



## **Postsecondary/Collegiate Handbook**

## **Starting a Postsecondary/Collegiate HOSA Chapter**

As a chapter start-up leader, you have a valuable opportunity to create an exceptional student organization at your respective university. You can lead the chapter in a direction that clearly supports the purpose of HOSA.

HOSA–Future Health Professionals is indeed 100% health; however, you should not limit your chapter only to pre-health majors. HOSA also benefits those still considering whether or not to pursue a health career, and HOSA membership can help them decide. College students change their majors often. However, regardless of their major, they can still find opportunities and success within HOSA.

Consult this manual and your school's new student organization start-up tips to help ensure an efficient and successful chapter affiliation process.

Most colleges and universities require the following in order to create a new student organization:

- Complete constitution (provided in this manual)
- Faculty/Staff Advisor
- Members
- Approval by student government or by another governing body

### **Starting the HOSA Chapter**

- Two separate processes:
  - Affiliate your chapter with HOSA and your HOSA state association.
  - Affiliate/register your chapter through your school's new student organization process.

### **Requirements for Affiliation with HOSA**

- At least five active (dues-paying) members
- A faculty/staff advisor
- Chapter Bylaws (Appendix F)
- Complete Online Chapter Affiliation Application
- Consult your state advisor for any additional state-specific affiliation requirements.

### **Requirements for Affiliation with Student Government/Activities**

- Different levels of affiliation, each level presents its own:
  - Benefits
  - Requirements
  - Deadlines
- Consult your student government to find the level of affiliation which will meet your chapter's needs.

## **Barrier to HOSA Chapter Formation**

- Are there other pre-health organizations on campus?
  - If one exists at your school, read about the organization/club and attend their first meeting.
  - To explain to students why HOSA is unique, you must know what the “competition” does or does not offer. For example, HOSA offers scholarships, fifty- five health- and leadership-related competitive and recognition events, and partnerships with corporate and nonprofit associations as well as the Medical Reserve Corps and U.S. Public Health Service. These are a few of the opportunities HOSA offers.

## **How to get students’ attention?**

- What interests pre-health college students?

Some students may not be willing to spend the time or money necessary to study for competitions or attend the HOSA/State Leadership Conferences. Once you learn your members’ specific interests, you may find some are indeed interested in the ILC and/or SLC. You can then target your in-depth discussions about conferences and competitions exclusively to those who have expressed an interest.
- What will attract members?
  - Competition
  - Outstanding Volunteer Service Recognition Awards
  - National Service Project
  - Community Service opportunities
  - Leadership Opportunities
  - Medical Reserve Corps and Public Health Partnerships
  - Presidential Service Award
  - Scholarships
  - Office of the Surgeon General Internship
  - Networks of students and professionals

## **Membership Recruitment**

- Recruit (at least five) potential members
  - How/Where? (See page 5 for discussion of each of the following):
    - Fall/Spring Activities Fair (Very Important)
    - In-Class Announcements
    - Conversations with friends and fellow students (Crucial!)
    - Facebook, Instagram, Twitter – the Power of Social Networking
  - When?
    - As early as possible
    - Continue membership recruitment throughout the entire year

## **Content of "HOSA in a Nutshell" speech (Appendix A):**

- What is HOSA?
  - What makes HOSA unique and what are the benefits?
  - HOSA opportunities may benefit students when applying for health professions schools.

### **HOSA Informational Flyers (Appendix B)**

- Clearly and concisely explains benefits of HOSA to students. Include your name and contact information along with time, date, and location of meetings. You may consider calling the first meeting an “Interest Meeting.”

### **HOSA Prospective Member Sign-Up Sheet (Appendix C) should include:**

- Name
- E-mail address and cell number
- Class year

### **Membership Recruitment Opportunities/Activities Fair**

- Bring a sign-up sheet and copies of informational flyer.
- Position yourself at the entrance.
- Never wait for students to approach you (occasionally walk among the students, approach any- and everyone).

