



POLICY AND PROCEDURE HANDBOOK

MEMBERSHIP PROCEDURES

The membership in HOSA-Future Health Professionals (NM HOSA) is intended to reflect the diversity among members of the profession. Diversity is defined to be the inclusion of all qualified persons whose differences may include but are not limited to age, ethnicity, physical ability, gender, race, or religion. HOSA Chapters are instrumental in helping to create the pipeline of future health professionals and membership is important.

- I. The initial membership roster will be completed online by November 1.
- II. Additional membership will be completed on-line prior to State Conference through the National HOSA website www.hosa.org.
- III. For competitive event eligibility membership must be completed prior to State Conference deadlines.
- IV. Final membership must be submitted by the National deadline and may be submitted after competitive event eligibility deadlines.

MEMBER CONDUCT

HOSA-Future Health Professionals is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship and ethics. Professionalism is to be promoted at all times. Individuals are expected to follow the Code of Ethics, as well as respective local school behavior policies.

The Code of Ethics states:

Each individual assumes a number of obligations, one of which defines professional conduct. This Code of Conduct is an extension of the classroom situation. A professional code of conduct is required as would be proper for the classroom. This means that during HOSA-Future Health Professionals, membership individuals are responsible for maintaining a high professional standard of conduct.

DELEGATE CONDUCT GUIDELINES

- A. The term “delegate” shall mean any member of HOSA-Future Health Professionals.
- B. Delegates shall abide by the bylaws and/or constitution of NM HOSA organization, all policies and directives issued by the organization and by the local school district policies during their membership.
- C. All HOSA delegates must meet the interscholastic requirements of the New Mexico Activities Association. (2.0 GPA with no “F”.) Or their school eligibility requirements.
- D. Delegates shall keep their adult advisers and/or sponsors informed of their activities.
- E. Delegates must stay in housing designated by their chapter adviser during the conference.
- F. Delegates shall use authorized transportation only.
- G. Delegates are permitted to attend authorized activities only.
- H. Delegates will use wholesome language in all speeches and informal conversations including but not limited to electronic communication. This means that, while a member, any content posted on any social media may be reviewed by an authorized adult such as an advisor, parent or guardian. These websites will be monitored and a delegate may be requested to remove material. If a delegate fails to do, the delegate will be subject to consequences according to policy and procedures.
- I. Delegates will avoid participating in and actively discourage any conversations, which belittle or downgrade fellow CTSO members, officers, and adults.
- J. Delegates will avoid participating in and actively discourage any activity that may include illegal activity. i.e. drugs, alcohol or tobacco, sexual harassment etc.
- K. Delegates shall respect and abide by the authority delegated to the presiding officer, chapter advisers, sponsors and state staff.
- L. During a HOSA members term of membership they will avoid public displays of affection with any person at any school activity or HOSA function. This is not limited to hand holding, hugging, kissing and any other form of public displays of affection.
- M. Delegates will maintain proper dress and good grooming on all occasions and follow the dress code.
- N. Identification badges must be worn to all official functions and/or as directed.
- O. Delegates shall attend all general sessions and activities assigned, including workshops, competitive events, committee conferences, etc. for which they are pre-registered, unless, engaged in some other authorized assignments taking place at the same time.

- P. Delegates will immediately separate from any situation in which a violation of this code of ethics has occurred and report the violation to an adult. This includes situations in which the delegate is not present, but has direct knowledge of.
 - Q. Boys will not be in girl's room and /or girls will not be in boy's rooms at any time unless an adult sponsor is present.
 - R. Curfew each night will be designated in the program or as established by the chapter adviser, and all delegates will be in their rooms by curfew.
 - S. Delegates shall respect the rights and safety of other hotel guests.
 - T. Delegates will observe all penalties for violations of this code of ethics imposed at the discretion of their adviser, school official, and Board of Directors for HOSA-Future Health Professionals.
 - U. Delegates violating or ignoring the above conduct guidelines are subject to their chapter's entire delegation being unseated, its candidates being disqualified, and any honors or officers being cancelled and withdrawn from members of their delegation.
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- I. The member, parent or guardian, school administrator, and chapter adviser will sign the CTSO Medical/Conduct forms before the student member can participate in a local chapter and/or attending conferences designated by the HOSA board. The form will also contain a photo and video release. This form should be retained by the chapter adviser and will be in their possession at all conferences.
 - II. Problems with member conduct will be handled first by the chapter adviser—then if necessary by the State Adviser or designee. If at the local school, the designee can be a school official and local adviser.
 - III. Failure to comply with above guidelines may result in termination of membership.

