

# ARIZONA HEALTH OCCUPATIONS STUDENTS OF AMERICA

## BYLAWS

### ARTICLE I NAME

The name of this organization shall be the Arizona Health Occupations Students of America. The acronym AzHOSA or AzHOSA – Future Health Professionals may be used to designate the Association.

### ARTICLE II PURPOSE

The primary purpose of AzHOSA is to serve the needs of its members, support the programs of the National HOSA, and strengthen the Health Science Technology Education (HSTE)-HOSA Partnership in the following ways:

- a. Foster programs and activities which will develop:
  1. Physical, mental and social well-being of the individual
  2. Leadership, character and citizenship
  3. Ethical practices and respect for the dignity of work.
- b. Foster self actualization of each member which 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 by developing personal and occupational competencies and social skills that lead to realistic choices of careers and successful employment in the health care field.
- d. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
- e. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
- f. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.

### ARTICLE III ORGANIZATION

**Section 1.** AzHOSA is chartered by the Board of Directors of National HOSA to provide for state-wide coordination of the HOSA program.

**Section 2.** AzHOSA will encourage and support the establishment of HOSA chapters in Arizona schools offering health careers education programs or supporting a pre- health careers education programs.

**Section 3.** AzHOSA shall be composed of the following divisions: Secondary,

Postsecondary/Collegiate, Middle School, Alumni and Professional.

**Section 4.** The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science program or an organized career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.

**Section 5.** The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma or have or are pursuing a GED, and are enrolled in a health care related field at the undergraduate level.

**Section 6.** The Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions. A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

**Section 7.** The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

**Section 8.** The Professional Division shall be composed of persons who are associated with or participating in health science in a professional capacity. Members include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional division members shall pay affiliation fees. Professional division members may not compete in events, and, unless a members of the Board of Directors, may not vote, make motions, or hold office.

**Section 9.** Members-at-large shall be those persons otherwise qualified for membership where an active HOSA chapter has not yet been established. A member-at-large shall affiliate directly with AzHOSA, or by geographic region as determined by the AzHOSA. Members-at-large are not eligible to serve as voting delegates to the National HOSA Conference or seek national elected office.

#### **ARTICLE IV MEMBERSHIP**

**Section 1.** Membership composition. Members shall be students who are or have been enrolled in health science classes or are interested in, 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. Any member of National HOSA residing within the State of Arizona must be a member of AzHOSA.

**Section 2.** Members shall pay an annual affiliation fees as established by AzHOSA. This fee must be approved by the delegate assembly for each division. Additional affiliation fees may be assessed by the Chapter.

- a. Affiliation fees for fall semester secondary students must be received by AzHOSA on or before January 1 of the membership year.
- b. Affiliation fees for secondary students who enroll after January 1 must be received by AzHOSA on or before March 1 of that same year.

- c. Affiliation fees for postsecondary/collegiate students who enroll after January 1 must be received by AzHOSA on or before March 1 of that same year. These students will be members for the remainder of the year and concludes on December 31.

**Section 3.** Secondary and postsecondary/collegiate members who do not affiliate by the appropriate date shall be ineligible to participate in the National Competitive Events Program or seek national office.

## **ARTICLE V GOVERNANCE STRUCTURE**

**Section 1.** There shall be an AzHOSA Board of Directors and a Student Executive Council.

**Section 2.** The Board of Directors shall consist of no less than 7 or more than 15 members of the health profession. Members shall represent the regions and health career programs in the state. Members will serve for two years and may be reelected once. Members may be suggested by current members of the Board and elected to membership by the Board. The Ex-Officio

Members of the advisory board will include:

1. Arizona HOSA State Advisor
2. AzHOSA Student President
3. ADE Health Careers Education State Program Specialist
4. ADE Representative
5. AHCEA President
6. Industry Leader
7. Alumni Representative

The Board will elect its president and other officers necessary for it to function.

**Section 3.** The AzHOSA Board of Directors shall meet at least three times a year (fall, spring, summer). The time and place will be determined by the AzHOSA State Advisor and the current President of the Board.

- A. Special meetings of the Board of Directors may be called when requested by five members of the Board but not less than ten (10) days prior to the meeting.
- B. The President shall preside at meetings of the Board of Directors.
- C. The Board of Directors may conduct business by correspondence or telephone.

**Section 4.** The AzHOSA Board of Directors shall:

- A. Perform duties as specified in these Bylaws and Policies as may be adopted by the Board and in compliance with the policies of the Arizona Department of Education.

