



hosa future  
health  
professionals  
South Dakota



## Forward

It is the intent of this handbook to acquaint each South Dakota (SD) HOSA state officer with the principles and procedures of the expectations of being a state officer. The policies set forth in this booklet are those of the SD HOSA board of directors and the state advisor and are presented for the good of the state officers.

These regulations are not meant to distract from the officers' endeavors but are to aid SD HOSA members/advisors and officers so that they may progress with the least resistance to the fullest extent of their ability.

Each state officer should read and study this booklet until he or she understands the policies. If each officer understands and knows the regulations, the SD HOSA year will be more enjoyable for all concerned.

This handbook cannot begin to cover all of the situations that may arise throughout the course of the year. Some individual problems and concerns will have to be dealt with between the student, the local advisor, the state advisor and executive board.

Applications for State Officer positions will be completed through an online google form. All information regarding applications and forms to be read, signed and emailed to [Brock.Rops@usd.edu](mailto:Brock.Rops@usd.edu) can be found at [www.sdhosa.org/become-a-state-officer/](http://www.sdhosa.org/become-a-state-officer/) .

**Table of Contents**

<b>Introduction</b>	
Letter	Page 4
Decision to Run	Page 5
<b>Candidate Procedures</b>	
Qualifications and Procedures for State Office	Page 6
International Officer Candidacy	Page 7
Meeting and Conference Dates	Page 8
<b>Duties and Responsibilities</b>	
State Officer Candidates	Page 9-12
Local Advisor	Page 13
CTSO Training and Financial Notes	Page 14
Parent Letter	Page 15
<b>General Information</b>	
Administration	Page 16
Grade Expectations	Page 16
Uniform Policy	Page 17
Respectful Attributes	Page 18
Attendance Policy	Page 19
Emergency Provisions	Page 19
Conduct	Page 19
Discipline Policy	Page 20
Discipline Guidelines	Page 21

Dear State Officer Candidate:

Congratulations! You have taken the first step toward running for a state office and being part of South Dakota HOSA’s executive council team.

This guide provides you with essential information and steps that you need to know to become a state officer. The experience can be challenging and exciting, but it will not be easy. In order to be effective as a state officer, you will need organization, commitment, preparation and effort.

The opportunities presented to you as a state officer will undoubtedly be opportunities of a lifetime. You will be the cornerstone of SD HOSA as you help guide and direct its initiatives while representing South Dakota on the International stage.

As a state officer, you will collaborate with others, leading our SD HOSA in the direction most suited for success. You will help encourage your peers to make SD HOSA one of the best organizations in South Dakota while learning valuable lessons in leadership and teamwork. You will have the opportunity to meet with healthcare professionals across South Dakota, plan statewide events, and help magnify the awareness of the healthcare issues facing our state.

Please read this guide carefully to make sure you meet the qualifications and adhere to the guidelines. Being elected to SD HOSA’s executive council is a great honor. Please be aware of the dedication and effort needed to be a successful state officer. Enjoy the process!

Best Wishes!

A handwritten signature in black ink that reads "Brock Rops".

Brock Rops  
South Dakota HOSA-Future Health Professionals State Advisor  
South Dakota Area Health Education Center Deputy Director  
4801 N. Career Ave  
Sioux Falls, SD 57107

## The Decision to Run for State Office

SD HOSA chapters are urged to recruit applicants for state office. Applicants should be selected from among the leaders in the local SD HOSA chapter.

Service as a SD HOSA state officer is one of the ultimate achievements a member can attain. The planning, organization, and execution of a state officer campaign are a valuable leadership experience. The decision to run for office should be taken very seriously.

This guide provides information about state officer candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this ENTIRE document before finalizing your decision to run for state office to ensure that **all eligibility requirements** have been met and that the commitments required of state officers can be met.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether he/she has the time, resources, support, capabilities, attitude and commitment to prepare an effective campaign and serve as a state officer.

