

DC HOSA

FUTURE HEALTH PROFESSIONALS

District of Columbia Chartered Association

STANDING RULES

Operational Procedures and Guidelines

Adopted Under Article XI, Section 11.3 of the DC HOSA Bylaws v2.2

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Authority: These Standing Rules are adopted under Article XI, Section 11.3 of the DC HOSA Bylaws v2.2. They establish the operational procedures and guidelines for DC HOSA governance, officer management, chapter operations, financial oversight, competitive events, conferences, communications, and records management.

Amendment Process: These Standing Rules may be amended by State Advisor recommendation and simple majority vote of the Advisory Council Executive Committee. Amendments take effect immediately upon approval and do not require a delegate vote. OSSE is notified within 10 days of any amendment.

Relationship to Bylaws: These Standing Rules operate under the authority of the DC HOSA Bylaws v2.2. Any provision of these Standing Rules that conflicts with the Bylaws is superseded by the Bylaws.

SECTION 1: OFFICER ELECTIONS AND TRANSITIONS

1.1 Application Process

A. Timeline

- **Post-MWLC:** Applications open (late January)
- **First Friday in February:** Application deadline
- **Second Monday in February:** Advisor recommendations due
- **Third Friday in February:** Application review complete
- **Last week of February - First week of March:** Interviews conducted
- **First week of March:** Slate announced
- **Second week of March (SLC):** Delegate vote

B. Application Requirements

Candidates must submit:

- Completed online application form
- Current resume or activity list
- Statement of interest (500 words maximum)
- Preliminary passion project proposal
- Confirmation of:
 - 3.0+ GPA
 - Chapter advisor endorsement
 - Availability for officer training
 - Commitment to attend ILC
 - Understanding they cannot serve as local chapter officer

C. Chapter Advisor Endorsement

Chapter advisors must:

- Confirm student's eligibility (GPA, standing, character)
- Verify student understands time commitment
- Submit endorsement via separate form by deadline
- Provide candid assessment of student's readiness

D. Incomplete Applications

Applications missing required components by deadline:

- State Advisor notifies candidate within 24 hours
- Candidate has 48 hours to complete
- If still incomplete, application is disqualified

1.2 Interview Panel Process

A. Panel Composition

Required members:

- State Advisor (chair)
- Officer Advisor
- Officer Coach
- Current President-Elect

Additional members (as available):

- Other current officers (minimum 1)
- Advisory Council member (optional)

B. Interview Format

Each interview includes:

- Welcome and introductions (2 minutes)
- Position-specific questions (10 minutes)
- Scenario-based questions (5 minutes)
- Candidate questions (3 minutes)
- Panel deliberation (5 minutes)

Total time per candidate: 25 minutes

C. Interview Rubric

Candidates scored on:

- **Leadership Experience** (0-5 points)
- **HOSA Knowledge and Engagement** (0-5 points)
- **Communication Skills** (0-5 points)
- **Vision and Initiative** (0-5 points)
- **Role Fit and Readiness** (0-5 points)
- **Collaboration and Teamwork** (0-5 points)

Maximum score: 30 points

D. Interview Questions (Sample)

Position-Specific (all positions):

- Why are you interested in this specific VP role?
- What experience prepares you for this position?
- Describe a project you would lead in this role.

Scenario-Based (examples):

- A chapter advisor emails that their students feel disconnected from state activities. How do you respond?
- You disagree with another officer's approach to a project. How do you handle it?
- You're behind on a deadline. What do you do?

HOSA Knowledge:

- What are DC HOSA's Four Pillars? How do they guide your vision?
- What's the difference between competitive events and recognition events?
- How does your role support chapters?

1.3 Slate Formation

A. Deliberation Process

After all interviews:

- Panel reviews all rubric scores
- Panel discusses each candidate's strengths and fit
- Panel considers:
 - Rubric scores (primary factor)
 - Position alignment vs. application preference
 - Cabinet balance (grade levels, schools, diversity)
 - Leadership pipeline (who could grow into President)

B. Position Assignment

- Panel may assign candidate to different position than applied for
- Reassignment based on:
 - Better fit for role
 - Stronger performance in relevant areas
 - Cabinet needs
- **Candidate must accept reassignment** to be on slate
- If candidate declines, panel continues deliberation

C. Slate Approval

- **Majority vote required** to finalize slate
- Slate includes one candidate per position:
 - President-Elect
 - VP of Membership
 - VP of Community Outreach
 - VP of Public Relations
 - VP of Middle School Development
- Current President-Elect automatically becomes President (no election)

D. Slate Announcement

Within 48 hours of formation:

- Candidates notified individually (phone call + email)
- Slate announced publicly via:
 - DC HOSA social media

- Email to all chapter advisors
- Posted on DC HOSA website
- Delegate packets prepared and distributed

1.4 Delegate Voting

A. Voting Session Format

At State Leadership Conference:

- **Slate Introduction** (15 minutes)
 - Each candidate gives 2-minute speech
 - Candidates introduce themselves and vision
- **Fishbowl Round 1** (10 minutes)
 - Personal/values-based questions
 - 30 seconds per response
- **Fishbowl Round 2** (10 minutes)
 - HOSA-specific questions
 - 30 seconds per response
- **Delegate Discussion** (10 minutes)
 - Candidates dismissed
 - Delegates discuss among themselves
- **Voting** (10 minutes)
 - YES or NO vote on entire slate
 - Ballots collected and counted

B. Voting Procedures

- Each voting delegate receives one ballot
- Alternates vote only if primary delegate absent
- Voting is anonymous (paper or electronic ballot)
- Simple majority (>50%) required for slate approval
- State Advisor and Officer Advisor count ballots
- Results announced immediately

C. If Slate Fails

- Interview panel reconvenes within 48 hours
- Panel options:
 - Present revised slate (swap out 1-2 candidates)
 - Present same slate with additional context
 - Postpone elections and reopen process
- Revised slate presented at special delegate session

D. Results Announcement

- Results announced immediately after vote count
- Elected officers introduced on stage
- Celebration and recognition
- Installation ceremony scheduled

1.5 Officer Onboarding and Transition

A. Immediate Post-Election (March)

Week 1 (Post-SLC):

- Elected officers meet with State Advisor (orientation call)
- Officers receive onboarding packets
- Passion projects reviewed and refined

Weeks 2-4 (Late March):

- Outgoing officers schedule transition meetings
- New officers shadow outgoing officers
- Access granted to officer platforms and tools

B. Official Transition (April 1)

- New officers officially assume roles
- Outgoing officers transition to advisory/alumni status
- President-Elect becomes President
- New cabinet fully operational

C. Onboarding & Development (April–May)

April meetings:

- Weekly officer meetings (outgoing + incoming)
- Portfolio-specific handoff sessions
- Committee formation planning
- Program of Work initial discussions

May activities:

- Outgoing officers complete transition documentation
- New officers finalize passion project proposals
- Program of Work development begins
- Officer training scheduled

1.6 Officer Training Schedule

A. Onboarding & Summer Training (April–July)

June training:

- 2-day in-person officer retreat

- Team building and goal setting
- Parliamentary procedure training
- Public speaking workshop
- Program of Work finalization

July training:

- Virtual monthly check-in
- Portfolio-specific skill building
- Partnership development workshop
- Social media and communications training

B. Academic Year Training (September–March)

Monthly topics:

- September: Meeting facilitation and documentation
- October: Event planning and logistics
- November: Community engagement and service
- December: Mid-year reflection, adjustment, and budgeting
- January: Competitive events support
- February: Recognition and awards development
- March: Leadership, succession planning, evaluation, and transition

C. Conference Preparation

Before each conference:

- Officers receive specific role assignments
 - Rehearsal for officer-led sessions
 - Briefing on delegate interactions
 - Emergency procedure review
-

SECTION 2: OFFICER OPERATIONS AND ACCOUNTABILITY

2.1 Monthly Reporting Requirements

A. Monthly Officer Report Format

Each VP submits monthly report including:

- **Completed Tasks**
 - What was accomplished this month
 - Committee deliverables completed
- **Progress on Program of Work Goals**
 - Status of ongoing projects
 - Milestones reached
- **Challenges and Barriers**
 - Obstacles encountered
 - Support needed
- **Committee Activity Summary**
 - Meeting attendance
 - Projects in progress
 - Chapter engagement
- **Next Month's Priorities**
 - Specific goals for upcoming month
 - Timeline adjustments if needed
- **Passion Project Update**
 - Progress on personal initiative
 - Adjustments or refinements

B. Submission Process

- **Due date:** 5th of each month
- **Submitted to:** President, State Advisor, Officer Advisor
- **Format:** Template provided (Google Doc)
- **Length:** 2-3 pages maximum

C. Report Review

- State Advisor reviews all reports
- Provides feedback within 5 business days
- Identifies officers needing support
- Shares highlights with Advisory Council

2.2 Meeting Attendance Expectations

A. Required Meetings

Officers must attend:

- **Executive Council meetings** (monthly, September-May)
- **Officer training sessions** (as scheduled)
- **State conferences** (FLC, MWLC, SLC)
- **Portfolio-specific committee meetings** (as scheduled)
- **Advisory Council meetings** (President and President-Elect only)

B. Excused Absences

Acceptable reasons for absence:

- Academic obligations (exams, required classes)
- Family emergencies
- Illness or medical appointments
- School-sponsored activities
- Weather or transportation emergencies

Process:

- Notify State Advisor and President **24 hours in advance** (when possible)
- Provide brief explanation
- Submit written work or updates to cover missed meeting
- Review meeting minutes and follow up

C. Unexcused Absences

Counted as accountability strike if officer:

- Misses meeting without notification
- Provides insufficient notice without valid reason
- Habitually misses meetings (even with reasons)

2.3 Program of Work Development

A. Annual Development Process

April-May (during SLC):

- Delegates provide input on priorities and needs
- Officers collect chapter feedback
- State Advisor shares strategic priorities

May-June (Post-election):

- New officers develop draft Program of Work
- Each VP proposes initiatives for their portfolio
- Officers identify cross-functional projects
- Passion projects integrated into plan

June (Advisory Council Review):

- Draft Program of Work presented to Advisory Council
- Council provides feedback and recommendations
- Officers refine based on input

July (Finalization):

- State Advisor reviews and approves final Program of Work
- Budget allocation confirmed
- Timeline and milestones established

August (Rollout):

- Program of Work communicated to all chapters
- Advisor Huddles introduce initiatives
- Chapter resources distributed

B. Program of Work Components

Each officer's section includes:

- **Portfolio Goals** (2-3 major goals aligned with pillars)
- **Core Initiatives** (recurring programs - e.g., Fill the Fridge)
- **New Initiatives** (pilot projects or new programs)
- **Passion Project** (officer's personal leadership initiative)
- **Recognition and Awards** (how success will be celebrated)
- **Timeline** (monthly milestones and deadlines)
- **Budget Needs** (estimated costs for initiatives)
- **Success Metrics** (how progress will be measured)

C. Mid-Year Adjustment

- **December review:** Officers assess progress
- Adjust timelines if needed
- Add/remove initiatives based on capacity
- Requires State Advisor approval for major changes

2.4 Committee Formation and Management

A. Committee Structure

Each VP chairs a committee:

- **Membership Committee** (VP of Membership)
- **Community Outreach Committee** (VP of Community Outreach)
- **Public Relations Committee** (VP of Public Relations)
- **Middle School Development Committee** (VP of MS Development)

B. Committee Membership

Who can serve:

- 1-2 representatives from each chapter (designated by chapter)
- State officers from other portfolios (cross-functional support)
- Middle School Representatives (8th grade, for MS committee)
- Advisory Council members (optional mentors)

Selection process:

- Chapters nominate representatives (August-September)
- VP reviews and confirms committee rosters
- Orientation session held in September

C. Committee Meetings

- **Frequency:** Monthly (virtual or in-person)
- **Duration:** 45-60 minutes
- **Agenda:** Distributed 48 hours in advance
- **Minutes:** President-Elect or VP documents key decisions

D. Committee Deliverables

Committees produce:

- Monthly progress updates
- Resources for chapters (toolkits, guides, templates)
- Event planning and execution
- Feedback and recommendations for state programs

2.5 Recognition and Awards Development

A. Officer Responsibilities

Each VP develops recognition for their portfolio:

- **VP of Membership:** Chapter Excellence Awards, Advisor Recognition
- **VP of Community Outreach:** Service Impact Awards, Community Partner Recognition
- **VP of Public Relations:** Social Media Excellence, Chapter Communication Awards
- **VP of MS Development:** MS Chapter Awards, MS Leadership Recognition

B. Award Proposal Process

By June 30:

- Officers submit award proposals to State Advisor
- Includes:
 - Award name and criteria
 - Recognition type (certificate, plaque, gift, etc.)
 - Budget needed
 - Presentation plan (when and where)

July review:

- Advisory Council reviews awards framework
- State Advisor approves budget allocation

Implementation:

- Officers track eligible candidates throughout year
- Selection process documented
- Awards presented at SLC or designated events

2.6 Accountability and Performance Standards

A. Three-Strikes Policy

Strike 1: Verbal Warning with Action Plan

- Triggered by:
 - Missed deadline without communication
 - Unexcused absence from required meeting
 - Incomplete monthly report
 - Lack of progress on assigned tasks
- **Process:**
 - One-on-one meeting with State Advisor, Officer Advisor, or Officer Coach
 - Identify root causes and barriers
 - Develop specific action plan with timeline
 - Document conversation
 - Follow-up check-in within 2 weeks

