

BYLAWS
NEVADA HEALTH OCCUPATIONS STUDENTS OF AMERICA, INC.

ARTICLE I.

Name

The Nevada health science education students' organization shall be the Nevada Association, Health Occupations Students of America (HOSA), Inc.

ARTICLE II.

Purposes

- Section 1** Provide 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.
- Section 2** Foster self-actualization of each member which will contribute to meeting the individual's psychological, social and economic needs.
- Section 3** Build the confidence of students in themselves and their work by learning to assume responsibilities, developing personal and occupational competencies and social skills which lead to realistic choices of careers and successful employment in the field of health.
- Section 4** Promote inter-organizational relationships with professional groups, businesses, industries and other student organizations.
- Section 5** Recognize achievements of the Nevada Association, HOSA, Inc. members at the individual, Chapter, Regional, State, and National levels.
- Section 6** Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.
- Section 7** Assist each member in establishing realistic career goals through education.
- Section 8** Assist each Chapter in meeting the objectives of the organization.

ARTICLE III.

Membership

- Section 1** The total eligible members of the chartered local health occupations education student Chapters shall comprise the membership of the Nevada Association. Any high school or college student interested in a health care occupational area is eligible for membership.
- Section 2** Membership in a local Chapter shall be open to students regardless of age, race, sex, color, national origin or religious beliefs.

Section 3

Classes of membership:

- A. Active Member - The Secondary Division shall be composed of secondary students who are enrolled in high school and 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.
- B. Active Member - 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 majoring in a health care related field or are interested or planning to pursue a career in the health professions.
- C. Alumni Member - A person who no longer meets the criteria for active membership may become an alumni member. The Alumni Member shall not be able to vote, hold elective office, or enter the competitive events. Alumni chapters are created to support local chapters.
- D. Professional Member - A person participating in professional development of the Nevada Association, HOSA, Inc. is eligible to join as a Professional Member. Such membership includes, but need not be limited to, HOE Advisors, Teacher Educators, Department of Education Health Occupations staff and practitioners in the health field. The Professional Member shall pay curriculum fee as established by the chapter, state and national organizations but shall not be eligible to vote, hold elective office or enter the competitive events.
- E. Honorary Member - An individual who has made significant contributions to the Nevada Association, HOSA, Inc. may be elected by the Executive Board of Directors by a 2/3 vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective office, or enter the competitive events.

ARTICLE IV

Organization

- Section 1.** The Nevada Department of Education will sponsor and support the Nevada Association, Health Occupations Students of America, Inc. as an integral part of the secondary or post-secondary health occupations education programs.
- Section 2.** The organization of the Nevada Association, HOSA, Inc. will be compatible with that of the National Organization, Health Occupations Students of America.
- Section 3.** The Nevada Association, HOSA, Inc. is an organization of affiliated Chapters, each operating in accordance with the charter granted by the Nevada Association, HOSA, Inc. Each Chapter is responsible for operational activities with the Chapter.
- Section 4.** The Nevada Association, HOSA, Inc. shall be divided into two geographical regions. The regions are the southern and northern. The counties are listed in the Nevada HOSA Guideline book.
- Section 5.** The regions shall be designated by the Nevada Association, HOSA, Inc. Executive Board of Directors and shall not be smaller than a school district.
- Section 6.** The Nevada Association, HOSA, Inc. shall be governed by the Executive Board of Directors.

ARTICLE V

Board of Directors

- Section 1.** The Board of Directors of the corporation shall be the State Advisor, State HOSA President and State HOSA 1st Vice President, Vice President Health Science Division, and four Business and Industry Professionals. They will be elected at the NACTE conference each year and will serve a two year term, except for the state officers are one year and the state advisor will be the NDOE health science educational professional. A Chairperson will be elected each year at Fall Meeting to serve this office for one year. All members except the state advisor are voting members.
- Section 2.** The State Officer President will serve as presiding Co-Chairperson of the Board of Directors.

