

State Officer Application Guide



Table of Contents

Introduction	1
Cal-HOSA State Executive Council.....	2
Duties and Responsibilities	3
General Duties of State Executive Council.....	3
Qualifications and Procedures	4
Election Procedures for State Office	4
Election Procedures for National Office Endorsement	5
Procedure for Determining Voting Delegates	7
Meeting Requirements	7
Campaign Rules and Tips	8
Campaign YouTube Video	8
Schedule of Events for Applicants.....	9
Application Instructions	10
Application Document	10
Submission of Application	10
Application Deadline.....	10
Chapter Advisor Discussions	11
Student Officer Applicant Agreement	12
Parent/Guardian Agreement.....	14
Advisor and School Officials Agreement.....	14
Cal-HOSA Fiscal Responsibility of State Officers	15
Cal-HOSA Student Code of Conduct	17

CONGRATULATIONS! The decision to run and serve as a Cal-HOSA state officer or to seek national office is one that sets a person apart as one of the most dedicated and driven leaders in the organization. State officers serve as the leaders of Cal-HOSA and represent the organization to industry professionals, community leaders, education officials, community partners, and most importantly the state membership.



The *Cal-HOSA State Officer Applicant Guide* details the important issues of state officers and provides the specific election process and procedures. Running for office and serving as a state officer will be a positive, life-shaping opportunity.

Cal-HOSA state officer applicant positions are as follows:

- **State President, State Vice President, Secretary, Parliamentarian, Postsecondary Representative, and Regional Vice Presidents**

Applicants seeking a state officer position **must have served** in a leadership capacity as a local chapter officer.



Must be currently affiliated in a chapter that has a verified Health Science and Medical Technology Career Technical Education (CTE) pathway or sequence of courses and enrolled in the CTE courses during their term of office.

Applicants seeking to serve on the HOSA Executive Council **must have served** as a Cal-HOSA state officer.

To obtain a copy of the HOSA Executive Council Application Packet, please contact Cal-HOSA Headquarters by e-mail at headquarters.calhosa@gmail.com.

Please refer to [Important Dates to Remember](#) at cal-hosa.org for application deadlines.

Cal-HOSA State Executive Council

The Cal-HOSA State Executive Council consists of the following state officer positions.



The specific duties of the offices include:

- President
 - preside over the Cal-HOSA assembly meetings for the official business sessions and any other meetings called by Cal-HOSA or Board of Directors
 - serve on the Board of Directors and Executive Committee in an advisory capacity
- Vice President
 - assist the president in all leadership functions
 - preside over chapter activities in the absence of the president
 - assume the duties of president should the office be vacated
 - coordinate all committee work
- Secretary
 - keep minutes of all official student meetings and submit to the Leadership Team within seven (7) working days following the meeting
 - keep an official roll of all voting delegates at the business sessions
 - assist with responses to any correspondence as necessary
- Regional Vice President(s)
 - assist the president in all regional leadership functions
 - preside over regional activities at the SLC
 - advocate for the needs of the regional in all Executive Council meetings
 - coordinate and preside at the Regional Leadership Conference
 - participate in assigned officer committee work and assignments
- Parliamentarian
 - serve over the student meetings and uphold the basic assumptions of parliamentary procedures through Robert's Rules of order, Newly Revised
 - provide counsel and assistance as requested
- Postsecondary Representative (elected only if a postsecondary representative is not elected to another office)
 - assure that the postsecondary division is represented in all activities and decisions
 - conduct workshops for chapter members upon request
- HOSA Executive Council Officer
 - serve on the Cal-HOSA Board of Directors
 - lead and represent student members of HOSA

Duties and Responsibilities

The State Executive Council is governed by the Cal-HOSA Student Bylaws and Cal-HOSA, Inc. Policies and Procedures, the Cal-HOSA Board of Directors and the State Advisor. All officers serve as an extension of the organization with the distinct purpose of advancing the mission of HOSA by providing dynamic leadership, services, communication, and support to local chapters.

State officers are student ambassadors, leaders, and role models for Cal-HOSA. To fulfill the important responsibility of serving members and advancing Cal-HOSA, state officers are required to attend meetings and perform specific leadership duties.