- B. Recommend to the Board President creation of such committees, standing or special, as may be deemed appropriate to meet the goals of AzHOSA.
- C. Ratify chairperson and committee members appointed by the Board President. The Board President shall be an ex-officio member of all committees appointed by the Board.
- D. Amend the Bylaws and take other actions necessary to implement the purposes of Arizona HOSA

**Section 5. Officers**

- A. The following officers will serve on the Board of Directors: President, Vice-President, Secretary, Treasurer

**Section 6. Executive Committee**

- A. The Executive Committee will be composed of the Board President and Board officers and the State Advisor
- B. Vacancies on the Executive Committee shall be filled by appointment by the Board of Directors for the remainder of the term.
- C. The Executive Committee is empowered by the Board of Directors to oversee the daily operations of the association within the policies of the Arizona Department of Education
- D. The Executive Committee has the power to take emergency action as required to meet the operational needs of the association.
- E. The Executive Committee may conduct business by telephone or email correspondence.

**ARTICLE VI  
QUALIFICATIONS AND ELECTION OF STUDENT OFFICERS**

**Section 1.** Officer candidates shall be required to pass the HOSA Information and Parliamentary Procedure Examinations. The qualifying scores of these examinations are determined by the Student Executive Council and the AzHOSA State Advisor. Candidates must be current members of HOSA in good standing.

**Section 2.** The nominating committee shall be composed of the current state officers not seeking another term, past state officers, industry leaders, and an AzHOSA Board of Directors member. This nominating committee shall interview qualified candidates and shall nominate at least one candidate for each office. Candidates may also be nominated from the floor if they have met the qualifying requirements.

**Section 3.** Candidates for each office shall submit required information to the AzHOSA prior to the State AzHOSA Conference by a date designated by the Student Executive Council This

information shall include:

- a. A nomination form with a record of HOSA offices held.
- b. A verified statement of academic performance for the current school year.
- c. A statement of support with the signature of the school principal, CTE director or dean; the signature of the local chapter advisor; and, the signature of parent or guardian if the candidate is under 18 years of age.

**Section 4.** Officers shall be elected by ballot at the AzHOSA State Conference. In the event a majority vote is not secured by any candidate, a run-off will be held between the two candidates with the most votes.

**Section 5.** The term of office shall be one year or until their successors are selected. The term of office shall begin immediately after the AzHOSA State Conference at which officers are elected. Officers may not succeed themselves and only serve two consecutive terms.

**Section 6.** In the event of a vacancy in the office of President, the State Advisor, in consultation with the state officer team, will select the replacement from the 4 Vice Presidents to finish out the term. Other vacancies in offices may be filled by appointment by the Student Executive Council from the list of nominees for that office. When no previous candidate for that office is available the Student Executive Council may select another qualified candidate.

## **ARTICLE VII STUDENT EXECUTIVE COUNCIL MEETINGS**

**Section 1.** An AzHOSA State Conference with an annual meeting shall be held each year with the time and place to be designated by the AzHOSA State Advisor but at least sixty days prior to the National HOSA Conference.

**Section 2.** Each active AzHOSA Chapter shall be entitled to two (2) voting delegates to represent their chapter at the AzHOSA State Conference Annual Meeting.

**Section 3.** The current AzHOSA State Officers shall serve as the voting delegates to the National HOSA Conference. Voting delegates shall be allowed for the Secondary and Postsecondary/Collegiate Divisions according to the current National HOSA formula: One alternate delegate should be selected for each delegate. In the case that there are more voting delegate positions than state officers, the AzHOSA State Advisor shall appoint the additional representatives. The Secretary, with the assistance of the State Advisor, shall notify National HOSA of the names of the elected delegates and alternates.

**Section 4.** A Credentials/Tellers Committee and a Rules/Arbitration Committee shall be appointed by the Student Executive Council in advance of each State Conference. Each committee shall be composed of a secondary and a postsecondary/collegiate student and a secondary and postsecondary/collegiate advisor.

**Section 5.** The Credentials/Tellers Committee shall review and approve the list of delegates compiled by AzHOSA, shall supervise registration of delegates, shall submit a report at the beginning of each meeting and just prior to the voting for officers on the number of

delegates present and shall distribute ballots and tally votes for any ballot vote.

**Section 6.** The Rules/Arbitration Committee shall, with the approval of the Student Executive Council, propose to the convention a list of rules, an order of business, and a code of conduct for the conference. The committee shall review all questions and disputes which have been prepared and submitted according to an established procedure and shall make appropriate recommendations to the Student Executive Council in a timely manner.

