

**CONSTITUTION
OREGON ASSOCIATION OF HOSA
Adopted May, 2002**

ARTICLE 1. NAME

The official name of this organization shall be Oregon Association of Health Occupations Students of America (Oregon Association of HOSA).

ARTICLE 2. PURPOSE

This association is an organization of local, school-based chapters whose members are or have been enrolled in health occupations education programs conducted by schools in Oregon.

The purpose of the association is to serve the needs of the members in the following ways:

- A. To assist local chapters in the growth and development of the Oregon Association of HOSA.
- B. 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.
- C. Provide opportunities for developing personal and occupational competencies and professional workplace skills that lead to realistic choices of careers and successful employment in the health care field.
- D. Develop competent student leadership in health occupations education programs.
- E. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
- F. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.

ARTICLE 3. ORGANIZATION

Section 1. Oregon Association of HOSA is an organization of local chartered chapters, each operating in accordance with the charter granted by the National Association of HOSA in the constitution as directed.

Section 2. Each local chartered student chapter of Oregon Association of HOSA shall be responsible for all operational activities within its local student organization.

Section 3. The administration of all Oregon Association of HOSA interests shall be vested in the Board of Directors.

Section 4. Oregon Association of HOSA is affiliated with and chartered by the Board of Directors of the national organization HOSA, Inc.

ARTICLE 4. MEMBERSHIP

- Section 1. Oregon Association of HOSA shall be composed of students who are or have been enrolled in health occupations education programs and persons associated with, participating in, or supporting health occupations education in a professional capacity.
- Section 2. The members of Oregon Association of HOSA shall be those members of local chartered student chapters. Each student chapter will consist of individual members as described in the bylaws.
- Section 3. A local student organization may be chartered as a member of the Oregon Association of HOSA upon approval of the Board of Directors.

ARTICLE 5. VOTING

- Section 1. Member chapters shall exercise their voting privilege through voting delegates at an annual meeting. The number of voting delegates shall be determined as described in the bylaws. Voting delegates shall be entitled to an individual vote, as described in the bylaws.

ARTICLE 6. MEETINGS

- Section 1. An Oregon Association of HOSA Conference may be held each year with the place and time to be designated by the Board of Directors. Chartered student chapters shall be notified no less than ninety (90) days prior to such meetings.
- Section 2. Parliamentary procedure for all meetings of Oregon Association of HOSA shall be governed by Robert's Rules of Order, Newly Revised.
- Section 3. The Executive Council shall be empowered to call special meetings.

ARTICLE 7. ELECTED STATE OFFICERS AND EXECUTIVE COUNCIL

- Section 1. The elected state officers of the Oregon Association of HOSA shall be the President, President-Elect, Regional Vice-Presidents, Secretary, Reporter/Historian, and Collegiate Representative.
- Section 2. Elected state officers shall make themselves available as necessary in promoting the general welfare of the Oregon Association of HOSA.
- Section 3. President. The President shall preside at all meetings of this organization; make committee appointments including the designation of committee chairpersons; develop with the assistance of the Executive Council and Board of Directors an annual program of work; represent the state officers at Board of Director meetings; serve on the Executive Council.

Section 4. President-Elect. The President-Elect will serve Oregon Association of HOSA in any capacity directed by the President and shall assume the duties of the President in his/her absence. The President-Elect will serve on the Executive Council. The President-Elect shall succeed the President at the end of each term of office.

The President Elect shall serve on the Board of Directors as a non-voting member.

Section 5. Regional Vice-Presidents. The Regional Vice-President will communicate with the state association on regional and local chapter activities and act as a liaison between state association and chapters within each region. She/he will aid local chapters in developing their programs of work; actively recruit health occupations students, HOSA members and new chapters; solicit state officer candidates from the region(s); and promote HOSA to the businesses and industries within the region(s). The Regional Vice-President must live in the region he/she represents.

The Executive Council and Board of Directors may decide how many Regional Vice-Presidents are needed to adequately represent the state, up to a maximum of seven, as determined at the annual State Leadership Conference.

Section 6. Secretary. The Secretary will keep a permanent record of all state officer meetings, annual business meetings, and Board of Director meetings, and distribute minutes as appropriate. She/he will assist with communications, help in planning state meetings, and assist the President with the year-end report. The Secretary will serve on the Executive Council and Board of Directors.

Section 7. Reporter/Historian. The Reporter/Historian will prepare news releases and distribute them to the local media; serve as liaison officer for receiving, editing, and exchanging news items with other HOSA student publications; design and edit the Oregon Association of HOSA newsletter; be responsible for HOSA scrapbooks and videos and have them on display at the annual conference; prepare an annual narrative account of the year's activity to be presented verbally at the annual conference. The Reporter/Historian shall serve on the Executive Council.

Section 8. Collegiate Representative. The Collegiate Representative will serve as a liaison between the state association and post-secondary/collegiate health occupations education programs and chapters. She/he will aid in post-secondary/collegiate chapter development, including help in developing their programs of work and active recruitment of health occupations education students. The Collegiate Representative will serve on the Executive Council.