General Duties of State Executive Council

- Lead the general student membership of Cal-HOSA.
- Establish an annual Program of Work composed of team and individual goals that will benefit Cal-HOSA.
- Communicate regularly and respond promptly to all inquiries for information. All correspondence must be reviewed by the state officer coach.
- Represent Cal-HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Complete all required reporting documents and keep Cal-HOSA Headquarters and state officer coach updated on progress.
- Contribute to the planning, preparation, and implementation of Cal-HOSA conferences, including the Regional Leadership Conferences (RLC) and State Leadership Conference (SLC).
- Work with the Board of Directors and Management Team to deliver leadership to Cal-HOSA membership through social media, chapter visits, and other Cal-HOSA sponsored events and activities.
- Fulfill the duties of appointed office, including attendance at all meetings, events, and conferences.
- Complete all assignments and projects in a timely manner.
- Submit reports on officer projects and activities that benefit HOSA.
- Commit to one year of service as a Cal-HOSA State Officer.



Qualifications and Procedures

All applicants must possess the following qualifications:

- Be an active Cal-HOSA member in good standing in a Cal-HOSA local chapter at the school in which they are enrolled.
- **Must be currently affiliated in a chapter that has a verified Health Science and Medical Technology Career Technical Education (CTE) pathway or sequence of courses and be enrolled in the CTE courses during their term of office.**
- Be a California resident and committed to live in California for the entire duration of term in office. (*HOSA Executive Council applicants are exempt from this requirement.*)
- Have served in a leadership capacity as a local chapter officer.
- Have not already served two (2) terms as a state officer.
- Have a cumulative 2.5 GPA or have documented significant progress of GPA improvement.
- Maintain academic reliability and GPA throughout term in office.
- Be recommended by the local chapter advisor and endorsed by his/her chapter.
- Upload all completed state officer applications by the Cal-HOSA deadline posted.
- Upload a signed commitment of full support from the school principal.

If you have served previously as a state officer and were placed on probation during your term, you may be ineligible for re-election or for HOSA Executive Council candidacy endorsement.

Election Procedures for State Office

1. Applicants for state office must upload **all required** applicant forms listed on **page 10** in this document by the date listed on **page 10** in this document, and in the Important Dates document. **This is a receipt deadline.**
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure.
 - State officer applicants must receive **75 percent** or above on exam to be granted an oral interview.
 - HOSA Executive Council applicants must receive **80 percent** or above on exam to be granted an oral interview.

3. If minimum score on the online exam is achieved, applicants will participate in an oral interview with the nominating committee during the SLC.
4. All applicants for state office will develop a two – four-minute speech that will be uploaded on the Cal-HOSA YouTube channel. The speech **must not** be posted on a personal YouTube **nor any other social media**. The link will be provided to the state officer applicants. **No** speeches will be delivered during the SLC.
5. All applicants will participate in a question-and-answer caucus prior to the General Opening session. All Cal-HOSA members are invited to attend. Voting delegates will cast ballots through an online process for state officer applicants at the SLC Business Meeting.
6. The applicants receiving the top votes will be elected to the State Officer Team. The nominating committee will slate the applicant of president, vice president, secretary, and parliamentarian.
7. In case of a tie, the nominating committee will slate officers appropriately.
8. The newly elected state officers will be announced and officially installed at the SLC - president, vice president, secretary, parliamentarian, regional vice presidents, and postsecondary representative.
9. Newly elected state officers and their local chapter advisors **are required** to participate in a state officer orientation. Refer to the SLC program for the orientation date, time, and location details.
10. Newly elected state officers will assume their year of service at the close of the SLC at which they were elected and will serve through the following SLC.

Note: No more than two state officers shall serve from the same school at one time; no more than two of the state officers elected at the SLC can be a postsecondary member during their term of office.

Cal-HOSA state officers shall serve one (1) term. At the completion of their term, they may apply to run for a second term. An officer may not serve more than two (2) terms.