Strike 2: Formal Written Warning

- Triggered by:
 - Second occurrence of Strike 1 behaviors
 - Continued lack of progress after action plan
 - Pattern of minimal effort or engagement
- **Process:**
 - Written warning delivered via email
 - Meeting with State Advisor, Officer Advisor, and Officer Coach
 - Specific improvement plan with clear benchmarks
 - Timeline for improvement (typically 30 days)
 - Weekly check-ins scheduled
 - President and President-Elect informed

Strike 3: Probationary Status

- Triggered by:
 - Third occurrence of accountability issues
 - Failure to meet Strike 2 improvement plan

- Significant violation of expectations
- **Process:**
 - Officer placed on probation
 - May include reduced responsibilities
 - Intensive support and monitoring (weekly check-ins)
 - Clear expectations for restoration to full standing
 - Duration: 30-60 days
 - Remaining Executive Council informed

Continued Non-Performance After Strike 3:

- State Advisor consults with:
 - Officer Advisor and Officer Coach
 - Remaining Executive Council members
 - OSSE Director of CTSOs
- Removal considered if:
 - Officer shows no improvement despite support
 - Officer unable to fulfill basic responsibilities
 - Officer's participation is detrimental to team

B. Immediate Removal (No Strikes)

Officer may be removed immediately for:

- Academic ineligibility (below 3.0 GPA)
- Violation of HOSA Code of Conduct
- Misuse of DC HOSA funds or resources
- Criminal activity or endangering behavior
- Misrepresentation of DC HOSA
- Harassment or discrimination

Process:

- State Advisor recommends removal to OSSE Director
- Officer has opportunity to respond in writing
- OSSE Director makes final determination
- Removal effective upon OSSE decision

C. Restoration from Probation

Officers on probation restored to full standing by:

- Meeting all conditions of improvement plan
- Demonstrating consistent performance for 30+ days
- Positive assessment from State Advisor and support team
- Recommendation from President and President-Elect

D. Documentation

All accountability actions documented:

- Date and description of issue
- Action taken (strike level, warning type)
- Improvement plan details
- Follow-up dates and outcomes
- Final resolution

Maintained by: State Advisor (confidential)

2.7 Officer Recognition and Appreciation

A. Throughout the Year

- Monthly shout-outs at Executive Council meetings
- Social media highlights of officer achievements
- "Officer of the Month" recognition (optional)
- Advisory Council appreciation notes

B. End of Year

- Officer appreciation event (May)
 - Certificates of service
 - Personalized thank-you letters from State Advisor
 - Recognition at SLC (for outgoing officers)
 - Portfolio-specific awards (determined by Advisory Council)
-

SECTION 3: ADVISORY COUNCIL OPERATIONS

3.1 Member Recruitment and Appointment

A. Recruitment

State Advisor recruits Advisory Council members through:

- Direct outreach to healthcare professionals
- Recommendations from existing members
- Partnerships with healthcare organizations
- Alumni networks
- Chapter advisor nominations

B. Criteria for Appointment

Members selected based on:

- Expertise in healthcare, education, or youth development
- Commitment to DC HOSA mission
- Ability to provide meaningful support (time, connections, resources)
- Diversity of perspectives and backgrounds
- Alignment with DC HOSA values

C. Appointment Process

- State Advisor conducts initial conversation
- Candidate completes brief application/information form
- State Advisor reviews with Officer Advisor/Coach
- If approved, candidate receives formal invitation
- New member oriented and added to roster

D. Term Management

- Members appointed for 2-year terms
- Staggered terms to ensure continuity
- Members may be reappointed up to 3 consecutive terms (6 years)
- After 6 years, 1-year break required before reappointment

3.2 Executive Advisory Committee Composition

A. Voting Members (5 total)

- OSSE Director of CTSOs (or designee)
- Healthcare professional #1
- Healthcare professional #2
- Education representative #1
- Education representative #2

B. Ex-Officio Members (Non-Voting)

- DC HOSA State Advisor
- DC HOSA President
- DC HOSA President-Elect

C. Selection of Exec Committee Members

- State Advisor nominates members from Full Advisory Council
- Prioritizes:
 - Active engagement and availability
 - Relevant expertise for governance decisions
 - Commitment to attend regular meetings
 - Terms: 2 years, renewable

3.3 Meeting Procedures

A. Executive Advisory Committee Meetings

Frequency: Minimum twice per year (fall and spring)

- **Fall meeting** (October): Review budget, discuss strategic priorities
- **Spring meeting** (April-May): Year-end review, input on Program of Work

Additional meetings as needed:

- Emergency amendments
- Spending approvals (\$2,001-\$5,000)
- State Advisor evaluation
- Strategic planning

Format:

- Virtual or in-person (State Advisor determines)
- 90 minutes typical duration
- Agenda distributed 1 week in advance
- Minutes documented and distributed

B. Full Advisory Council Meetings

Frequency: Minimum once per year

- **Annual meeting** (January at MWLC or separate date)

Purpose:

- State of DC HOSA update
- Strategic planning input
- Partnership development
- Judge recruitment for competitive events
- Networking and relationship building

Format:

- Typically in-person
- 2-3 hours
- May include working sessions or breakouts
- Minutes documented

C. Quorum Requirements

- **Executive Committee:** 5 members (all voting members)
- **Full Council:** One-third of members

D. Voting Procedures

- Simple majority required for most decisions
- Emergency amendments require 4 of 5 Executive Committee votes
- Voting by voice, show of hands, or electronic ballot

3.4 Goals and Accountability**A. Annual Goals**

Executive Advisory Committee establishes 1-3 annual goals:

- Examples:
 - Secure \$X in sponsorships or grants
 - Recruit 50 judges for competitive events
 - Develop 3 new healthcare partnerships
 - Launch scholarship fund
 - Expand chapter advisor professional development

B. Goal Tracking

- Goals set at fall meeting
- Progress reviewed at spring meeting
- State Advisor provides quarterly updates via email
- Successes celebrated, challenges addressed

C. Member Engagement Expectations

Advisory Council members expected to:

- Attend assigned meetings (Exec Committee or Full Council)
- Respond to communications within 1 week
- Contribute expertise when requested
- Support DC HOSA events and initiatives
- Maintain confidentiality of sensitive information

D. Removal for Non-Engagement

Member may be removed if:

- Three consecutive meeting absences (without valid reason)
- Non-responsive to communications
- Unable to fulfill stated commitments

Process:

- State Advisor discusses concerns with member
 - If issues persist, State Advisor recommends removal to Executive Committee
 - Executive Committee votes (simple majority)
 - Member notified and thanked for service
-

SECTION 4: CHAPTER MANAGEMENT

4.1 Chapter Charter Application Process

A. Initial Inquiry

Schools interested in starting a chapter:

- Contact State Advisor (email or phone)
- Schedule informational meeting
- Receive chapter start-up packet

