

**MISSOURI ASSOCIATION
HEALTH OCCUPATIONS STUDENTS OF AMERICA**

BYLAWS

Article I NAME

The official name of this organization shall be the **MISSOURI ASSOCIATION OF HEALTH OCCUPATIONS STUDENTS OF AMERICA**, HEREAFTER REFERRED TO AS **Missouri HOSA**.

Article II PURPOSES

The primary purpose of Missouri HOSA is to serve the needs of its members in the following ways:

- A. Foster programs and activities designed to develop the following for individual members:
 - 1. Physical, mental, and social well-being;
 - 2. Leadership, character, and citizenship; and,
 - 3. Ethical practices and respect for the dignity of work.
- B. Foster self-actualization of each member that 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 develop personal attributes, occupational competencies, and social skills that lead to realistic career choices and successful employment in the health field.
- D. Promote inner-organizational relationships with professional groups, business, industry, and other student organizations.
- E. Recognize individual and group achievement by providing awards in scholarship, leadership, and/or acknowledgment of services rendered.
- F. Promote involvement in current health care issues.
- G. Facilitate the establishment of local student chapters and encourage local student chapters to affiliate with Missouri HOSA and National HOSA.

- H. Promote patriotism and the practice of democracy.
- I. Provide opportunities for students to organize, plan and implement activities through use of the democratic process.

Article III **ORGANIZATION**

Section 1 The Missouri HOSA is an association of local chapters operating in accordance with a charter granted by National HOSA.

Section 2 The administration of Missouri HOSA shall be vested in the State Executive Council consisting of a chair, vice-chair, treasurer, secretary and a Department of Elementary and Secondary Education (DESE) representative.

A. The Missouri HOSA Executive Council will be elected by HOSA state advisors.

B. Term of membership of the Executive Council will be staggered initially and then membership will be for three years.

Section 3 A State Advisory Council representing education and the health care industry shall be appointed to provide advice and assistance to Missouri HOSA in carrying out its purpose.

A. The Missouri HOSA Advisory Council shall consist of members appointed by the Missouri HOSA Executive Council and state officers from nominations submitted by local chapters.

B. Advisory Council membership shall consist of:

1. MSHE HOSA Representative
2. MO HOSA State President
3. Teacher/Educator
4. Four (4) HOSA Chapter Advisors
 - a. (At least one secondary and one post-secondary)
5. Four (4) health care industry representatives
 - b. (At least one per geographic region)
6. Four (4) state officers
7. One (1) post secondary delegate
8. Missouri HOSA State Executive Chair

C. Term of membership for #4 and #5 will be staggered initially, and then membership will be for three years.

D. The Advisory Council shall meet at least once a year.

- E. The DESE representative will be an ad-hoc member of the Advisory Council

Section 4 Charters to Chapters

- A. A chapter charter may be issued to a local program for affiliation with the Missouri HOSA when the following requirements have been met:
 - 1. There are at least five (5) active members;
 - 2. Chapter bylaws have been adopted;
 - 3. No provision of the chapter bylaws is in conflict with Missouri HOSA or National HOSA bylaws;
 - 4. Chapter officers (president, vice-president, secretary, treasurer, reporter, and historian) have been elected.
 - 5. Planned chapter activities are in harmony with ideals and purposes of Missouri HOSA and National HOSA;
 - 6. Application for charter is made to Missouri HOSA; and
 - 7. A charter fee of five (5) dollars has been paid to Missouri HOSA.
- B. One permanent charter will be issued to each chapter by Missouri HOSA as approved by the Executive Council. The charter procedure shall be adopted by the Executive Council.

Article IV MEMBERSHIP

Section 1 All members of the chartered local health-related student chapter should be members of Missouri HOSA and National HOSA.

Section 2 Students who are currently enrolled in a health-related program, but are not dues paying members of the local HOSA chapter, may participate in all local chapter activities, but are not eligible for regional/state or national competitive events.

Section 3 Each local chapter shall be open for membership to all students regardless of race, sex, religion, creed, or national origin.

Section 4 Membership Composition:

- A. Missouri HOSA is a state organization of, by, and for students who (1) are or were enrolled in secondary, postsecondary/collegiate health – related classes or programs 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-related classes or programs, and/or are interested, planning to pursue, or pursuing a career in the health professions, and persons associated with, participating in, or supporting the health sciences in a professional capacity.

Section 5 Classes of Membership:

- A. The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science Education or other health-related class or program, an organized career awareness program, or are interested, planning to pursue, or pursuing a career in the health professions.
- B. 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.
- C. 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.
- D. 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 Missouri HOSA program and its growth and development. Professional Division members may not vote, make motions, hold office or compete in events.
- E. 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 membership may be conferred for life by a three-fourths vote of the Advisory Council. Honorary members shall have all of the privileges of membership except voting, making motions, holding office and competing in events.

