

**Chapter Bylaws
HOSA at UHM**



HOSA at UHM is a local chapter of HOSA: Future Health Professionals at the University of Hawaii at Manoa. Established in 2008.

In this article, executive board refers to the officers of the club, including the advisor. Officers refer to any executive board member who is not an advisor and has served at least one academic year. Membership refers to the members who have paid chapter, state, and national dues.

ARTICLE I - NAME

The official name of this organization shall be HOSA at UHM. HOSA: Future Health Professionals at the of Hawai'i at Mānoa, HOSA at the University of Hawai'i at Mānoa, or HOSA: Future Health Professionals at UHM may also be used to designate the organization.

ARTICLE II - AFFILIATIONS

Section 1

- a. HOSA at UHM is a local association of Hawaii HOSA and Hawaii HOSA is a state association of the national HOSA organization, by and for students who are or were enrolled in secondary or postsecondary/collegiate health science education programs and/or 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.
- c. HOSA at UHM shall be composed of students who are:
 1. Not enrolled in high school and have received a high school diploma regardless of

- dual credit enrollment
- 2. Enrolled in a healthcare related field at the undergraduate or graduate level or interested, planning to pursue, or pursuing a career in the health professions.

Section 2

- a. HOSA at UHM is a local member of Hawaii HOSA; therefore, National HOSA shall charter it.

ARTICLE III - PURPOSE & OBJECTIVES

Section 1

The primary purpose of HOSA at UHM is to serve the needs of its members and strengthen the Health Science Education (HSE)-HOSA Partnership in the following ways:

Foster programs and activities, which will develop:

- a. Physical, mental and social well-being of the individual.
- b. Leadership, character and citizenship.
- c. Ethical practices and respect for the dignity of work.
- d. Foster self-actualization of each member, which contributes to meeting the individual's psychological, social and economic, needs.
- e. 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 healthcare field.
- f. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
- g. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
- h. Promote involvement in current healthcare issues, environmental concerns and survival needs of the community, the nation and the world.

Section 2

- a. It shall be the purpose of this organization to create a community of students interested in pursuing a career in health care. This community of students shall participate in events intended to develop themselves as a leader and prepare for a professional career.
- b. HOSA at UHM shall also follow the mission of National HOSA: *"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 technology education students, therefore, helping students to meet the needs of the healthcare community."*

ARTICLE IV - MEMBERSHIP & PARTICIPATION

Section 1

- a. HOSA at UHM is open to students, without regard to race, color, religion, national origin, disability, age, veteran's status, sexual orientation, political affiliation or gender.
- b. HOSA at UHM will not participate in any and or all hazing or initiation activities.
- c. National HOSA must receive affiliation fees for fall on or before January 1 of the membership year. National HOSA must receive affiliation fees for students who enroll after January 1 on or before March 1 of that same year.

Section 2

- a. The membership of this organization shall consist of regularly enrolled undergraduate and graduate students of the University of Hawai'i at Mānoa who have paid their dues.
- b. Post-Secondary/Collegiate students may enroll in the organization at the beginning of each Fall and Spring semester.
- c. HOSA at UHM membership will conclude based on semester of enrollment:
 1. Fall semester membership will conclude one academic school year from when the member has paid dues/received membership.
 2. Spring semester membership will conclude only for the same semester from when the member has paid dues/received membership.
- d. National HOSA membership will begin on July 1st and end on June 30th for all calendar years, regardless of when member has submitted national dues.
- e. Membership will be given upon paying dues and successful completion of a membership application.

Section 3

- a. Students of HOSA at UHM should be interested in pursuing a career in the healthcare field and must maintain a cumulative GPA of 2.0.
- b. To be an active member of HOSA at UHM, member must have paid dues and must have 13 points per semester. 10 membership points will be awarded through participation in special events, and 3 points will be awarded through fundraisers.
 1. Rollover points will be allowed if there are a lack of fundraisers in a semester.
- c. Each organization event will average 2-3 points and can be determined by the executive board.

Section 4

- a. Graduating members will be offered a HOSA at UHM stole and or cord based on their accomplishments and funding availability.