- Section 3.** The Board of Directors shall:
- A. Perform duties as specified in these Bylaws and Policies as may be adopted by the Board.
 - B. Recommend to the State President creation of such committees, standing or special, as may be deemed appropriate to meet the goals of the Nevada Association, HOSA, Inc.
 - C. Ratify chairperson and committee members appointed by the State President. The State President shall be an ex-officio member of all committees appointed by the Board.
 - D. Establish the date on which the Chapter monetary assessment shall be delinquent and the subsequent penalty
- Section 4.** Meetings:
- A. The Board of Directors shall meet at least twice each year at the call of the State Advisor in consultation with the State President.
 - B. Special meetings of the Board of Directors may be called when requested by a Board member but not less than ten (10) days prior to the meeting.
 - C. The Chairperson shall preside at meetings of the Executive Board of Directors.
 - D. The Board may conduct business by correspondence, email or telephone.
- Section 8.** Any member of the Board of Directors will serve until their successors are appointed. Any member of the board may be removed at any time by a majority vote of all Directors in office. Removal from office shall not prejudice any contract rights of the person removed.
- Section 9.** Vacancies on the board will be filled by appointment and with approval of the Executive Board of Directors except for State Officer vacancies in which the State Secretary will fill this position.
- Section 10.** The duties of the various members of the board shall be such as are directed in these Bylaws in the parliamentary authority adopted by the corporation, as well as those duties assigned by the Executive Board of Directors and/or set forth in the policies or procedures.

ARTICLE VI

HOSA Foundation

- Section 1.** The Foundation will be composed of the Chairperson of the Board of Directors, the State Advisor, state officer and five Business and Industry Professionals.
- Section 2.** Election of the Foundation members will occur at the Executive Board meeting at the NACTE conference.
- Section 3.** Vacancies on Foundation shall be filled by appointment by the Board of Directors for the remainder of the term.
- Section 4.** The Foundation is empowered by the Board of Directors to oversee the daily operations of the corporation and will represent the corporation in all matters pertaining to the corporation. The Foundation should be actively involved in creating partnerships for Nevada HOSA.
- Section 5.** The Foundation has the power to take emergency action as required to meet the operational needs of the corporation.
- Section 6.** The Foundation may conduct business by telephone, email or correspondence.

ARTICLE VII

Chapters

- Section 1.** Charter to Chapters:
- A. Secondary Charters may be issued to each secondary health occupations education teacher/program or to the school after it has completed its affiliation with National HOSA, Inc.
 - B. Post-secondary Charters may be issued to each post-secondary health occupations education teacher/program or to the school after it has completed its affiliation with National HOSA, Inc.
 - C. When more than one Chapter exists in a school, the Chapters shall be referred to by school and chapter name.

- Section 2.** A school may apply for affiliation as a Chapter with the National HOSA, Inc. using prescribed forms when:
- A. Chapter Bylaws have been adopted.
 - B. No provision of the Chapter Bylaws is in conflict with Nevada Association, HOSA, Inc. Bylaws.
 - C. Chapter Officers (President, Vice President, Secretary, and Treasurer (Minimum) have been elected.
 - D. Planned Chapter activities are in harmony with ideals and purpose of Nevada Association, HOSA, Inc. and a program of work have been submitted to the state office by October 15th. (List of activities by month)
 - E. Application for Charter is made to the National Association, HOSA, Inc. One permanent Charter will be issued to each Chapter by National HOSA, Inc. and the Nevada HOSA Association.
- Section 3.** A chapter may collect funds necessary for Chapter operation.

ARTICLE VIII

Finances

- Section 1.** The Chapter monetary assessment shall be determined by the Chapter consistent with State Board of Education Rules and their local school district rules.
- Section 2.** Each Chapter shall have autonomy in its fiscal affairs except that: 1) The Chapter is responsible for the state and national association's monetary assessments. 2) The Chapter shall submit to the National HOSA, Inc. by October 15, a curriculum fee of \$17.00 for each member. (\$10.00 national and \$7.00 state)
- Section 3.** All Nevada Association HOSA, Inc. funds shall be disbursed by check, consistent with the policies established by the Board of Directors.
- Section 4:** Nevada HOSA will followed the HOSA CTSO financial standards in the guidebook and will be a non-profit organization.