## **ARTICLE VIII STUDENT EXECUTIVE COUNCIL OFFICERS**

**Section 1.** The Student Executive Council shall be composed of all state officers of AzHOSA as designated in Article V, Section 1, and the State Advisor.

**Section 2.** The Student Executive Council shall meet at least two times per year. They shall meet immediately preceding the State AzHOSA Conference. Other meetings shall be held, either in person or by telephone conference call, at the call of the President or by a majority of the Student Executive Council, with the approval of the State Advisor.

**Section 3.** The Student Executive Council shall be responsible for assisting in planning and conducting the State Conference program and business sessions, as well as assisting in the annual HOSA Program of Work.

1. The Student Executive Council shall consist of the following elected officers:
  - a. President
  - b. Region 1 Vice President
  - c. Region 2 Vice President
  - d. Region 3 Vice President
  - e. Region 4 Vice President
  - f. Post-Secondary Vice President
  - g. Secretary
  - h. Historian/Reporter
  - i. Parliamentarian.
2. The Arizona HOSA Advisor shall be an ex officio member of the Student Executive Council.

**Section 4.** The four regions of Arizona HOSA will be Region 1 - Northern, Region 2 - West Valley, Region 3 - East Valley and Region 4 - Southern and divided as equally as possible by membership but keep all school districts and JTED in the same region.

**Section 5.** Duties of Student Officers:

- a. AzHOSA Student Officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.
- b. The President shall preside at the State AzHOSA Conference and all AzHOSA Student Executive Council meetings, make committee appointments (unless

- otherwise provided) and develop with the assistance of the Student Executive Council an Annual Program of Work.
- c. The Regional Vice-President shall serve AzHOSA members in their region in any capacity as directed by the President and shall assume the duties of the President in his/her absence.
  - d. The Postsecondary Vice-president shall promote the growth and development of AzHOSA within post secondary and collegiate schools. They shall serve in any other capacity as directed by the President.
  - e. The Secretary shall record the minutes of all officer meetings and file such minutes and all other records and reports with the AzHOSA office.
  - f. The Historian/Reporter shall keep records and other materials of historic importance to the Division, compile these materials into a yearbook for the state, prepare a narrative account of HOSA activities during their term of office and be responsible for publication, correspondence and public relations between the member associations. The Historian shall serve in any other capacity as directed by the President.
  - g. The Parliamentarian – the role of the parliamentarian at meetings is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

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.

## **ARTICLE X STATE ADVISOR**

**Section 1.** The AzHOSA State Advisor or the appointed representative shall be responsible for that association.

**Section 2.** Advisors to assist HOSA's growth and development may be appointed as deemed necessary.

## **ARTICLE XI**

### **Fiscal Year**

**Section 1.** The fiscal year of the Arizona HOSA shall be July 1 through June 30.

**Section 2.** The Board of Directors shall designate a bonded fiscal agent to be responsible for all accounting records for the Arizona HOSA and for the proper handling and disbursement of State Association, funds.

## **ARTICLE XII AMENDMENTS**

These Bylaws may be amended by a two thirds vote at any State AzHOSA Conference, provided the amendment has been proposed by the Student Executive Council or any Chapter. Proposed amendments must be submitted in writing at least ninety days before the State AzHOSA Conference. All proposed amendments must be submitted by the AzHOSA to the chartered Chapters at least forty-five days prior to the State Conference.

## **STANDING RULES**

### **EMBLEM AND COLORS**

**Section 1.** The emblem of HOSA is a circular design with a triangle inside containing the symbolic figure of a person and hands. The design is described and protected from infringement by trademark registration numbers as filed with the United States Patent Office. The use of this emblem will be governed through each chartered state association under policy established by the Board of Directors.

**Section 2.** The colors of HOSA are navy blue, maroon and white.

**Section 3.** The HOSA motto is “The Hands of HOSA Mold the Health of Tomorrow.”

**Section 4.** The HOSA slogan is “Health Science and HOSA: A Healthy Partnership.”

**Section 5.** The HOSA tagline is “HOSA - A student-led Association of Future Health Professionals.”

### **STATE REGIONS**

**Section 1.** The four regions of AzHOSA shall consist of the following school districts. The assignment of new school will be the responsibility of the AzHOSA State Advisor. Schools within a district will be in the same region.

