

# NC HOSA State Officer Code of Conduct

Serving as a State Officer for NC HOSA is both an honor and a responsibility. Officers are expected to uphold the highest standards of professionalism, integrity, and conduct at all times when representing NC HOSA, whether wearing their name badge or not. These expectations apply at all NC HOSA functions, during travel to and from events, and at any time an officer may be reasonably perceived as representing NC HOSA in person or online. **NC HOSA reserves the right to address conduct not explicitly outlined in this document if such conduct is determined to be inconsistent with the expectations and responsibilities of a State Officer.**

## Important Notice:

**If any expectations outlined in this document are unclear, it is the responsibility of the State Officer to seek clarification from the NC HOSA Executive Director and/or State Officer Coach prior to acting.** By signing this agreement, all parties acknowledge that a lack of understanding will not excuse violations.

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## CODE OF CONDUCT

### Accountability & Communication

- State Officers must keep the State Officer Coach and/or Executive Director informed of their activities and whereabouts as required during any HOSA function or trip.
- State Officers are expected to attend all scheduled activities, workshops, meetings, and assigned duties, and to be on time. **If an emergency arises during a conference or event that prevents attendance, the Officer must immediately notify the NC HOSA Executive Director and/or State Officer Coach.**
- Officers are expected to show respect to all presenters, guests, advisors, staff, and team members at all times.
- Officers will respond promptly to all emails, texts, and voicemails from the Executive Director, State Officer Coach, and others.
- State Officers must have access to a cell phone, computer, and reliable internet during their term. Official NC HOSA email accounts must be checked daily.
- Officers must follow all directions given by official chaperones, advisors, and NC HOSA Staff promptly and respectfully.
- State Officer conduct is the responsibility of the Officer and is monitored by the Local Chapter Advisor, the Executive Director/State Advisor, and the State Officer Coach.
- State Officers are expected to promptly report serious misconduct or safety concerns involving themselves or others to the State Officer Coach or Executive Director.

- NC HOSA recognizes the importance of student wellness and encourages State Officers to communicate proactively if personal or academic concerns may impact their ability to fulfill responsibilities.
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## **Curfew & Overnight Expectations**

- Officers must follow all established curfew times set by NC HOSA, International HOSA, or conference staff.
  - Officers must be physically inside their assigned hotel room by curfew and remain there for the rest of the night until the designated morning release time.
  - Once in the assigned room for the night, officers may not leave for any reason other than an emergency, without prior approval from the State Officer Coach or Executive Director.
  - Moving between rooms, lingering in hallways, visiting other officers or members after curfew, or leaving the hotel building without authorization is strictly prohibited.
  - Room checks may be conducted to ensure compliance.
  - Any violation of these rules will result in disciplinary action, up to and including removal from office and being sent home at the parent/guardian's expense.
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## **Professional Conduct**

- Harassment, bullying, or discrimination of any kind will not be tolerated. This includes conduct based on race, color, religion, sex, gender identity, sexual orientation, disability, or any protected status. Retaliation against anyone who reports misconduct is prohibited.
  - All interactions—verbal, physical, and online—should be respectful, inclusive, and reflect positively on NC HOSA.
  - State Officers should conduct themselves professionally at all times—during official events, while traveling, in their personal communities, and on all social media or online platforms—throughout their entire term.
  - No students/guests are permitted in a hotel room without chaperone approval. If approved, the door must remain open, and permission must be obtained for each guest prior to arrival.
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## **Dress & Appearance**

- State Officers must wear the Official HOSA Uniform or Official Casual Uniform when representing NC HOSA, following Official HOSA dress guidelines (neat, pressed, and complete). If obtaining the Official Uniform creates a financial hardship, the Officer must notify the NC HOSA Executive Director and/or State Officer Coach to discuss available support options.

