standing.
11. All delegates in attendance at the NC HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.

## STATE OFFICERS

### 1. ELECTED OFFICERS

The elected officers are specified in the NC HOSA Advisor Guide and the NC HOSA Bylaws, Article IV, Section 1.

### 2. DUTIES

The duties of the elected officers are specified in the NC HOSA Bylaws, Article IV, Section 2. In addition, the state officers shall:

- a. Provide guidance, leadership, inspiration, and build enthusiasm of all members (students and advisors).
- b. Represent the views of the membership, not those of the individual officer, chapter, or region/district.
- c. Handle correspondence in a prompt and professional manner, receive approval from the State Officer Advisor and/or Executive Director before sending correspondence, and send a copy of all correspondence to the NC HOSA State Officer Advisor and/or Executive Director.
- d. Provide a monthly report to the State Officer Advisor and/or Executive Director documenting HOSA activities on all levels including, local, region/district, state, etc.
- e. Unless otherwise designated, wear the official HOSA uniform when representing NC HOSA.
- f. Carry out their responsibilities but shall not let them interfere with continuing their education, to include maintaining a 3.0 GPA average for each grading period.
- g. Officers whose grades fall below a 3.0 GPA average will be placed on probation. Failure to improve to a 3.0 GPA average by the next grading period will result in the officer's removal from office.
- h. Forward all requests received for services (school visitations, supplies, speaking engagements, etc.) to the State Officer Advisor and/or Executive Director.
- i. Notify the State Officer Advisor and/or Executive Director immediately of circumstances which prevent carrying out an assignment. Failure to do so may result in probation up to removal from office.
- j. Act in a mature, responsible manner at all times, respecting the NC HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office.
- k. The responsibility of taking minutes for the meetings will be rotated among all the state officers. Minutes should be prepared and forwarded to the members of the Executive Council and State Officer Advisor and/or Executive Director within thirty (30) days following their presentation.

### 3. CANDIDATES

- a. Officer candidates must submit an application, nomination form, travel form, transcript, and letters of support, as well as take a written test, deliver a prepared speech to a panel of judges, and participate in an interview.
- b. Candidates for secondary positions may be current sophomores or juniors.
- c. Candidates for post-secondary positions may be current freshmen, sophomores or juniors in college. If there are no post-secondary candidates, a current high school senior may be considered as a candidate for the post-secondary position.

- d. Past state officers may be re-elected to serve a second term as a state officer in a different membership category as long as the terms are not consecutive.
- e. State officer candidates shall not be allowed to serve as voting delegates at the North Carolina HOSA State Leadership Conference.

#### **4. STATE OFFICER SCREENING COMMITTEE**

- a. A screening committee composed of former state officers, chapter advisors, health care professionals, and others as appropriate are appointed by the Executive Director or the State Officer Candidate Manager.
- b. The screening committee shall interview qualified candidates and shall nominate no more than two (2) candidates for each region/district and for the office of Postsecondary/Collegiate President. Candidates may also be nominated from the floor if they have met the qualifying requirements.
- c. The screening committee may also screen International Officer Candidates. A state association shall submit no more than two (2) secondary, and two (2) postsecondary/collegiate candidates for student office. (Article IV, Section 6, National HOSA Bylaws)

#### **5. TERM OF OFFICE**

- a. Student officers shall be elected by ballot during the Business Session at the annual NC HOSA State Leadership Conference to serve one year.
- b. Terms of office shall begin May 1 after the annual conference at which officers are elected.

#### **6. FINANCIAL RESPONSIBILITY**

- a. All state officer travel must be approved by the State Officer Advisor and/or Executive Director.
- b. State officers who serve on the NC HOSA Board of Directors will be reimbursed for their round-trip travel, lodging, and meal expenses for official Board meetings.
- c. State officers who go to college out-of-state will be required to fulfill the duties of their office, regardless of distance, and will be reimbursed for travel at a rate no greater than reimbursement from their school of election.
- d. State officers will be reimbursed for expenses incurred while performing approved services for the association. Reimbursement for services at the local level will be the responsibility of the local chapter. Reimbursement for travel will be at the current local, regional, or state rates or as set by NC HOSA board.