1. To receive a graduation stole, the student must have been an active member any one semester of the year of graduation and any one semester prior to graduation.
 - i. The stole will be embellished with the name of the organization and its colors.
 - ii. Special cases to receive a stole will be reviewed at the discretion of the executive board.
2. If a past or current officer is graduating, the officer may receive a stole regardless of achieving active status the semester of graduation.
3. Cords will be awarded to students who have made significant accomplishments in the club, regardless of active status. Accomplishments are not limited to the semester of or preceding graduation. Cords may or may not be available depending on the financial budget of the club. Accomplishments are as follows:
 - i. White – Placing 1st, 2nd, or 3rd in a competitive event at the State Leadership Conference and or placing 4th to 10th place in a competitive event at the International Leadership Conference.
 1. Also placing within the top 10th percentile in the Healthcare Issues Exam
 - ii. Bronze – 3rd place in a competitive and/or recognition event at the International Leadership Conference.
 - iii. Silver – 2nd place in a competitive and/or recognition event at the International Leadership Conference.
 - iv. Gold – 1st place in a competitive and/or recognition event at the International Leadership Conference.
 - v. Two-Color – Chapter Officer of HOSA at UHM. The two colors will be a combination of any two of the following colors: Navy Blue (Blue), Maroon (Red), and White.
 - vi. Three-Color – State Officer of Hawaii HOSA or National Officer of National HOSA. The three colors will be Navy Blue (Blue), Maroon (Red), and White.

Section 5

- a. Dues shall be determined yearly by the HOSA at UHM Executive Board.
- b. Dues shall cover membership for duration of one year.
- c. Dues shall consist of National, State, and Local Chapter dues.
 1. Individuals who sign up in Fall Semester will be registered and recognized under the National level, State level, and Local Chapter.
 2. Individuals who sign up in Spring Semester will be registered and recognized under the Local Chapter.

Section 6

- a. Any member of HOSA is allowed to voluntarily leave the organization, but dues are nonrefundable.

ARTICLE V - ADVISOR

- a. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
- b. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
- c. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- d. Encourage students to attend functions open to them
- e. Encourage fundraising activities
- f. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- g. Encourage capable members to seek local, state, and national offices.
- h. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- i. Encourage Chapter participation in all conferences.

ARTICLE VI - MEETINGS

Section 1

- a. General meetings for the HOSA at UHM chapter shall be held at a minimum once a month. General meetings will be held with adequate notice (at least 1 week in advance).
- b. Additional meetings may be scheduled for special functions, socials, activities/events and/or projects; the President or Executive Council shall call special meetings as necessary.

Section 2

- a. The executive board shall hold no less than two meetings per month. At least one meeting must be held before the general meeting.
- b. Urgent board meetings may be called by the President/Vice President when necessary.

Section 3

- a. A majority of the membership present shall constitute a quorum.
 - 1. Majority refers to more than half of members
- b. A majority of the Executive Board present shall constitute a quorum.

**ARTICLE VII - EXECUTIVE BOARD & SPECIAL EVENTS
COMMITTEE**

Section 1

- a. The executive board of this organization shall consist of but is not limited to: President, Vice President, Secretary, Treasurer, Director of Fundraising, Director of Special Events, and Director of Public Relations.
- b. The executive board is responsible for representing the chapter.

Section 2

- a. President
 - 1. Works closely with the chapter advisor.
 - 2. Develops meeting agenda with assistance of Executive Council.
 - 3. Preside over and conducts meetings according to accepted parliamentary procedure.
 - 4. Represents the chapter and organization at special functions.
 - 5. Keeps organization work moving in a satisfactory manner.
 - 6. Displays enthusiasm, a good attitude, and projects a good image.
 - 7. Oversees the progress and completion of State and International Leadership Conference affairs.
- b. Vice-President
 - 1. Assists the President.
 - 2. Oversees all committees.
 - 3. Presides at meetings in the absence of the President.
 - 4. Is prepared to assume duties and responsibilities of the President, in case of an emergency.
 - 5. Coordinates with the Secretary and Director of Public Relations to create and write Pulse, the official newsletter of HOSA at UHM.
 - 6. Shall assume additional tasks as delegated by the President.

