

**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 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 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-vocational health careers education program.

**Section 3.** AzHOSA shall be composed of the following divisions: Secondary, Postsecondary/Collegiate, 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 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 7.** 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 Professional Advisory Council, may not vote, make motions, or hold office.

**Section 8.** 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 a AzHOSA Board of Directors and a Student Executive Council.

**Section 2.** The AzHOSA Board of Directors shall consist of no less than 5 nor more than 12 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 Arizona HOSA State Advisor, the Student President and the Health Careers ADE State Supervisor shall be ex-officio members of the AzHOSA Advisory Board. The Board will elect its president and other officers necessary for it to function.

**Section 3.** The AzHOSA Advisory Board shall meet at least three times a year. The time and place will be determined by the AzHOSA State Advisor and the current President of the Board.

**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.** Meetings:

- A. The Advisory Board shall meet at least twice each year at the call of the State Advisor in consultation with the President.
- B. Special meetings of the Advisory Board may be called when requested by five members of the Board but not less than ten (10) days prior to the meeting.
- C. The President shall preside at meetings of the Advisory Board.
- D. The Advisory Board may conduct business by correspondence or telephone.

**Section 6.** Officers

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

**Section 7.** 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 Advisory Board for the remainder of the term.
- C. The Executive Committee is empowered by the Advisory Board 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 corporation.
- E. The Executive Committee may conduct business by telephone or 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 Advisory Board 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 Vice President shall take over that office. 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 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**

**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.

- A. The Student Executive Council shall consist of the following elected officers: President, Northern Secondary Vice President, Central Secondary Vice President and Southern Secondary Vice President and Northern Post Secondary Vice President, Central Post Secondary Vice President and Southern Post Secondary Vice President, Secretary and Historian/Reporter shall be elected by the voting delegates of the combined Secondary and Postsecondary/Collegiate Divisions at the State AzHOSA State Conference. The Arizona HOSA Advisor shall be an ex officio member of the Student Board of Directors.

**Section 4.** The Central Region includes the County of Maricopa, the Northern region includes the counties of Apache, Coconino, Gila, Mohave, Navajo, and Yavapai and the Southern region includes the counties of Cochise, Graham, Greenlee, La Paz, Pima, Pinal, Santa Cruz, and Yuma.

**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 Vice-Presidents shall serve AzHOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence.
- d. The Post-Secondary Vice-Presidents shall promote the growth and development within the post secondary 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.

## **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."