#### **What to say:**

##### ➤ Do say:

- Are you interested in volunteer opportunities?
- Are you interested in scholarship opportunities?
- During the conversation, transition into a discussion of HOSA and the specific opportunities which make it unique!
- Be sure to transition into HOSA smoothly. HOSA is “Future Health Professionals” and building future health leaders. Feel free to share the mission as well.

### **Immediately After Activities Fair**

- Create a HOSA list-serv (for sending mass e-mails to interested students).
- Add names and e-mail addresses to list-serv.
- Send a welcome e-mail and other information.
- Start Twitter and Instagram accounts and make a Facebook page.

### **In-Class Announcements**

- Ask professors for permission to announce HOSA at the beginning of class.
- Tell everyone you know/meet about HOSA, even non pre-health majors!

### **Face-to-Face Conversation**

- Whenever you meet someone new, tell him or her about HOSA.
- Tell everyone you encounter to spread the word about HOSA and encourage interested students to attend the next meeting.
- You may want to carry HOSA flyers or business cards to give to always interested students.
- Offer incentives for member recruitment at meetings.

### **Chapter Facebook Page, Instagram and Twitter**

After the chapter has been officially chartered with the university, create a Facebook page, Instagram and Twitter accounts to keep students informed of HOSA activities and to help gauge interest as chapter events are planned.

### **Mass E-mail to the entire college/university**

Some schools offer student organizations an opportunity to send an informational e-mail to the entire student-body. Inquire about this potentially beneficial option. (Remember though the most effective means of attracting members may be face-to-face conversations).

### **Your First Meeting Room Reservation Policies**

Some colleges/universities do not allow organizations on campus to reserve meeting-rooms until they are affiliated with the student government/official organizations. Find out if there are rooms you may use for your first few planning meetings, which do not need to be reserved. If you have a friend who is an officer of another health-related organization, you could ask that organization to reserve a room until your chapter is officially affiliated with the student government.

### **Ideas to attract maximum number of people to First (Interest) Meeting:**

- On the day of the first meeting, call every person on the sign-up sheet you have from the activities fair.
  - This demonstrates you are passionate about, and committed to, the organization.
  - This personal touch sends the message that each person's presence at the meeting is individually desired and important.
- Create a Facebook event and send a message out at least one week prior to the meeting.
- Send an extra e-mail/ other social media message the day before and/or the day of the meeting with the meeting agenda.
- Post flyers around campus with the meeting time, date, and location.
- Offer free food (i.e. pizza, chips) if possible.

**As you proceed with the affiliation process, you may find you need someone to assist you. Consider appointing an interim vice-president for chapter affiliation at your first meeting. However, you should also try to form an executive council as soon as possible to help share your workload and enable the chapter to run as efficiently and effectively as possible. Create an online application for prospective officers to ensure qualified students are selected. Such sites you could use include Survey Monkey, Google forms, etc.**

### **Timing the First Meeting**

- Hold meeting as soon as possible at the beginning of the semester.
- Hold the meeting in an easily accessible building (i.e., the student center).

### At the first meeting

- Follow the agenda:
  - Pass around attendance sheet.
  - Introductions (Yourself, vice-president [if applicable]. Ask students to introduce themselves and share their career goals and reason for attending the meeting.)
  - Ask if anyone was HOSA member in high school or has heard of HOSA.
  - If HOSA alumni are present, ask them to register for free alumni membership at <http://www.hosa.org/node/37> Alumni can also become postsecondary/collegiate HOSA members.
  - State your short- and long-term goals for the chapter.
  - Ask if anyone has any further questions about HOSA.
  - Excite them!
- Describe chapter affiliation process:
  - The National HOSA affiliation process as well as the process for chartering your chapter with the university and state association.
  - Affiliation fees
    - Inform members of the unique opportunities HOSA offers before mentioning membership dues. Emphasize that dues enable HOSA to provide these invaluable benefits.
- Solicit suggestions for chapter activities.
- Discuss officer positions (i.e., secretary, treasurer, reporter, etc.)
  - You, vice-president and advisor can decide types of positions that are necessary.
- Offer an incentive for the person who brings the most new people to the second meeting who commits to membership.
- Send a follow-up e-mail to the listserv with:
  - A summary of the business addressed.
  - Officer positions and responsibilities.
  - Date, time, and location of second meeting.

