

# Utah Health Science Students of America

## Bylaws

revised 2011

*Health Science Students of America (formerly Health Occupations Students of America) is a student leadership organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. HOSA is available to public and private schools through grade 12 as well as to post-secondary education students. It is open to students of all races and religious beliefs.*

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### ARTICLE I

#### Name and Sponsors

##### Section 1. Name

The name of the organization shall be the Utah State HOSA (Health Science Students of America, formerly the Health Occupations Students of America). Only the state associations and affiliated chapters shall use the name.

##### Section 2. Sponsors

The sponsor of the organization is the Utah State Office of Education, Career and Technical Education division.

### ARTICLE II

#### Mission Statement and Purposes

##### Section 1. Mission Statement

A. 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 student meet the needs of the health care community.

B. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education programs. HOSA is 100% health care.

##### Section 2. Purposes

A. 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.

B. Organized instruction recognizing the importance of providing students with training far beyond the basic technical skills needed for entry into the health care field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team.

1. Develop effective leadership and skills.

2. Develop the ability to communicate more effectively with people.
3. Develop character and responsible citizenship traits.
4. Understand the importance of pleasing oneself as well as being of service to others.
5. Build self-confidence and pride in one's work.
6. Make realistic career choices and seek successful employment in the health care field.
7. Develop an understanding of the importance of interacting and cooperating with other students and organizations.
8. Encourage individual and group achievement.
9. Develop an understanding of current health care issues, environmental concerns, and survival needs of the community, the nation, and the world.
10. Encourage involvement in local, state, and national health care and education projects.
11. Support Health Occupations Education instructional objectives.

### ARTICLE III

#### Organization and Structure

##### Section 1. Chartered State

###### Association

A. Chartered state associations shall be composed of all affiliated chapters within the boundary of the state of Utah.

B. State bylaws shall be consistent with those of the national organization. Chapter bylaws shall be consistent with the state association.

##### Section 2. Areas

There shall be five designated areas of Health Science Students of America in Utah as follows:

- **Area One:** Box Elder District, Logan District, Cache District, Rich District, Weber District, Ogden District, Morgan District, Duchesne District, Uintah District, North Summit District, South Summit

District, Daggett District, and Park City District.

- **Area Two:** Davis District

- **Area Three:** Salt Lake City District, Tooele District, Murray District, Granite District, Canyons District, and Jordan District.

- **Area Four:** Alpine District, Nebo District, Provo District, Wasatch District, and Tintic District.

- **Area Five:** Juab District, Emery District, Carbon District, South Sanpete District, North Sanpete District, Sevier District, Wayne District, Millard District, Piute District, Grand District, San Juan District, Beaver District, Iron District, Garfield District, Kane District, and Washington District.

##### Section 3. Chapters

A. Affiliated Chapters. A chapter may be with public or private schools in which health science instruction is offered. The chapter shall be composed of students possessing the qualifications of membership.

B. Organization. A chapter may be organized whenever, in the judgment of the teachers, students, and administrators, it would be advantageous to do so.

##### Section 4. Membership Qualifications

A. Active Membership. Any student who is enrolled in secondary, postsecondary/collegiate health science education courses and/or are interested, planning to pursue, or pursuing a career in the health professions shall be eligible for active membership in an organized chapter within Utah. Students qualifying for membership shall pay national, state, and chapter dues. Active members shall be eligible to hold office, make motions, and vote. Active members shall be eligible to compete at both state and national conferences.

B. Inactive Membership. Any student who is taking a course in health science education may be considered an inactive member and participate in related class activities. Inactive members shall not be eligible to hold office, make motions, or vote. Inactive members shall not be eligible to compete at either state or national conferences.

C. Members-At-Large. Those persons otherwise qualified for membership where active HOSA chapters are not yet established qualify for member-at-large status. Members-at-large shall affiliate directly with the Utah HOSA association. Members-at-large shall not be eligible to serve as voting delegates or seek elected office. Members-at-large shall be eligible to compete at either state and/or national conferences.

