

Belmont HOSA Bylaws

HOSA - Future Health Professionals

Belmont University

2022

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Essential Components

I. Title Page

II. Name of Organization and Mission

III. Anti- Hazing Policy – Must include the exact statement below

IV. Non- Discrimination Policy – must include the exact statement below

V. Membership

VI. Executive Board

a. Must include President, Registration Chair (EMS Contact) and Treasurer

VII. General Body

VIII. Voting

IX. Meetings

X. Elections of Officers / Terms of Office

XI. Removal of Executive Board/ Members

XII. Amendments

Article I – Name of Organization and Mission

Section 1

1. This organization shall be known as HOSA - Future Health Professionals, herein referred to as HOSA
2. The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of [HOSA Bylaws](#).

Section 2

1. The purpose and mission of HOSA - Future Health Professionals is to further the sense of community at Belmont University by:
 - a. Providing co-curricular programming to support an educationally and socially diverse experience for students
 - b. Developing opportunities to engage in unique events that allow students at Belmont to enhance their sense of belonging
 - c. creating a space for students who enjoy participating in competitions and community activities.

Article II – Membership

Section 1

1. Eligibility: All students, who attend Belmont University, and who are in good standing with Belmont University are eligible for membership within HOSA - Future Health Professionals organization and are able to hold office.

- a. Good standing shall refer to a student with a cumulative grade point average of

2.0 on a 4.0 scale and not on academic or judicial probation with the institution.

2. Dues: Dues shall be \$20 per year. (\$10 Nationals Dues + \$4 State Dues)

Section 2

3. Non- Discrimination Policy– Must include the exact statement below a. HOSA - Future Health Professionals shall not discriminate on the basis of race, color, ethnicity, religion, national origin, sex, gender identity, gender expression, age, ability, political affiliation, veteran status, socioeconomic status, or sexual orientation.

Section 3

1. Anti- Hazing Policy – Must include the exact statements below: a. Belmont University is committed to the values of individual worth, personal integrity, critical thinking, self-control, community responsibility, and providing an atmosphere that nurtures the individual’s self-esteem and growth.

b. Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate),

c. Hazing or any other activity that is an affront to the dignity and self-respect of any person will not be engaged in by HOSA - Future Health Professionals.

Article III - Executive Board

Section 1

1. Executive Board: The executive board of HOSA - Future Health Professionals shall be governed by a President, Vice President, Secretary (Event Services Contact), Treasurer, and Reporter/Historian.

a. No executive board member may hold more than one position within the organization

- b.** Officers must be Belmont students.
- 2. **Election** – The officers shall be elected by secret ballot (even when only one candidate is running) at the last meeting of the spring semester by a majority of the vote cast for that office.
- 3. **Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.
- 4. **Vacancy** – If a vacancy occurs in the office of the President, the Vice-President shall assume the office for the remainder of the term. In the case of vacancies in any other position, the executive board and advisor may work together to appoint a position.
- 5. **General Members:** General members may be added at any time during the academic year.

Section 2

- 1. **President:** The Duties of the President are to:
 - a.** Preside over meetings
 - b.** Create agendas for the executive board and general assembly meetings
 - c.** Meet with advisor regularly
 - d.** Act as spokesperson for HOSA - Future Health Professionals
 - e.** Vote only in case of a tie
- 2. **Vice President:** The Duties of the Vice President are to:
 - a.** Preside in the absence of the President
 - b.** Serve as the Chairperson of the applicable committees
- 3. **Secretary:** The Duties of the Secretary (Event Services Contact) are to:
 - a.** Attend and maintain a record of all meetings unless expressed in writing and approved by organization President and Advisor
 - b.** Issue notices of meetings and conduct the general correspondence of the club
 - c.** Input all events into Bruinlink
 - d.** Maintain a current roster of HOSA membership in Bruinlink

- e. Maintain photos from events and post to BruinLink
- f. Record all meeting notes and attendance at meetings and events
- g. Serve as primary contact to Event Services, Facility Management Services, and Security when applicable

4. **Treasurer:** The Duties of the treasurer are to:

- a. Attend all meetings unless expressed in writing and approved by organization President and Advisor
- b. Read and maintain knowledge of the Treasurer Guide located in Bruinlink
- c. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- d. Keep an itemized account of all receipts and expenditures and make reports as directed

5. **Reporter/Historian:** The Duties of the reporter/historian are to:

- a. Attend all meetings unless expressed in writing and approved by organization President and Advisor
- b. Serve as the social media manager

Article IV - General Body

Section 1

1. **General Body:** The general body shall be the main voting body of the organization.

Article V – Advisor

Section 1

1. **Selection:** there shall be a faculty/staff advisor who shall be selected each year by the membership.
2. **Section B: Duties** – The responsibilities of the faculty/staff advisor shall be to:
 - a. Maintain an awareness of the activities and programs sponsored by the student club.
 - b. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long-range plans, goals, and problems of the club.
 - c. Attend regular meetings, executive board meetings as often as the schedule allows.
 - d. Assist in the orientation of new officers.
 - e. Explain and clarify campus policy and procedures that apply to the club.
 - f. Maintain contact with the Office of Student Engagement.
 - g. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
 - h. Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
 - i. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

Article VI – Meetings

Section 1

1. **Regular Meetings:** Meetings will be held [weekly/biweekly/monthly/etc.] with an advisor present unless otherwise approved.
2. **Special Meetings:** Special meetings may be called by the President with the approval of the Executive Committee.
3. **Parliamentary Authority:** Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article VII – Voting

Section 1

1. **Voting Matters:** Any matter that requires the support of HOSA shall go before the general body for voting including
 - a. Financial requests
 - b. Advertising requests
 - c. Collaboration opportunities
2. **Quorum:** A quorum shall consist of two-thirds (2/3) of the membership.
3. **Voting Options:** Voting shall be cast with the following options:
 - a. Yes
 - b. No
 - c. Abstain – utilized if a voting member feels that cannot make an informed decision or may have something to gain personally from casting their vote.
 - d. No Confidence – utilized if a voting member does not feel that any option will be beneficial.

Article VIII - Removal of Executive Board/ Members

Section 1

1. **Violations:** Should a member of HOSA - Future Health Professionals be found responsible for any policy violation with the Honor Court or Office of Community Accountability or their assigned designee, the member will be immediately removed from HOSA - Future Health Professionals for at least two academic semesters. A review of membership will be completed following the two-term suspension to assess potential reinstatement into the organization.

2. **Removal:** Should an executive board member not fulfill their assigned duties, they may be removed from the organization at the discretion of the organization's President and Advisor or the Office of Student Engagement.

a. Any requests for removal of an executive board member must be submitted in writing to the organization President

b. If the organization President is the officer in question, the written removal request must be presented to the Advisor.

c. The members of the executive board vote to remove members, if the request for removal is valid, barring extenuating circumstances wherein a decision is made based on information provided to the organization Advisor that may not be disclosed to students within the organization.

Article IX – Amendments

Section 1

1. **Selection:** These bylaws may be amended by a two-thirds (2/3) majority vote of the organization's membership.

2. **Notice:** All members shall receive advance notice of the proposed amendment at least five days before the meeting. [**The time may be extended to the following meeting.**]

Article X – Contact Update and Registration Renewal

Section 1

1. **Contact Updates:** The organization will complete the contact update form for the Office of Student Engagement annually at the end of each fall semester for the following spring semester.
2. **Renewal:** The organization will apply to the Office of Student Engagement for renewal of recognition on an annual basis at the end of the spring semester for the following academic year.