### At the second meeting

- Elect officers (this depends on your own and your vice-president's discretion)
  - Not all positions may be filled.
  - Continue to seek qualified members to fill positions.

### Recruiting an Advisor

- Can be quite challenging.
- Why would this be difficult?
  - Most professors are very busy.
  - May believe it would require too much time.

**Ideally, find a health science/professions related faculty member to serve as the advisor. Extend the search to other faculty/staff members if the initial attempt to recruit a related professor is unsuccessful. Remember this HOSA chapter is quite different from a high school HOSA chapter. Students, not the advisor, will be primarily responsible for administrative tasks necessary to run a successful HOSA chapter.**

### **Make it Easy for the Advisor**

- Arrange for the chapter to pay the advisor's dues.
- Commit to officers completing paperwork, online affiliation, and handling dues.
- Show appreciation. Have the chapter buy him/her a HOSA-related gift or gift card.

### **Contacting Potential Advisors**

- Make a list of health professions or science related faculty and staff members.
- Identify and narrow to five to seven good choices. E-mail and call these people.
  - Set up a time to meet in person.
  - Be efficient and effectively use everyone's time.

### **Overview of Potential Advisor-Form Letter**

- Introduction
  - Greet the potential advisor.
  - Explain how s/he was identified.
- Body of Letter
  - Define HOSA.
  - Share the requirement to have a chapter advisor.
- Request and Conclusion
  - Re-statement of topic
  - Respectful conclusion

### **Affiliating the Chapter with National HOSA**

- Contact National HOSA at 1-800 321-HOSA or [hosa@hosa.org](mailto:hosa@hosa.org)
  - Request a charter number and advisor password for the college or university.
  - Share name of faculty advisor.
  - Send chapter bylaws if requested. (Modify bylaws provided in this handbook to meet chapter's specific needs).
- Visit Chapter Affiliation page and begin the process: <http://www.hosa.org/node/20>
  - National HOSA Membership Deadline: February 1<sup>st</sup>
  - State advisor contact information: [texashosa@texashosa.org](mailto:texashosa@texashosa.org)

### **Chapter Affiliation Application**

HOSA does not allow students to be removed from the chapter's membership list once the affiliation application is submitted. Therefore, it is highly recommended to require members to pay their affiliation fees before registering members through the online HOSA Chapter Affiliation Application.

- For the online chapter affiliation application, you will need each member's:
  - Full name and class (i.e., freshman, sophomore, etc.)
  - School or home address
  - Cell number and e-mail address
  - Ethnicity
- Membership fees are due to HOSA 30 days after registration. It is imperative to read directions on HOSA Chapter Affiliation Application prior to submission.

## Affiliate HOSA Chapter with the Student Government

Familiarize yourself with the varying levels of affiliation for organizations at your college/university. Each level will have different:

- Requirements
- Benefits
- Deadlines
- Explore each level before school begins and pursue the level of affiliation that will enable your chapter to meet the goals you set for it.

## Presentation to Student Government

- You may be required to make a presentation to the student government convincing them to recognize the chapter. During the presentation you must be prepared to:
  - Emphasize uniqueness of HOSA
  - Explain how HOSA will benefit members?
  - Explain how HOSA will benefit your college community?
  - Explain why this level of affiliation meets your chapter's needs.
  - Contact National HOSA or your state association for assistance with presentation or marketing materials.

## Increasing Awareness of HOSA

- Sponsor campus-wide events:
  - How many per semester?
    - Depends on the number of active members.
    - Funding
- First year:
  - Plan active events/meetings
  - In the fall, try to hold a few events/meetings during HOSA Week, the first full week in November.
- Remember that Quality is more important than Quantity.