D. Alumni and Associate Membership. This division shall be composed of persons who have been a member of HOSA. Alumni division members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

E. Professional Division. This division shall be composed of persons who are associated with or participating in health science in professional capacities. These may include health care professionals, alumni, HOSA chapter advisors, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional division members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

F. Honorary Members. Honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office, and competing in events.

G. Secondary Member. A secondary member is a student who attends a public, charter, or private school in Utah which teaches grades 9-12. Concurrent enrollment students are considered to be secondary members since their primary institution is a secondary one (high school).

Secondary students are subject to all rules and regulations of their particular institution as well as their district. Students must comply with all rules throughout the membership year under En Loco Parentis.

H. Post-Secondary Member. A post-secondary member has graduated from high school or obtained an equivalent and attends a college, university, or other approved post-secondary education facility. Post-secondary adults must follow their institution's rules and regulations. A concurrent enrollment student is not a post-secondary member.

I. Membership Status. The status of a student's membership in HOSA is determined at the time of affiliation with

state/national HOSA and does not change until the next period of affiliation. Students remain in the membership category (secondary or post-secondary) which they were affiliated at through the summer regardless of graduation status. There are no changes in membership categories within an affiliation year without proper petitions and paperwork.

#### **ARTICLE IV**

#### **Dues, Fiscal Year, Budget and Audit**

##### **Section 1. State Dues**

A. Annual Affiliation Fees. Annual affiliation fees for Fall semester students must be received by National HOSA on or before January 1 of the membership year. Affiliation fees for students who enroll after January 1 must be received by National HOSA on or before March 1 of that same year. Students will be members for twelve (12) months. The membership year concludes on December 31 for these students. Students who do not affiliate by the appropriate date shall be ineligible to participate in the National Competitive Events Program or seek national office.

##### **Section 2. Fiscal Year**

The fiscal year shall be July 1 through June 30.

##### **Section 3. Budget**

An annual budget shall be developed and approved by the State Advisory Board.

##### **Section 4. Audit**

A. An audit of the financial statements shall be conducted annually on a schedule established by the state CTE director.

B. An audit of financial statements shall be conducted whenever there is a change in the state leadership organization advisor, if requested by the state CTE director.

#### **ARTICLE V**

#### **State Executive Council**

##### **Section 1. State Officers**

A. The state organization shall have up to 10 elected officers. They will be elected by the current Advisory Board guidelines. Each chapter will be eligible to run officer candidates each year.

B. The elections will be held during the State Leadership Conference each year.

C. Elected officers will be the State Officers of the State Executive Council.

D. The offices shall be:

- President
- President-Elect
- Secretary
- Service Vice-President

- 5 Area Vice Presidents (one for each region)

- Post-Secondary Vice-President

##### **Section 2. Qualifications**

A. State Executive Council member shall have the following qualifications:

1. Is currently an active member in an affiliated chapter and has been an active member in good standing for at least one year; must be national and state affiliated by January 1<sup>st</sup>.

2. Must be enrolled in secondary, postsecondary/collegiate health science education courses and/or are interested, planning to pursue, or pursuing a career in the health professions.

3. Approval from the school chapter and support from the HOSA chapter advisor, school principal, and parent/guardian.

4. Must be currently enrolled in a secondary or postsecondary/collegiate program or have related employment within the state of Utah.

##### **Section 3. Officer Duties**

A. The president shall preside at the State HOSA conferences and at all HOSA officer meetings, and develop with the assistance of the Executive Council and the HOSA state staff, an annual program of work.

B. The president-elect shall serve HOSA in any capacity as directed by the president and shall assume the duties of the president in his/her absence. The president-elect shall succeed the president at the end of each term of office.

C. The secretary shall record the minutes of all division or officer meetings, keep a file of relevant documents, write notes of courtesy and thanks, and notify executive council members of meetings.

D. The service vice-president shall be responsible for overseeing the state service project and distributing information regarding that project to members. The service project is determined by the voting delegates during the previous years' state leadership conference.

E. The area vice-presidents shall promote the growth and development of their HOSA divisions within their areas in accordance with the annual program of work.

F. The post-secondary officer shall promote the growth and development of their HOSA division in accordance with the annual program of work.