DUES

- I. State Dues
 - A. New Mexico is a unified state. Students must affiliate with both State and National Organization.
 - B. Membership dues are sent to the National Office as indicated on the membership invoice.
 - C. Final dues/membership rosters must be received in the National Office before participation in any official activity of NM HOSA.
 - D. State membership dues for NM HOSA are \$10.00.

- II. National dues are established by National HOSA, Inc.

- III. Appeal Procedure. If an active member has paid dues prior to the established deadline(s), but through no fault of his/her own the dues were not received at the nationals, the following procedure will be followed to establish proof of payment:
 - A. Provide an official school receipt showing state and national dues paid, signature of person receiving dues, and the receipt number (all receipts must be shown as a part of a series with sequence documented), or a canceled check. Include a statement from persons related to the case explaining the situation in relation to the late receipt of dues.

OPERATIONAL PROCEDURES

- I. Local operational procedures for local chapters are determined by the approved chapter constitution. These constitutions shall follow the State and National HOSA constitutions.
- II. The approved State Constitution and Policies determine the operational procedures for the state association and will be in compliance with the National HOSA constitution.

ADVISERS/CHAPERONES

In accordance with NMAA guidelines and the local school district, advisors must retain responsibility for their students and chaperones at all HOSA events and activities. Individual school district policies, procedures, and regulations regarding chaperones rights and responsibilities are to be followed during the event or activity.

- I. Local Advisers-It is recommended that a health science teacher serve as a chapter HOSA advisor; however, in cases where there is no such interested leader, a state certified educator may be approved by the school's principal. The non-health science advisor would have all the rights and privileges of a health science advisor.
- II. There must be a chaperone or advisor provided/assigned for each gender group when attending overnight conferences.
- III. Advisors and Chaperones must adhere to NMAA and local school districts code of conduct.

FINANCES

- I. Finances will be reviewed and approved quarterly and a year-end review of finances will be conducted by the Board of Directors. Finances will be maintained in accordance with generally accepted accounting principles through NM HOSA's fiscal agent. NM HOSA finances will be audited yearly by an external auditor through their fiscal agent. For this reason, all procurement, financial record retention, audit, and financial management policies will be deferred to the fiscal agent's operational policy. In the event that NM HOSA no longer has a fiscal agent, the responsibility of the maintenance and auditing of NM HOSA's financial records fall to the organization.
- II. The conference registration fee will be set by the State adviser and approved by the Board of Directors. A budget for the year will be presented to the Board of Directors for approval.
- III. The following expenses shall be covered for State Officers during their term provided funds are available:
 - State Officer polo or medical scrub
 - Name badge
 - Business cards
 - CTSO Officer Leadership Training meetings
 - Registration for the newly elected officers to attend officer training during the International Leadership Conference.
 - The chapter adviser is responsible for appropriate transportation for their officer.
- IV. Payment policy for chapters will be as follows: Chapters must pay in full the cost of any registration fees within 30 days of the conference end date. If a chapter does not meet these guidelines a hold will be put on the next conference and that chapter may not register until debt has been paid.
- V. NM HOSA finances are available for review by all membership. Members wishing to review the finances should contact the board chair.

STATE CONFERENCES

- I. The time and place of the state conferences shall be determined by the State Advisor or designee and upon consultation with the Board of Directors.
- II. The State Advisor will contract with a State Judge Coordinator, a Tabulation Coordinator, and Competitive Events Coordinator to facilitate competitive events.
- III. Each chapter will have a ratio of adults/students that will ensure that students are properly supervised (recommendation is one adult for every ten students). Chapter advisers are responsible for orienting students and sponsors about the conduct expected at all times.
- IV. Chapter advisers will be assigned to work during the State Leadership Conference.
- V. Chapter advisers are responsible for "**thoroughly and carefully**" reading all competitive event guidelines (yearly updates) and are responsible for making sure that they have students entered in appropriate events and that they are affiliate/paid members of HOSA.
- VI. Eligibility for State Competitions
 - A. Students must be affiliated and paid members to compete at the State Leadership Conference.
 - Each New Mexico HOSA member is eligible to compete in a maximum of three (3) HOSA Competitions in Category I, II, III, IV, and V combined.
 - Category I – Health Science
 - Category II – Health Professions
 - Category III – Emergency Preparedness
 - Category IV – Leadership
 - Category V – Teamwork
 - Category I – Competitors may register for a maximum of three (3) events in this category
 - Category II, III, IV, & V – Competitors may register for a maximum of one (1) event in all of these categories combined.