Election Procedures for HOSA Executive Council Endorsement

1. Applicants seeking endorsement to run for national office must submit a completed HOSA Executive Council Application by the date indicated by HOSA.
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure. Applicants must achieve **80 percent** or higher on the exam to be granted an oral interview.
3. Applicants will then participate in an oral interview with the nominating committee at the SLC.
4. The nominating committee considers the applications, exam scores, and oral interview to advance applicants for approval by the Cal-HOSA membership delegation.
5. HOSA Executive Council applicants must receive approval from the Cal-HOSA State Advisor to be considered for candidacy endorsement. Application for HOSA Executive Council **does not guarantee** endorsement by the State Advisor nor the nominating committee. Strict guidelines for endorsement will be maintained.
6. The nominating committee may advance a maximum of two (2) secondary and two (2) postsecondary applicants for consideration by the Cal-HOSA membership. Cal-HOSA may endorse one (1) secondary applicant and one (1) postsecondary applicant per election year.
7. Applicants seeking HOSA Executive Council endorsement will deliver a two (2) minute speech during the SLC Business Meeting.
8. Applicants will then participate in a question-and-answer caucus with the voting delegates.
9. Voting delegates will cast ballots for HOSA Executive Council endorsement(s).
10. Applicants must receive a majority vote to receive candidacy endorsement from Cal-HOSA delegates
11. In case of a tie, the nominating committee will select the candidate.
12. The HOSA Executive Council applicants approved by the Cal-HOSA delegation will be announced at the SLC.
13. The approved HOSA Executive Council applicants must have completed the application process.

Procedure for Determining Voting Delegates

As a student led organization, the power to change and direct the association rests with student voting delegates. Voting delegates **are required** to take the Leadership Organizational online test, attend the SLC opening session, region meetings, visit with applicants, and attend the SLC Business Meeting and Voting Session. Voting delegates have the responsibility to elect state officers at the SLC Business Meeting.

Each chapter receives voting delegates in accordance with the number of **affiliated members** listed in the table below. Please register voting delegates and alternate voting delegates during the SLC online registration. Please be sure to schedule delegates who do not have a conflict with the timing of the SLC Business Meeting.

5 – 38 members	2 delegates
39 – 63 members	3 delegates
64 – 88 members	4 delegates
89 – 113 members	5 delegates
114 – 138 members	6 delegates
139 + members	7 delegates



Meeting Requirements

All voting delegates **must** register for and take the Organizational Leadership online test event. This will **not** count as a second event from the blue category.

All voting delegates **must** attend the SLC Business Meeting.

All voting delegates will participate in the sessions at the SLC Business Meeting and may ask appropriate questions of state and HOSA Executive Council applicants during the question-and-answer session.

Campaign Questions and Eligibility

Questions regarding campaign procedures or applicant eligibility may be directed to Cal-HOSA Headquarters at info@cal-hosa.org. Questions about serving as a state officer may be directed to the current Cal-HOSA state officer team.

Campaign Rules and Tips

It is never too early to start planning. To be successful, please take note of the following rules and tips to help you prepare for the campaign.

Rules

1. All state officer applicants **must register for and take** the Organizational Leadership online test event. This event test will **not** count as a second event from the blue category.
2. Campaign speeches on YouTube will not exceed two (2) – four (4) minutes.
3. **NO** campaign videos allowed on **personal social media**; campaign posters; signs; or campaign items are allowed.

Campaign YouTube Speech

1. YouTube campaign speeches (**listed only** on the Cal-HOSA YouTube) should include your qualifications for state office as well as your platform. The candidate platform should include goals, ideas, and initiatives that will advance the mission of Cal-HOSA.
2. Campaign speeches (YouTube) should exhibit a thorough understanding of Cal-HOSA. They should be aimed at what is best for all members of Cal-HOSA not simply the needs of a single local chapter or region.
3. Effective campaign YouTube videos should not be read or delivered impromptu. Do not “wing” the campaign YouTube videos. Campaign YouTube videos are the time to inspire delegates and win votes. Be creative. Think of an appropriate theme, slogan, or acronym that helps voting delegates remember you.
4. Be creative and deliver with purpose and power. The way the campaign YouTube video is presented is just as important as the words spoken. Use good eye contact. Smile. Use appropriate hand gestures. Speak with conviction and enthusiasm. Vary speaking tone, rate, pace, and volume. Speak clearly and enunciate.
5. Know the issues and the organization. During the question-and-answer time at SLC, members will have the opportunity to ask questions of each of the candidates. Questions will be related to Cal-HOSA, leadership experiences, and what you intend to do if elected to state office. To prepare for the questioning, the candidate should practice answering questions with his/her advisor and chapter members.
6. Contact a current state officer. The best resource in preparing for the process is a current Cal-HOSA state officer. They have been through the experience successfully and will have a wealth of knowledge and good ideas to share.

