

# COLORADO HOSA

## BYLAWS

### ARTICLE I

#### NAME

The name of this organization shall be **Colorado HOSA**.

### ARTICLE II

#### PURPOSE

The primary purpose of Colorado HOSA is to serve the needs of its members and strengthen the Health Science Education - 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.
- g. Establish and maintain chapters in good standing with HOSA.

## **ARTICLE III**

### **MEMBERSHIP**

**Section 1.** Membership composition.

- a. Colorado HOSA is an organization of, by and for students who (1) are or were enrolled in secondary, postsecondary/collegiate health science education classes and/or (2) 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.

**Section 2.** Colorado HOSA chapter members may be composed of the following divisions: Secondary, Postsecondary/Collegiate, Alumni and Professional.

**Section 3.** The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science program or an organized career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.

**Section 4.** The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED and are enrolled in a health care related field at the undergraduate level.

- Section 5.** Members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with Colorado HOSA. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office.
- Section 6.** The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members may not vote, make motions, hold office or compete in events.
- Section 7.** The Professional Division shall be composed of persons who are associated with or participating in health science in professional capacities. These may include health professionals, alumni 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.
- Section 8.** Honorary members shall be persons who have made significant contributions to the development of Colorado 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.
- Section 9.** Annual affiliation fees shall be specified in policies and procedures and must be approved by the voting delegates. Additional affiliation fees may be assessed by local organizations. Students who do not affiliate by the appropriate date shall be ineligible to participate in the Competitive Events Program or seek office. Those chapters not paying affiliation fees by the end of the current school year may be assessed a late fee.

## ARTICLE IV

### OFFICERS

#### Section 1. Elected Officers:

- a. State officers shall be elected by the voting delegates at the Colorado HOSA State Leadership Conference. The state office titles shall be President, President-Elect, Postsecondary Vice President, Vice President of Communication, Vice President of Events, Vice President of Membership, Vice President of Publicity, and Vice President of Service.
- b. The President-Elect will serve a two-year term, first year as President-Elect and second as President.
- c. The duties of the various officers shall be such as are specified in these By-laws and in the parliamentary authority adopted by the organization.

#### Section 2. Duties of Officers:

- a. HOSA Officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.
- b. The President shall preside at all Colorado HOSA Conferences and all HOSA officer meetings, make committee appointments (unless otherwise provided) and develop with the assistance of the other officers, an Annual Program of Work. The President shall serve on the Colorado HOSA Board of Directors and Executive Committee.
- c. 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 be responsible for recording minutes at all meeting and making said minutes available to all officers, State Advisor, and local chapters when necessary. The President-Elect shall succeed the President at the end of

each term of office. The President-Elect shall serve on the Colorado HOSA Board of Directors and Executive Committee.

- d. The Postsecondary Vice President shall promote postsecondary awareness and financial growth of Colorado HOSA. The Postsecondary Vice President shall report the financial status of the organization at the State Leadership Conference. This office shall also serve as the parliamentary voice during meetings and conferences.
- e. The Vice President of Communication shall take responsibility for keeping records and other materials of historic importance to the state association. This office shall also serve as a liaison between the chapter, state and national HOSA organizations.
- f. The Vice President of Events shall promote participation in Competitive Events. The Vice President of Events shall also oversee program preparation and operations of all statewide leadership conferences.
- g. The Vice President of Membership shall promote the growth of Colorado HOSA membership in the state. This office shall also coordinate all statewide membership campaigns.
- h. The Vice President of Publicity shall be responsible for public relations and marketing campaigns and will take responsibility for the publication of the state newsletter and calendar of events.
- i. The Vice President of Service shall promote community service and service learning opportunities.

**Section 3.** Officer candidates shall be required to pass the HOSA Information and Parliamentary Procedure Examinations. The qualifying scores of these examinations are determined by the Executive Committee. Candidates must be current members of HOSA in good standing.

**Section 4.** Candidates for each office shall submit required information to the Colorado HOSA Headquarters via their respective chapter prior to the annual Colorado HOSA State Leadership Conference by a date designated by the State Advisor. This information shall include:

- a. A nomination form with a record of HOSA offices held.
- b. A verified statement of academic performance for the current school year.
- c. A statement of support with the signature of the school principal, CTE director or dean; the signature of the local chapter advisor; the signature of the chapter advisor and/or designee; and, the signature of parent or guardian if the candidate is a secondary member.