Exception: Category VI events do not count towards the event maximum limit
- VII. **Minimum Competency** shall be defined as the score that must be attained in order to be recognized for achievement in competitive events at the NM HOSA State Leadership Conference and to qualify for competition at the International Leadership Conference. For National HOSA students that don't achieve 70% or better do not advance to round 2 events at ILC national level.
- VIII. Contest material is not required to be returned to contestants. State Advisor will determine if contest material can be returned.
- IX. Each local chapter in good standing is entitled to send one voting delegate per affiliated chapter

- X. Voting delegates from three-fourths (3/4) of the chapters attending the State Leadership Conference shall constitute a quorum.
- XI. Insurance is carried by the state association in case of an accident that occurs during the conference. Members need to report the incident immediately to state staff.

INTERNATIONAL CONFERENCE

- I. The top three (3) individuals or teams in each event are eligible to compete at the International Leadership Conference (ILC).
- II. Chapters must complete the **Intent to Compete Form** and the online conference registration by the deadline.
- III. If a competitor is unable to attend ILC then the next available qualifier will be notified with the option to attend ILC.
- IV. Eligibility for National Competitions – If students qualify for more than one event for National HOSA competition, students must choose only one (1) competitive event for the International Leadership Conference, with the exception of Category VI – Recognition Events. Students may compete in an unlimited number of Recognition Events at the national level.
- V. Local chapters and schools are responsible for establishing their own regulations for attending National Conferences.
- VI. The number of National Officer Candidates eligible from New Mexico is set by the National Association. If more than the allowable number of National Officer Candidates run, the voting delegates at the State Leadership Conference will cast votes to determine the top candidates from New Mexico. Nominees for this office are to be filed with the State Advisor by the same deadline as applicants for state officer and undergo the same process with the exception the nomination committee will consist of advisors and board members or any former officer/candidates.
- VII. National Voting Delegate can be any student attending nationals who qualify under the national HOSA policy on voting.
 - A. Voting delegates are ineligible to compete in competitive events at ILC.
 - B. Voting delegates may participate in recognition events except for healthcare issues exam or any event that requires on-site testing.
 - C. Voting delegates are required to attend the track of education activities for voting delegate participation.

STATE OFFICERS

State Officer Candidates must submit a state officer packet by the deadline listed in the HOSA State Officer Candidate Guide. Candidates must abide by ALL requirements outlined in the State Officer Candidate Guide.

I. Officers

- A. The State Association shall have six (6) officers consisting of four (4) high school officers, one (1) post-secondary/collegiate officer and one (1) Jr. officer.
- B. The State Executive Council will consist of: a President, a Vice President of Communication, a Vice President of Leadership, a Vice President of Membership, a Post-Secondary Vice President, and a Middle School Representative.
- C. Officers' terms of office shall be from the end of the State Conference in the year which they are elected until the close of the following State Conference.

II. Duties

- A. State officers will be responsible for duties normally associated with their specific offices. They will be responsible to carryout assignments given by the State Officer Coordinator, Board of Directors, or designees or as listed in the HOSA State Officer Candidate Guide.

III. Eligibility

- A. A student must be an affiliated member for one year before running for office.
- B. Are endorsed by the Chapter, Chapter Advisor, school principal, and parent if enrolled in a secondary program.
- C. Are endorsed by the Chapter and Chapter Advisor if enrolled in a Postsecondary/Collegiate program.
- D. Satisfactorily pass a qualifying exam.
- E. Have a cumulative GPA of 2.5.
- F. Submit to a qualifying process as established in policies and procedures during the State Leadership Conference.

IV. Nomination

- A. Each chapter can have as many applicants as they want. The slating committee will only slate two candidates per chapter, unless there are 6 or less candidates total. The officer candidate shall attend the annual State Leadership Conference to seek election as a State Officer.

V. Campaigning

- A. NO campaigning is allowed prior to or during the State Leadership Conference. Campaigning may begin once the slate is announced.
- B. Candidates cannot create or distribute campaign materials, including but not limited to: stickers, buttons, brochures, and pamphlets. Candidates cannot use social media

sites, including Facebook, to campaign. All candidate promotion must only be done by word of mouth.

VI. Removal from Office

- A. Any state officer who fails to adequately perform the duties of the office will be removed from office.
- B. Any state officer who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Directors.
- C. Any state officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
- D. A state officer who fails to maintain a 2.5 grade average or above shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
- E. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
- F. The executive board members shall be convened to assess each case which may result in removal from office.

