



JAMES S. RICKARDS HIGH SCHOOL HOSA CHAPTER OF FUTURE HEALTH PROFESSIONALS

Local Chapter Bylaws



JUNE, 2015

CDE

3013 Jim Lee Rd. Tallahassee, Fl.

JSRHS HOSA BYLAWS

JAMES S. RICKARDS HIGH SCHOOL HOSA BY-LAWS

ARTICLE I -- NAME

The name of the organization shall be the James S. Rickards High School HOSA Chapter of the Florida Health Occupations Students of America. The acronym, JSRHS-HOSA, may be used to designate the organization.

ARTICLE II -- PURPOSE

The purposes of the James S. Rickards High School HOSA chapter of Florida-HOSA, Inc., Inc. will be to:

- A. Promote health science/careers education.
- B. Build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing occupational competencies and social skills that lead to realistic choices of careers and successful employment in the health care field.
- C. Promote organizational communication with professional groups, businesses, industries and other organizations.
- D. Further develop a respect for health careers education, which will contribute to occupational competence.
- E. Recognize individual achievement in scholarship, occupational skills or services rendered by providing recognition and awards.
- F. Promote awareness of current health care issues, environmental concerns and survival needs of the community, the nation and the world.
- G. Promote programs and activities that develop physical, mental, leadership, citizenship, ethical practice and the dignity of work for health career students.

Section 1 - Membership Requirements

- A. HOSA is a national organization of chartered associations operating in accordance with a charter granted by Florida-HOSA, Inc., Inc.
- B. Members shall be students who are or have been enrolled in health science/careers education class during the current school year or in years past.
- C. Five members and one advisor shall constitute a chapter.
- D. All members of the local chapters shall be members of the state and national associations.
- E. These local bylaws will coincide and will no way conflict with Florida-HOSA, Inc., Inc. or National HOSA
- F. Members must have a **minimum of 5 community service hours per academic semester** to stay active as well as attend meetings. (These community service hours cannot be shared with another commitment.)
- G. If members miss 3 meetings they will become ineligible to participate in out of District events or the following:
 - Social Activities
 - Blood Drives
 - HOSA Representative Events

For members to be reinstated for active membership, they must complete an additional 5 community service hours.

Section 2 – Types of Membership

A. **Active Division:** Members shall be students who are or have been enrolled in Health Occupations Class at James S. Rickards High School. An active member must pay dues as established by this local chapter and the state and national associations and shall be eligible to represent this chapter in local, regional, state, and national Florida-HOSA, Inc. activities.

1. **Secondary Members** are high school students enrolled in a health science/careers education program

2. **Post-secondary/Collegiate Members** are students not enrolled in high school, have received a high school diploma and/or pursuing a GED and are majoring in a health science/careers related field.

B. **Associate Division:** shall be a member associated with or participating in the professional development of Florida-HOSA, Inc., Inc. as approved by the state association. Associate members shall pay dues as established by the local, state and national associations, but are not eligible to serve as a voting delegate, hold office or otherwise represent Florida-HOSA, INC.

1. **Professional Members** shall be health professionals or other adult members in education and/or the community who wish to assist and support the Florida-HOSA, INC. program.

2. **Alumni Members** shall be former active chapter members who are in good standing with their chapters and wish to remain in the Florida-HOSA, INC. organization.

3. **Honorary Members** shall be persons making significant contributions to the development of FLORIDA-HOSA, INC. and /or rendering outstanding service to the organization. These members are awarded this membership by the chapter.

ARTICLE III -- DUES AND FINANCES

Section 1 - Student and Professional Dues

A. The national organization and state chapter dues shall be forwarded to national. The National Office shall forward the portion of the dues required for state membership to the state office.

B. Student membership dues shall be set each year by the advisor.

C. Alumni membership dues shall be waiver at both the state and national levels.

D. Honorary members shall be exempt from local dues and must pay for state and national dues.

E. Members shall be in good standing if they pay their local, state and national affiliation dues, which are due and payable before January 1st of each school year and will be accepted until March 1st each school year as well as meet the requirements in Article II, Section 1 of by-laws.

Section 2 - Finances

A. The fiscal year of the James S. Rickards High School HOSA chapter shall July 1st through June 30th.

B. A financial audit shall be made and reported at the annual chapter meeting.

ARTICLE IV -- OFFICERS, ELECTIONS AND DUTIES

Section 1 - Officers

A. The officers of the chapter shall be President, President-Elect [(PE) Vice-President)], Secretary, Reporter/Historian

Section 2 – Election of Officers

- A. Election of officers shall be held annually.
- B. Elections shall occur at a general meeting.