c. Secretary

1. Is recording officer of the chapter.
2. Keeps minutes of meetings.
3. Keeps and responds to all official chapter correspondence.
4. Sends and posts meeting notices.
5. Keeps permanent records.
6. Cooperates with the treasurer in keeping an accurate membership roll and issues membership cards to current members.
7. Presides at meetings in the absence of presiding officers.
8. Notify members and/or executive board of upcoming meetings and events.
9. Coordinates with the Vice President and Director of Public Relations to create and write Pulse, the official newsletter of HOSA: Future Health Professionals at the University of Hawai'i at Mānoa.
10. Shall assume additional tasks as delegated by the President.

d. Treasurer

1. Assist with deposits and disbursements of the chapter funds.
2. Collects dues.
3. Assists with the financial records.
4. Devises appropriate ways and means of financing activities.
5. Cooperates with the secretary in keeping accurate membership roll.
6. Assists in the preparation of financial statements and reports.
7. Reports financial information at meetings.
8. Assists Director of Fundraising with fundraisers.
9. Shall assume additional tasks as delegated by the President.

e. Director of Public Relations

1. Manages HOSA at UHM website and social media (Facebook and Instagram).
2. Notifies membership of any news related to the organization by mean of the website and social media.
3. Coordinates and head planning of International Leadership Conference with assistance from others on the Executive board.
4. Coordinates with the Vice President and Secretary to create and write Pulse, the official newsletter of HOSA: Future Health Professionals at the University of Hawai'i at Mānoa.
5. Documents and records HOSA at UHM activities and events including on the official HOSA at UHM calendar.
6. Shall assume additional tasks as delegated by the President.

- f. Director of Fundraising
 - 1. Organizes and executes fundraisers.
 - 2. Works with the treasurer to make decisions for fundraising.
 - 3. Assists the Treasurer in making financial decisions regarding fundraising, purchasing, etc.
 - 4. Organizes and heads, with the Director of Special Events, an events committee to assist with planning, organizing and executing fundraisers, community service, volunteer opportunities, and other events for the members.
 - 5. Shall assume additional tasks as delegated by the President.

- g. Director of Special Events
 - 1. Assist the Director of Public Relations in planning for International Leadership Conference.
 - 2. Organizes and heads, with the Director of Fundraising, an events committee to assist with planning, organizing and executing fundraisers, community service, volunteer opportunities, and other events for the members.
 - 3. Is primarily responsible for planning, organizing and executing community service and volunteer opportunities for the members.
 - 4. Plans for any other events for the organization.
 - 5. Shall assume additional tasks as delegated by the President.

Section 3

- a. The executive board is not limited to the duties above. Any and all members of the executive board may execute any additional duties for the organization.
- b. Should it be necessary, any member of the board may take on the duties of another officer in the event of their absence.
 - 1. In the event the President is unable to perform his/her duties, the Vice-President will assume the duties and responsibilities of the President.
- c. When a vacancy is present, the executive board will appoint a member to temporarily fill the position until the special elections is completed and another individual is elected into the vacant position.
 - 1. A current officer may also assume the duties of the vacant position. In this situation, special elections or a temporary substitute will not be needed.
 - 2. Members may oppose the temporary appointment of another member by email to the executive board.
 - 3. A Special Elections may be scheduled by the current board and will take place to fill any remaining vacancies in the upcoming executive board. Special Elections

guidelines in Article VIII Section 5

- d. Members will be notified when vacancies are available within the Executive Board.

Section 4

- a. Special Events Committee
 1. The special events committee shall consist of members that are currently registered University of Hawai'i at Mānoa students that have paid HOSA at UHM dues.
 2. The committee is headed by the Director of Special Events and Director of Fundraising. The committee is not a part of the executive board.
 3. Members of the committee are responsible for aiding, assisting, and planning events and fundraisers for the club.
 4. Prospective committee members will be interviewed by the current and/or future Director of Special Events and Director of Fundraising prior to being selected into the committee.
 - i. Selection process will take place following the annual executive board elections and recruitment at other times may occur at the discretion of the Director of Special Events and Director of Fundraising.

Section 5

- a. Any officer may resign their position after discussion with the executive board and advisor.
 1. The officer must submit a signed letter of resignation to the executive board and faculty advisor.
- b. Any officer will be automatically removed from position if the officer has been absent from duties for at least one month.
- c. Any officer may be removed from his/her position by decision of the board with proper notification to the membership.
- d. A special meeting will be called to order to discuss and vote on the removal of an officer.
- e. The officer in question may appeal the decision of the executive board in writing.
- f. The membership may submit questions regarding information on the removal of an officer.
- g. The executive board must answer the member in a truthful professional manner.

