

HOSA Bylaws

Crestwood High School HOSA

Bylaws

Adopted ____

ARTICLE I: HOSA

Section 1. The name of this organization shall be HOSA .

Section 2. Crestwood High School's HOSA Chapter is directly affiliated with Michigan HOSA and International HOSA.

ARTICLE II: PURPOSE AND MISSION STATEMENT

Section 1. Mission Statement

- a. The mission of HOSA is to empower students to become leaders in the global health community through education, collaboration and experience.

Section 2. Purpose

- a. The purpose of the organization is to develop leadership and technical HOSA skill competencies such as communication, teamwork, and knowledge of the medical field through a program of motivation, awareness and recognition, which is an integral part of the Health Science or Biomedical Science Education instructional program.
- b. To unite in a common bond without regard to race, creed, or national origin students enrolled in Health Science Education class or classes.
- c. To develop leadership that is competent and self-reliant.

ARTICLE III: MEMBERSHIP

- a. All Crestwood High School students are eligible to be members.
- b. To be considered a member of Michigan HOSA, members must pay a mandatory affiliation fee of \$10 before January 1st, and their membership will be active for one school year until June 30th.
- c. In order to be considered an active member and have HOSA on your transcript, students must attend 80% of monthly meetings.
- d. Characteristics of a good HOSA member are as follows.
 - I. Shows respect for other members; is on time and brings what is needed to a meeting.
 - II. Feels an obligation to welcome newcomers before a meeting convenes and understands that participation is essential.
 - III. Tries to encourage other members to express their ideas for the benefit of all.

- IV. Listens appreciatively to other members' ideas and contributions.
- V. Participates consistently and positively in the group's activities.
- VI. Give constructive criticism freely by accepting it graciously.
- VII. Checks on responsibilities assigned and seeks guidance and authority to carry them out.

ARTICLE IV: MEETINGS

- a. Meetings will occur once a month every Friday, and they may occur biweekly preceding regional and/or state competitions during late winter and spring.
- b. If the organization is not able to meet on the scheduled date/time, members will be notified of the rescheduled meeting date, and of regular meeting dates, via a google classroom by the sponsor.
- c. Meetings should follow proper [parliamentary procedure](#) governed by *Robert's Rules of Order, Newly Revised*.
- d. A sample HOSA meeting agenda is seen below.
 - Call to order: The official opening of a business meeting. It is done by the President.
 - Pledge of Allegiance: The respect of the American flag.
 - Roll Call/Quorum: Roll call and establishment of a quorum is necessary for any business meeting. The roll call may be taken by actually calling each member's name, having assigned seats, passing around a sign-in sheet or having someone take attendance at the door. A quorum (50% of Crestwood High School's HOSA Members official members), which is needed to conduct business, is established through the roll call.
 - Minutes of Previous Meeting: Must be approved either as read or as corrected. Once approved, the minutes become a part of the official record of the Chapter. (See sample format for recording Secretary's minutes [here](#) on page 63).
 - Treasurer's Report: Should be as brief and uncomplicated as possible. Once given, the report should be accepted subject to audit. (See sample [here](#) on page 64)
 - Officer's Report: Should be as brief as possible. It may be given in writing or verbally. After the report is given, the President restates the recommendation and asks for a second. It then becomes a main motion.
 - Unfinished Business: Include any question(s) that was pending at the last meeting when it was adjourned or any unfinished business at the last meeting that did not reach the floor.
 - New Business: Introduce any new topics that must be discussed by members present at the meeting.
 - Announcements: Any announcement pertinent to the organization is in order at this time.
 - Adjournment/Recess: The ending of the meeting. The next time the Chapter convenes, it must start at the beginning of the agenda.