ARTICLE IX

State Officers

- Section 1.** The State Officers shall consist of the following five officers:
- President – secondary
- Duties:
1. Voting Delegate NLC
 2. NACTE Representative
 3. Washington DC Representative
 4. Executive Board Member
 5. Presiding Officer
- First Vice-President – secondary
- Duties:
1. Washington DC Representative Alternate (Odd years)
 2. Year in Review
 3. Preside in the absence of president
 4. Voting Delegate (Even year)
- Second Vice-President – secondary
- Duties:
1. Spring Newsletter
 2. Washington DC Representative Alternate (Even years)
 3. Year in Review
 4. Preside in the absence of president
 5. Voting Delegate (Odd year)

Secretary – secondary

Duties:

1. Keep track of Minutes and attendance
2. Flag Bearer at Nationals
3. Correspondence
4. Newsletter (Quarterly)

Post-Secondary Vice-President (2009)

Duties:

1. Executive Board Member Alternate
2. Historian
3. Voting Delegate

Section 2. All of the State Officers will be elected at the annual State Leadership Conference. If an officer handbook and packet is not received at the Nevada Department of Education by the due date that candidate will not be eligible to run for office.

Section 3. A slate of officers will be submitted to the delegates by the nominating committee. All of the State Officers will be elected by the entire delegate assembly after recommendation from the nominating committee. The State Advisor and one other adult chose by the state officer will count the ballots.

Section 4. Each chapter gets one nom-com member.

Section 5. The state shall be divided into two areas that are Northern and Southern. The area division shall be determined by population.

- A. The Northern Region
- B. The Southern Region

Section 7. The State Officers shall meet the following criteria:

- A. are active members for at least one year prior to election.
- B. are endorsed by the Chapter, Chapter Advisor, school principal, and parent if enrolled in a secondary program.
- C. are endorsed by the Chapter and Chapter Advisor if enrolled in a Postsecondary/collegiate program.
- D. satisfactorily pass a qualifying exam with a score of 70% or higher.
- E. submits a State Officer Candidate Application Form to the State Advisor by the designated deadline.
- F. Have a cumulative GPA of 2.5.
- G. Submit to a qualifying process as established in policies and procedures during the State Leadership Conference.
- H. The post secondary vice president must resident in state during the term of office.
- I. If elected must sign contract of duties.
- J. Members of the State Officer Team are limited to two terms.

Section 8. Each active chapter may endorse several active HOSA members as candidates for each state office. The officer candidate shall attend the annual State Leadership Conference to seek election as a state officer. Any active member is eligible to seek election as a State Officer.

Section 9. State Officers shall be elected by ballot at the annual State Leadership Conference. Members elected to a state office may extend their active membership for the term of office. In the event of a tie vote, the scores of the interview committee will be used to break a tie.

Section 10. A plurality shall elect. The term of office for State Officers shall begin with the last gavel tap of the state conference at which they were elected, and will continue until the last gavel tap of the state conference the following year

Section 11. A vacancy in the office of President shall be filled by the Secretary. A vacancy in a State Office other than President may be filled by an active member, appointed by the State Advisor and the State Officer Team, who was slated for office at the previous State Leadership Conference and was not elected.

- Section 12.** All elected officers must fulfill their duties of office as agreed upon at the beginning of their term. Failure to do so will result in termination of office.
- Section 13.** Any State Officer may be removed from office if they fail to complete their duties of office as outlined in the State Bylaws and State Officer Contract. Removal must receive a 2/3 vote from the Executive Board of Directors.
- Section 14.** The current State Officers shall represent Nevada at the National Leadership Conference.