##### **Section 4. State Executive Council Duties**

The elected representative body of the Health Science Students of America shall be the State Executive Council. The essential function of the council

shall be program development, program implementation, and public relations. The State Executive Council shall have the following responsibilities:

1. Recommend the establishment of programs, projects, and activities.
2. Plan the program for the state leadership conference
3. Plan the program for other meetings sponsored by state HOSA.
4. Conduct the official business of the organization at the state conference.
5. Advocate the goals and programs of HOSA within and outside the organizations.

#### Section 5. **Advisors**

- A. The state advisor, state officer advisor, state competitive events chair, and/or other appropriate state staff shall serve as the official advisors to the State Executive Council.
- B. Advisors to Executive Council members shall assume responsibilities for help run the state leadership conferences.

#### Section 6. **Term of Office**

Officers shall serve for one year on the State Executive Council or until their successors are elected. The President-elect serves for a two-year term.

#### Section 7. **Vacancies**

- A. If the office of president should become vacant, the president-elect shall automatically assume the office and duties of the president.
- B. Appointments for vacancies in offices other than the president, which occur before one-half of the officer's term has been completed, shall be made by the president in consultation with the state advisors.
- C. With the exception of the office of president, if a vacancy occurs after one-half of the officer's term has been completed, then the other members of the State Executive Council assume responsibilities of that office. The president, in consultation with the state advisors, shall make such assignments.

### **ARTICLE VI Advisory Board**

#### Section 1. **Purpose**

- A. There shall be an advisory board for the Utah HOSA organization. The board must consist of not less than three members.
- B. The Board shall function in an oversight capacity for the organization's activities and financial transactions.
- C. The Board must develop and follow organization bylaws.
- D. The Board shall conduct an annual performance evaluation of the work performed by the state advisor and

state staff. The state advisor shall be included in evaluation of the work performed by state staff.

E. The Board receives and acts in an advisory capacity upon the recommendations of the state specialist and state advisor relative to management of the program and fiscal matters.

#### Section 2. **Membership**

- A. Membership shall consist of one appointed representative from each of the five regional areas. Additionally, there will be a representative from the collegiate division, a representative from the applied technology colleges, and a district HS specialist representative.
- B. The State Health Science Education Specialist.
- C. The State HOSA Advisor.
- D. The State UACTE Health Science Division president.
- E. All terms for regional, collegiate, ATC, and district, representatives will be for a 2-year period. Representatives may hold two consecutive terms.
- F. Membership will be appointed by the State Health Science Specialist and the State HOSA Advisor.

#### Section 3. **Guidelines**

The Advisory Board will follow Utah State Career & Technical Education's Student Organization guidelines for CTSO Advisory Boards.

#### Section 4. **Meetings**

The State Advisory Board will hold quarterly meetings and any additional meetings as needed (Oct, Jan/Feb, Mar/Apr, and June/July/Aug).

#### Section 5. **Officers**

Officers shall consist of chair, secretary, and any other duties or responsibilities as duly appointed by the chair.

#### Section 6. **Quorum**

The Board must have a quorum to transact business.

#### Section 7. **Vacancies**

The Board will fill vacancies as needed.

### **ARTICLE VII State Advisor**

- The State Advisor shall be the chief administrative officer of Utah Health Science Students of America. Duties of the State Advisor shall include:
- To provide administrative services for the designated organization on a daily basis within the Career & Technical Education policies.
  - To advise and coordinate the activities of the state executive council and state advisory board.

· To provide consulting services to teachers within the Health Science program area.

- To supervise the state officers' activities.
- To provide secretarial support services for HOSA.
- To respond to appropriate requests from National HOSA, Utah CTSO, and local chapter organizations.
- To work closely with the State Specialist and CTSO advisor in planning, organizing, preparing for, and conducting all conferences.
- To make arrangements for the National Leadership meeting.
- To organize, coordinate, and supervise the state organization's delegation at the National Leadership meeting.
- To plan, organize, and conduct the state organization Fall Leadership Conference in conjunction with the State Officer Advisor.
- To plan, organize, and conduct the State HOSA Leadership Conference and related activities.
- To assist with the planning and development of the Utah State CTSO Training Institute for state officers.
- To operate the organization of financial accounts and vouchers within the Utah State Board of Education's Financial Standards for CTE Leadership Organizations, R277-914.
- To coordinate with the appropriate Utah State Office of Education specialist in preparing and disseminating all publications.
- To solicit membership from schools, districts, and institutions in the state.
- To prepare membership information required by the leadership organization and return it to the local affiliated chapters.