ARTICLE V: EXECUTIVE BOARD

The executive board shall be composed of Crestwood's HOSA advisor and the elected officers of each year. The distinct roles of each officer are listed below.

a. President

- Duties

- Know his/her part on meetings and the basic rules of Parliamentary Procedure from the [Official HOSA Handbook](#) and a copy of [Robert's Rules of Order, Newly Revised](#).
- Be familiar with the [HOSA Constitution](#), have a working knowledge of the State, Regional, and HOSA Program of Work, understand operations of HOSA, and know the names of state, regional, and HOSA Executive Council.
- Direct, guide, and delegate responsibilities.

- Leading the Organization

- Show intense interest in the HOSA program and be optimistic about its success.
- Seek to inspire interest and optimism in others.
- Show tolerance of the sincere convictions of others.
- Be sympathetic toward the problems of others.
- Be willing to accept responsibility, and to share responsibility with others.
- Give proper recognition to others for work well done.
- Be able to lead a discussion democratically.
- Be willing to come to conclusions based solely on the facts pertaining to the particular case.
- Be pleasant and cheerful.
- Along with the advisor, keep the school administration informed of HOSA activities.

- Presiding at Meetings

- Create meeting agendas, and list order of business (work with the secretary if necessary).
- Know and follow the rules of parliamentary procedure.
- Have minutes of previous meetings approved.
- Follow a definite order of business.
- Recognize a speaker when he/she is standing and after the Chair has been properly addressed.
- Confine discussions and motions to business that is before the house.
- Make sure that motions and amendments are clearly understood.
- Make every matter of business a democratic expression of the group.
- See that the Secretary is making a proper record of the proceedings.
- Ask for the Advisor's opinion, if necessary.
- Call for order when necessary.
- Refrain from doing most of the talking; the President directs the discussion.

- Conducting Meetings

- See that the meeting room is ready and that all materials are in place.
- Know part of the meeting and assist others to know their parts.
- Speak distinctly and with proper enunciation.
- Conduct all meetings with dignity.

b. Vice President

- Duties

- Know Creed, Motto, and Purposes of HOSA.
- Lead meetings if the President is absent.
- Know parliamentary procedure.

- Develop Chapter's Program of Work (a written outline of the activities a HOSA Chapter plans to accomplish during the year) and activities set up early in the year (done with the cooperation of other officers).
- Ensure a copy of the Program of Work/activities is mailed to the HOSA Specialists in time for a Chapter rating.
- Assist in conducting meetings, and assist the Secretary in preparing the program for each Chapter meeting.
- Assist the President.
- Have charge of setting up and carrying out the Chapter Program of Work/activities.
- Preside in the absence of the President.
- Assume responsibility for room arrangements at all meetings.
- Be responsible for a report on accomplishments to the Chapter at the end of the year.

c. Secretary

- Duties

- Prepare and read the minutes of the Chapter's business meetings and the meetings of the officers.
- Work with the President (if needed) to create meeting agendas, and list order of business.
- Answer all correspondence promptly and file the letter and the reply for future reference.
- Mail, circulate, and/or post notices.
- Keep a membership list and record of attendance at meetings.
- Call meetings to order in the absence of the President and VicePresident/President-Elect and entertain a motion for a temporary chairman.
- Keep the permanent records of the Chapter.
- Read communications at meetings.
- Know where to find the following information:
 - Lists of national, district, and local Chapter officers
 - Copies of national, district, and state Programs of Work and calendar of activities
 - Copies of Constitutions and Bylaws; national, state, and local
 - Copy of the official HOSA Handbook

d. Treasurer

- Duties

- Remind members to pay fees and money as agreed and ensure the advisor sends to State and/or HOSA Headquarters as per State procedures.
- Work with the advisor to ensure all Chapter funds and member dues are paid.
- Assist in preparing an annual budget of estimated receipts and expenditures.
- Devise appropriate ways and means of financing Chapter activities.
- Cooperate with the Secretary in keeping an accurate membership roll.
- Prepare monthly financial statements and reports of special projects.

e. Reporter

- Duties

- Prepare articles for publication in school, state, and national newspapers or newsletters.
- Contact and acquaint the editors of school and local newspapers with the aims and purposes of HOSA.