Schedule of Events for State Officer Applicants

All candidates for state office must complete and attend the following events at the SLC. Candidates are responsible to know the specific times and locations of the following events:

- State Officer Online Test completion (online test taken prior to SLC)
- State Officer Candidate Orientation
- State Officer Candidate Interviews
- Meet and Greet Candidate session
- Opening Ceremony
- Presidents' Breakfast
- SLC Business Meeting
- Recognition Awards Session
- Grand Awards Session
- Newly Elected State Officer Orientation



Application Instructions

Applicants for state office must submit the following required documents. An applicant can only be eligible for office when all parties indicated **complete and sign the appropriate online forms by February 28, 2024.**



Application Documents

- Chapter advisor discussion (page 11 of this document)
- State officer applicant information and signature page (online**)
- State officer applicant agreement (pages 12-16 of this document)
- Cal-HOSA student code of conduct (pages 17-19 of this document)
- School administration statement of support on school letterhead ((online**)
- Uniform information form (online**)
- Current transcript with GPA and health science course(s) **circled in red** (online**)
- Applicants must take the Organizational Leadership and State Officer online tests and pass with 75%

** **Location for all required forms and uploads** [state officer application guide](#)

Submission of Application

Submit completed application packet ONLINE on the link above at cal-hosa.org

Application Deadline

The deadline for applications is

February 28, 2024

This is a receipt deadline, which means the completed application must be received online by this date.



Questions? Please contact Cal-HOSA Headquarters **prior** to the deadline date info@cal-hosa.org.

Chapter Advisor Discussions for State Officer Applicant Meeting

The chapter advisor will schedule a meeting with the state officer applicant and parent/guardian to discuss the roles and responsibilities of a state officer. Below is a list of items for the chapter advisor to review and thoroughly discuss during the meeting.

- Have a frank conversation with the state officer applicant to ensure they understand the commitment required of state officers. Be sure they understand that at times they will have to miss sporting events or other personal activities to fulfill their state officer responsibilities. Officers must recognize that Cal-HOSA conferences, officer trainings and all other Cal-HOSA events **come before social functions**, including athletics and dances.
- Ensure that the state officer applicant intends to remain in school in California during his/her term of service. (Unless he/she is an applicant for HOSA Executive Council.)
- Ensure that the state officer applicant understands that being a state officer is a privilege and will require their very best effort. If elected, a state officer will be required to devote several hours each week to his/her state officer responsibilities. The state officer cannot fall behind in his/her duties and responsibilities.
- Talk with the state officer applicant about his/her involvement in other activities such as sports, clubs, work, etc. Be sure the applicant understands the time commitment and is prepared to make Cal-HOSA **a priority** if he/she is elected.
- Discuss the chapter advisor's responsibility for making sure the state officer applicant is well prepared and set up for success for the state officer exam, interview, and speech preparation.
- Be sure the state officer applicant understands that becoming a Cal-HOSA state officer is an invaluable experience and will be a great accomplishment to highlight on his/her resume and college applications; being a state officer should primarily be about his/her passion for Cal-HOSA and desire to be a part of making Cal-HOSA great; and it is a real commitment that will require time, effort, initiative, and commitment throughout his/her term of office.
- **Review** the *State Officer Applicant Guide* with the state officer applicant to get familiar with the rules and guidelines.
- Confirm that all state officer applicant forms have been completed.
- Ensure the state officer applicant has access to internet daily either at home or through the school. A state officer will need access to e-mail for official communications.
- Set up a plan with the state officer applicant for when he/she is a state officer to keep the chapter advisor updated on his/her projects, upcoming responsibilities, and duties of office.
- Create a time management plan with the state officer applicant for when he/she is a state officer to complete his/her Cal-HOSA work each day. State officers should plan to spend about 30 minutes per day (sometimes more) on Cal-HOSA work.

