HEALTH OCCUPATIONS STUDENTS OF AMERICA

(HOSA)

CONSTITUTION

Article I. Name of Organization

This organization shall be known as Health Occupations Students of America (HOSA).

Article II. Purpose and Ideals of Organization

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Occupations Education instructional program. The mission of HOSA is to enhance the delivery of compassionate quality health care by providing opportunities for knowledge, skills, and leadership development of all health occupations education students, therefore helping the students meet the needs of the health care community.

Article III. Membership

Section 1. Expulsion from the organization will result in violation of any provision in the University of Texas Rio Grande Valley student conduct as expressed in the Handbook of Operating Procedures

Section 2. Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership.

Section 3. Membership is open is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression

Section 4. Membership is limited to students and/or faculty and staff of the University of Texas Rio Grande Valley. Only student members have voting privileges and can hold office in the student organization.

Section 5. All University of Texas Rio Grande Valley students who are members of this HOSA chapter are considered to be active members in this chapter. Members will lose this status if three or more regular meetings are missed per semester without a valid excuse. They will also be ineligible to participate and hold office in area, state and national level.

Section 6. All members must be in good academic standing as defined by the HOP in order to participate in any competitive events.

Section 7. The advisor, selected by two-thirds of the members, must be a full-time employee at University of Texas Rio Grande Valley.

Section 8. Removal of advisor requires a ¾ or majority vote of members or voluntary resignation is accepted.

Section 9. The President and Treasurer are the only persons allowed to deposit money or make withdrawals from the HOSA bank account. Any deposit or withdrawal must be recorded by the treasurer.

Article IV. Election of Officers

Section 1. The current active membership of Health Occupations Students of America shall nominate a competent President, Vice President, Secretary, Treasurer, Historian, Parliamentarian and Sergeant of Arms. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority of this organization.

Section 2. All HOSA officers shall hold office for one year. Nominations shall be held the third to last meeting, and elections shall be held the meeting immediately following the nominations. The induction ceremony will be held on the last meeting.

Section 3. HOSA members that are interested in running for office shall be members for a whole year prior.

Section 4. Votes for the elections shall be taken by secret ballot and counted by the president of the organization, the vice president, and the advisor.

Section 5. If less than 50% of the organization members vote, the election will be annulled.

Section 6. Elections will be run by a simple majority. In case of a tie, a runoff election will be held.

Section 7. The prerequisites to run for office are the following: all candidates must be passing with a minimum of a 2.5 GPA average in order to be eligible for office and must be a member of HOSA a year prior.

Article V. Duties of Officers

Section 1. The President shall be the Chapter’s leader and chief executive. The President should oversee that other officers perform their duties, and shall perform his or her duties as follows.

The President shall:

1. Preside at the meeting of the chapter
2. Preside at the officer’s meetings to be held before the chapter meetings
3. Call emergency or executive meetings when considered necessary
4. Develop agendas for chapter meetings in conjunction with the officers during the officer’s meeting
5. Perform all other duties required by the organization.

Section 2. The Vice President shall:

1. Preside in the absence of the President.
2. Assist the President in performing the duties.
3. Be responsible for updating and submitting update packet.
4. Inform members of all activities via meetings, public announcements, and posters.
5. Communicate with outside retailers to arrange fundraisers.

Section 3. The Secretary shall:

1. Keep accurate and complete minutes of all chapter and officer’s meetings and shall read them at each meeting.
2. Must type the agenda, which will be developed by the officers during the officer meetings and distribute them to the other officers before the chapter meetings.
3. Record attendance of all meetings.
4. Preside in the absence of the President and Vice President.

Section 4. The Treasurer shall:

1. Maintain a record of the chapter’s budget and update it after every fundraiser.
2. Maintain a record of all members who owe money and take action to expedite the payment of the debts.
3. Collect member’s dues.
4. Present a treasurer’s report of current credits and expenditures at each meeting.

Section 5. The Historian shall:

1. Oversee the production of a scrapbook. He or she shall make sure that there is a complete coverage of all the club’s events in the scrapbook.

Section 6. The Parliamentarian shall:

1. Instruct all members on parliamentary procedure during the first chapter meeting of the year. Robert’s Rules of Order will be followed.
2. Keep order during meetings via parliamentary procedure and announce the speaker.
3. Assist the Historian in the making of the scrapbook.

 Section 7. The Sergeant at Arms shall:

1. Close the door prior to calling meeting to order.
2. Keep the meeting in order and quiet as necessary.
3. Reserve rooms, tables, and spaces, check mailbox, and other on-campus duties

Article VI. Suspension and Impeachment of Officers and Members

Section 1. Officers will be suspended from their duties if they have anything lower than a 2.5 GPA.

Section 2. Officers or members may be removed for any of the following reasons:

1. If officers or members miss five meetings during the semester without a valid excuse.
2. If officers fail to perform the duties specified in the Health Occupations Students of America Bylaws.
3. In the case of any violation of the Handbook of Operating Procedures.

Section 3. The impeached officer will receive a written statement from the officers with reasons of impeachment.

Section 4. The majority of members will vote and select a replacement from the nominated candidates provided by the officers.

Article VII. Meetings

Section 1. There will be a Health Occupations Students of America meeting every other week and the day should be voted by the majority of the members of this organization.

Section 2. The president has the authority to call special meetings and members should be notified at least three days in advance.

Section 3. Delegates representing a majority of the chapter’s members present shall constitute a quorum.

Section 4. The latest version of Robert’s Rules of Order shall be the source of parliamentary authority in the Health Occupations Students of America organization.

Article VIII. Dues

Local, state and national affiliation fees must be paid for the entire school year in order for chapter members to become eligible to participate in local, state, and national activities. The officers will give the members information of when the dues will be collected and how much it will be.

Article IX. Committees

Section 1. Fundraising Committee shall be a standing committee in the Health Occupations Students of America organization.

 The Committee shall:

1. Plan and execute fundraising activities for the Health Occupations Students of America organization.
2. Work alongside the chapter Treasurer to make sure all the money is handled properly.
3. Have a committee Chair that has attended a Food Handling workshop and has been awarded a certificate of completion.

Section 2. Community Service Committee shall be another standing committee.

 The Committee shall:

1. Plan and execute various types of community service that members of this organization will perform.
2. Find out about community service opportunities through the University of Texas Rio Grande Valley and local businesses.
3. Keep in contact with the representative of a local chapter of the National HOSA service project (e.g. Make-A-Wish-Foundation).

Section 3. Special Events Committee shall be another standing committee.

 The Committee shall:

1. Plan and execute socials, guest speakers, and any event that requires special attention.
2. Work alongside the Historian to keep members and HOSA scrapbook updated via fliers, pictures, etc.

Article X. Method to Amend the Constitution

These bylaws may be amended by a three-fourths vote of actual membership. The amendment(s) need to be proposed at least one meeting in advance of the meeting when the vote will take place. Any amendment approved by the membership must also be approved by the Committee on Student Organizations.