Before you begin to fill out the state officer application, the following should be carefully reviewed and considered:

1. Review the entire guide to become thoroughly familiar with state officer responsibilities and election requirements.
2. HOSA members selected to state office for one career and technical student organization (CTSO's - i.e. DECA, FFA, FCCLA, SkillsUSA, HOSA or TSA) may not serve in the capacity of a state officer for South Dakota HOSA. In other words, if you are elected to state office in SD HOSA, you may not hold a state office in another career and technical student organizations.
3. Meet with your local advisor, parents, school administrators, employers and other significant parties to discuss running for state office and to gain their support.
4. Obtain the support of your local chapter advisor as this is the utmost importance. You and your advisor are a team, as you carry out your state officer duties and responsibilities.
5. Study HOSA's mission, history, bylaws, publications, programs, and activities. Local advisors should have copies of these materials.

After careful review and consideration of the above points, the applicant should begin to complete the officer application and plan their campaign strategy.

## Qualifications and Procedures for State/International Office

1. All candidates must:
  - a. Have an advisor at his/her school that will support the member's candidacy.
  - b. Be a paid member in good standing in a SD HOSA chapter at the school in which he/she is enrolled.
  - c. Not hold a state office in another CTSO, while serving as a SD HOSA state officer.
  - d. Have at least one year remaining in high school.
  - e. Be present at the SD HOSA State Leadership Conference (held every spring).
  - f. Agree to attend all meetings and conferences as outlined on the "Suggested Timeline", which is contained in this guide.
  - g. Maintain a "B" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
  - h. Be eligible at all times to participate in the South Dakota High School Activities Association approved activities. Any officer suspended from participating from activities is permanently removed from office, and the office is declared vacant.
  - i. All requirements and regulations governing South Dakota HOSA state officers are also applicable to International officer candidates or members who have been elected or appointed to International office.
2. Candidates for state officer positions shall submit the following items to the SD HOSA State Advisor via email ([Brock.Rops@usd.edu](mailto:Brock.Rops@usd.edu)) All information is available on the South Dakota HOSA website ([www.sdhosa.org](http://www.sdhosa.org) ).
  - a. A state officer candidate agreement form
  - b. A state officer code of conduct form
  - c. A state officer social media permission form
  - d. A medical liability/injury form
  - e. A uniform information form
3. There will be at least one representative from each of the three South Dakota HOSA Regions. The representative must attend school in the region you aim to represent. If no candidates apply, a candidate from another region will be designated as its representative. Each representative will be assigned to a state officer position.
  - a. Region 1: Southeast Region (Chapters in Minnehaha and Lincoln Counties)
  - b. Region 2: Northeast Region (All other chapters)
  - c. Region 3: West Region (Chapters on and/or west of the Missouri River)
4. Candidates will be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference.
5. Candidates will introduce themselves during the Opening General Session at the SD HOSA State Leadership Conference.
6. Each candidate may be given two to three minutes, depending on the number of candidates, to speak to the Voting Delegates during the SD HOSA SLC and answer questions.
7. Any candidate that fails to comply with the procedures outlined above will not be allowed to run for state office.

### International Officer Candidates

1. Candidates for each International office shall submit a required nomination form to the International HOSA Office via their respective state association prior to the annual International Leadership Conference by a date designated by the board. This information shall then be given to the Chairman of the Nominating Committee.
2. Candidates must have a minimum of a 3.0 GPA on a 4-point scale.
3. The information shall include verified statement of academic performance during the full school year previously completed; a statement of support and the signatures of the school principal, career and technical education director or dean, the local chapter advisor and parent/guardian; record of offices held in SD HOSA, including the affiliated state association or local chapter. Candidates must also complete and have signed by a parent/guardian, a International Officer's Travel Policy Statement and any other forms required by the Nominating Committee.
4. If elected, candidates must purchase their own official uniforms, and must make arrangements to have the official uniform during officer training immediately following the International Leadership Conference during which they were elected.
5. International officers may not serve for more than one term with the exception of President-Elect.
6. The South Dakota candidate will be interviewed at the SD HOSA State Leadership Conference.
7. The candidate will give his/her campaign speech at the candidates' nomination session held during the SD HOSA State Leadership Conference.
8. The candidate(s) for international office from South Dakota will be elected by a majority vote of the voting delegates of each chapter at the SD HOSA State Leadership Conference.
9. If elected, the candidate must declare which international office he/she will pursue and have this decision approved by his/her local chapter advisor, state advisor, and state chairperson.
10. International officers may NOT serve concurrently as an International and State Officer. **Elected International Officers who hold state office must resign their state officer position.** If elected to serve as a International officer, he/she will serve as an ex-officio member of the state officer team for the following school year.
11. State associations in good standing may submit only ONE candidate per office and submit no more than four (4) candidates; two (2) secondary and two (2) postsecondary/collegiate.
12. In the event of a vacancy in the office of president, the president-elect shall succeed to that office. In consultation with the executive council, other vacancies in International offices may be filled by appointment by the HOSA, Inc. executive board from the list of nominees for that office. When no previous candidate for that office is available, the HOSA, Inc. Executive Board may select another qualified candidate.