#### **Region 1:**

- Ash Fork Joint Unified School District #31
- Camp Verde Unified School District
- Chinle Unified School District
- Chino Valley School District
- Colorado River Union High School District #2 (Bullhead City)
- Flagstaff Unified School District (Flagstaff)
- Ferdiona-Moccasin Unified School District
- Ganado Unified Schools (Ganado)



Grand Canyon Unified School District #4  
Heber-Overgaard USD #6 (Heber)  
Holbrook Unified School District #3  
Humboldt Unified School District (Prescott Valley)  
Joseph City School District (Joseph City)  
Kayenta Unified School District (Kayenta)  
Kingman Unified School District (Kingman)  
Lake Havasu School District #1 (Lake Havasu City)  
Mayer Unified School District (Mayer)  
Mingus Union High School District (Cottonwood)  
Nadaburg Unified School District #81 (Wittmann)  
Northern Arizona Academy (Taylor)  
Page Unified School District #8 (Page)  
Pinon Unified School District #4 (Pinon)  
Round Valley Unified District #10 (Eagar/Springerville)  
San Carlos Unified School District (San Carlos)  
Sanders Unified School District #18 (Sanders)  
Sedona-Oak Creek Unified School District (Sedona)  
Show Low Unified School District  
Snowflake Unified Schools (Snowflake)  
St. Johns Unified School District  
Tuba City Unified School District #15 (Tuba City)  
Whiteriver Unified School District  
Wickenburg School District (Wickenburg)  
Window Rock Unified School District #8 (Fort Defiance)  
Winslow Unified School District #1 (Winslow)

**Region 2:**

Agua Fria Union High School District (Avondale)  
Alhambra Elementary School District (Phoenix)  
Buckeye Union High School District #201 (Buckeye)  
Dysart Unified School District #89 (El Mirage)  
Glendale Union High School District (Glendale)  
Parker Unified School District #27 (Parker)  
Peoria Unified School District #11 (Peoria)  
Phoenix Union High School District (Phoenix)  
Saddle Mountain Unified District (Tonopah)  
Tolleson Union High School District (Tolleson)  
West MEC

**Region 3:**

Apache Junction Unified School District  
Blue Ridge Unified School District #32 (Pinetop/Lakeside)  
Cave Creek Unified School District (Cave Creek)  
Chandler Unified School District (Chandler)  
Coolidge Unified District (Coolidge)  
Deer Valley Unified School District (Phoenix)  
EVIT  
Fort Thomas Unified School District (Fort Thomas)  
Fountain Hills Unified School District #98  
Gila Institute for Technology (Thatcher)  
Gilbert Unified School District (Gilbert)  
Globe Unified School District #1 (Globe)  
Hayden-Winkelman Unified School District #41 (Winkelman)  
Higley Unified School District  
Kyrene School District #28 (Tempe)  
Mesa Public Schools (Mesa)  
Paradise Valley Unified School District #69 (Phoenix)  
Payson Unified School District #10 (Payson)  
Queen Creek Unified School District  
Ray Unified School District No. 3 (Kearny)  
Salt River Pima-Maricopa Community Schools (Scottsdale)  
Scottsdale Unified School District #48 (Scottsdale)  
Superior Unified School District (Superior)  
Tempe Union High School District (Tempe)  
Thatcher Unified School District #4 (Thatcher)

**Region 4:**

Ajo Unified School District (Ajo)  
Altar Valley Elementary District (Tucson)  
Amphitheater School District (Tucson)  
Benson Unified School District (Benson)  
Bisbee Unified School District  
Bowie Unified School District #14 (Bowie)  
Casa Grande High School District (Casa Grande)  
Catalina Foothills School District (Tucson)  
Cochise Community Development Corporation dba Berean (Sierra Vista)  
Douglas Unified Schools (Douglas)  
Florence Unified School District (Florence)  
Flowing Wells School District (Tucson)  
Indian Oasis Baboquivari Unified School District #40  
Mammoth San Manuel Unified School District (San Manuel)

Marana Unified School District (Tucson)  
Maricopa School District  
Mohawk Valley School District No. 17 (Roll)  
Nogales Unified School District  
Oracle School District #2 (Oracle)  
Pima Unified School District #6  
Pima JTED  
Safford Unified School District  
Sahuarita Unified School District #30  
Santa Cruz Valley Unified School District #35 (Rio Rico)  
Santa Cruz valley Union High school District (Eloy)  
Sierra Vista Public Schools District (Sierra Vista)  
Somerton School District (Somerton)  
Sunnyside Unified School District (Tucson)  
Tanque Verde Unified  
Tombstone Unified School District #1  
Tucson Unified School District (Tucson)  
Vail School District (Vail)  
Valley Union High School (Elfrida)  
Yuma School District #1

### **Colleges and Universities**

All post secondary schools will be listed as one of the state colleges/universities. One Post Secondary Representative will represent all the post secondary schools.

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