B. Chapter Start-Up Packet Includes

- Overview of HOSA and DC HOSA
- Benefits of membership
- Advisor responsibilities and expectations
- Sample chapter bylaws template
- Program of Work template
- Affiliation process and timeline
- Contact information for existing advisors (mentors)

C. Charter Application Requirements

To receive charter, school must submit:

- **Chapter Charter Application Form**
 - School information
 - Advisor information and credentials
 - Estimated membership
- **Roster of at least 5 prospective members**
- **Draft chapter bylaws** (using template)
- **Draft Program of Work** for first year
- **Administrative support letter** from principal or CTE coordinator

D. Application Review and Approval

- State Advisor reviews application within 10 business days
- May request clarifications or additional information
- Once approved:
 - Chapter receives charter number
 - Added to DC HOSA chapter directory
 - Advisor added to Advisor Huddle distribution list
 - Welcome packet and resources provided

E. Provisional First Year

- New chapters in "provisional" status for first year

- Receive extra support and check-ins from State Advisor
- Requirements adjusted as chapter establishes itself
- Full charter status granted after successful first year

4.2 Affiliation Procedures and Deadlines

A. Annual Affiliation Cycle

August: Membership launch and communication to advisors

September 1: Chapter forms due

- Chapter Advisor Responsibilities & Code of Conduct
- Chapter Leadership Contact Form
- Local Chapter Affiliation Fee and Membership Acknowledgement

September-November: Members affiliate via HOSA national system

November 1: Additional chapter forms due

- Chapter Program of Work
- Local Administration Support Form

Ongoing: Payment processing and follow-up

B. Affiliation Fees

National HOSA fees (paid to HOSA National):

- Set annually by National HOSA
- Approximately \$10 per student

DC HOSA state fees (paid to DC ACTE account):

- Middle School: \$10.00
- Secondary: \$10.00
- Collegiate/Postsecondary: \$15.00
- Advisor: \$20.00
- Professional: \$20.00
- Alumni: \$0.00
- Honorary Life: \$0.00

Local chapter fees (optional):

- Determined by each chapter
- Used for local chapter activities and expenses

C. Payment Process

- Chapters collect fees from members
- Chapters submit affiliation via HOSA national system
- National HOSA bills DC HOSA for state portion
- DC HOSA invoices chapter (via DC ACTE or OSSE process)

- Chapter submits payment to appropriate account
- State Advisor confirms payment received

D. Payment Plans

Chapters experiencing financial difficulty may request payment plan:

- Submit written request to State Advisor
- Include proposed payment schedule
- State Advisor reviews and approves/denies
- Approved payment plans documented in writing
- Both parties sign agreement
- Failure to meet payment plan triggers non-compliance procedures

4.3 Chapter Requirements Checklist

A. Membership Requirements

- ☒ Maintain minimum 5 affiliated members (National HOSA requirement)
- ☒ Target 10-15 members for sustainability
- ☒ All members affiliated through HOSA national system
- ☒ Affiliation fees paid by deadline (or payment plan in place)

B. Documentation Requirements

- ☒ Chapter bylaws on file (reviewed annually)
- ☒ Program of Work submitted annually (due Nov 1)
- ☒ Chapter leadership contact form submitted (due Sept 1)
- ☒ Chapter advisor code of conduct signed (due Sept 1)
- ☒ Local administration support form submitted (due Nov 1)

C. Activity Requirements

- ☒ Evidence of monthly chapter meetings (sign-in sheets, minutes, photos)
- ☒ Evidence of chapter events and activities (photos, flyers, social media)
- ☒ Active chapter social media account OR monthly updates to DC HOSA
- ☒ Participation in at least one state conference (FLC, MWLC, or SLC)

D. Communication Requirements

- ☒ Advisor attends Advisor Huddles or watches recordings
- ☒ Responds to state communications within 10 business days
- ☒ Participates in state initiatives aligned with Four Pillars

E. Standards of Excellence (Optional but Encouraged)

- ☒ Complete and submit Standards of Excellence application
- ☒ Provides evidence of chapter achievements
- ☒ Recognition at SLC for Gold, Silver, and Bronze levels

4.4 Non-Compliance Progressive Procedures

A. 30 Days Past Due (Any Requirement)

Action by State Advisor:

- Friendly reminder email to chapter advisor
- Offer of support and resources
- Payment plan discussion (for financial obligations)
- Check-in phone call if appropriate

Documentation: Email communication logged

B. 60 Days Past Due

Action by State Advisor:

- Formal notice email to:
 - Chapter advisor
 - School administrator (principal or CTE coordinator)
 - Outreach call to understand barriers
 - Written support plan offered
 - Resources and assistance provided

Documentation: Formal notice saved; call notes logged

C. 90 Days Past Due

Action by State Advisor:

- Chapter placed on **PROVISIONAL STATUS**
- Restrictions:
 - Cannot register for upcoming conferences
 - Cannot compete at SLC
 - Chapter delegates cannot vote
- Restoration plan required:
 - Specific actions to return to good standing
 - Timeline for completion
 - Support resources identified

Documentation: Provisional status letter sent and saved

D. 120 Days Past Due

Action by State Advisor:

- **CEASE AND DESIST** letter sent to:
 - Chapter advisor
 - School administration
 - Charter **SUSPENDED** (not revoked)

- Cannot use DC HOSA name or represent organization
- Must complete restoration plan to reinstate

Documentation: Cease and desist letter; suspension notice

E. 180 Days Past Due

Action by State Advisor:

- Charter **REVOKED**
- Must reapply as new chapter
- All outstanding obligations must be resolved before new charter granted
- Reapplication available after one full academic year

Documentation: Charter revocation letter

F. Grace Provisions

State Advisor may grant extensions for:

- Documented financial hardship
- School administrator/advisor transitions (automatic 60-day extension)
- Natural disasters or emergencies
- Extraordinary circumstances beyond chapter control

All extensions must be:

- Requested in writing
- Approved by State Advisor in writing
- Documented with new deadline

4.5 Chapter Support and Resources

A. Advisor Training

- Monthly Advisor Huddles (live + recordings)
- New Advisor Mentoring program
- Advisor resource library (templates, guides, toolkits)
- Access to National HOSA advisor training

B. Chapter Development Resources

Provided by State Advisor and officers:

- Chapter bylaws templates
- Program of Work examples
- Meeting agenda templates
- Recruitment materials
- Social media content templates
- Event planning guides

C. Officer Support for Chapters

- VP of Membership: Chapter onboarding, communication systems
- VP of Community Outreach: Service project toolkits, partnership connections
- VP of Public Relations: Social media training, branding resources
- VP of MS Development: Middle school programming, transition support

D. Chapter Collaboration Opportunities

- Cross-chapter service projects
- Joint fundraisers
- Shared professional development events
- Mentorship between established and new chapters