**Suggested Time Line  
Tentative Meeting/Conference Dates**

**August - September**

- State officer orientation Fall Leadership LAUNCH Academy planning- **REQUIRED**
- Attend SD HOSA Executive Board Meeting - **President only**

**October - November**

- Monthly ZOOM meetings
- SD HOSA Fall Leadership Academies
- Send in Legislator name to SD HOSA State Advisor for Legislative Shadow Days

**December - January**

- T-shirt design competition
- Monthly ZOOM meeting to plan State Leadership Conference - **REQUIRED**

**February**

- Send in all required forms to the SD HOSA State Advisor by deadline
- Attend Legislative Shadow Days in Pierre
- Monthly ZOOM meeting

**March**

- Conference call to wrap up State Leadership Conference planning

**March-April**

- Attend SD HOSA State Leadership Conference - **REQUIRED**
- Attend SD HOSA Board of Directors meeting at SLC - **President only**

**June - July**

- Attend International Leadership Conference
- Attend State Officer training



## Duties and Responsibilities of All State Officers

1. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but for South Dakota HOSA.
2. All state officers are **REQUIRED** to attend all state officer meetings, state officer trainings and conferences. State officers are also **strongly encouraged** to attend the International Leadership Conference.
3. All state officers shall:
  - Prepare and present workshops for the various conferences, if indicated by the state advisor or the state chairperson
  - Meet any timelines set by the state advisor
  - Attend and participate in ONE executive board meeting held during the SD HOSA State Leadership Conference
  - Perform all duties of my office as stated by the SD HOSA by-laws
  - Submit a release form prior to any travel giving parental permission and medical and insurance information
  - Remain with the SD HOSA delegation at all times
  - Abide by the school handbook rules, and state officer handbook rules, regarding smoking, alcohol, and/or narcotic use and moral character
  - Maintain a “B” average
  - Plan, conduct, and participate in the SD HOSA Fall Leadership Academy
  - Plan, conduct, and participate in the SD HOSA State Leadership Conference
  - Make plans to attend the HOSA International Leadership Conference
  - Construct articles for SD HOSA website
4. Officers must keep up-to-date on correspondence and send a copy of all official emails, memos and letters to the state advisor promptly. All correspondence to local chapters, local/state officers, or local advisors, must be copied to the state advisor.
5. Each officer is responsible to fulfill designated duties assigned by the ‘program of work’.
6. All state officers will be supplied with state officer SD HOSA binders during his/her term of office. The binders will be kept up to date by the officers. The binder and dividers are to be returned at the SD HOSA State Leadership Conference so they may be passed on to the next year’s officers.
7. Support the HOSA dress code for professional dress and ALWAYS DRESS in the proper HOSA uniform when applicable.
8. A candidate for any office must agree that in case he/she enrolls later in a school in which there is not an active chapter, he/she will resign the office.
9. All officers shall install incoming officers at the SD HOSA State Leadership Conference.