- During travel to and from any NC HOSA, Regional, State, or International event, Officers must be dressed in clean, appropriate attire unless otherwise instructed by the State Officer Coach or Executive Director. Clothing should reflect positively on NC HOSA and avoid rips, stains, or inappropriate graphics.
  - Officers must follow any event-specific dress codes communicated by the State Officer Coach or Executive Director.
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## **Health & Emergencies**

- State Officers must report any accidents, injuries, or illnesses to their Local Advisor and State Officer Coach as soon as possible.
  - Officers must comply with any health or safety protocols established for NC HOSA events.
  - NC HOSA and International HOSA, along with their employees and associated individuals, cannot be held responsible for injuries sustained while traveling on HOSA business.
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## **Substance Use & Prohibited Items**

- State Officers may not use, possess, or be under the influence of drugs, alcohol, tobacco, vapes, or electronic cigarettes at any time during their term of office.
  - Possession or use of these items will result in immediate removal from the event at the parent/guardian's expense and removal from office.
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## **Respect for Property**

- Officers will be held responsible for any damages they cause due to theft, vandalism, or improper behavior.
  - Damages must be paid for by the officer and their parent/guardian.
  - Disruptive behavior in hotels, conference spaces, or public areas will not be tolerated.
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## **Technology & Social Media**

- All communication on social media must be positive, professional, and appropriate.
- Officers may not post or share content that could reflect poorly on NC HOSA or violate school, district, or HOSA policies.
- Technology should only be used during sessions when required for official purposes.

- **The Code of Conduct applies year-round, not only during official events, and includes personal social media use and any online content that associates the officer with NC HOSA.**
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## **Confidentiality & Representation**

- Officers must not share, post, or otherwise disclose any confidential NC HOSA information without prior written approval from the Executive Director or State Officer Coach.
  - Confidential information includes, but is not limited to: internal communications, planning documents, meeting discussions, event strategies, award results prior to public release, financial or budget information, and any information designated as “for internal use only.”
  - This confidentiality requirement remains in effect **during and after** the officer’s term of service, including if the officer resigns, does not complete their term, or is removed from office.
  - Officers may only speak on behalf of NC HOSA when authorized to do so by the Executive Director or State Officer Coach. Unauthorized representation, including public statements, interviews, or online commentary that imply NC HOSA endorsement, is prohibited.
  - State Officers may not commit NC HOSA to any agreement, obligation, expenditure, or official position without prior authorization from the Executive Director or State Officer Coach.
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## **Conflict of Interest**

- Officers must avoid using their position for personal gain.
  - Any potential conflicts of interest—such as relationships, sponsorships, or affiliations that could influence decision-making—must be disclosed to the Executive Director or State Officer Coach.
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## **Teamwork, Relationships, and Responsibilities**

- Bullying, harassment, exclusion, or any behavior that undermines the team’s cohesion will not be tolerated. This includes in-person interactions, video communications, and online conduct.
- Officers are expected to work collaboratively with their team, contribute equally, and communicate respectfully at all times.
- Officers must meet all deadlines, attend required meetings, and complete assignments as directed.

- Officers are expected to provide constructive feedback, resolve conflicts professionally, and maintain a supportive, inclusive team environment.
  - **The State Officer Coach and/or Executive Director reserve the right to mediate or intervene in Officer Team dynamics when necessary to ensure fairness, support respectful communication, and maintain a positive working environment.**
  - State Officers may not engage in romantic or physical relationships with other State Officers during their term of office.
    - Any violation of this expectation or failure to be truthful if asked directly about such a relationship may result in disciplinary action.
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## Compliance with Policies

- Officers are expected to follow the policies of their school, local board of education, North Carolina Department of Public Instruction, NC HOSA, and HOSA, Inc. at all times.
  - Officers must also comply with hotel and conference center policies.
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## Disciplinary Process

The following process is designed to address officer misconduct or failure to fulfill responsibilities in a fair and progressive manner, while maintaining the integrity of NC HOSA. **Violations considered severe by the State Officer Coach, Executive Director, or State Advisor (e.g., harassment, possession of prohibited substances, or violating curfew without authorization) may result in skipping directly to probation or removal.** All disciplinary actions will be documented to ensure transparency and to provide a clear record for any necessary Board review.

### 1. First Warning (Verbal)

- Issued by the State Officer Coach or Executive Director.
- Used for minor infractions.
- The incident is documented internally, but no formal probation is imposed. The student will be coached regarding the behavior, and follow-up summary of what was discussed and the student's status will be provided to the Officer for clarity and recordkeeping.

### 2. Second Warning / Final Warning (Verbal or Written)

- Used if the officer repeats the behavior or fails to correct the initial concern.
- May be verbal or written, depending on the severity and frequency of the issue.
- If issued verbally, the warning will be documented in writing by the State Officer Coach, and a follow-up summary will be provided to the officer, the officer's advisor, the Executive Director, and the NC HOSA Board Chair.