4.6 Standards of Excellence Program

A. Purpose

- Recognize chapter excellence and achievement
- Encourage best practices in chapter management
- Provide framework for continuous improvement
- Celebrate chapter successes at state level

B. Participation

- **Voluntary** (not required for charter status)
- Encouraged for all chapters
- Application deadline: March 1 annually
- Covers period: August 1 - March 1

C. Review Process

- Chapters submit evidence of achievement in required areas
- State officers review submissions using rubric
- Each VP reviews their relevant sections
- State Advisor conducts final review
- Recognition levels determined: Gold, Silver, Bronze

D. Recognition

- Gold, Silver, Bronze certificates
 - Recognition at State Leadership Conference
 - Highlighted on DC HOSA website and social media
 - Congratulatory letters to chapter advisors and school administrators
-

SECTION 5: DELEGATE PROCEDURES

5.1 Delegate Selection by Chapters

A. Allocation

Each chapter in good standing may designate:

- Up to 3 voting delegates
- Up to 2 voting delegate alternates

B. Eligibility

Voting delegates must:

- Be affiliated DC HOSA members in good standing
- Be Secondary or Postsecondary/Collegiate Division
- Preferably be non-competitors (to avoid scheduling conflicts)
- Understand delegate responsibilities

C. Chapter Selection Process

Chapters establish their own selection process, which should:

- Be fair and transparent
- Be documented in chapter bylaws or procedures
- Provide opportunity for interested members
- Involve chapter advisor approval

Common selection methods:

- Application and interview
- Chapter vote
- Advisor appointment
- Officer nomination + chapter approval

D. Notification to State Advisor

Chapters submit delegate information:

- **Deadline:** 2 weeks before SLC
- **Method:** Online form
- **Information required:**
 - Names of delegates and alternates
 - Contact information
 - Dietary restrictions (for meals)
 - Confirmation of eligibility

5.2 Pre-Conference Delegate Responsibilities

A. Chapter Input Survey

Delegates survey their chapter members on:

- **Interests and Priorities**
 - What programs/initiatives would members like to see?
 - What challenges does the chapter face?
 - What support does the chapter need from state?
- **Program Ideas**
 - New service projects
 - Leadership development topics
 - Partnership opportunities
 - Conference improvements
- **Officer Candidate Input**
 - What qualities should state officers have?
 - What issues should officers address?

Tool provided: Chapter Delegate Survey Template (Google Form)

B. Review Materials

Delegates receive and review:

- Officer candidate information and platforms
- Proposed bylaw amendments (if any)
- Policy changes requiring vote
- Program of Work priorities for next year

C. Prepare Summary

Delegates prepare brief summary (1 page) of:

- Key themes from chapter survey
- Top priorities for their chapter
- Questions or concerns to raise

Submitted to: State Advisor (3 days before SLC)

5.3 At-Conference Delegate Procedures

A. Check-In

- Delegates check in at registration
- Receive delegate packet:
 - Agenda for delegate sessions
 - Voting ballots (if applicable)
 - Candidate information
 - Robert's Rules quick reference
 - Attend orientation session (15 minutes)

B. Delegate Assembly Schedule

Session 1: Officer Elections (60 minutes)

- Candidate speeches and Q&A
- Fishbowl rounds
- Delegate discussion
- Voting

Session 2: Policy Input Workshop (60 minutes)

- Small group discussions on priorities
- Presentation of chapter input
- Identification of common themes
- Recommendations for Program of Work

Session 3: Bylaw/Policy Votes (30 minutes, if needed)

- Discussion of proposed amendments
- Debate and questions
- Voting on amendments

C. Voting Procedures

- Each delegate casts one vote
- Alternates vote only if primary delegate absent
- Voting by ballot (paper or electronic)
- Anonymous voting
- Simple majority required (unless specified otherwise)
- Bylaw amendments require 2/3 majority

D. Professionalism and Conduct

Delegates are expected to:

- Attend all delegate sessions
- Listen respectfully to all presentations
- Ask thoughtful questions
- Vote based on chapter interests and DC HOSA mission
- Maintain confidentiality of sensitive discussions
- Represent their chapter with integrity

5.4 Post-Conference Delegate Responsibilities

A. Report to Chapter

Within 2 weeks of SLC, delegates:

- Present election results to chapter
- Share new officers' platforms and goals
- Communicate policy decisions made

- Report on Program of Work priorities for next year
- Distribute resources and materials from conference

Tool provided: Delegate Report Template (presentation slides)

B. Gather Chapter Feedback

Delegates collect chapter members' feedback on:

- Conference experience (if members attended)
- Satisfaction with delegate representation
- Ideas for next year
- Questions or concerns

C. Complete Delegate Evaluation

Delegates submit evaluation to State Advisor:

- What worked well in delegate process
- What could be improved
- Suggestions for future conferences
- Overall assessment of experience

Due: Within 2 weeks of SLC

SECTION 6: FINANCIAL PROCEDURES

6.1 Account Structures and Management

A. DC HOSA Funds

Primary account: DC ACTE account (managed by OSSE)

- Holds state affiliation fees
- Holds donations and sponsorships
- Administered by OSSE Director of CTSOs

Process for accessing funds:

- State Advisor submits request to OSSE
- Request includes:
 - Purpose of expenditure
 - Amount requested
 - Supporting documentation (quotes, invoices)
 - Approval documentation (per spending thresholds)
- OSSE processes payment or reimbursement
- State Advisor receives confirmation

Typical processing time: 2-4 weeks

B. Financial Record Keeping

State Advisor maintains:

- Expense tracking spreadsheet
- Receipts and invoices (digital and physical)
- Approval documentation
- Reimbursement records
- Budget vs. actual reports

Tools: Google Sheets expense tracker (template provided)

C. Account Reconciliation

State Advisor reconciles records:

- **Monthly:** Review expense tracking vs. budget
- **Quarterly:** Request account statement from OSSE
- **Annually:** Prepare annual financial report

6.2 Spending Approval Processes

A. Expenses Under \$500

Authority: State Advisor decides

Process:

- State Advisor determines need
- Obtains quotes or pricing (if applicable)
- Documents purpose and justification
- Makes purchase or submits request to OSSE
- Retains receipt
- Logs in expense tracker

No additional approval required

B. Expenses \$500 - \$2,000

Authority: State Advisor decides

Process:

- State Advisor determines need and justification
- Obtains quotes or pricing
- Documents purpose, justification, and alignment with budget
- Makes purchase or submits request to OSSE
- Retains receipt
- Logs in expense tracker
- **Informs Advisory Council Executive Committee** via email within 5 business days

Advisory Council notification includes:

- Purpose of expense
- Amount spent
- Budget category
- Receipt or invoice attached

C. Expenses \$2,001 - \$5,000

Authority: Advisory Council Executive Committee approves

Process:

- State Advisor prepares **Expense Approval Request Form**
 - Purpose and justification
 - Detailed budget breakdown
 - Quotes or pricing documentation
 - Expected impact or outcome
- Submits request to Executive Committee
- Executive Committee reviews and discusses
- Vote taken (simple majority required)
- If approved:
 - State Advisor makes purchase or submits to OSSE
 - Retains documentation

- Logs in expense tracker
- If denied:
 - State Advisor explores alternatives or adjusts request

Timeline: Request submitted minimum 10 business days before needed

D. Expenses Over \$5,000

Authority: OSSE approves

Process:

- State Advisor prepares **Budget Review Request**
 - Detailed justification and purpose
 - Budget breakdown
 - Multiple quotes (if applicable)
 - Expected impact and outcomes
 - Advisory Council recommendation
- Submits request to Advisory Council for review/recommendation
- Advisory Council provides written recommendation to OSSE
- State Advisor submits request + recommendation to OSSE
- OSSE reviews and approves/denies
- If approved:
 - OSSE processes purchase or payment
 - State Advisor logs in expense tracker

Timeline: Request submitted minimum 30 days before needed

E. Emergency Expenditures

For urgent needs (safety, compliance, crisis):

- State Advisor may spend up to \$5,000 immediately
- Must notify Advisory Council Executive Committee within 24 hours
- Must notify OSSE within 48 hours
- Must provide full documentation and justification
- Retroactive approval sought at next meeting

6.3 Reimbursement Procedures

A. Eligibility for Reimbursement

Reimbursements available for:

- Pre-approved purchases made by State Advisor, officers, or volunteers
- Conference expenses (materials, supplies, food)
- Travel for official DC HOSA business (if approved in advance)
- Training or professional development (if approved in advance)

Not eligible:

- Expenses not pre-approved
- Personal expenses
- Items not aligned with DC HOSA mission or budget

B. Reimbursement Request Process

- Individual completes **Reimbursement Request Form**
 - Name and contact information
 - Purpose of expense
 - Date of purchase
 - Amount requested
 - Budget category
- Attaches **original receipts**
- Obtains required approvals:
 - <\$2,000: State Advisor approval
 - \$2,001-\$5,000: Advisory Council approval
 - >\$5,000: OSSE approval
- Submits form to State Advisor
- State Advisor reviews and processes

Submission deadline: Within 30 days of expense

C. Reimbursement Processing

- State Advisor submits approved request to OSSE
- OSSE processes payment
- Typical processing time: 2-4 weeks
- Requester receives payment via check or direct deposit

D. Documentation Requirements

All reimbursements must include:

- ☒ Completed reimbursement request form
- ☒ Original itemized receipts (not just credit card statements)
- ☒ Purpose and justification
- ☒ Approval signatures (per spending thresholds)
- ☒ Budget category identified

6.4 Budget Development and Approval**A. Annual Budget Timeline**

April: State Advisor begins budget development

- Reviews current year spending

- Identifies priorities for next year
- Consults with officers on Program of Work needs

May: Draft budget prepared

- State Advisor creates detailed budget proposal
- Includes revenue projections and expense categories
- Aligns with Program of Work

May: Advisory Council Executive Committee review

- Draft budget presented at spring meeting
- Committee provides feedback and recommendations
- State Advisor revises as needed

June: OSSE review and approval

- Final budget submitted to OSSE
- OSSE reviews and approves
- Approved budget effective July 1

B. Budget Categories

- **Conferences and Events**
 - FLC, MWLC, SLC expenses
 - Venue, food, materials, AV (typically managed by OSSE)
 - DC HOSA-specific additions (prizes, decorations, swag)
- **Officer Support**
 - Officer training and development
 - Officer recognition and appreciation
 - Meeting expenses
- **Chapter Support**
 - Chapter resources and toolkits
 - Advisor training materials
 - Standards of Excellence recognition
- **Communications and Marketing**
 - Social media tools and content creation
 - Website maintenance
 - Promotional materials and swag
- **Competitive Events**
 - Judge appreciation
 - Event materials and supplies
 - Awards and recognition
- **Program Initiatives**
 - Service projects (Fill the Fridge, Book Drive)

- Leadership development programs
- Partnership activities
- **Administrative**
 - Technology and software subscriptions
 - Printing and mailing
 - Miscellaneous operational costs

C. Budget Amendments

Mid-year changes to budget:

- State Advisor identifies need for amendment
- Prepares justification and revised budget
- Advisory Council Executive Committee reviews
- OSSE approves if >10% budget change or new category
- Amended budget takes effect upon approval

D. Budget Reporting

State Advisor provides:

- **Monthly:** Internal budget vs. actual tracking
- **Quarterly:** Report to OSSE and Advisory Council Executive Committee
- **Annually:** Comprehensive financial report to OSSE, Advisory Council, and HOSA National

6.5 Revenue and Fundraising

A. Revenue Sources

DC HOSA may receive revenue from:

- State affiliation fees (primary source)
- OSSE allocations (if available)
- Grants (applied for by State Advisor or Advisory Council)
- Sponsorships (from healthcare organizations, businesses)
- Donations (from individuals, alumni, community members)
- Fundraising activities (approved by State Advisor)

B. Fundraising Activity Approval

Before conducting fundraising:

- State Advisor or officers propose fundraiser
- Proposal includes:
 - Purpose and goal amount
 - Method (e.g., selling items, event, crowdfunding)
 - Timeline
 - Responsible parties

- Budget (if expenses required)
- State Advisor approves
- Fundraiser conducted
- Proceeds deposited to DC ACTE account via OSSE

C. Sponsorship and Donation Acceptance

Sponsorships <\$5,000:

- State Advisor may accept
- Must align with DC HOSA mission and values
- Donor/sponsor recognition provided
- Thank you letter sent

Sponsorships >\$5,000:

- State Advisor proposes to Advisory Council
- Advisory Council recommends to OSSE
- OSSE approves acceptance
- Formal agreement may be required

All donations and sponsorships:

- Deposited to DC ACTE account via OSSE
 - Acknowledged with thank you letter
 - Recognized publicly (unless donor requests anonymity)
-

SECTION 7: COMPETITIVE EVENTS MANAGEMENT

7.1 Competitive Events Committee Structure

A. Committee Composition

Chair: State Advisor

Members:

- 2-3 chapter advisors with competitive event experience
- 1-2 state officers (rotating assignment)
- Optional: Advisory Council member with healthcare expertise

B. Committee Responsibilities

- Determine which competitive events to offer at SLC
- Develop event guidelines and rubrics (aligned with National HOSA)
- Recruit and train judges
- Coordinate event logistics (rooms, materials, schedules)
- Manage event registration and check-in
- Oversee event execution and scoring
- Handle results tabulation and appeals
- Recognize top performers

C. Committee Meetings

- **Fall** (September-October): Event selection, judge recruitment planning
- **Winter** (December-January): Judge training, logistics finalization
- **Spring** (February): Final preparations, troubleshooting
- **Post-SLC** (March): Debrief and continuous improvement

