



BYLAWS
of the
Camille Casteel High School Chapter
of
AzHOSA Biomedical



Updated 07/2022

Article I: Name

The name of the organization shall be the Camille Casteel High HOSA Biomedical Chapter of the Arizona Health Occupations Students of America. The acronym, CCHS-HOSA Biomed may be used to designate the organization.

Article 2: Purpose

The purposes of the Camille Casteel High School chapter of AzHOSA, 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 AzHosa, Inc.
- B. Members shall be students who are or have been enrolled in or have an interest in a health science/careers education program during the current school year, and persons associated with, participating in, or supporting health careers education in a professional capacity.
- 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 AzHOSA, Inc.
- F. Required to be present and an active participant at a minimum of at least 2/3 of chapter functions.

Section 2: Types of Membership

- A. **Active Division:** shall be students enrolled in or have an interest in health science/careers program/course at the 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 a local, regional, state, and national AzHOSA activities and any designated events.

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

B. **Associate Division:** shall be a member associated with or participating in the professional development of AzHOSA, 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 AzHOSA.

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

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

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

Article IV- 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 \$25.00 per year, of which \$10 is for the National HOSA dues, \$15.00 shall be for AzHOSA dues.
- C. Professional membership dues shall be a discretion of current council.

Section 2- Finances

- A. The fiscal year of the AzHOSA chapter shall be September 1st through August 31st.
- B. A financial audit shall be made and reported at the annual chapter meeting.

Article V- Officers, Elections and Duties

Section 1- Officers

- A. The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, and Reporter/Historian.
- B. Vacancies on the officer team shall be filled by executive council.

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. Develops meeting agenda with assistance of Executive Council.
3. Presides over and conducts meetings according to accepted parliamentary procedure.
4. Calls special meetings.
5. Appoints committees and serves as ex-officio member of each committee.
6. Represents the chapter and organization at special functions.
7. Coordinates organization efforts by maintaining communications.
8. Keeps organization work moving in a satisfactory manner.
9. Displays enthusiasm and a good attitude and project a good image.

B. Vice-President

1. Assists the President.
2. Oversees all committees.
3. Presides at meetings in the absence of the President.
4. Is prepared to assume duties and responsibilities of the President, in case of an emergency.

C. Secretary

1. Is recording officer of the chapter.
2. Keeps minutes of meetings.
3. Keeps and responds to all official chapter correspondence.
4. Sends and posts meeting notices.
5. Counts and records rising votes.
6. Keeps permanent records.
7. Cooperates with the treasurer in keeping an accurate membership roll and issues membership cards to current members.
8. Presides 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) Lists of committees and committee reports
 - c) Copies of local and state Bylaws
 - d) Copy of the official HOSA handbook
 - e) Copy of master calendar of events

D. Treasurer

1. Assists with deposits and disbursements of the chapter funds.
2. Collects dues and assists with state and national dues.
3. Assists in preparing an annual budget of estimated receipts and expenses.
4. Assists with the financial records.
5. Devises appropriate ways and means of financing activities.
6. Cooperates with the secretary in keeping accurate membership roll.
7. Assists in the preparation of financial statements and reports.
8. Reports financial information at meetings.
9. Assists with annual audit.

E. Reporter/Historian

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

Article VI- 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 that may adopt.

Article VII- Meetings

Section 1 - General Meetings

- A. General meetings for the Camille Casteel High HOSA chapter shall be held on a regular basis according to the agenda. However, no restrictions are set on meeting days.

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 desired committees with the permission of the chapter advisor, president, and vice-president.

Section 4 - Quorum

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

Article VIII-Committees

Section 1 - Standing Committees

- A. The Standing Committees of Camille Casteel HOSA shall consist of the following and which will be defined by the executive council.
 1. Fundraising
 2. Community Service/Professional Development
 3. Membership
 4. Hosa Activities

- B. Special committees (ad hoc) may be established as needed with 1/3 signatures consisting of members present at the meeting and in addition with the approval of the president. A failure to receive a signature from the president, the vice-president and treasurer may sign to establish.

Section 2 - Committee Meetings

- A. Committee meetings shall be called at the discretion of each committee chairperson. Minutes to be submitted to executive council for approval. The next general meeting the committee chairperson shall present.

Article IX-Emblem, Colors and Motto

Section 1 – Emblem

- A. The official chapter emblem shall be the emblem of the National HOSA organization. Subject to change by executive council.
- 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.
 - Navy Blue: Loyalty to the healthcare profession
 - Medical White: Purity of Purpose
 - Maroon: Compassion of HOSA Members

Section 3 – Motto

- A. The official HOSA motto is “The Hands of HOSA Mold the Health of Tomorrow”.

Article X- Bylaws

Section 1 – Adoption and Amendment of the Bylaws

- A. These Bylaws and amendments shall be adopted by a 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 XI- Dissolution

Section 1 - Dissolution

- A. Upon the final dissolution of the Camille Casteel High School 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.