### **ARTICLE VIII**

#### **Additional State Staff Positions**

- Additional state staff positions may be contracted with to provide services as deemed appropriate by the Utah HOSA Advisory Board. Duties and responsibilities for each state staff position should be outlined in their contracts. Additional staff may include:
- Competitive Events Chair.
  - State Officer Advisor.
  - Treasurer.
  - State Technician.
  - Others as necessary.

### **ARTICLE IX**

#### **Chapters**

##### Section 1. **Chapter Advisors**

- A. Teachers endorsed in and currently teaching one or more health science

education courses shall serve as advisors.

B. Other individuals who are not qualified content teachers may serve as assistant advisors with local district approval.

C. Chapter advisors should attend all meetings of the group, supervise and advise chapter officers, supervise events associated with the chapter, supervise the spending of chapter funds, and provide advice on school policies as they relate to organization functions.

#### Section 2. **Chapter Dues**

The chapter may determine local membership dues subject to approval by the members of the chapter and in accordance with local school board policy. They shall be in addition to national and state dues.

#### Section 3. **Bylaws**

Chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the state organization.

### **ARTICLE X**

#### **Meetings**

##### Section 1. **State Meetings**

A. The time and place of the state meetings shall be determined by the state advisor upon consultation and approval by the Advisory Board. The purpose of the meetings shall be:

1. To recognize outstanding chapter and individual accomplishments.
2. To host competitive events and select those qualifying to participate at the National Leadership conference.
3. To elect a new Executive Council.
4. To provide Leadership Training.

##### Section 2. **Voting Delegates**

Each chapter shall have two voting delegates.

##### Section 3. **Voting**

The privilege of voting shall be limited to the designated voting delegates. Proxy voting is not allowed.

##### Section 4. **Voting Meetings**

Meeting shall be held at the time and place of the State Leadership Conference for the purpose of presenting state officer candidates, transacting necessary business, and voting.

### **ARTICLE XI**

#### **Competitive Events**

##### Section 1. **State Leadership Conference Events**

A. Members who are national and state affiliated by the January 1<sup>st</sup> deadline may compete in an unlimited number of events as long as the competitions do not run at the same times during the State Leadership Conference.

B. A member may compete in the same event(s) every year that they are a member.

C. Current guidelines will be followed at all competitions.

#### Section 2. **National Events**

A. Members must first compete at State Leadership Conference.

Members finishing in first, second, or third place will qualify to compete at the National Leadership Meeting.

B. Students may only compete in only one event, with the exception of Recognition events where students may compete in as many events as desired, at the National Leadership Conference.

C. Students must compete in the same event at both State and Nationals and in the same membership category regardless of graduation status.

D. The top qualifier in each event along with each state officer is eligible for a state stipend for the National Conference per the annual state CTSO budget (see the State CTSO policies for the annual amount). The stipend will be distributed in the name of the student directly to the HOSA travel agent or state advisor. A student may not receive more than one stipend. The state stipend will be deducted from National Conference registration and/or airfare/hotel costs. Any state stipend money above the amount used by the student for these fees returns to the state fund to be distributed by the state advisor.

#### Section 3. **Advisor/Student Participation at Conferences**

A. All students and advisors who attend state or national conferences are expected to participate in general sessions, as well as competitions and/or educational symposia.

B. All students must be officially registered as participants for the conference. Only members may attend conferences. Each student must have permission from their school district to participate in the conference and must abide by all rules and regulations of that district under En Loco Parentis. No student should travel to the conference site or stay in a chapter hotel room without being a registered participant.

C. All advisors must also be officially registered for state and national conferences.