State Officer Applicant Agreement

Becoming a Cal-HOSA state officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility to this leadership training experience. An applicant can only be eligible for office when all parties indicated **sign the appropriate online forms.**

The state officer applicant should understand that, if elected, attendance at **all** state officer meetings and activities is **mandatory**. Failure to attend any of these meetings will result in their removal from office, except for emergencies or unsafe traveling conditions.

The applicant should also understand that he/she may be placed on probation or removed from office if the applicant fails to comply with state officer responsibilities/assignments, fails to participate in activities, or conduct himself/herself in such a way that reflects negatively on Cal-HOSA or the State Executive Council. Disciplinary action will be decided by the Cal-HOSA State Advisor and is determined on a case-by-case basis.

If elected, the applicant agrees to:

1. Attend and participate in all assigned meetings (including, but not limited to state officer meetings, state officer trainings, and conferences) and attest that; "I fully understand the responsibilities and obligations of the state officer position that I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the state officer coach, I should fail to fulfill my responsibilities and obligations as a state officer, and/or I violate the Cal-HOSA Student Code of Conduct, I can be placed on probation or removed from office".
2. Perform to the best of my ability the duties of the elected office.
3. Maintain a grade point average (GPA) of 2.5 or better, based on a 4.0 scale, and maintain during my term of office. Postsecondary applicant(s) must show proof of full-time college or technical school enrollment during their entire term of office.
4. Maintain academic reliability, i.e., attendance, performance throughout term in office.

5. Participate in **ALL activities scheduled** by Cal-HOSA including, but not limited to:
- Cal-HOSA Orientation Meeting at SLC (mandatory)
 - International Leadership Conference (optional)
 - HOSA Washington Leadership Academy (optional)
 - Cal-HOSA Fall Leadership Conference (mandatory)
 - **All** Cal-HOSA Officer Training Activities (mandatory)
 - Educating for Careers Conference (optional)
 - Statewide Conferences and events by invitation (optional)

In addition to the required state officer events listed above, there will be additional travel required for the Fall Leadership Conference and other opportunities that may arise throughout the year.



The parent(s)/guardian(s) and applicant agree to:

1. Authorize the applicant's cell phone number to be printed on his/her official business card, if applicable, unless alternative arrangements are requested in writing to the Cal-HOSA Headquarters.
2. Grant permission to Cal-HOSA and its staff/contractors, The California Department of Education (CDE), and sponsors/supporters to use the applicant's name and likeness (including photographs, video footages, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration and acknowledge the right of Cal-HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
3. Permit and support the applicant's participation in all scheduled Cal-HOSA activities, state officer meetings, Regional Leadership Conference (RLCs), chapter visits, and other official state officer duties.
4. Authorize the state officer to visit California schools and participate in Cal-HOSA chapter activities for conducting official Cal-HOSA state officer business.
5. Encourage the applicant to take full benefit of the leadership development experience.
6. Understand applicant might be placed on probation or removed from office if he/she fails to comply with state officer responsibilities/assignments, fails to participate in activities, or conducts himself/herself in such a way that reflects negatively on Cal-HOSA or the State Executive Council. Disciplinary action will be decided by the Cal-HOSA State Advisor and Cal-HOSA Headquarters on a case-by-case basis.

The Advisor(s) and all school officials listed below agree to:

1. Recommend for state office only those applicants who are qualified.
2. Ensure applicant's attendance at all Cal-HOSA activities.
3. Permit the applicant to participate in Cal-HOSA chapter activities to conduct official HOSA state officer business.
4. Certify that the applicant has earned a GPA of 2.5 (based on a 4.0 scale) or better for the term preceding the election and that the state officer maintains this during his/her term of office.

5. Read the Applicant Agreement and Cal-HOSA Student Code of Conduct and discuss it with the student.
6. Assure school site support of student responsibilities as an officer.
7. Agree to chaperone student to all required Cal-HOSA officer activities as determined by local school policy with the understanding that Cal-HOSA **does not cover chaperone expenses** required solely by the individual district.
8. Assure that the officer's official HOSA uniform is returned to Cal-HOSA Headquarters in good condition. (Chapters will be charged a fee to replace all or part of the uniform not returned in good condition.)