NATIONAL OFFICER CANDIDACY PROCEDURES

National Officer Candidates must submit a national officer packet by the deadline listed in the HOSA National Officer Candidate Guide. Candidates must abide by ALL requirements outlined in the National Officer Candidate Guide

- I. New Mexico HOSA requires that all candidates interested in running for National HOSA office be approved by the New Mexico HOSA National Officer Screening Committee before they are eligible to run for National Office.
- II. Eligibility
 - A. Candidates must have at least junior classification in high school.
 - B. Candidates must have a minimum of a 2.5 GPA on a 4-point scale.
 - C. Candidates must be active, paid member of HOSA at the time of the screening interview.
 - D. It is **strongly encouraged** that candidates running for National Office have already served as State Officers.
- II. National Officer Application (will be given to candidate after approval to run for National Office.)

STATE OFFICER CANDIDATE REVIEW AND SLATING COMMITTEE

- I. The new committee will be made up of the following **Committee Members**:
 - One Board Member as appointed by the Board of Directors Chair
 - One State Officer as appointed by the Management Team (this officer may not have a candidate for office from their current or previous chapter)
 - One Qualified Advisor
 - The Qualified Advisor:
 - * must not have a current candidate for state office from their chapter
 - * must not serve on the Board of Directors
 - * must fill out a simple form declaring interest in serving
 - * will be selected randomly from qualified advisors who declared interest
 - One to Three Qualified Members
 - The three Qualified Members:
 - * must not have a current candidate for state office from their chapter
 - * must fill out a simple form declaring interest in serving
 - * must not be in the same chapter as anyone else serving on the committee
 - * will be selected randomly from qualified students who declared interest
 - One New Mexico HOSA staff member (such as the state officer coach or the courtesy corps manager), or one person designated by New Mexico HOSA staff, who serves as a non-voting facilitator to advise on region boundaries, process, and qualifications
- II. Review Process
 - A. Any incomplete applications or applications that do not meet requirements will be given one week to make appropriate corrections. Any incomplete applications at that time will be disqualified.
 - B. Those applicants that meet the minimum qualifications will move on to the next step of the process.
- III. On-site process at SLC
 - A. **Candidate test and orientation:** Officer Applicants will complete a 50 question candidate test on the first day of SLC. Those scoring 70% or higher will advance to interviews. Those scoring under 70% will not be allowed to continue in the process. After scoring the candidates exams, applicants who are moving on to the interview will randomly be assigned an interview time. The interview schedule will be posted outside of headquarters.
 - B. **Interview:** Interviews will take place on the first day of SLC and will last approximately 8-15 minutes depending on the number of candidates.
 - C. **Review and slating:** The review and slating committee, in its sole discretion, will slate candidates for offices. The committee is **not** required to slate candidates for all offices and the committee is **not** required to slate all candidates. (e.g., If a region only has one candidate, the committee could slate that candidate for president and leave the region representative position vacant)
 - D. **Posting:** Slating will be posted before Opening Session of SLC. The committee's role ends at that time.

STATE OFFICER TRAVEL

- I. State Officers shall travel with their chapters to conferences/activities in which their chapter is participating. Local schools and/or parents are responsible for transportation to conferences/activities in which the local chapter does not participate. In all cases, local schools/advisers/parent share responsibility for the transportation and supervision of their State Officers.
- II. State Officers will not travel to or participate in conferences/activities other than those scheduled by New Mexico HOSA-Future Health Professionals unless written permission is obtained from the State Advisor or designee.
- III. State Officers shall travel by means approved by their local school/adviser. Approved transportation shall be (but are not limited to) public transportation (bus) or vehicle driven by teacher/adviser; vehicle driven by adult sponsor (approved by school); or vehicle driven by parent/guardian of officer.

INSURANCE POLICY

- I. Insurance is carried by the state association in case of an accident that occurs during the conference. Members need to report the incident immediately and complete the designated forms.

BAD WEATHER POLICY-CRISIS MANAGEMENT

The following policies will apply when weather or transportation problems cause a school to miss or be late for a conference:

- I. In the event of bad weather during a State Leadership Conference, the conference will proceed as scheduled.
 - A. Activities at the State Leadership Conference will be altered as possible to accommodate schools arriving late due to bad weather or transportation problems.
 - B. Through consultation with the Board of Directors, the State Advisor or designee will make the decisions regarding weather problems.
- II. Refunds will be made (in proportion possible) after all conference expenses have been paid.