#### 10. Additional responsibilities:

- Communicate with HOSA members through the SD HOSA website by submitting articles as assigned
- Support your region and its activities
- Support and promote the activities assigned in the 'program of work'
- Have a working knowledge of parliamentary procedure
- Work closely with local advisor and state advisor and keep them informed at all times
- Communicate with other state officers by giving fellow officers your full support (Remember, the officer team is only as strong as its weakest member)
- Let the members benefit from having a state officer working closely with the local chapter (Remember all state officers need the support of their chapters to truly be successful)
- Recognize the outstanding work of others
- Recruit new members and chapters
- Focus on visits to local chapters
- Have a positive attitude as you are always in the public eye
- Obtain sponsorships, as assigned in the program of work
- Actively work toward and progress in achieving recognition in the HOSA Recognition Event Category
- Assist in the promotion and development of SD HOSA
- Contribute articles for publication in the state newsletter/website
- Communicate with my local and state advisor concerning the duties of my office
- Always display responsible citizenship and leadership qualities
- Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently
- Portray the proper image when representing the organization by wearing the state officer uniform
- Use correct grammar, display proper manners and etiquette, maintain a positive attitude and demonstrate effective public relation skills in working with individual members and chapters
- Be an active listener
- Prepare appropriate speeches when asked to visit schools, conferences, and business and civic groups
- Contribute ideas for the 'program of work'

## Duties of the State President

In addition to the duties listed for all state officers, the state president shall:

1. Become familiar with how to reside over and conduct all state officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the SD HOSA bylaws. Preside over the Fall Leadership Academy and the Spring Leadership Conference.
2. After discussing agenda items with the state advisor, send the agenda and notice of all meetings to all state officers, their advisors, at least 10 working days prior to each meeting.
3. Serve as a voting delegate, if assigned, at the International Leadership Conference.
4. Lead the state officer team in planning the 'program of work' and presenting at conferences.
5. Give the state report at the International Leadership Conference during the regional meeting.
6. Accept any state awards at the International Leadership Conference.
7. Serve as a model representative for HOSA public relations and assist in the promotion and development of SD HOSA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.
8. Prepare all reports required for all state officer meetings, according to the scripts and agendas.
9. Work closely with the state advisor.

## Duties of the President-elect

In addition to the duties listed for all state officers, the vice-president shall:

1. Assist the president as needed and be prepared to act in the president's place, if necessary.
2. Serve as a voting delegate, if selected, at the International Leadership Conference.
3. Serve a two-year term.
4. Prepare all reports required for all state officer meetings, according to the scripts and agendas.
5. Work closely with the state advisor.

## Duties of the State Secretary/Reporter

In addition to the duties listed for all state officers, the state secretary shall:

1. Collaborate with the state president to prepare monthly reports and send to the state officer to publish on the SD HOSA state website by the 5<sup>th</sup> of each month.
2. Publish and email minutes of the state officer meetings, within ten working days after the meeting to all state officers, their advisors, state advisor, state testing director, state chairperson and all local advisors.
3. Work closely with the state advisor.
4. Prepare all reports required for all state officer meetings, according to the scripts and agendas.
5. Keep accurate records at all state officer meetings.
6. Prepare the state SD HOSA scrapbook and present it at the State Leadership Conference.

7. Prepare all reports required for all state officer meetings, according to the scripts and agendas.
8. Prepare a newsletter and/or publication to be emailed to all local officers, state advisor, state testing director, state chairperson and all local advisors at least three times throughout the elected year.

### **Duties of the State Historian/Social Media Advocate**

In addition to the duties listed for all state officers, the state historian/social media advocate shall:

1. Assist the state advisor in keeping accurate records of receipts and disbursements.
2. Present the financial report at state officer meetings, with copies for all attending.
3. Prepare all reports required for all state officer meetings, according to the scripts and agendas.
4. Work closely with the state advisor.
5. Collect and keep records of all events and meetings in a local HOSA portfolio to be passed on to the next officer.
6. Make updates and announcements via social media (twitter, facebook, Instagram, etc.)

### **Duties of the Treasurer**

In addition to the duties listed for all state officers, the state treasurer shall:

1. Work with a budget approved by the board.
2. Keep an accurate record of all money received and disbursed.
3. Prepare a report at regular meetings.
4. Collaborate with the state advisor regarding changes in the budget.

