**HOSA- Future Health Professionals at The Ohio State University Constitution**

**Article l** - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 - The name of this organization shall be HOSA- Future Health Professionals at The Ohio State University. (HOSA, before becoming an international organization, used to be known as Health Occupations Students of America, but has been changed to just HOSA, with no meaning other than representing how far the organization has come.)

Section 2 - The purpose of HOSA- Future Health Professionals at The Ohio State University 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 Science Education instructional program. The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the healthcare community.

The goals that HOSA believes are vital to each member are:

To promote physical, mental and social well being. To develop effective leadership qualities and skills. To develop the ability to communicate more effectively with people. To develop character. To develop responsible citizenship traits. To understand the importance of pleasing oneself as well as being of service to others. To build self-confidence and pride in one's work. To make realistic career choices and seek successful employment in the healthcare field. To develop an understanding of the importance in interacting and cooperating with other students and organizations. To encourage individual and group achievement. To develop an understanding of current healthcare issues, environmental concerns, and survival needs of the community, the nation and the world. To encourage involvement in local, state and national health care and education projects. To support Health Science Education instructional objectives. To promote career opportunities in health care.

Section 3 - HOSA- Future Health Professionals at the Ohio State University’s activities and procedures are governed by the philosophy of simple fairness to all. HOSA does not discriminate

on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. Additionally HOSA expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to The Ohio State University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf , and the HOSA policy, found in Section C, page 2 of the HOSA Handbook. Any member who does not follow these rules may be terminated without refund of dues.

**Article II** - Membership: Qualifications and categories of membership

HOSA- Future Health Professionals at the Ohio State University membership is limited to students currently enrolled as a student at Ohio State. Any student is welcome but HOSA focuses on areas in the health field. Members will be encouraged to participate and compete in their desired event listed on the HOSA website, www.hosa.org. Student members are required to pay a due reflected upon by both the State and National dues for membership each year, and they are responsible for the additional competition fees in HOSA’s events(additional costs dependent on both the amount paid for by the club fundraisers, and the cost of each of the HOSA events participated in). HOSA members will be encouraged to fundraise for the organization, and the organization will use that money to help its members financially for HOSA’s various events and competitions. There will be two types of members; active members and executive members. Active members are those who pay their dues and attend at least three meetings. Executive members are those who are active members and have an officer position. Non student members such as faculty, professionals, and honorary members may become members, but they cannot participate in the organization's voting. HOSA will be student initiated, student led, and student run.

II.a. The benefits for student members includes the following: leadership skills, strengthen their academic and technical skills, apply for HOSA scholarships, travel to national and international conferences, meet health professionals and many more opportunities. The benefits for non student members (described above) is an opportunity to teach, inspire, and lead students in the career of their choice. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

**Article III** – Removal of Officers

III.a. If any officer or member engages in inappropriate behavior, they may be removed from office through a 2⁄3 majority vote from the existing HOSA executive board in consultation with

the chapter advisor. Cause for removal includes, but is not limited to: inability to fulfill their duties, detrimentality to advancing the purpose of the organization, violating the organization’s constitution or by-laws, violating the Code of Student Conduct, university policy, and/or violating federal, state, or local law. Any elected officer of the chapter may be removed. If a student member brings attention to the problem to the other officers and organization’s advisor, they will take a vote to decide if the officer or member should be removed from the organization. From the time the situation occurs and is recognized by the officers and organization’s advisor, they will have up to two weeks to vote and decide on the outcome of the officer or member.

III.b. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

**Article IV** - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

IV.a. President: The President should learn his/her part in all meetings and the basic rules of parliamentary procedure. To become President, the individual must have been in HOSA for at least 2 years. An effective President will be familiar with the HOSA Constitution, have a working knowledge of the State, Regional, and HOSA Program, and understand the organization and operations of HOSA. The President should allow some of the responsibilities of serving to appointed committees as needed by giving such jobs to several HOSA members. A mixture of experienced members and younger members should be sought for each committee. The President is an exofficio member of all committees, and may help in the efficient and effective operation of any committee, if it becomes necessary. The President will need to work closely with the Advisor(s) in planning meetings. The President presides over all meetings, directs the discussion, sees that all plans for meetings are made, and then announces specific topics for meeting discussion prior to the meeting. When presiding, the President should not take part in discussion other than to see that the question before the Chapter is clearly understood before action is taken. The President should not take sides. The President works for the good of the entire organization.

In leading the organization, a President will:

• 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.

When presiding at meetings, the President will:

• 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;

• Require seconds to motions and amendments before proceeding;

• Call on individuals when they can make valuable contributions;

• See that the Secretary is making 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.

When appointing committees, the President will:

• Seek advice from the executive committee and the Advisor before making appointments;

• Consult the individual before making an appointment;

• Use new members on committees with experienced members;

• Distribute responsibilities and opportunities to achieve among all members;

• Be sure the members of the committee understand what is to be done and the deadlines to be met.