Article V **DUES**

- Section 1 Annual national membership assessments shall be determined by National HOSA. Annual state membership assessments shall be \$7 per member. The membership year shall be from September 1 to August 31.

Section 2 Members, except for Honorary Members, shall be considered in good standing if they pay their full local, state and national assessments. In order for members to be eligible for regional and state competitive events, it is necessary to set a membership deadline of December 1. All chapter affiliation applications must be submitted to National Health Occupations Students of America by the stated deadline.

Section 3 The Missouri HOSA Executive Treasurer and/or the DESE representative shall serve as Executive Treasurer for Missouri HOSA and be responsible for:

- A. Appropriating all the Missouri HOSA finances;
- B. Paying the bills incurred by the Missouri HOSA organization;
- C. Keeping financial records and preparing a financial report for presentation at the annual State Conference;
- D. Recommending the designated state assessment amount due from membership;
- E. Having an annual audit conducted of the account; and,
- F. Seeing that assessments of the state association are deposited in a bank under an account known as: The Missouri Association of Health Occupations Students of America.

Article VI OFFICERS

Section 1 The elected state officers of Missouri HOSA shall be: President, Vice President, Secretary/Treasurer, Reporter and Historian, Post Secondary Representative.

Section 2 The appointment of Parliamentarian. The officer scoring highest on the Parliamentary Procedure written test shall be appointed by the incoming State President to serve as Parliamentarian for the upcoming year. The Parliamentarian should be familiar with Robert's Rules of Order, Newly Revised and be prepared to advise the presiding officers and other members on points of parliamentary procedure.

Section 3 State officer candidates shall be required to pass the HOSA Information and Parliamentary Procedure Examination. The qualifying score of the examination is determined by the Executive Council.

Section 4 Candidates for state office shall submit required information, using the official form, to the State Advisor at least four (4) weeks before the annual

state conference. The Post Secondary Representative will be elected during the Post Secondary Fall Leadership Conference. Information to be submitted by the candidate shall include:

- A. A State Officer Candidate form, endorsed by the local chapter president, the local chapter advisor, and parent/guardian (if secondary student), the school principal, a career and technical education director if applicable; and a teacher of a health-related class the student has taken or is currently taking;
- B. A picture of the State Office Candidate;
- C. A record of participation in local chapter activities, as well as other school activities;
- D. An official transcript of academic performance for the current school year or other verifications of scholastic standing C (2.0) average or above and good attendance (90% or above); and,
- E. A signed consent in which the candidate agrees to carry out the duties of a state officer.

- Section 5 Each Missouri HOSA chapter may submit candidates for each state office.
- Section 6 State officers shall be elected for a term of one (1) year and shall have at least one (1) remaining school year of health science when elected.
- Section 7 Candidates may indicate an office they prefer; however, the nominating committee will determine which office each candidate is best qualified to hold. All candidates must be willing to hold any office for which the committee has nominated them. Candidates may also be nominated from the floor if they meet the qualifying requirements.
- Section 8 Voting for state officers shall be done by ballot.
- Section 9 A candidates cannot consecutively hold the same office.
- Section 10 The term of office shall be for one year. If a vacancy occurs in the presidency, the vice president shall assume the office.
- Section 11 The Missouri HOSA Executive Council shall appoint members to fill the unexpired terms of state officers, except that of the president.
- Section 12 Officers of Missouri HOSA shall be elected by a majority vote of the voting delegates present at the annual state conference. In the event a majority

vote is not secured by any candidate, there will be a runoff between the two top candidates.

Section 13 Term of office will begin immediately after the annual conference and shall continue until immediately after the next annual conference.

Section 14 Duties of Officers:

The State Officers of Missouri HOSA shall make themselves available, as necessary, in promoting the general welfare of the Missouri Association of Health Occupations Students of America.

A. President – The duties of the president are as follows:

1. Preside over state meetings of MO HOSA and meetings of the Executive Council;
2. Appoint committees and serve as an ex-officio member of said committees, except the Nominating Committee;
3. Promote the general welfare of MO HOSA;
4. Preside at the delegate session of the annual conference;
5. Appoint the parliamentarian; and,
6. Perform other duties as assigned by the MO HOSA Executive Council.