- e. Reimbursements will be processed when a completed reimbursement/expense form and attached receipts are received by the State Officer Advisor and/or Executive Director. Completed forms should be submitted within thirty (30) days of the activity/meeting or they may not be reimbursed.
- f. State officers are expected to pay their membership affiliation fees.
- g. State officers are expected to pay baggage fees when flying.
  - i. Credit/debit cards are only accepted at the airline.
  - ii. NC HOSA will pay if needed and provide a receipt for any cash received to reimburse for baggage fees.
- h. NC HOSA will pay \$1000 toward the International Leadership Conference cost for newly elected state officers.
  - i. Officers must attend the entire conference to be eligible for the \$1000.
  - ii. The remaining balance for ILC is the responsibility of the individual officer and must be paid to NC HOSA.
  - iii. Each officer will receive an invoice for the amount owed.
  - iv. Officer balance per invoice is due by June 15 unless arrangements are made for a payment plan.
  - v. Balances are due even if officer does not attend after commitment made to attend the conference.
  - vi. If balance is not paid by SLC, officer will not be allowed to participate in SLC activities.
- i. NC HOSA will pay \$500 toward the International Leadership Conference cost for immediate past state officers if approved by the State Officer Advisor and/or Executive Director and if funds are available based on current year's budget.
  - i. Past state officers must make a request for approval and funds to the State Officer Advisor and/or Executive Director.
  - ii. If approved, past state officers must attend the entire conference to be eligible for the \$500.
  - iii. The remaining balance for ILC is the responsibility of the individual past state officer.
    - 1. If traveling with NC HOSA, an invoice will be provided for the remaining balance owed. All balances are due by June 15.
    - 2. If traveling with a local chapter, a check will be provided for \$500 to the local chapter for the past state officer.
- j. Any current state officer unable to afford the fees mentioned above will be able to request financial assistance. The expectation is the officer will communicate with the State Officer Advisor and/or Executive Director.
- k. Any officer removed from office will be expected to repay NC HOSA for all expenses incurred while in office, which may include travel/lodging, meals, clothing, etc.

## 7. VACANCIES

In the event of a vacancy in any state office, the regional/district vice-president/runner-up or Postsecondary/Collegiate President runner-up may become a state officer if approved by the Executive Council and NC HOSA Board of Directors in communication with the State Officer Advisor and Executive Director.

## 8. REMOVAL

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

- a. If a state officer should miss three (3) consecutive monthly reports, or two (2) required meetings, the officer may be asked to resign or go before a committee. The committee will consist of two (2) state officers, two (2) members of the Board of Directors, the state officer advisor, and the Executive Director. The committee shall determine the removal of the state officer.
- b. Violations of the Code of Conduct will initially be handled by the Executive Council. The council may recommend action or refer the violation to the NC HOSA Board of Directors.
- c. If the violation is not resolved by the Executive Council, the Chairman of the Board of Directors will review the situation and recommend action to the State Officer Advisor and/or Executive Director.
- d. If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the NC HOSA Board of Directors for evaluation and action. If the officer involved is a member of the Board of Directors, he/she would not take part in the disciplinary referral.
- e. If the decision is to remove the state officer, the state officer may appeal the decision in writing to the NC HOSA Board of Directors. The Chairman of the Board of Directors will meet with, or conduct a conference call with, the state officer on behalf of the Board of Directors and make a full written report to the Board. A majority vote of the Board of Directors is required to overturn the decision. An email ballot will probably be taken to poll the Board members if time is an issue.

## HOSA DIVISIONS

### 1. MIDDLE SCHOOL DIVISION

- a. As specified in Article III, Section 3 in the NC HOSA Bylaws, the Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions.
- b. The official definition for middle school members of HOSA for the purposes of Competitive Events is a middle school student is one who

- i. is enrolled in a state approved health science program or is interested in or planning to pursue a career in the health professions
- ii. has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference

## 2. **SECONDARY DIVISION**

As specified in Article III, Section 4 in the NC HOSA Bylaws, the Secondary Division shall be composed of secondary students who are or have been enrolled in a state approved Health Science program, an organized health career awareness program, and/or are interested, planning to pursue, or pursuing a career in the health professions.

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

As specified in Article III, Section 5 in the NC HOSA Bylaws, the Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED, and are enrolled in a health care related field at the undergraduate level, or are interested in or planning to pursue a career in the health professions.

## 4. **MEMBERS-AT-LARGE**

As specified in Article III, Section 6 in the NC HOSA Bylaws, members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with state associations, or where no active state association is established, directly with National HOSA. Members-at-large are not eligible to serve as voting delegates to the State/International Conference or seek elected office.

## 5. **ALUMNI**

As specified in Article III, Section 7 in the NC HOSA Bylaws, the Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

## 6. **PROFESSIONAL**

As specified in Article III, Section 8 in NC HOSA Bylaws, the professional division shall be composed of persons who are associated with or participating in Health Science in



# Policy & Procedure Manual Organization Structure

professional capacities. These may include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

## 7. HONORARY MEMBERS

As specified in Article III, Section 9 in the NC HOSA Bylaws, honorary members shall be persons who have made significant contributions to the development of NC HOSA – Future Health Professionals and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the NC HOSA Board of Directors. 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.