## Handing Off the Chapter

- This is a gradual process which ideally occurs over the four years of the leaders attend the college/university.
  - Lead
  - Teach
  - Supervise
  - Follow-up

## Final Thoughts

- Remember to always let your passion for HOSA shine through.
- The opportunities HOSA offers members are always increasing. Keep up to date by regularly visiting the HOSA website ([www.hosa.org](http://www.hosa.org)), like the Facebook page and follow HOSA on Instagram and Twitter.
- Review postsecondary/collegiate chapter survey to gain ideas to use in your implementation process and moving forward. [PS/C Survey](#)



## ***HOSA Postsecondary/Collegiate Division***

### **HOSA in a Nutshell Speech**

(Memorize it, but practice delivering it in a way that sounds natural and dynamic)

HOSA—Future Health Professionals is a national student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA has over 4000 secondary and postsecondary/collegiate chapters in 48 state associations with approximately 185,000 members. HOSA is officially recognized by the U.S. Department of Education along with eight other career and technical student organizations. HOSA is an exclusively health-oriented organization. We can devote 100% of our resources to helping students become effective, compassionate, health professionals and leaders in their chosen field of work. The unique benefits of HOSA include volunteer service, state and national scholarships, educational symposia, fifty-five different competitive and recognition events at the state and national conferences, networking with HOSA partners, as well as leadership opportunities at the local, state, and national levels. All health science and health professions schools highly prefer applicants who demonstrate academic achievement in addition to well-rounded students with actual experience with health-related community service, leadership skills, and school involvement. HOSA membership provides you with all of these key opportunities.



**The Hands of HOSA Mold the Health of Tomorrow**

**—National HOSA Motto**

**Health Science and HOSA—A Healthy Partnership!**

**—National HOSA Tagline**

## **Why HOSA?**

- **Premier national** student-led organization **exclusively dedicated to future health professionals.**
- **Recognized** by the U.S. Department of Education
- **48 state associations** with over 185,000 members
- **Annual State and National Leadership Conferences** offer multiple opportunities that inspire, motivate, recognize, and reward outstanding team and individual performances.
- **State and HOSA Scholarships** are awarded annually.
- **Fifty-five** health– and leadership-related competitive and recognition events
- **Outstanding Volunteer Service Recognition Awards**
- **Elected leadership opportunities** at the local, state, and national levels
- **Educational Symposia** and Workshops presented by leaders in health industry
- **Networking opportunities** with nearly 100 businesses and organizations that have official partnerships with HOSA.
- **Visit [www.hosa.org](http://www.hosa.org) to learn more!**



## Sample Prospective Membership List

Please Write Legibly

NAME	E-MAIL ADDRESS	PHONE NUMBER	CLASS YEAR

### Potential Advisor Sample Letter

I am (**your name**) and (**your relationship to/how you know this professor**). I have an important inquiry for you. I am a member of the (**college name**) Chapter of HOSA-Future Health Professionals. We are searching for a faculty/staff advisor for our chapter.

#### Description of HOSA and benefits:

HOSA–Future Health Professionals is a national student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 4000 secondary and postsecondary/collegiate chapters in 48 state associations, and over 185,000 members. HOSA is officially recognized by the U.S. Department of Education. HOSA is 100% health; therefore, HOSA focuses resources to helping students become effective, compassionate health professionals and leaders in their chosen field of work. The unique benefits of HOSA include leadership opportunities at the local, state, and national levels, volunteer and community service opportunities, scholarships nationwide, state and national leadership conferences that include educational symposiums, fifty-four different competitive and recognition events, networking opportunities with HOSA’s nearly 100 profit and non-profits business and health industry partners. All professional level schools of health professions prefer applicants, who demonstrate leadership skills and actual experience with health-related community service and academic achievement. HOSA membership provides students with all of these key opportunities.