IV.b. Vice President: The Vice-President should know the beliefs, Motto, and the Purposes of HOSA and should have the ability to handle meetings and know parliamentary procedure. This individual must have been in HOSA for at least 2 years. Moreover, this individual should be familiar with the committee organization of the Chapter. One of the important jobs of the Vice-President is to get the Chapter’s Program and activities set up early in the year. This should be done with the cooperation of all officers and committee chairmen. The Secretary should have a copy of the completed program in the Secretary’s book of the previous years. This officer will need to be familiar with setting up the program of activities and should assist with the conduct of meetings, committees, and assist the Secretary in preparing the program for each Chapter meeting. This should be done well in advance of the meeting and the information should be posted for all to see. The main duties and responsibilities of the Vice-President are to:

• Assist the President;

• In 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.

IV.c. Treasurer: The Treasurer must attend required training and handle the club’s financing. They will collect fees and money as agreed and send all needed to the State and/or HOSA Headquarters as per State procedures. This individual must have been in HOSA for at least 2 years. The Treasurer will keep financial records for the organization. This person will assist in preparing an annual budget of estimated receipts and expenditures. Also, the Treasurer will assist the Fundraising Coordinator in finding grants/fundraisers. Treasurer contributes much toward the efficiency of the Chapter and should be accurate, prompt, and resourceful.

The primary duties of the Treasurer are to:

• Receive and act as custodian of Chapter funds;

• Collect fees and money and send to State and/or HOSA Headquarters as per State procedures;

• Pay Chapter funds as authorized;

• Keep the financial records of the Chapter;

• Cooperate with the chairman of the fundraising committee;

• 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;

• Encourage systematic savings- both individual and Chapter.

IV.d. Fundraising Coordinator: Assists the treasurer in gathering funds and finding grants/ fundraisers for the club to partake in. The coordinator will work with the Treasurer to establish a plan of income for the organization’s needs. This individual will work with the fundraising committee to establish the monthly financial statements. The Fundraising Coordinator will keep fundraising records of the Chapter, and will oversee committee work with companies and people to fundraise.

IV.e. Secretary: The Secretary is in charge of taking notes for each meeting and emailing the club’s members the past meeting’s summary. This individual will prepare and read the minutes of the Chapter’s meetings and additional meetings of the officers. The Secretary is to prepare the written agenda of each meeting for the President, listing the order of business. This individual is to keep a membership list and record of attendance at meetings. The Secretary contributes toward the efficiency of a Chapter.

Additionally, Secretary duties are:

• Answer all communications promptly, then filed with the reply for future reference;

• Mail, circulate, and/or post notices;

• Call meetings to order in the absence of the President and Vice President;

• Count and record rising vote when taken;

• Keep the permanent records of the Chapter;

• Read communications at meetings;

• Collect and record reports of all committees and all written resolutions.

• Have available for each meeting the following: -- Secretary’s book and minutes of previous meetings; -- Lists of national, district, and local Chapter officers; -- Copies of national, district, and state Programs and calendar of activities; -- Copies of Constitutions and Bylaws; national, state, and local; -- Copy of the official HOSA Handbook.

IV.f. Council Representative: This individual is to report to the Council the HOSA events that are coming up, and in turn report back to the Chapter what other organizations are doing, along with their upcoming events. They are to represent not only the chapter at The Ohio State University, but also represent the international organization. Remaining active in both club and council meetings is crucial. Maintaining appropriate conduct is necessary. This individual will find a replacement or allow other executive members to do so, should the Representative be unable. The Representative is to report to the secretary all notes taking in council.

IV.g. Public relations: This individual advertises the club and aids in member recruitment. The Public Relations Chair is to run all social media for the club, and keep the chapter updated on official HOSA news. The individual is to run all social media appropriately, and is to remain active on the media with club information and upcoming events. They are to report to the chapter any updates on information from HOSA, and will record and report to the executive board potential members, and add interested people to the email list. They are to show respect to all potential members and all persons outside and inside of HOSA. They are to record all interactions with members and non-members alike on social media.

IV.h. Community Service Chair: This individual finds community service opportunities around surrounding areas for the members to partake in, based on member interest. The Service Chair is to record all services performed, and record individual service hours. The Service Chair is to contact all potential service organizations chosen by the chapter. This individual will work with executive board to make final date decisions. They will work with other executive members in order to make arrangements to perform services.

IV.i. Parliamentarian(If needed): The Parliamentarian should be prepared to advise the presiding officer and other Chapter members on points of parliamentary procedure. This individual is to have reference material pertaining to acceptable parliamentary procedure available and remain

alert, calling attention to significant irregularities with thought about the fair and equal rights of all members. The Parliamentarian is to assist chapter members in understanding the fundamental purposes of parliamentary procedure, using Robert’s Rule of Order. This individual is to be dedicated to seeing that no business is conducted within the Chapter without the application of parliamentary procedure.