- At this stage, probation **may** be considered if the conduct impacts officer duties, public image, or team function.

### 3. Probation

- Initiated for ongoing issues, repeated violations, or significant misconduct that does not yet warrant immediate removal.
- Probation requires a written summary of the violation(s), expected corrective actions, and a timeline for improvement.
- The probation period length will be determined by the State Officer Coach and Executive Director.
- **If the violation is severe enough, probation may extend for the remainder of the officer's term**, regardless of corrective action taken.
- The officer will be informed in writing that failure to meet probation terms may result in a removal from office recommendation.
- A copy of the probation summary will be provided to the officer, the officer's parent/guardian, the officer's advisor, the Executive Director, and the NC HOSA Board Chair.

### 4. Removal from Office

- Reserved for serious misconduct, violations of major policies (such as curfew, harassment, or substance use), or failure to meet probation terms.
- Removal may be formally recommended by:
  - The State Officer Coach
  - The Executive Director
  - The State Officer Team, through a majority agreement, to the State Officer Coach or Executive Director for consideration
- All removals must be approved by the NC HOSA Board of Directors.
- A full written report detailing the violation(s), previous disciplinary actions, and supporting documentation will be provided to the Board.
- **The officer has the right to appeal the Board's removal decision to the Board Chair, who will review all documentation and make the final, binding decision.**
- If removal is finalized, the officer will forfeit all rights, recognition, and privileges of the position, effective immediately.
- **Upon removal, resignation, or the end of their term, the officer must return all NC HOSA-issued items provided during their service, including but not limited to issued uniforms, name badges, and official materials, within 7 days or as directed by the State Officer Coach or Executive Director.**
- A copy of the removal documentation will be provided to the officer, the officer's parent/guardian, the officer's advisor, the Executive Director, the NC HOSA Board Chair, and the officer's principal.

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## State Officer Travel Policies and Conduct

State Officer travel is considered official representation of NC HOSA.

- Officers must dress neatly and presentably when representing NC HOSA during travel. Clothing should reflect the professionalism and respect expected of a State Officer.
- Branded NC HOSA apparel is considered acceptable for travel, provided it is neat and professional in appearance.
- All travel and related expenditures must be approved in advance by the NC HOSA Executive Director and will be based on the NC HOSA budget for the year.
- Any Local Chapter requesting a State Officer visit must receive prior approval from the Executive Director and/or State Officer Coach and will assume all related expenses.
- Following election, expenses for Leadership Training, Executive Council Meetings, and conferences (meals, lodging, and travel) will be covered by NC HOSA as specified in the budget, policies, and procedures.
- Mileage reimbursement for conference travel is limited to one round trip and **must be submitted within one week of travel.**
- Officers must participate in all State Officer activities as outlined by the NC HOSA Executive Director. *Failure to attend a required meeting/function could result in probation or removal from office.*
- Officers who do not attend a conference for which NC HOSA has paid registration or travel costs must reimburse NC HOSA for those expenses.
- **Officers knowingly attending school outside of their Slated Super Region after election may forfeit their position.**
- **State Officers attending college out-of-state remain responsible for fulfilling all duties of their office and for covering any travel expenses beyond those expected from their original Slated Super Region location.**
- Officers who plan to use alternate forms of driving transportation (ex. carpooling or ridesharing) must submit a request for approval at least 72 hours in advance. This advance notice requirement specifically applies to transportation arrangements, not to flight cancellations or changes in attendance status.
- **Reimbursement is limited to mileage only.** NC HOSA will not reimburse any transportation costs that are not mileage-based. Mileage reimbursement will not exceed the anticipated cost from the officer's designated Super Region school location, unless the officer agrees to personally cover any excess costs.
- Officers must travel only in transportation approved by their Local Advisor, State Officer Coach, or Executive Director.
- Seat belts must be worn at all times in vehicles.
- Officers are not permitted to use ride-sharing services or personal vehicles during official events without prior approval.

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## Dance, Dress, and Conduct

Attending the HOSA dance is a privilege. At the discretion of HOSA Advisors, chaperones, and/or security, any student failing to abide by dance guidelines or demonstrating disrespect will be asked to leave the dance immediately. Any Advisor may require a student to leave.