**Section 5.** A nominating committee composed of no less than one (1) member of the HOSA Board of Directors, Health Science Program Director and the President-Elect shall be appointed by the State Advisor. This nominating committee shall interview qualified candidates and shall nominate no more than five candidates for each office. Candidates may also be nominated from the floor if they have met the qualifying requirements.

**Section 7.** Student officers shall be elected by ballot at the annual Colorado HOSA State Leadership Conference to serve one year and until their successors are selected. The President-Elect shall succeed to the office of President for one year. In the event a majority vote is not secured by any candidate, a run-off will be held between the two candidates with the most votes. Terms of office shall begin immediately after the annual conference at which officers are elected.

**Section 8.** In the event of a vacancy in the office of President, the President-Elect shall succeed to that office. In consultation with the Executive Council, other vacancies in state offices may be filled by appointment by the Executive Committee from the

list of nominees for that office. When no previous candidate for that office is available the Executive Committee may select another qualified candidate.

## **ARTICLE V**

### **MEETINGS**

- Section 1.** An annual Fall Leadership Conference shall be held each year with the time and place to be determined by the Colorado HOSA State Officers and State Advisor.
- Section 2.** An annual State Leadership Conference shall be held each year with the time and place to be designated by the Colorado HOSA State Officers and State Advisor.
- Section 3.** Local chapters of Colorado HOSA shall exercise their membership voting privileges through voting delegates at the State Leadership Conference Business Meeting. The number of voting delegates per chapter shall be designated by the Colorado HOSA State Officers and State Advisor.

## **ARTICLE VI**

### **EXECUTIVE COUNCIL**

- Section 1.** The Executive Council shall be composed of all officers of Colorado HOSA as designated in Article IV, Section 1, and the Colorado State Advisor.
- Section 2.** The Executive Council shall meet at least four times per year. Other meetings shall be held, either in person or by telephone conference call, at the call of the State President or State Advisor.
- Section 3.** The Executive Council shall be responsible for assisting in planning and conducting all state leadership conferences and business sessions, as well as assisting in the annual Colorado HOSA Program of Work.

## **ARTICLE VII**

### **SUPERVISION**

- Section 1.** The state Health Science Program Director and Colorado HOSA State Advisor shall be responsible for the Colorado HOSA association.
- Section 2.** Advisors to assist HOSA's growth and development may be appointed as deemed necessary by the Board of Directors.
- Section 3.** The Colorado HOSA Board of Directors shall serve in an advisory capacity to the Colorado HOSA Executive Committee. The Colorado HOSA Board of Directors shall meet at least once a year. Each school with at least one affiliated HOSA chapter shall receive one vote.
- Section 4.** The Colorado HOSA Executive Committee shall serve in an advisory capacity to Colorado HOSA. The Colorado HOSA Executive Committee shall include: Colorado HOSA State President, Colorado HOSA State President-Elect, Colorado State Health Science Program Director, Colorado HOSA State Advisor, one secondary advisor and one post-secondary advisor. The Executive Committee shall meet at least twice a year.

## **ARTICLE VIII**

### **EMBLEM AND COLORS**

- Section 1.** The emblem of HOSA is a circular design with a triangle inside containing the symbolic figure of a person and hands. The design is described and protected from infringement by trademark registration numbers as filed with the United States Patent Office. The use of this emblem will be governed through each chartered state association under policy established by the National HOSA Board of Directors.



- Section 2.** The colors of HOSA are navy blue, maroon and white.
- Section 3.** The HOSA motto is “The Hands of HOSA Mold the Health of Tomorrow.”
- Section 4.** The HOSA slogan is “Health Science and HOSA: A Healthy Partnership.”
- Section 5.** The HOSA tagline is “HOSA – A Student-Led Association of Future Health Professionals.”

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

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 and any special rules the organization may adopt.

## **ARTICLE X**

### **AMENDMENTS**

These Bylaws may be amended by a two-thirds vote at any Colorado HOSA Leadership Conference, provided the amendment has been proposed by a chapter, the Executive Council or the Board of Directors. Proposed amendments must be submitted in writing at least ninety (90) days before the Colorado HOSA Leadership Conference. All proposed amendments must be submitted by the Colorado HOSA Headquarters to the chapters at least forty-five (45) days prior to the Leadership Conference.