Section 3 - Duties of Officers

A. President

- 1. Works closely with the chapter advisor(s).
- 2. Develop meeting agenda with assistance of Executive Council.
- 3. Preside over and conducts meetings according to accepted parliamentary procedure.
- 4. Call special meetings.
- 5. Appoint committees and serves as ex-officio member of each committee.
- 6. Represent the chapter and organization at special functions.
- 7. Coordinate organization efforts by maintaining communications.
- 8. Keep the work of the organization moving in a positive and satisfactory manner.
- 9. Display enthusiasm and a good attitude and project a good image.

B. President –Elect/Vice-President

- 1. Assist the President.
- 2. Oversee all committees.
- 3. Preside at meetings in the absence of the President.
- 4. Be prepared to assume duties and responsibilities of the President, in case of an emergency.

C. Secretary

- 1. Is the recording officer of the chapter.
- 2. Keep minutes of meetings.
- 3. Keep and responds to all official chapter correspondence.
- 4. Send and posts meeting notices.
- 5. Count and records rising votes.
- 6. Keep permanent records.
- 7. Cooperate with the treasurer in keeping an accurate membership roll and issues membership cards to current members.
- 8. Preside at meetings in the absence of presiding officers.
- 9. Provides the following at each meeting:
 - a) Secretary's book and minutes of previous meeting
 - b) Maintain lists of committees and committee reports
 - c) Keep on hand copies of local and state bylaws
 - d) Keep copies of the official HOSA handbook

JSRHS HOSA BYLAWS

e) Maintain master calendar of events

D. Reporter/Historian

1. Prepare news articles for publication and/or broadcast.
2. Contact local newspapers regarding chapter events.
3. File clippings and pictures of activities and keep a scrapbook.
4. Assist in maintaining a chapter HOSA bulletin board.
5. Assist with planning and arranging exhibits.
6. Arrange for chapter participation in local radio and/or television programs.

F. Advisor

1. HOSA Advisor at any time has the authority to dismiss any officer or member who does not act according to state or national HOSA standards or who does not meet his/her job requirements and obligations.

ARTICLE V – PARLIAMENTARY AUTHORITY

Section 1 – Parliamentary Procedures

A. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the chapter meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any special rules chapters may adopt.

ARTICLE VI - MEETINGS

Section 1 - General Meetings

A. General meetings for the JSRHS HOSA chapter shall be held on a regular basis.

Section 2 – Executive Council

A. The Executive Council shall meet prior to regular scheduled meetings to plan the agenda for the general meeting.

Section 3 - Special Meetings

A. Special meetings shall be called as necessary by the Executive Council or president.

Section 4 - Quorum

- A. A simple majority of the membership present shall constitute a quorum
- B. Two/ thirds of the Executive Council shall constitute a quorum.

ARTICLE VII -- COMMITTEES

Section 1 - Standing Committees

A. Special committees (ad hoc) may be established as needed.

Section 2 - Committee Meetings

A. Committee meetings shall be called at the discretion of each committee chairperson.

ARTICLE VIII – EMBLEM, COLORS AND MOTTO

Section 1 – Emblem

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 - Colors

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

Section 3 – Motto

A. The official HOSA motto is “*The Hands of HOSA Mold the Health Care of Tomorrow!*”

Section 4 – HOSA Creed

I believe in the health care profession.

I believe in the profession for which I am being trained and in the opportunities.

I believe in education.

I believe that through education I will be able to make the greatest use of my skills, knowledge and experience in order to become a contributing member of the health care team of my community.

I believe in myself.

I believe that by using the knowledge and skills of my profession I will become more aware of myself.

Through fulfilling these goals I will become a more responsible citizen.

I believe that each individual is important in his or her own right; therefore, I will treat each person with respect and love.

To this end, I dedicate my training, my skills and myself to serve others through Health Occupations Students of America.

ARTICLE IX -- BYLAWS

Section 1 – Adoption and Amendment of the Bylaws

- A. These Bylaws and amendments shall be adopted by the majority of the members present.
- B. 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.

ARTICLE X -- DISSOLUTION

Section 1 - Dissolution

- A. Upon the final dissolution of the JSRHS HOSA chapter and the final satisfaction of all outstanding obligations and liabilities, the remaining assets will be disbursed in accordance with the school district regulations.

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