



**Carnegie Vanguard HOSA-Future Health Professionals Chapter
Bylaws**

Ratified: April 2017

Carnegie Vanguard HOSA-Future Health Professionals Chapter Bylaws

Article I: Name

The name of this chapter shall be the Carnegie Vanguard High School Chapter of HOSA-Future Health Professionals.

Article II: Purpose

The purposes of this club shall be the following: to promote healthy living and interest in health occupations, to create more interest and understanding in the choice of a healthcare career; to motivate students to accept academic challenges through competitive events; and to improve scholarship and develop skills that will enable students to participate effectively in a healthcare career.

Article III: Organization

Section 1. This chapter shall be chartered by the Board of Directors of the National HOSA to provide for statewide coordination of the HOSA program.

Section 2. Membership is unified on the state and national level. Membership is established by payment of local, state and national dues, which are \$25.00 per member. The dues will be covered by the \$15.00 fees per member as well as additional fundraising.

Article IV: Officers and Responsibilities

Section 1. The officers of the Carnegie Vanguard HOSA Chapter shall consist of the following:

President: shall conduct the operation of meetings by calling the meeting to order, presenting the agenda and calling for officer reports. The President shall also be able to accept volunteers or assign committee heads as needed.

Vice-President: shall conduct meetings in absence of the President. The Vice-President must also meet with the President to determine agenda and future projects and shall assist the President in any manner so deemed. Vice-President is responsible for the notification of meetings to all members and school personnel a minimum of two to three days in advance.

Secretary: shall keep a written account of member's attendance at all meetings and activities. The secretary will be in charge of keeping a written record of each meeting and being in charge of all correspondences on behalf of the club including but not limited to activity or request, requisitions, notifications of guest speakers, and cards/letters.

Social Coordinator: shall organize fundraisers, work with treasurer to make decisions for fundraising, assist in planning events and volunteer opportunities, and assume additional tasks relegated by the President.

Treasurer: shall keep track of all finances for the club to include but not be limited to equipment, supplies, donations, etc, of the club. The treasurer shall report this information to the members at each meeting. The treasurer shall be present at all club activities which involve funds or designate another officer in their absence.

Historian: shall keep a photographic record of the club activities, uploading those records into the school website and making presentations to campus and community groups when called upon.

Other officers may be designated as necessary.

Section 2. The teachers may also serve as advisors to the chapter.

Section 3. Officers shall be nominated by the membership and selected by former officers and advisor.

Section 4. Vacancies on the Executive Board shall be filled at the by the advisor and/or officers.

Article V: Membership and Attendance

Section 1. All students that attend Carnegie Vanguard High School are eligible to become members of the club.

Section 2. If a member wishes to become an officer, they must be a member in good standing.

Section 3. Each member must pay \$15.00 in dues to cover for membership.

Section 4. Members maintain good standing until they have missed a total of five absences during the semester. Excused absences from school due to illness or school events will not count as absences.

Section 5. If a member fails to attend meetings prior to field trips or special activities they cannot participate in that trip or activity.

Article VI: Committees

Section 1. Committees of the Carnegie Vanguard HOSA Chapter shall consist of the following: Community Service, HOSA Activities, Public Relations, Fundraising, and Professional Development

Section 2. The Chairman of the committees shall be appointed by the Executive Board and approved by the membership.

Article VII: Ratification and Amendments

Section 1. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Executive Board, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised in no less than five years from the date of approval noted on this document.