### **Duties of the State Parliamentarian**

In addition to the duties listed for all state officers, the state parliamentarian shall:

1. Prepare monthly reports and publish on the SD HOSA state website by the 5<sup>th</sup> of each month.
2. Prepare all reports required for all state officer meetings, according to the scripts and agendas.
3. Work closely with the state advisor.
4. Advise the state president on parliamentary procedure during state officer meetings and at conferences.
5. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
6. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the SD HOSA bylaws.
7. Have a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the SD HOSA bylaws, the International bylaws, and a small flag at every meeting.

## State Officer Local Advisor Responsibilities

1. Local advisors are asked to attend all state officer trainings and other state officer meetings with their officer, unless otherwise requested by the state advisor. Local advisors are also strongly encouraged to chaperone their officers at the International Leadership Conference, unless replaced by a chaperone from their school and/or community.
2. Local advisor shall oversee the duties of his/her state officer and shall keep in contact with the state advisor on matters concerning the state chapter.

## General Advisor Overview

“Mentor” is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer’s local chapter advisor. From the moment a student considers running until his/her term of office ends, the advisor is a key figure.

The advisor counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The advisor guides the student on the campaign process and serves as tutor and coach during the officer’s term of office.

The relationship between advisor and officer is critical to the success of the term of office. The officer must realize that the local advisor’s signature on the application shows his/her support to the officer and organization.

The advisor and officer need to work together closely on all workshops and conferences, officer responsibilities and duties. Timelines will be set for all state officer responsibilities and duties, and the local advisor needs to guide the student through the assignments. The advisor should review all workshops, conferences and assignment content and materials, and make sure that the officer practices scripts prior to presenting as well as any workshop duties/presentations assigned to the state officer. Scripts should be emailed to the state advisor for possible revisions etc. If changes are needed or requested by the state advisor, please follow up at the local advisor level.

The local advisor should work closely with the state advisor to keep him/her informed of the officer’s progress with projects, and any challenges that may arise.

The local advisor should proofread all correspondence before mailing/emailing as well as sign his/her name. The officer should write correspondence and articles and present them to the local advisor for suggestions and any necessary changes. Remember that all correspondence and reports should be professional.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials and employers, if applicable.

## Career and Technical Student Organization Training

Career and technical student organization training is set for August, each summer. All state officers are required to attend.

Transportation to and from the training site, usually in Sioux Falls, is not reimbursed. However, the hotel rooms and training fees are paid by SD HOSA.

Training will take place over one day. Among the many tasks and activities to be completed during officer training, the most important will be to develop the program of work to guide the team throughout the year.

Both the officer professional blazer and state officer polo shirt will be required during the CTSO training unless otherwise instructed.

## Travel and Financial Notes

Travel to and from all workshops, trainings, and conferences is the state officer's and local advisor's responsibility. Please follow YOUR school district's travel policy.

Name badges and officer blazers will be provided for newly elected officers. It is the responsibility of the newly elected officer to fill out the uniform form in this handbook and send it to the SD HOSA state advisor.

For state-held events, newly elected officers will receive a travel/food stipend not exceeding \$200. For Internationally held events, newly elected officers will receive a travel/food stipend not exceeding \$500. Each local chapter advisor of the newly elected officer is responsible to register his/her newly elected officer via the International HOSA website.

## Parent Involvement

Parent (s)/Guardian (s) of State Officer Candidates:

Congratulations on the many successes of your son or daughter. Their position as a state officer candidate indicates that they are a proactive student dedicated to service and leadership in the development of future health professional peers.

As the South Dakota HOSA state advisor, I would like to take this opportunity to inform you of the responsibilities of your son or daughter, should he or she be elected as a SD HOSA state officer. It is a great honor to represent all of the HOSA student members in South Dakota, but also a huge responsibility and job. I have enclosed the State HOSA Calendar of Events, with activities that all officers are highly encouraged to attend in full. Also included is a list of duties which includes other activities we do not have dates set in full. Because the SD HOSA state officers are the most influential regarding public relation tools, role models for members and essentially the planners and initiators of all SD HOSA activities, your child's attendance, time commitment, and parental support are crucial.