Section 9. Executive Council. The Executive Council shall be composed of the following individuals:

- a. state officers designated in Article 7, Section 1 of this Constitution,
- b. the State Advisor, who is the Oregon Department of Education Health Occupations Education Specialist, or his/her designee,
- c. the Oregon Association of HOSA Executive Director, or his/her designee.

The Executive Council shall meet at least three (3) times a year. Other meetings shall be held either in person or by telephone or electronic media conference at the request of the state President or by a majority of the Executive Council.

The Executive Council shall be responsible for assisting in planning and conducting the annual state conference program and business sessions, as well as developing an Oregon Association of HOSA program of work.

ARTICLE 8. ELECTION OF OFFICERS

Section 1. Candidates for state office must be members of the Oregon Association of HOSA as defined in Article 4 (Membership) of the Constitution.

Section 2. All officers shall be elected at the annual state conference. Their term of office shall begin following installation at the state conference and conclude when the new slate of officers takes office the following year.

Each outgoing officer will assist in the orientation and mentorship of the newly elected officers for the upcoming year.

Section 3. A list of qualified officer candidates shall be submitted by a screening committee to the Executive Council at least one week prior to the annual state conference.

Section 4. In the event of a vacancy in the State President's position, it shall be filled by appointment by the state Executive Council, with Board of Director approval. Consideration shall be given to runners-up in each elective office.

All vacancies are to be filled in a reasonable and timely manner.

ARTICLE 9. BOARD OF DIRECTORS

Section 1. The Board of Directors shall be comprised of a minimum of 10 and a maximum of 16 individuals, as described in the bylaws.

Section 2. The Board will hold a minimum of three (3) meetings per year. The Executive Director or Chairperson of the Board shall be empowered to call additional meetings. Any Board member may request additional meetings by coordinating the request through the Chairperson and/or Executive Director.

Section 3. The Board of Directors shall have full power over the affairs of the state Association between business meetings; fix the hour and place of meetings; make recommendations to the organization; and shall perform such other duties as are specified by the Constitution. The Board of Directors shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

ARTICLE 10. OREGON ASSOCIATION OF HOSA EXECUTIVE DIRECTOR

- Section 1. The role and responsibilities of the Executive Director shall include the following:
- a. Serve on the Executive Council and Board of Directors
 - b. Plan and coordinate statewide programs and activities
 - c. Develop and manage annual operating budget
 - d. Plan and coordinate leadership training activities for State Officers
 - e. Assist State Officers in developing and implementing a Program of Work
 - f. Provide technical support services and teacher training opportunities to local education agencies
 - g. Establish and maintain partnerships with business and professional organizations
 - h. Serve as a liaison for local, state and national HOSA organizations
 - i. Facilitate participation in the National Leadership Conference

ARTICLE 11. ADVISORS

- Section 1. A health occupations education instructor shall serve as advisor for each local chapter of HOSA. The advisor shall be responsible for oversight of chapter activities and programs.
- Section 2. Task forces of advisors to assist the Oregon Association of HOSA may be appointed as deemed necessary by the Board of Directors.

ARTICLE 12. FINANCES

- Section 1. Local chartered student chapters shall be responsible for obtaining chartered dues, according to the amount of dues set by the Board of Directors.
- Section 2. The State Advisor or designee shall manage all finances, and will furnish a financial report at each annual conference, as described in the Constitution.
- Section 3. The State Advisor shall act as business manager of the Oregon Association of HOSA. Oversight of financial services will be provided by the HOSA Executive Director and the State Advisor. These individuals will obtain information for financial reports, and prepare budgets and financial reports for association and state officer activities.

ARTICLE 13. AMENDMENTS

- Section 1. This Constitution may be amended by a two thirds majority of all voting delegates, provided the amendment has been proposed by a local chapter, the Executive Council, or the Board of Directors. Proposed amendments must be submitted in writing to the Executive Council at least thirty (30) days prior to a state business meeting.
- Section 2: All local chapters must be notified at least thirty (30) days prior to the state business meeting, of proposed amendment changes.

ARTICLE 14. DISCIPLINARY ACTION, INCLUDING STATE OFFICER REMOVAL FROM OFFICE

- Section 1. Any member of the Oregon Association of HOSA seeking the removal of a state officer shall present a written statement to the Executive Council documenting evidence of failure to carry out the duties of the office.
- Section 2. The officer shall be notified in advance by the Executive Council or State Advisor of the proposal to remove him/her from office, and of the reasons for the proposed action.
- Section 3. The officer in question may present his/her defense, if desired, to the Executive Council before a vote is taken.
- Section 4. The Executive Council shall notify the officer and the Board of Directors, in writing, of the action taken. The Board may approve or deny the decision and redirect the Executive Council. The officer is then notified of the decision.
- Section 5. The officer may appeal the decision of the Executive Council to the Board of Directors. The State Advisor will serve as the final arbiter and the decision of the State Advisor will be final.