Cal-HOSA Fiscal Responsibility of State Officers

Travel:

Cal-HOSA Headquarters manages the travel arrangements for the state officers. State officers are informed of the travel arrangements via e-mail. Copies of the communications and confirmations are sent to the advisors. Airline travel is usually ticket-less. Officers must have a **California approved** official photo identification to check-in at the airport, specifically a Clear ID or Passport. Transportation expenses to and from the airport **are not** covered by Cal-HOSA.

If state officers elect to have a parent or guardian drive, limited mileage **may be** reimbursed at the state rate based on the **least expensive** form of transportation available.

Expenses for chaperones **required by the individual district are the sole responsibility of that district.** These expenses are **NOT covered** in any part by Cal-HOSA.

Lodging:

Cal-HOSA Headquarters manages the lodging for the state officers. State officers do not have to bring money to cover lodging unless the meeting is not a specific Cal-HOSA function. State officers need to bring money to pay for snacks, personal items, and other incidentals while attending meetings. While most families assume the responsibility for providing money for trips, on occasion advisors may need to assist some state officers in financing their participation in activities/meetings.

Fundraising activities to finance trips, such as the International Leadership Conference, are conducted by the chapter. The Board of Directors may help to partially fund the state officer's trip.

Meals:

Cal-HOSA Headquarters will make provisions for meals for the state officers during trainings and Cal-HOSA required events. All dietary restrictions, i.e., religious or allergies must be reported in full to Cal-HOSA Headquarters **prior** to the first State Officer Training.

Officer Uniform:

Cal-HOSA Headquarters manages the purchase of one (1) HOSA Blues uniform, two (2) polos and one (1) pair of khaki pants for the state officers. The state officers will purchase their own shoes, other personal clothing items, and travel items. Often chapters assist officers in purchasing shoes or personal items if necessary. Cal-HOSA provides ties for both female and male state officers.

All HOSA Blue uniforms must be returned to Cal-HOSA Headquarters after the state officer's term has ended. All clothing returned must be in good condition.



Conference Attendance:

Cal-HOSA Headquarters manages the travel and hotel arrangements for the state officers' travel **to and from** the State Leadership Conference (SLC).

Cal-HOSA does **not** pay travel, lodging, or registration expenses for attendance at the International Leadership Conference (ILC). The Board of Directors may choose to direct limited funds to cover a portion of International Leadership Conference expenses.

Cal-HOSA Student Code of Conduct

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conferences and event activities begin when the officer leaves home for the event, and ends when they return home, therefore this code is in effect throughout the entire term of service.

“I agree to follow the Cal-HOSA Student Code of Conduct while I am representing Cal-HOSA as a member of the State Executive Council. I will resign my office if I fail to follow this code.”

The following shall be regarded as severe violations of the Cal-HOSA Student Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when the violation occurs, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the Cal-HOSA State Advisor and/or Cal-HOSA Headquarters.

1. **Alcohol, Drugs, and Tobacco/Vaping:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances, or tobacco/vaping products capable of or intended, purported, or presumed to alter a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco/vaping), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial

responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.

5. **Serious Violations:** of the student conduct code of the school district or school that the student represents. If this occurs, school officials will be notified.
6. **Private Transportation:** The state officer may not drive or ride in a private automobile during a conference, unless accompanied by an authorized advisor (delegates are to be housed at the conference site). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to submit a completed "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive / Bullying Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, emotional, physical, or sexual harassment, hazing, or name-calling. The use of slurs against any person based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

Note: Depending on the infraction, local law enforcement may be notified.

The following shall be other violations of the Cal-HOSA Student Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the Cal-HOSA State Advisor, State Officer Coach, and Cal-HOSA Headquarters.

1. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of HOSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.

2. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after Hotel's designated 'quiet' time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
3. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
4. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco/ vaping products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g. the door must be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
5. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual school district policies, if a stricter policy is in place, will supersede the student code of conduct.