

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA) CONSTITUTION

ARTICLE I

The appellation of this organization shall be the HOSA Club.

ARTICLE II

HOSA is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.

ARTICLE III

Section 1 Admission is available to any current or past Health Occupations I or Health Occupation II student.

Section 2 Membership dues will be determined annually by a two-thirds majority vote of the members

Section 3 Eligible students who desire membership to the club at mid-semester shall:

- Obtain the signature of at least two bonified members of the club
- Be admitted to the club only after receiving a two-thirds majority vote
- Pay annual dues

ARTICLE IV

Section 1 The following offices shall be created and filled annually by HOSA members:

- President
- Vice-President
- Secretary
- Student Council Representative
- Treasurer
- Historian

Section 2 The responsibility of the officers shall be:

- President – presides over all meetings
- Vice-President – presides in absence of President, advises committees
- Secretary – takes the minutes at business meetings
- Student Council Representative – represents HOSA at Student Council meetings
- Treasurer – handles and records finances and financial responsibilities

- Historian – documents HOSA meetings and events through pictures, articles, posters, etc.

Section 3 Newly elected officers shall assume office at the beginning of each school year and serve until relieved

Section 4 If, for any reason, an officer must resign from his/her post, a new officer shall be selected. Candidates shall be nominated and an election of all club members shall determine the new officer

Section 5 The officers, the club advisor, and the chairmen of the committee shall compose the executive committee, which shall assume general directions of the affairs of the organization.

ORGANIZATION

- School Administrators should ensure that policies, procedures and regulations for the supervision and administration of Student Activities monies are adhered to. School Administrators, with the assistance of the District business Office, shall conduct a training session at the beginning of each school year involving all individuals who will be responsible for Student Activities functions.
- Minutes must be retained for three years on the campus for auditing purposes.
- Fundraising activities by student organizations that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited.
- **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITY FUNDS IS GROUNDS FOR DISCIPLINARY ACTION.**

CASH

- Private bank accounts are not authorized for use by any student clubs.
- Individual clubs must maintain proper records of balances:
 - For reconciliation with district records
 - For audit purposes
- Segregation of duties between cash handling and record keeping must be maintained. If duties cannot be segregated, the cash should be counted and recorded by both a student club representative and the adult sponsor.

EXPENDITURES

- Student activities monies must NOT be used to defray any District expense.
- All items must be shipped directly to the district warehouse.
- At the end of each fiscal year, all club accounts must have a positive or zero balance. It is the responsibility of the Club Sponsor and School Administrator to ensure accounts end the year with a positive cash balance. The school's Student Council, having granted permission

for the deficit is liable for the amount of money for the deficit. Clubs that did not have activity during the year must be justified to remain an active club; after the second year of inactivity, their ending balances are automatically transferred to the school's Student Council account.

RECONCILIATION

- The club treasure should obtain club balances and reconcile the club account. This reconciliation must be done on a monthly basis.

CASH RECEIPTS

- District policies must be strictly adhered to. Please review procedures for cash handling and Cash Collection Reports for Student Activities or Cash Collection for Auxiliary Accounts. If you have questions, do not proceed until they have been answered by the Principals secretary, Sandi Cumnard.