[www.hosa.org](http://www.hosa.org)

#### Faculty/Staff Advisor requirement and time commitment:

The HOSA Bylaws require that each chapter have a faculty/staff advisor in order to affiliate with the state and national associations. The time commitment is guided by how much you *want* to be involved in our chapter's activities. You may forward any paperwork you receive from National HOSA or (**your state**) HOSA to our president, who will follow up on the correspondence and simply keep you informed. Although the advisor of our chapter would be encouraged to attend state and national conferences, this, again, is not required as we can have a chaperone (who is not our faculty/staff advisor) to attend these events.

I understand you have many responsibilities. However, we are hoping—as you see the value of our chapter on our campus and realize that the time commitment is minimal—you would consider lending your support as our advisor. Thank you for considering our request. Would it be possible for us to arrange a time to discuss this opportunity? I can be reached at (**your phone**) or my email (your address).

**Your name,**

**Your Position**

## Sample Bylaws of your HOSA Chapter ARTICLE I

### NAME

The official name of this organization shall be **The Name of your College/University HOSA**. The acronym **The Name of your College/University HOSA** may be used to designate the organization.

## ARTICLE II

### AFFILIATIONS

#### Section 1

- a. **The Name of your College/University HOSA** is a local association of **(enter name of the state affiliation) HOSA** and **name of your state affiliation** is a state association of the national HOSA organization, by and for students who are or were enrolled in postsecondary/collegiate health science education programs and/or are interested, planning to pursue, or pursuing a career in the health professions.
- b. Members shall be students who are or have been enrolled in health science classes, and/or are interested, planning to pursue, or pursuing a career in the health professions, and persons associated with, participating in or supporting health science in a professional capacity.
- c. **The Name of your College/University HOSA** shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are enrolled in a health care related field at the undergraduate level, and/or are interested, planning to pursue, or pursuing a career in the health professions.

#### Section 2

- a. **The Name of your College/University HOSA** is a local member of **your state HOSA affiliate**; therefore, National HOSA shall charter it.

## ARTICLE III

### PURPOSE AND OBJECTIVES

The primary purpose of **The Name of your College/University HOSA** is to serve the needs of its members and strengthen the Health Science Education (HSE)-HOSA Partnership in the following ways:

- a. Foster programs and activities, which will develop:
  1. Physical, mental and social well-being of the individual
  2. Leadership, character and citizenship
  3. Ethical practices and respect for the dignity of work.

- b. Foster self-actualization of each member, which contributes to meeting the individual's psychological, social and economic, needs.
- c. Build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing personal and occupational competencies and social skills that lead to realistic choices of careers and successful employment in the health care field.
- d. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
- e. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
- f. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.

#### **ARTICLE IV**

#### **MEMBERSHIP & PARTICIPATION**

##### **Section 1**

- a. [The Name of your College/University HOSA](#) is open to students, without regard to race, color, religion, national origin, disability, age, veteran's status, sexual orientation, political affiliation, or gender.
- b. HOSA must receive affiliation fees for membership year. HOSA must receive affiliation fees for students by before March 1 of that same year.

#### **ARTICLE V**

#### **ADVISOR**

- a. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
- b. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and always expedite the practice of good parliamentary procedure.
- c. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- d. Encourage students to attend functions open to them.
- e. Encourage fund-raising activities.

- f. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- g. Encourage capable members to seek local, state, and national offices.
- h. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- i. Encourage Chapter participation in all conferences.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1**

- a. General meetings for [The Name of your College/University HOSA](#) chapter shall be held on a regular basis.

#### **Section 2**

- a. The President or Executive Council shall call special meetings as necessary.

#### **Section 3**

- a. A majority of the membership present shall constitute a quorum.
- b. Two-thirds of the Executive shall constitute a quorum.