IV.j. Historian**:** The Historian should be prepared to take control over the Ohio HOSA Gold Emblem School Award book duties located in the following file. The book will be used to record and preserve the chapter’s HOSA achievements during the HOSA year span, June to March. (<https://files.constantcontact.com/5f509ad4701/a2c9e79d-baab-41a7-b853-82b9fc4241ab.pdf>) This individual should be able to document every meeting’s events in the book, working alongside other executive members. They are to document all officers and active members, as well as events that pertain to community service, membership recruitment, and health profession awareness. They will document the state and International Leadership Conferences in the book, as well as leadership development events. Finally, they are to encourage the achievement of Gold Emblem events and requirements throughout the year.

**Article V** - Election / Selection of Organization Leadership

To be eligible for President, Vice President, Secretary, or Treasurer, one must be apart of the organization HOSA for at least two years and show good leadership qualities. For all other officers you must be apart of the organization for at least one year. Officers must show enthusiasm for the organization, HOSA- Future Health Professionals at The Ohio State University, and demonstrate professional attire and behavior. It is his/her responsibility to promote and encourage the growth of the local Chapter. The officers must handle themselves in a professional manner, be courteous at all times, be a good listener, and avoid arguments. Towards the end of every spring semester there will be a group election for “elect” officers. Elect officers are put into office the beginning of the next fall semester. Current officers will continue to hold their positions until after the International Leadership Conference. The voting will be done by all active members and current officers. To be considered, applicants must attend at least five organization meeting, participate in competitions, and give a speech during a selected meeting explaining how they would benefit the organization for their selected office. If all spots are not filled, other best best applicants for the positions may be asked to fill those spots.

**Article VI**- Executive Board

The members of the executive Board are all of the officers, and any appointed committee chairpersons. The Executive Board represents general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of HOSA. The Executive Board will meet every other week, excluding breaks and summer terms, opposite of the general meetings. The meetings will be ran by the President, and will consist of information on future meetings, planning, discussing updates from other groups on possible collaborations, and other HOSA related work. The board will be in charge of getting all needed materials for the group in the competitive standpoint.

**Article VII**- Committees

Committees are able to be appointed by the president, should the individual feel the need. Committees may be established at any time to aid in the chapter’s progress. Potential committees to be appointed are the Service Committee- to plan the volunteer work and other services to the

area, the Fundraising Committee- to further help raise money for the chapter, the Activities Committee- to plan both health and non-health related activities for the group, the Public Relations Committee- to establish good relations with the public while member recruiting, and/or Planning Committee-to plan events both public and private and work to get them ready, and any others that fit the current needs of the group. These Special Committees may become Standing Committees if there is a constant need for the committee, appointed by the President. A committee will have a President appointed chairperson, if one does not already exist, who will report to the executive board on the happenings of the committee. The individuals of each committee will lead the committees and will record the plans of the committee.

**Article VIII** – Advisor(s) or Advisory Board: Qualifications and Expectations

Advisors must be full-time members of the University faculty or Administrative & Professional staff. They must have a health interest and are interested in sharing their knowledge with the students of HOSA- Future Health Professionals. This individual is required to attend the Fall, District, State, and International conferences. They are also asked to attend at least 3⁄4 of the executive meetings, and at least half of the established general meetings. Additionally, they will be asked to take part in events, service, and fundraising.

**Article IX** – Meetings and events of the Organization

General meetings will begin the third week in September, continuing until the end of Spring Semester. General meetings will be decided upon by the Executive Board at the beginning of fall semester. Additional meetings may be added in the Summer for those competing in the International Leadership Conference. Active members are required to attend at least 5 meetings per semester and must have dues paid by the end of October. Highly encouraged, but optional events will include regional, state, and international competitions. Those competition dates will be established by Ohio HOSA and International HOSA. Members must pick a category of interest to compete in before regionals which are posted and updated each year on the HOSA website. Transportation and lodging will be decided upon by the officers. If a member acts unprofessionally or goes against the code of conduct, they may be asked to leave the event by the President and/or Vice President at the person’s own expense.

**Article X** – Method of Amending Constitution: Proposals, notice, and voting requirements

The constitution may be amended by proposing in writing and reading the change at a general meeting of the membership, then read at the next three general meetings. Then the proposed change is brought up for a vote at the fourth general meeting with a 2/3 majority vote of the members present (a quorum being present).

**Article XI** – Method of Dissolution of Organization Requirements

When dissolving this organization, the president will update its online status as inactive and inform all members of its dissolution. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.

**Article VII** - Method of Amending By-Laws

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the members present (a quorum being present).

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