As a reward for serving the South Dakota HOSA delegation, the state officers receive a great deal of training in: speaking, time management, conflict resolution, event planning, team work and career opportunities. Your child will grow tremendously and build invaluable friendships and career contacts.

It is obvious that your child desires to serve the SD HOSA organization, and that their advisor find them to be a worthy candidate. However, sometimes I realize that high school students do not always communicate well with their parents. Hopefully, this letter has made you more aware of the commitment level required of SD HOSA state officers. If you still have questions about this commitment, please feel free to email me at [Brock.Rops@usd.edu](mailto:Brock.Rops@usd.edu).

I hope, no matter the outcome of the state officer campaigns, you encourage your son or daughter to remain active in SD HOSA as a leader to promote leadership and communication skills.

Sincerely,

A handwritten signature in black ink that reads "Brock Rops". The signature is written in a cursive style with a large, stylized "R" and "P".

Brock Rops  
SD HOSA State Advisor  
AHEC Education Coordinator/NHSC Ambassador  
1400 West 22<sup>nd</sup> Street  
Sioux Falls, SD 57105

## General Information

### Administration (Executive Board):

Medical School Faculty Rep	Dr. Susan Anderson
SD Department of Education Rep	Kristin Larson
SD Association of Family Physicians Rep	Carletta Hauck
Secondary Administration Rep	Josh Hall
Director of Tribal Relations-USD	Damon LeaderCharge
Office of Rural Health Rep	Josie Petersen
Sanford Health Systems Rep	Dr. Amy Bialas
Avera McKennan Hospital Rep	Pam Hilber
Monument Health Systems Rep	Mark Schmidt
Business Rep	Tom Schmidt
NESD AHEC Rep	Mikayla Titus
SESD AHEC Rep	Melissa Ettswold
WRSD AHEC Rep	Jocelyn Depatie
SD HOSA State President-Elect	Mazzi Moore
State HOSA Advisor	Brock Rops

### Grade Expectations:

Serving as a South Dakota HOSA state officer is a unique, challenging and rewarding experience. The duties of state officers are varied, time consuming and of extreme importance, which may interfere with academic responsibilities.

Academic rules and regulations of each home school will be followed. However, as a state officer, it is extremely important to lead by example to excel to the highest level of success and to maintain a “B” grade point average.

If an academic penalty is assigned to a state officer from his or her local school, the officer will accept responsibilities of his or her actions. If academic probation is implied, the state officer will then pass his or her duties to another state officer for the time of probation.



## Official HOSA Uniform Policy:

The official HOSA uniform is worn by South Dakota HOSA state officers at executive council meetings, Fall Leadership Academies, State and International Conferences. The official uniform or business attire is to be worn by voting delegates and competitors at the SLC. All students attending the Fall Leadership Academy and State Leadership Conference are encouraged to follow the HOSA business attire dress code:

1. **Blazers for members - Males and Females.**  
A tailored navy blazer with emblem affixed over the heart. (Awards Unlimited Supply Service is the official supplier for this blazer, BUT any navy blue blazer will suffice).
2. **Shirt/blouse for female members.** A white tailored blouse or a short-sleeve white jewel neck shell are acceptable. This is interpreted to mean: an open or closed neck. Jewel necklines with lace, ruffle or full-edged collars are not acceptable.
3. **Shirt for male members.** A white closed-neck, man-tailored dress shirt, suitable for use with a tie.
4. **Accent for female members.** The maroon HOSA scarf no longer is a required part of the official uniform for females. However, maroon accent is optional as a scarf or bow tie.
5. **Accent for male members.** A solid navy or maroon man-tailored long tie.
6. **The official HOSA member or advisor pin is centered on the left lapel of the jacket.**
7. **Matching navy or white slacks for males, and slacks or skirts for females.** (Jeans and denim skirts are not considered appropriate.)
8. **Footwear** appropriate to the overall appearance of the uniform in navy, black, or white, should be consistent among the particular group. (Open-toed dress shoes are acceptable for females. Tennis and track sneakers/shoes are not considered appropriate.)