## **ARTICLE VII**

### **EXECUTIVE BOARD**

#### **Section 1**

- a. President
  - 1. Works closely with the chapter advisor.
  - 2. Develops meeting agenda with assistance of Executive Council.
  - 3. Preside over and conducts meetings according to accepted parliamentary procedure.
  - 4. Represents the chapter and organization at special functions.
  - 5. Keeps organization work moving in a satisfactory manner.
  - 6. Displays enthusiasm and a good attitude and projects a good image.
- b. Vice-President
  - 1. Assists the President
  - 2. Oversees all committees.
  - 3. Presides at meetings in the absence of the President.
  - 4. Is prepared to assume duties and responsibilities of the President, in case of an emergency.

- c. Secretary
  1. Is recording officer of the chapter.
  2. Keeps minutes of meetings.
  3. Keeps and responds to all official chapter correspondence.
  4. Sends and posts meeting notices.
  5. Counts and records rising votes.
  6. Keeps permanent records.
  7. Cooperates with the treasurer in keeping an accurate membership roll.
  8. Presides at meetings in the absence of presiding officers.
- d. Treasurer
  1. Assist with deposits and disbursements of the chapter funds.
  2. Collects dues.
  3. Assists with the financial records.
  4. Devises appropriate ways and means of financing activities.
  5. Cooperates with the secretary in keeping accurate membership roll.
  6. Assists in the preparation of financial statements and reports.
  7. Reports financial information at meetings.
- e. Reporter/Historian
  1. Prepares news articles for publication and/or broadcast.
  2. Contacts local newspapers regarding chapter events.
  3. Files clippings and pictures of activities and keep a scrapbook.
  4. Assists in maintaining a chapter HOSA bulletin board.
  5. Assists with planning and arranging exhibits.
  6. Arranges for chapter participation in local radio and/or television programs.
- f. Parliamentarian
  1. Assist in the capacity of arbitrator in matters of parliamentary procedure during meetings.
  2. Assists the presiding officer in answering any request for ruling on procedures.
  3. Keeps parliamentary procedure resources available.

## **Section 2**

- a. Members will be notified when vacancies are available within the Executive Board.



## ARTICLE VIII

### ELECTIONS

#### Section 1

- a. The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian.

#### Section 2

- a. Election of officers shall be held annually or as described by governing officer(s).

#### Section 3

- a. During a special annual meeting, qualified candidates may present their nomination.
- b. Elections shall be cast by ballot and by a majority vote of members.

## ARTICLE IX

### FUNDS

#### Section 1

- a. The Name of your College/University HOSA Treasurer will be responsible The Name of your College/University HOSA revenues and making the information public to committee members.
- b. A budget of expenditures will be developed by the Treasurer and approved through Executive Committee consensus. The approved budget will be made public to the committee.
- c. The Name of your College/University HOSA may receive funds from Student Congress, other organizations, fundraising activities, and voluntary donations.
- d. At the end of the academic year, all funds will roll over to the next academic year.

## **ARTICLE X**

### **RATIFICATION**

The constitution will be ratified by a majority election through the listserv. Any modifications to the constitutions will be considered during a one-week review period.

## **ARTICLE XI**

### **AMENDMENTS**

Amendments of these Bylaws shall be submitted in writing at a general meeting and shall be voted on at the following general meeting. A two-thirds vote of the members present shall be required for adoption.

## **ARTICLE XII**

### **BY-LAWS**

The majority of the members present shall adopt amendments and By-Laws.

## **ARTICLE XIII**

### **EMBLEM, COLORS AND MOTTO**

#### **Section 1**

- a. The official chapter emblem shall be the emblem of the National HOSA organization.
- b. The emblem and design are described in the National HOSA Handbook

#### **Section 2**

- a. The official colors of HOSA are navy blue, maroon, and white.

#### **Section 3**

- a. The official HOSA motto is "The Hands of HOSA Mold the Health of Tomorrow".

## **ARTICLE XIV**

### **PARLIAMENTARY PROCEDURES**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or corporate charter of HOSA, Inc. And any special rules the organization may adopt.