GRIEVANCE AND NMAA APPEALS PROCEDURE

- I. At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring this to the attention of the event manager for immediate correction.
- II. Grievance Forms are due no later than 2 hours after an event concludes and may be turned in to any conference staff member. Failure to appeal within the time specified is a waiver of any right to appeal.
- III. Grievances are only allowed for operational challenges in competitive events. The decision of judges is final and will not be changed by filing a grievance. Grievances will be used to improve processes for future conferences. Grievances acted on in any way other than the official grievance form will be immediately dismissed. Grievances will be determined jointly by the State Advisor, the Competition Manager, and the Education Program Supervisor. The decision will be final and may not be appealed.
- IV. Appeal Procedure. If discontented by the determination of the NM HOSA advisor, the student and/or school shall have the right to appeal that decision to the Review Board of the New Mexico Activities Association. A simple letter from the school shall initiate such appeal. Such a letter shall request that the decision be reviewed by the Review Board, should be sent to the New Mexico Activities Executive Secretary within five (5) working days after notification is received from the member organization. If such letter of request is postmarked within five (5) days after receipt of notification, it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.
- V. New evidence will not be allowed unless not in existence at the time of the decision by member organization or which, although in existence at the time, was not discovered, although due delinquency was exercised.

SEXUAL HARASSMENT POLICY

The IRS strongly encourages non-profit organizations to have a Sexual Harassment policy.

The proposed policy is as follows:

- I. Objective
 - A. To clearly state New Mexico HOSA, Inc.'s (New Mexico HOSA) policy with regard to sexual harassment whether such action results from the conduct of employees, volunteers, board members, members, or certain others associated with New Mexico HOSA.
 - B. To provide for disciplinary action in the event the policy is not followed.

- II. Content
 - A. It is the policy of New Mexico HOSA that all employees, volunteers, board members, or members be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age or disability. New Mexico HOSA will not tolerate work-related harassment of employees whether it occurs on or off the job.
 - B. "Sexual harassment" means unwelcome or unsolicited sexual behavior, including sexual advances, requests for sexual favors, dirty jokes, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's continued involvement with New Mexico HOSA,
 2. Submission to or rejection of such conduct by an individual is used as the basis for involvement affecting such individual, or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation or creating an intimidating, hostile, or offensive environment for the employees, volunteers, board members, or members, including, but not limited to jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of New Mexico HOSA communications facilities; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexist slurs; negative stereotyping; and public displays of affection.
 - C. Activities described above are prohibited on the part of all employees, volunteers, board members, or members, whether or not in a position of power or authority. It is not necessary that there be a supervisory relationship between the involved persons for the activity to be a violation of this policy.
 - D. Any employee, volunteer, board member, or member who feels they have been subjected to any prohibited activity described above should report the incident immediately to their supervisor or the Board of Directors Chair. An employee, volunteer, board member, or member may report harassment without first contacting their supervisor. All resulting investigations will be initiated promptly and

will be handled confidentially as possible consistent with New Mexico HOSA's need to conduct an adequate investigation and take appropriate corrective action to rectify any harassment in violation of this policy that is found to have occurred.

- E. Retaliation against an employee, volunteer, board member, or member who makes a good faith report of harassment or who participates in good faith in an investigation is prohibited.
- F. The Board of Directors Chair or designee, will meet with employees, volunteers, board members, or members initially upon involvement and thereafter no less than annually, to explain the provisions of this policy **and** to restate New Mexico HOSA's prohibition of harassment and retaliation, and to describe the possible disciplinary consequences of violating this policy.
- G. Any employee, volunteer, board member, or member violating this policy will be subject to disciplinary action up to and including termination of involvement.
- H. This policy is not intended to supersede school district policies.

III. Responsibility

Supervisory personnel and the Board of Directors Chair shall be responsible for the enforcement of this policy.

NON-DISCRIMINATION

The IRS strongly encourages non-profit organizations to have a non-discrimination policy.

- I. It is the policy of New Mexico HOSA to select, develop, and promote board members, advisers, vendors, partners and student leaders based on individual ability, experience, and community relationships. New Mexico HOSA does not and will not tolerate any discrimination based on race, religion, color, national origin, veteran status, creed, gender, age, marital/family status, physical ability/disability, sexual orientation, or genetic coding.
- II. Additionally, New Mexico assures equal opportunity in all opportunities afforded to board members, advisers, and student participants.
- III. Any person who believes that he or she has experienced discrimination in the above areas should report the facts to the Executive Director or the Board of Directors Chair. If a person is not satisfied, he or she may then report it to the State of New Mexico Equal Rights Commission or Office of Civil Rights, who will investigate the complaint.
- IV. This policy also prohibits reprisals or retaliation against any person because he or she has filed a complaint.

Note:

Updated and approved by Board - July, 25, 2018