- Work with the Secretary in preparing and arranging materials for classroom and school bulletin boards.
- Prepare news and feature articles and send them to the State Historian.
- Assist in planning, collecting, preparing, and arranging materials for Chapter exhibits to be used for publicity.
- Keep a cumulative file of clippings, pictures, charts, copies of special programs, etc., and assist in building a Chapter “Public Relations” manual.
- Seek, gather, and classify all Chapter news on a chapter website which may include agendas, meeting minutes, and all important documents.
- Maintain a social media presence to increase publicity and engagement.

ARTICLE VI: ELECTIONS

- a. HOSA officers are voted on at the end of the year for the following school year by the organization’s active members. A ballot will be given out to all active members at the meeting after in-person speeches are presented by each candidate. The potential candidates must be approved by the advisor based on specific requirements (see Article VI, Section b), and they will be required to present a speech and record their qualifications via a google form application for the position. Candidates are only permitted to run for one position.
- b. For the first officer elections when HOSA is established, students need to attend an informational meeting before being eligible to vote at the second meeting.
- c. The specific requirements above include a weighted 3.2 GPA or more.

ARTICLE VII: CONFERENCES

- a. Members must meet all membership requirements listed above in Article III, as well having no failing grades or office referrals in order to attend the Michigan HOSA State Leadership Conference.
- b. If a member who is competing at a regional/state/international conference/competition has a team or partner that isn't able to attend, the member may compete with 25% of his/her original team, and it's acceptable to replace or add some members.
- c. A member can compete in the competitive event she/he qualified for AND a recognition/ State Only Event.
- d. The Chapter advisor is required to attend SLC with members; members aren't allowed to travel alone. There must be one chaperone for every 10 students in a chapter. ([here](#) in FAQ section)

ARTICLE VIII: COMPETITIVE EVENTS

- a. All competing members should review the HOSA Competitive Events General Rules And Regulations, which can be found [here](#).

- b. Members must meet all membership requirements, have no failing grades or office referrals, and be approved by the advisor in order to participate in competitive events, and they must be registered on the chapter roster by January 1 if a member is enrolled in the Fall semester. Spring enrollees must be affiliated by March 1 or within thirty (30) days of the beginning of a program initiated during the Spring semester.
- c. Students will compete in the Secondary Division which consists of high school students.
- d. Students must participate with ethics and integrity, and they must follow the [Code of Conduct](#).
- e. Students participating at competitive events must follow the mandatory dress code pertaining to the events they're competing in. This information can be found [here](#) or [here](#).
- f. Members can participate in either solo or teamwork events. The various events can be found [here](#).

ARTICLE IX: REMOVAL OF OFFICERS

- a. If an officer violates any HOSA bylaws (Crestwood HOSA Bylaws, Michigan HOSA Bylaws, National HOSA Bylaws) or school policies, the advisor and the executive board will vote on whether or not the officer shall remain on the executive board or if the officer should be put on probation.
- b. If an officer is removed from the executive board, the remaining executive board and advisor will host an election for the open officer position, which will consist of candidates presenting speeches and being voted on by members at a meeting, following Article VI.

ARTICLE X: RATIFICATION

- a. The executive board and organizational members will review the bylaws at the last meeting of the year where the revision of the bylaws will be addressed and voted upon by active members at that time.
- b. If a bylaw amendment is proposed to be changed, it must be approved by $\frac{3}{4}$ of the active members, including the executive board.

ARTICLE XI: AMENDMENTS

- a. Any amendments to the bylaws must be presented to the advisor in writing via email. All issues will be addressed at the next meeting. A vote will be taken from all members in attendance to address the issues, and $\frac{3}{4}$ of the members present at the meeting must approve the change in order for it to occur.