- Students must wear attire that meets the standards outlined in the NC HOSA Dance Dress Code.
  - Inappropriate or provocative dancing will not be tolerated.
  - Dangerous or unsafe behavior, including sitting on another student's shoulders, body surfing, or similar stunts, is prohibited.
  - These guidelines also apply at any other dances State Officers may attend, including those at the International Leadership Conference.
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## Local Advisor Expectations

The role of the Local Advisor is to provide consistent support to the State Officer while ensuring the officer meets all obligations to NC HOSA. Local Advisors agree to:

- Ensure that the State Officer follows all expectations outlined in the State Officer Application, the Code of Conduct & Professional Expectations, and any other official NC HOSA guidelines.
  - Support the State Officer in fulfilling their state-level duties, understanding that State Officer responsibilities take priority over Local Chapter activities during events.
  - Accept responsibilities for the State Officer as requested by the NC HOSA Executive Director and/or State Officer Coach.
  - Assist the State Officer at school, workshops, and conferences if requested.
  - Assist the Executive Director and/or State Officer Coach as needed.
  - Serve as a positive role model in dress, language, habits, assistance, ethics, and professionalism.
  - Understand that there is no additional compensation for serving in this role.
  - Adjust event travel as needed to meet State Officer arrival and departure requirements, including for Regional Leadership Conferences and the NC State Leadership Conference.
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## Photo, Video, and Audio Release

By serving as a State Officer, the individual grants NC HOSA permission to take photographs, video, and audio recordings at any time during their term of office, including at NC HOSA events, meetings, travel, or other official and unofficial appearances. NC HOSA is authorized to use and publish these materials in print and/or electronically for any lawful purpose, including but not limited to publicity, illustration, advertising, and website or social media content, without expectation of compensation.

State Officers understand that their name, title, and position will be used in conjunction with these materials for promotional and official purposes. This authorization applies for the duration of the officer's term and beyond, as part of NC HOSA's historical and promotional records.

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## Liability Release

I certify that the information in the State Officer Application is accurate and complete to the best of my knowledge. I understand that each individual is responsible for their own insurance coverage and medical expenses during any HOSA-related trip.

**This release is effective from the State Leadership Conference at which the officer is elected through the International Leadership Conference following their term.** I release the International HOSA Board of Directors, NC HOSA Board of Directors, NC HOSA Staff, International HOSA staff, the North Carolina Department of Public Instruction, and all associated individuals from legal or financial responsibility related to my participation in HOSA activities.

By signing this form, I \_\_\_\_\_ (Candidate) acknowledge I have read and understand all sections of this document, including the Code of Conduct, Local Advisor Expectations, Dance Dress and Conduct, Photo/Video/Audio Release, State Officer Travel Policies, and State Officer Expectations.

By signing below, I acknowledge that I have read and understand the following:

- **NC HOSA State Officer Code of Conduct**
- **State Officer Travel Policies and Conduct**
- **Dance, Dress, and Conduct**
- **Local Advisor Expectations**
- **Photo, Video, and Audio Release**

- **Liability Release**
- **State Officer Expectations** as outlined in the Application Information Booklet

I agree to abide by all requirements and understand that violation of these policies may result in disciplinary action, including warnings, probation or removal from office. I understand continued service as a State Officer is contingent upon maintaining conduct consistent with the expectations and standards outlined in this document.

Candidate, Parent/Guardian, Local Advisor, and Principal, please initial each category below stating that you have read and understand each of the following.

_____ / _____ / _____ / _____	NC HOSA State Officer Code of Conduct
_____ / _____ / _____ / _____	State Officer Travel Policies and Conduct
_____ / _____ / _____ / _____	Dance, Dress, and Conduct
_____ / _____ / _____ / _____	Local Advisor Expectations
_____ / _____ / _____ / _____	Photo, Video, and Audio Release
_____ / _____ / _____ / _____	Liability Release
_____ / _____ / _____ / _____	State Officer Expectations (Application Information Booklet)

_____	_____	_____
Candidate Printed Name	Candidate Signature	Date
_____	_____	_____
Parent/Guardian Printed Name	Parent/Guardian Signature	Date
_____	_____	_____
Local Advisor Printed Name	Local Advisor Signature	Date
_____	_____	_____
Principal Printed Name	Principal Signature	Date