ARTICLE VIII - ELECTIONS

Section 1

- a. The executive board shall consist of the President, Vice-President, Secretary, Treasurer, Director of Public Relations, Director of Fundraising, and Director of Special Events

Section 2

- a. Election of officers shall be held annually or as described by governing officer(s) during the third or fourth month of the year.
 - 1. All nominations and anything else required for elections must be submitted by the specified due date.
 - 2. If any position remains vacant after the due date there will be a Special Elections.
- b. Election of officers shall only be held during the academic year/year that the organization is active.
- c. Any and all eligible members may be nominated for any of the executive board positions.
 - 1. In the event no “eligible” members are nominated, nomination will be open to all members.
 - 2. Eligibility requirements are listed in Article VIII Section 4.

Section 3

- a. During the second semester of the academic year, nominations will be casted and an election meeting must be set.
- b. All eligible candidates will be interviewed by an elections committee consisting of current executive board members (with the exception of current board members running for office; preferably a graduating board member), HOSA at UHM chapter advisor, and a third party.
 - 1. If the elections committee is lacking in members from the executive board, members may be elected into the committee by decision of current committee.
- c. During the annual elections meeting, qualified candidates will present their nomination speech to the membership in person or by video.
- d. Elections shall be cast by ballot.
- e. Only those members who are currently registered University of Hawai‘i at Mānoa students and have paid HOSA at UHM dues for the current academic year have voting privileges.
 - 1. Each member is allowed one vote per position.
- f. Should a tie occur, the executive board may discuss who would be a better candidate or if co-leadership would suffice.
 - 1. Co-leadership does not apply to the President position.
- g. If any position remains vacant by the end of the annual elections, a Special Elections will be held, refer to Article VIII Section 5.
- h. Should there be a lack of the participating membership during elections, the majority of the membership present at the election meeting may represent the majority of the membership of the organization.
- i. The President will lead the newly elected officers through an officer installation ceremony.

Section 4

- a. Any member of the membership may run for an office position being that he/she fits within the requirements:
 1. Preferably member of post secondary/collegiate HOSA for at least one year.
 2. Has paid his/her dues.
 3. Fits under the following term limit requirements:
 - i. The same individual shall not occupy the office of President for more than one consecutive and or non-consecutive year. Exceptions include vacancy of the position.
 - ii. The same individual shall not occupy any executive board position for more than two consecutive and or non-consecutive years. Exceptions include a vacancy of the position.
- b. Only previous HOSA at UHM board members are eligible to run for the position of President and Vice-President.
 1. If no board members who fulfill Article VIII Section 4a requirements wish to run for the President position, the elected vice-president would take the role of president as in Article VII Section 3.
 2. If no board members who fulfill Article VIII Section 4a requirements wish to run for the Vice-President position, please refer to vacancies as stated in Article VIII Section 5.
- c. Candidates will be elected to position by an interview and then majority vote of the voting membership.
 1. Each candidate will be interviewed by an elections committee to determine eligibility to run for the executive board.
 2. For a candidate to be elected into the executive board, they must receive the majority vote from the membership that voted.
 - i. If any candidate fails to receive a majority vote under their nominated position, the position will remain vacant and a special elections will be held or action under Article VIII Section 5 will be taken.

Section 5

- a. In the event that a vacancy appears within the board during the year a special election may be held to fill the vacant position or another officer may be delegated the duties of the vacant officer position. The decision will be made by the executive board immediately following the vacancy of the officer position.
 1. Special elections will occur in the event an executive board office position is vacant before the end of its term.
 2. The membership may express disapproval of delegating the duties of the vacant

- officer position to another officer. In the event majority of the membership expresses disapproval, the executive board must hold special elections.
3. The vacant position must not be vacant for more than a two weeks following its occurrence.
- b. The membership shall be notified of the vacant position and nominations shall take place with an election following the event.
 1. With the exception of the President position. In the event the position of the President becomes vacant, the Vice President will assume the duties of the President. A special elections can be held for the Vice President position by decision of the board.
 - c. In the event that a position continues to remain unfilled, the executive board may delegate a member to be an officer.
 1. If membership expresses disapproval, delegated member may not become an officer.
 - d. If no eligible candidates run for the Special Elections, an eligible candidate who was not elected may be offered the position.
 1. If the candidate has majority vote by the executive board.
 2. Members who were nominated for the upcoming executive board but not elected in the annual election may run again in the special elections.