B. Vice President – The duties of the vice president are as follows:

1. Preside over the state meetings in the absence of the president.
2. Assume the office of president and the responsibilities of said office should a vacancy occur; and,
3. Serve the organization in any capacity as directed by the President or the Missouri HOSA Executive Council;

C. Secretary/Treasurer – The duties of the secretary/treasurer are as follows:

1. Maintain accurate minutes of all meetings of MO HOSA and the Executive Council;
2. Conduct official correspondence as directed by the Mo HOSA Executive Council;
3. File minutes, correspondence, and such records or reports with the State Advisor for distribution to the Executive Council within two (2) weeks following meetings or activities;
4. Review and present an annual financial report of all receipts, deposits, and disbursements of funds for MO HOSA with the assistance of the State Advisor;

5. Submit a secretary/treasurer's report at the end of the fiscal year;
6. Assist in verifying that local chapter delegates and chapters have paid dues and are in good standing;
7. Submit annually, all accounts for an audit to a committee named by the Executive Council; and,
8. Perform other duties as directed by the Missouri HOSA Executive Council.

D. Reporter – The duties of the reporter are as follows:

1. Collect news items from individual chapters;
2. Prepare news items for local and state newspapers and national publications (each chapter will receive at least one (1) Missouri HOSA newsletter per year);
3. Complete a narrative account of Missouri HOSA activities annually;
4. Assist in planning exhibits for the State Association; and,
5. Perform other duties as assigned by the Missouri HOSA Executive Council.

E. Historian – The duties of the historian are as follows:

1. Maintain accurate records of important events to ensure continuity between present and future members of the organization;
2. Maintain a scrapbook of main events;
3. Complete a narrative account of Missouri HOSA activities annually; and,
4. Perform other duties as directed by the Missouri HOSA Executive Council.

F. Post Secondary Representative- The duties of the post secondary representative are as follows:

1. Serve as a consultant to the President on procedural matters.
2. Complete a narrative as the Post Secondary Representative on HOSA activities throughout the state.
3. Attend all chapter/state meetings; for courtesies to guests and such new duties that are assigned to you; for regular attendance at meetings and for cooperation with the President.

Section 14

Any officer who engages in conduct that violates ethical practices or conduct as stated in Article II, Purpose, A-3, or who does not fulfill terms of signed contract stated in Article VI, Officers, Section 4-D, may be removed from office by a two-thirds (2/3) vote of the Executive Council.

Section 15 State officers will abide by a food and travel allowance that follows the Missouri HOSA expense regulations. This allowance may be increased with prior approval of the Missouri HOSA Executive Secretary and/or Missouri HOSA Executive Council.

Article VII **MEETINGS**

Section 1 Notice of meetings shall be given to membership not less than thirty (30) days prior to any regular meeting, and not less than five (5) days prior to any special meeting.

Section 2 A quorum for any meeting shall be constituted by representative delegates from a majority of the local chapters.

Section 3 Annual Meetings – Time and Place:

- A. An annual state conference site shall be selected by the Missouri HOSA Executive Council and State Advisor.
- B. The date of the annual conference shall be determined by the Missouri HOSA Executive Secretary, State Advisor and the Executive Council.
- C. The state conference shall serve as the official annual business meeting of Missouri HOSA.

Section 4 Special Meetings:

Special meetings of Missouri HOSA may be called by the State Advisor and Executive Council.

Article VIII **VOTING DELEGATES**

Section 1 Members shall be represented in Missouri HOSA through duly elected delegates of chartered local chapters. Chapter members shall exercise their function through voting delegates at state and/or national conferences.

- A. Each chartered Missouri HOSA chapter shall be entitled to two (2) voting delegates at the state conference.
- B. An alternate may be selected for each voting delegate.
- C. Each voting delegate shall have one (1) vote.

- Section 2 The duties of the voting delegates are as follows:
- A. Adopt bylaws, rules and regulations;
 - B. Elect state officers; and,
 - C. Act upon recommendations concerning organizational business as requested by the Missouri HOSA Executive Council.

- Section 3 State delegates to the National Conference:
- A. The number of voting delegates is determined by state paid membership.
 - B. National conference delegates may be alternated among the state officers and/or state officer-elect.

Section 4 A portion of expenses of state voting delegates to the national conference shall be paid by Missouri HOSA. This portion shall cover expenses of lodging and/or transportation if funds are available.

Article IX **COMMITTEES**

Section 1 Committees shall be appointed by the president as directed by the Missouri HOSA Executive Council.

Section 2 Appointments to committees shall be made by the president.

Article X **PARLIAMENTARY AUTHORITY**

Parliamentary procedure for all meetings of Missouri HOSA shall be governed by Robert's Rules of Order, Newly Revised.

Article XI **AMENDMENT OF BYLAWS**

The bylaws may be amended by a two-thirds vote of the authorized delegates at any annual state meeting, provided that the proposed amendment has been submitted in writing to the Missouri HOSA Executive Council and local chapters at least 30 days prior to the annual meeting.