7.2 Event Selection and Guidelines

A. Events Offered at DC HOSA SLC

State Advisor determines which events to offer based on:

- Member interest and registration
- Judge availability
- Space and resource constraints
- Alignment with health science curriculum
- National HOSA event categories

Typical DC HOSA event categories:

- Health Science Events
- Health Professions Events
- Emergency Preparedness Events

- Leadership Events
- Teamwork Events
- Recognition Events

B. Event Guidelines

- All competitive events follow National HOSA guidelines
- State Advisor may make minor adjustments for:
 - Time constraints
 - Space limitations
 - Equipment availability
 - Any deviations from National guidelines communicated clearly to competitors

C. Event Materials

State Advisor ensures:

- Guidelines posted on DC HOSA website
- Competitors receive guidelines well in advance
- Judges receive rubrics and training materials
- Event rooms equipped with necessary materials

7.3 Judge Recruitment and Training

A. Judge Recruitment

Sources for judges:

- Advisory Council members
- Healthcare professionals from partner organizations
- College/university faculty
- Alumni with healthcare expertise
- Chapter advisors (for events they don't oversee)

Recruitment timeline:

- **October-December:** Outreach and invitations
- **January:** Confirmations and assignments
- **February:** Final judge roster

B. Judge Requirements

Judges should:

- Have expertise in relevant health science area
- Be available for full day of SLC
- Attend judge training (virtual or in-person)
- Commit to fair and professional evaluation

C. Judge Training

Training session (February, before SLC):

- Overview of DC HOSA and competitive events
- Review of specific event guidelines and rubrics
- Scoring procedures and calibration
- Professionalism and ethics
- Handling questions and concerns
- Logistics (where to go, when, what to bring)

Training format: Virtual webinar + written materials**D. Judge Appreciation**

- Breakfast or lunch provided on event day
- Thank you letter from State Advisor
- Certificate of appreciation
- Small gift or token of thanks
- Recognition on DC HOSA website and social media

7.4 Event Registration and Logistics**A. Registration Process**

- Chapters register competitors via HOSA national system or DC HOSA form
- Registration deadline: Typically 2-3 weeks before SLC
- Late registration available (with late fee) if space permits

B. Event Limits

- Some events may have participant limits (due to space, judges, materials)
- If oversubscribed, first-come-first-served or equitable distribution across chapters

C. Check-In

- Competitors check in at registration on event day
- Receive competitor packet (schedule, room assignments, guidelines)
- Orientation session for first-time competitors

D. Event Execution

- Events run on published schedule
- State Advisor or designee oversees each event room
- Judges evaluate and score using official rubrics
- Scores collected and verified

7.5 Results and Appeals**A. Results Tabulation**

- Scores entered into system immediately after event

- Results verified by at least two people
- Top 3 (or top 10, depending on event) identified
- Results finalized and prepared for awards ceremony

B. Results Announcement

- Top performers announced at Awards Ceremony (SLC closing session)
- Full results posted on DC HOSA website after SLC
- Certificates distributed to all competitors

C. Appeals Process

If competitor believes an error occurred:

- Competitor or advisor submits written appeal to State Advisor
- Appeal must be submitted within 2 hours of results posting
- Appeal must specify:
 - Event name and competitor name
 - Nature of alleged error
 - Requested remedy
- State Advisor reviews appeal with event judge(s)
- Decision made and communicated to competitor/advisor
- **State Advisor's decision is final** (no further appeal)

Grounds for appeal:

- Scoring error or miscalculation
- Procedural violation during event
- Incorrect application of rubric

Not grounds for appeal:

- Disagreement with judge's evaluation
- Belief that score should have been higher
- Competitor's perception of own performance

7.6 Recognition and Awards

A. Award Levels

- **1st, 2nd, 3rd place:** Medals or plaques (depending on budget)
- **4th-10th place** (if applicable): Ribbons or certificates
- **All participants:** Certificate of participation

B. Special Recognition

- Outstanding Chapter Award (based on overall competitive event performance)
- Most Improved Chapter Award
- Sportsmanship Award (nominated by judges and peers)

C. State Qualifiers for ILC

- Top performers in qualifying events advance to International Leadership Conference
 - State Advisor notifies qualifiers and provides ILC information
 - Qualifiers responsible for ILC registration and fees (with potential support)
-

SECTION 8: CONFERENCES AND EVENTS

8.1 Fall Leadership Conference (FLC)

A. Purpose

- Leadership development and officer training
- Chapter officer onboarding
- Team building and networking
- Introduction to HOSA programs and opportunities

B. Typical Agenda

- Morning: Leadership workshops and skill-building sessions
- Afternoon: Hands-on activities and team challenges
- Closing: Reflections and next steps

C. Planning and Coordination

- **State Advisor:** Overall coordination, logistics, advisor communication
- **OSSE:** Venue, food, contracts (typically)
- **Officers:** Workshop development and facilitation
- **Advisory Council:** Support and attendance (optional)

8.2 Midwinter Leadership Conference (MWLC)

A. Purpose

- Competitive event training and preparation
- Partnership engagement and healthcare career exploration
- Leadership development workshops
- Officer candidate interest session

B. Typical Agenda

- Morning: Partnership presentations and healthcare career panels
- Afternoon: Competitive event workshops and training
- Concurrent sessions: Leadership development, middle school programming
- Officer interest session (mandatory for state officer candidates)

C. Planning and Coordination

- **State Advisor:** Overall coordination, partnership outreach, logistics
- **OSSE:** Venue, food, contracts (typically)
- **Officers:** Workshop development, competitive event training, social media
- **Advisory Council:** Presenters, judges, support
- **Partners:** Healthcare career presentations, facility tours (if applicable)

8.3 State Leadership Conference (SLC)

A. Purpose

- Competitive events (primary focus)
- Delegate Assembly and officer elections
- Recognition and awards
- Celebration of DC HOSA achievements

B. Typical Schedule

Day 1 (Friday):

- Off-site competitive events (clinical skills at partner facilities)

Day 2 (Tuesday):

- Competitive events (on-site)
- Delegate Assembly and officer elections
- Voting delegates session

Day 3 (Wednesday):

- Opening session (joint with other DC CTSOs)
- Officer installation
- Leadership workshop or health skills showcase
- Awards ceremony (competitive events top 3 only)
- DC HOSA specific recognition (Standards of Excellence, chapter awards)

C. Planning and Coordination

- **State Advisor:** Overall coordination, competitive events, delegate assembly
- **OSSE:** Venue, food, contracts, awards ceremony coordination
- **Officers:** Media coverage, delegate support, recognition development
- **Advisory Council:** Judges, support, attendance
- **Competitive Events Committee:** Judge recruitment, event logistics

8.4 Code of Conduct and Liability

A. Code of Conduct

All participants (students, advisors, chaperones) must:

- Behave professionally and respectfully
- Follow all conference rules and schedules
- Respect venues, property, and equipment
- Refrain from inappropriate behavior (profanity, harassment, vandalism)
- Comply with instructions from advisors and event staff

B. Consequences for Violations

- **Minor violations:** Verbal warning from advisor or State Advisor
- **Moderate violations:** Removal from session or activity

- **Serious violations:** Dismissal from conference, parent/guardian contacted
- **Severe violations:** Referral to school administration, possible suspension from future events

C. Liability Releases

For overnight events or off-site activities:

- Participants sign liability waiver
- Parents/guardians sign for students under 18
- Waivers cover medical emergencies, injuries, property damage

D. Medical and Emergency Procedures

- Advisors responsible for student supervision and welfare
 - Medical forms and emergency contacts on file
 - First aid kit available
 - Emergency action plan in place (fire, medical emergency, security threat)
-

SECTION 9: COMMUNICATIONS AND BRANDING

9.1 Official Communication Channels

A. Primary Channels

- **Email:** hosadistrictofcolumbia@gmail.com (State Advisor)
- **Website:** dchosa.org
- **Instagram:** @dchosafhp
- **Facebook:** DC HOSA - Future Health Professionals (if applicable)

B. Advisor Communications

- **Advisor Huddles:** Monthly virtual meetings (live + recordings)
- **Email updates:** State Advisor to all chapter advisors
- **Google Drive:** Shared folder with resources and updates

C. Chapter Communications

- **Monthly newsletters or updates:** From VP of Membership
- **Social media:** Posts and stories highlighting chapter activities
- **Direct communication:** State Advisor or officers to chapter advisors as needed

9.2 Social Media Guidelines

A. VP of Public Relations Responsibilities

- Manage all DC HOSA social media accounts
- Create content calendar aligned with events and initiatives
- Post regularly (minimum 3x per week)
- Engage with followers (respond to comments and messages)
- Highlight chapter activities and member achievements
- Promote conferences and registration deadlines

B. Content Guidelines

Post content should:

- Align with DC HOSA mission and values
- Be professional and appropriate for all audiences
- Respect privacy (obtain permission for photos and names)
- Use proper grammar and spelling
- Tag relevant accounts (@HOSA headquarters, partners, chapters)

Avoid:

- Political endorsements or controversial topics
- Profanity, slang, or inappropriate language
- Negative comments about individuals or organizations

- Confidential or sensitive information

C. Approval Process

- **Routine posts:** VP of PR creates and posts (no additional approval)
- **Major announcements:** State Advisor reviews before posting
- **Crisis or sensitive topics:** State Advisor approves all communications

9.3 Brand Standards

A. Official HOSA Branding

- Use official HOSA logo and colors per National HOSA brand guidelines
- DC HOSA logo incorporates official HOSA elements
- Maintain brand consistency across all materials

B. DC HOSA Specific Branding

Colors:

- Primary: Maroon, Navy Blue, White (HOSA official colors)
- Accent: Teal (DC HOSA signature color for Future Foundations)

Fonts:

- Primary: [To be specified by VP of PR and State Advisor]
- Secondary: [To be specified]

Logo Usage:

- Official DC HOSA logo used on all materials
- Variations available (full color, white, maroon, navy)
- Logo files accessible in shared Google Drive

C. Templates and Resources

VP of PR develops and maintains:

- Social media post templates
- Event flyer templates
- Certificate templates
- Presentation slide templates
- Email signature templates

Accessible to: All officers and chapter advisors

9.4 Crisis Communications

A. Crisis Definition

Events requiring immediate communication response:

- Safety incidents at events
- Organizational controversies or complaints

- Media inquiries
- Emergencies affecting members or chapters

B. Crisis Response Protocol

- **Immediate:** State Advisor notified
- **Assessment:** State Advisor evaluates situation with Officer Advisor/Coach
- **OSSE Notification:** State Advisor informs OSSE Director immediately
- **Communication Hold:** No public statements until strategy determined
- **Coordinated Response:** State Advisor drafts communication (with OSSE input)
- **Distribution:** Official statement released via appropriate channels
- **Follow-Up:** Monitor situation, provide updates as needed

C. Officer Role in Crisis

- Officers do NOT make public statements during crisis
 - Officers refer all inquiries to State Advisor
 - Officers support State Advisor as directed
 - Officers maintain confidentiality
-

SECTION 10: RECORDS AND DOCUMENTATION

10.1 Record Retention Requirements

A. Permanent Records

Maintained indefinitely:

- Bylaws and amendments
- Standing Rules and amendments
- Officer election results
- Chapter charter records
- Major policy decisions
- Annual financial reports

B. Long-Term Records (7 years)

- Meeting minutes (all governance bodies)
- Financial records (receipts, invoices, budgets)
- Contracts and agreements
- Audit reports
- OSSE reports

C. Medium-Term Records (3 years)

- Conference materials and evaluations
- Competitive event results
- Program of Work documents
- Officer reports and accountability records

D. Short-Term Records (1 year)

- Routine correspondence
- Event registration data
- Social media analytics
- Monthly communications

10.2 Documentation Methods

A. Digital Storage

- **Primary:** Google Drive (DC HOSA organizational account)
- **Backup:** OSSE designated storage (if available)
- **Organization:** Structured folder system (see templates)

B. Physical Storage

- **Limited use:** Only for documents requiring original signatures
- **Location:** State Advisor's secure file cabinet or OSSE office

- **Scanning:** All physical documents scanned and stored digitally

10.3 Access and Transparency

A. Public Access

Available to all members and stakeholders:

- Bylaws and Standing Rules
- Meeting agendas (advance distribution)
- Annual reports (overview level)
- Officer contact information
- Chapter directory

B. Restricted Access

Available only to governance bodies:

- Detailed financial records (Advisory Council, OSSE)
- Officer accountability records (State Advisor, Officer Advisor/Coach)
- Confidential meeting discussions (Executive Committee)
- Personnel matters (State Advisor, OSSE)

C. Requests for Information

Members or stakeholders may request information by:

- Contacting State Advisor in writing
 - State Advisor responds within 10 business days
 - If information restricted, explanation provided
-

AMENDMENTS TO STANDING RULES

These Standing Rules may be amended by:

- State Advisor recommendation
 - Advisory Council Executive Committee review and input
 - Simple majority vote of Advisory Council Executive Committee
 - Takes effect immediately upon approval
 - OSSE notified within 10 days
 - Does not require delegate vote
-

EFFECTIVE DATE

These Standing Rules are effective July 1, 2026, and supersede all previous operational policies and procedures.

Approved by:

State Advisor, DC HOSA

Date: _____

Chair, Advisory Council Executive Committee

Date: _____

END OF STANDING RULES

State Advisor, DC HOSA

Date

Chair, Advisory Council Executive Committee

Date

END OF STANDING RULES