ARTICLE IX - FUNDS

Section 1

- a. HOSA at UHM Treasurer will be responsible HOSA at UHM revenues and making the information public to committee members.
- b. A budget of expenditures will be developed by the Treasurer and approved through executive board consensus. The approved budget will be made public to the committee.
- c. HOSA at UHM may receive funds from Student Congress, other organizations, fundraising activities, and voluntary donations.
 - a. For reimbursement purposes, the Treasurer will make three attempts via email to contact the individual to receive reimbursement. After three attempts, the Treasurer will refer to the organization from which the funds were received for guidance. If the organization has no laws on the reimbursement guidelines, then the funds will be rolled into the HOSA at UHM account as donations from the individual.
- d. At the end of the academic year, all funds will roll over to the next academic year.

Section 2

- a. At the end of every month, the President, Vice President and Treasurer will hold a meeting to look over and archive the financial report which includes expenditures, income, and any other financial matters.
- b. All purchases made for the club by the officers need to be agreed on by all the officers prior to purchase. When purchasing, a minimum of two executive board members need to be present.
- c. All club income and expenditures are required to be properly recorded. This includes but is not limited to any purchases, donations, fundraisers, etc.
- d. All withdrawals will require the presence of at least two executive board members.
- e. At the end of each HOSA year (Academic year), club cards owned by officers will need to be properly closed and disposed of. In the event a cardholder officer will be returning as another cardholder officer the following year, the card or cards will be given to the chapter advisor for holding until the new HOSA year begins.
 - i. With the exception of purchases that need to be made at National Leadership Conference.
- f. Violation of Section 2 will be subject to discussion on the possible impeachment of officer.

Section 3

- a. Under no circumstances shall the club funds be used for personal expenses.
 - i. In the event of this occurrence, the amount used must be paid back in full within three days.
- b. In the event that the chapter bank account has been used for personal use, the officer or member responsible will issue an apology in a way agreed on by all executive board members.
- c. Violation of Article IX Section 3 will be subject to discussion on the possible impeachment of officer.

ARTICLE X - RATIFICATION

- a. The constitution will be ratified by a majority election through the listserv. Any modifications to the constitutions will be considered during a one-week review period.
- b. The constitution may also be ratified at the general meetings by a two-thirds vote of the members present shall be required for ratification.

ARTICLE XI - AMENDMENTS

- a. Amendments of these Bylaws shall be submitted in writing at a general meeting and shall be voted on at the following general meeting. A two-thirds vote of the members present shall be required for adoption.
- b. Copy of old bylaws will be made and the potential amendments will be made on the copy.
 - a. Statutory material to be repealed is stricken. New statutory material to be added is in blue.

ARTICLE XII - BYLAWS

- a. This Bylaw shall be the governing authority of the organization and executive board.

ARTICLE XIII - EMBLEM, COLORS & MOTTO

Section 1

- a. The official chapter emblem shall be the emblem of the National HOSA organization.
- b. The emblem and design are described in the National HOSA Handbook.

Section 2

- a. The official colors of HOSA are navy blue, maroon, and white.

Section 3

- a. The official HOSA motto is "The Hands of HOSA Mold the Health of Tomorrow".

ARTICLE XIV - PARLIAMENTARY PROCEDURES

- a. 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, the Bylaws or corporate charter of HOSA, Inc. And any special rules the organization may adopt.
- b. The organization shall maintain a copy to give to the President as presiding officer.

Article XV - DISSOLUTION

Dissolution of this chapter will be executed by majority vote of membership. In the event of dissolution of the organization, all money of the chapter shall be donated to the state chapter, Hawaii HOSA.

The ByLaws and Policies and Procedures of HOSA: Future Health Professionals may be found on www.hosa.org.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

The ByLaws and Policies and Procedures of HOSA: Future Health Professionals may be found on www.hosa.org.

Article XVI - ADOPTION

In witness whereof, we have hereunto subscribed our names this day of _____
20____.

1st Witness:

Print name: _____

Signature: _____

Date: _____

2nd Witness:

Print name: _____

Signature: _____

Date: _____