## Attire for the Recognition Banquet:

- Females -- A "dressy" short or long dress, official HOSA uniform or business attire.  
 Males -- Business attire or official HOSA uniform

## Business Attire

- Females -- Business suit, tailored dress or blazer and skirt with tailored blouse  
 Males -- Business suit or sport coat and slacks with dress shirt and tie

- No denim clothing or canvas shoes will be acceptable.
- Knee-length split skirts may be acceptable but "city shorts" are not acceptable.

## Clarification

Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

## Respectful Attributes

1. Attention and respect for authority are expected at all HOSA functions. Officers are expected to always act and dress professional.
2. The use of any form of tobacco and alcohol is strictly forbidden at any SD HOSA activity. Tobacco and alcohol regulations will be followed according to each officer's local school's policies. To forego all alcohol and tobacco while involved in official or unofficial SD HOSA activities from the day the officer is elected until he or she installs a new state officer. This means 24 hours a day, 7 days a week and 365 days a year. This also means anywhere in the USA and on any International travels. The use of tobacco or alcohol is strictly forbidden and will result in termination of any position within the SD HOSA state organization. A person(s) does not need to be convicted in order to be stripped of their status in SD HOSA, but rather a determination by school officials such conduct occurred is sufficient.
3. To behave in a manner, this conveys and demands respect, without an air of superiority.
4. To maintain dignity while being personable, concerned, and interested in fellow people.
5. State officers will not be allowed to drive their own cars or motorbikes during conferences, workshops, etc. without prior consent by parents and the state advisor. A written permission form must be sent directly to the state advisor prior to event allowing permission to drive.
6. State officers involved with/in fighting may be suspended from his or her state position or if the situation is severe, permanently removed from his or her state position. Refer to discipline plan.
7. State officers are reminded that distasteful and offensive language has no place in a group setting such as a CTSO (Career & Technical Student Organization). Any infractions of this rule may result in suspension from his or her position.
8. The use of cell phones, MP3 players, etc. is permitted outside of conferences, workshops, etc. The use of such electrical devices is NOT ACCEPTABLE to be used during conferences, workshops, speakers, etc. Meaning - all electrical devices must be shut off completely during any meetings, etc. Any infractions of this rule may result in suspension from his or her position.

## Attendance Policy

It is impossible to gain the full significance of any state officer presentation if the state officer is not in attendance at all meetings, conferences, workshops, etc. Therefore, state officers, local advisors and parents must make every effort possible to ensure regular SD HOSA attendance.

State officers must accept their responsibility for regular SD HOSA attendance by appearing and participating in each required/sponsored/mandated event regularly and at the assigned time. Any infractions of this rule may result in suspension from his or her position. If absences from events continue, the state officer will be removed from his or her position.

Excused SD HOSA absences are determined by the state advisor only and/or the executive board. Excused absences should normally be for reasons such as:

- Personal illness
- Professional appointments (medical, legal) that could not be scheduled outside the regular school day
- Other serious personal or family issues

State officers are expected to turn in parent or guardian contact information including insurance information in case of an emergency while at an activity.

## Emergency Provisions

I authorize the state advisor to secure the services of a physician or hospital and to incur the expenses for necessary medical services in the event of an accident or illness, and I will provide for the repayment of any costs so incurred.

## Conduct

I (we) have read the CONDUCT RULES and agree to abide by them, and I (we) know the consequences of inappropriate conduct. I (we) also agree that the school and state officials, the SD HOSA chapter advisor(s), and the SD HOSA state advisor will have the right to send the above named member home from the activities at the member's expense, provided that he or she has violated the code of conduct and/or his or her conduct has become a detriment.

## Discipline Policy

State officers are required to conduct themselves with respect for self and others through their actions, their language and their dress. Student behavior will reflect favorably on the individual, SD HOSA and his or her own school. Students will show consideration for others and will create a learning atmosphere for all individuals involved. Students must recognize their individual responsibilities and obligations and discharge them in accordance with SD HOSA and local school regulations. When the state advisor acts to assist a student in proper conduct, the emphasis shall be toward student growth in self discipline.