ARTICLE XI

Meetings/Conferences

- Section 1.** Chapter meetings shall be scheduled by the Chapters.
- Section 2.** There shall be at least one Leadership Development Conference annually.
- A. The majority of the Chapter members registered at the conference shall constitute a quorum.
 - B. Plurality shall determine voting decisions.
- Section 3.** There shall be an Annual State Leadership Conference with the location and date established by the Executive Board of Directors.
- A. Those eligible to attend the Annual State Leadership Conference shall be: Chapter Advisors; State Officers; State Officer Candidates; students with assigned specific responsibilities; Supervisors, Health Occupation Education; Nevada Department of Education Staff; HOSA State Advisor; Director, Health Occupations Education; participants and invited guests.
 - B. Assistance in planning and implementation for the State Conference shall be provided by the: Executive Board of Directors; Foundation members, HOSA Members; Chapter Advisors; Supervisors, Health Occupations Education; Nevada Department of Education State Staff; and the HOSA State Advisor.
 - C. The Nevada HOSA shall exercise their membership voting privileges through voting delegates. Voting Delegates shall be allowed two per each chapter.
 - F. The majority of the voting delegation registered at the conference shall constitute a quorum.
 - G. All Voting Delegates at the State Leadership Conference will be required to cast their ballots Properly and be dressed in either the official HOSA uniform or approved business attire.
 - H. Plurality shall determine voting decisions.
 - I. A copy of the minutes of all meetings and conferences shall be submitted to the State Advisor within three weeks.
- Section 4.** Nevada HOSA, Inc. members shall participate in the HOSA National Conference each year.
- A. Candidates for National Office shall have previously served as a State Officer and shall continue to meet the same criteria as State Officers. Must be a secondary or collegiate member that has been active for at least two years in Nevada HOSA.

ARTICLE XII

Fiscal Year

- Section 1.** The fiscal year of the Nevada Association, HOSA, Inc. shall be July 1 through June 30.
- Section 2.** The Executive Board of Directors shall designate a fiscal agent to be responsible for all accounting records for the Nevada Association, HOSA, Inc. and for the proper handling and disbursement of State Association, HOSA, Inc. funds.
- Section 3.** Books and records of the Nevada Association, HOSA, Inc. may be reviewed at any reasonable time. The books will be kept at the Nevada Department of Education.
- Section 4.** The Nevada Association, HOSA, Inc. Executive Board of Directors will direct an audit at the end of the fiscal year by an agent representing the Nevada Association, HOSA, Inc. and the Board. The Board may direct additional audits as needed.

ARTICLE XIII

Communications between Components

- Section 1.** Each Chapter shall submit each year the following information to the Nevada Association, HOSA, Inc. State Advisor.
- A. A list of elected chapter officers and Chapter Officers by October 15.
 - B. A copy or report of any amendments to the Chapter Bylaws within thirty days following such Chapter action.
 - C. Program of Work by October 15th.
 - D. Membership for a HOSA member must be paid for by February 15th of the current year in order to participate at the State Leadership Conference unless another date has been determined by the State Advisor.

ARTICLE XIV

Parliamentary Authority

- Section 1.** The rules contained in Robert's Rules of Order, Newly Revised shall govern the Nevada Association, HOSA, Inc. in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the association may adopt.

ARTICLE XV

Amendment of Bylaws

- Section 1.** These Bylaws may be approved for amendment by a two-thirds vote on the voting delegation, provided that the proposed amendment(s) has been submitted in writing to the state advisor at least thirty days prior to the state leadership conference.
- Section 2.** Bylaw changes approved for amendment by the voting delegation must be submitted to a vote by the voting delegates and State Officers at the State Leadership Development Conference provided that the proposed amendment(s) has been submitted in writing to each Chapter at least thirty days prior to the conference.
- Section 3.** Bylaws amendments will be voted on by Articles and be approved by a plurality of the delegates.

ARTICLE XVI.

Dissolution

- Section 1.** Upon final dissolution or liquidation of this organization and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining in assets shall be disbursed by the Nevada Association, HOSA, Inc. Board of Directors in accordance with one or more of the purposes of this organization or to be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501 (3c) of the Internal Revenue code.
- Section 2.** Upon final dissolution, all active chapters prior to the year of dissolution shall receive an equal share of any monies remaining after all obligations of the organization have been met.