### Applying SD HOSA Discipline Rules:

1. Consequences are designed to be fair, firm and consistent for all state officers for SD HOSA. The rules apply to all officers in any building, property, vehicles or at events. Consequences listed are minimums. The state advisor, local advisor, and/or the executive board have the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.
2. Because it is impossible to list every misbehavior that occurs, the state advisor and SD HOSA executive board reserves the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by local advisors, chaperones, teachers, etc.
3. Progressive discipline may be used, when possible, in conjunction with local school policies. SD HOSA reserves the right and sole discretion as to its use, including whether or not progressive discipline will be used. SD HOSA reserves the right to take any action it deems necessary.
4. Actions which may be used by local advisors, the state advisor and the executive board to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, fine, restitution, removal from state office, suspension of state office, exclusion from activities, or expulsion from SD HOSA events, and referral to law enforcement authorities.
5. Each state officer is expected to understand the International SD HOSA code of conduct and rules specific to their position. A copy of SD HOSA state officer rules will be provided to the parent/guardian and state officer.
6. Due Process: State officers shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.
7. At any point a school official, an adult or police (i.e. probation officer, sheriff, deputy, etc.) has noted that a state officer has made an infringement with the use of alcohol, drugs or other illegal substances, the officer at that time will be dismissed as a state officer and the state office will be left vacant. Regardless of whether the account or violation was "forgiven" by school district or justice system, the fact that the state officer was caught, convicted or admitted to the violation, still deems dismissal as a state officer.

### **Progressive Discipline Guidelines**

Disclaimer: The school or SD HOSA reserves the right to use progressive discipline in any order, that these are merely guidelines, and that SD HOSA is not limiting them to use these guidelines in any specific order, and that SD HOSA reserves the right to dismiss a person as a state officer for any such conduct. The discipline guidelines are found on the next page:

Inappropriate Behaviors	Possible Consequences			Date / Offense
	Offense	First Offense	Multiple Offenses (2)	
<b>Class One</b>				
1. Breaking building rules	Infraction notice (warning),	Infraction notice, parent / local advisor notice,	Dismissed as a	
2. Physical aggression / bullying	parent / local advisor contact,	suspension from state officer duties for	state officer and	
3. Inappropriate dress	loss of privileges as state officer for 1 month	1 - 3 months	responsibilities associated	
4. Not professional				
5. Disruption of activity (i.e. talking, etc.)				
6. Inappropriate use of cell phones, MP3, etc.				
7. Incomplete assigned tasks (i.e. reports, etc.)				
Other:				
<b>Class Two</b>				
1. Insubordination / disobedience	Infraction notice,	Infraction notice, parent / local advisor notice,	Dismissed as a	
2. Disrespectful / obscene language or actions	parent / local advisor contact,	suspension from state officer duties for	state officer and	
3. Deliberate physical aggression	loss of privileges as state officer for 1 month, restitution of value	1 - 3 months, restitution of value	responsibilities associated	
4. Minor vandalism				
Other:				
<b>Class Three</b>				
1. Violence / fighting	Infraction notice,	Infraction notice, parent / local advisor notice,	Dismissed as a	
2. Assault (physical or verbal)	parent / local advisor contact, & police referral when appropriate,	suspension from state officer duties for	state officer and	
3. Intimidation	restitution of value	1 - 3 months, restitution of value	responsibilities associated	
4. Tobacco				
5. Theft				
6. Physical injury	Dismissed as a state officer and responsibilities associated	Dismissed as a state officer and responsibilities associated		
7. Destruction of property				
8. Harassment / hazing				
9. Retaliation				
10. Major vandalism				
11. Breaking curfew				
Other:				
<b>Class Four</b>				
Possession / use / under the influence of drugs / alcohol; possession of drug paraphernalia	Police referral, dismissed as a state officer and responsibilities associated			
Other:				