

# HOSA Future Health Professionals at Indiana University

## Constitution

### **Title:**

The official appellation of this organization shall be recognized as “HOSA Future Health Professionals at Indiana University”. Elsewhere in this constitution, it may be referred to as “the HOSA chapter at IU”.

### **Mission:**

The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill, and leadership development of all health science education students. Therefore, helping the students meet the needs of the healthcare community.

### **Purpose:**

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition; which are an integral part of the Health Science Education instructional program.

### **Article 1 – Membership and Registration:**

#### Section 1 – Nondiscrimination Policy

According to the Equal Opportunity/Affirmative Action Policy of Indiana University, HOSA Future Health Professionals likewise partakes in the following nondiscriminatory policy for all persons who wish to affiliate with this organization:

Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

#### Section 2 – University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

**Anti-hazing policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

**Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

All student organizations are expected to comply with all Indiana University policies and regulations, including the Student Code of Conduct. A complete copy of the Student Code of Conduct is available online at <http://www.iu.edu/~code>. For more information about University Policies, visit <http://policies.iu.edu/policies/categories/index.shtml>.

### Section 3 – Membership Eligibility

Membership shall be granted to any person that has submitted an application and paid dues specified under Article 1, section 4. In order to maintain membership, members must complete all selected assignments. Membership is only available to Indiana University Bloomington students and is not limited only to pre-health majors or interest students.

### Section 4 – Membership Dues

The HOSA chapter at IU will act as a nonprofit organization; all proceeds and assets shall be reserved for the sole purpose of the educational activities for existing members.

Membership dues for HOSA at IU is determined by the executive board each year, which is inclusive of national and state affiliation fees, and is due before the deadline determined by the current Executive Board.

### Section 5 - Membership Status

**Active Members:** Must attend at least two community service and two fundraising events and the majority of body meetings, along with their dues being paid before the deadline (unless legitimate reasons such as religious, health, family, class, exams, etc.).

**Inactive Members:** Members who fail to meet the requirements set in the active membership clause will not be funded for the state and national competitions. Inactive members do not have the privileges to vote in officer elections or any other votes that take place.

### Section 6- Removal of Membership

An individual will lose membership status if found violating code of conduct established by Indiana University and or national/state HOSA.

Upon removal from HOSA chapter at IU, the individual will be denied affiliation to all HOSA chapter at IU events and service on campus as well as state and national competitions.

## Article 2 – Establishment of an Executive Board:

### Section 1 – List of Officers and Term Limits

All positions of the HOSA chapter at IU Executive Board shall be valid for a tenure of one academic year (two consecutive semesters) effective Fall 2019. Executive Board members are ineligible to hold the same executive positions after one academic year. Executive Board members are not eligible to be re-elected into the same position.

The Executive Board shall consist of the following officers:

1. President
2. Vice President
3. Executive Director of Public Relations
4. Executive Director of Finance
5. Executive Director of Operations
6. Executive Director of Fundraising and Community Service

### Section 2 – Duties and Responsibilities

1. President

The duties assumed by the President of the HOSA chapter at IU include:

- a. Being the chapter representative on a national, state, and local level.
- b. Being the liaison of the HOSA chapter at IU to other organizations.
- c. Approving all operational, financial, and other actions taken by the Executive Board.
- d. Running all chapter meetings and calling any emergency meetings when necessary.
- e. Maintaining good standing with Student Life and Learning (SLL) and reporting any major issues faced to the national and state boards along with the appropriate authorities.

## 2. Executive Director of Public Relations

The duties assumed by the Executive Director of Public Relations of the HOSA chapter at IU include:

- a. Serving as the liaison between the Executive Board and the active members.
- b. Promoting the chapter's events and activities across the campus.
- c. Maintaining an active BeInvolved page, website (if applicable), and various other social media outlets for the chapter.
- d. Maintaining a complete and updated record which includes relevant information of HOSA Future Health Professionals; updated contact information of the Executive Board and general body; judicial policy and procedures; University's Policies and Code of Conduct; as well as any documentation or correspondence produced as a result of judicial procedures.

## 3. Executive Director of Finance

The duties assumed by the Executive Director of Finance of the HOSA chapter at IU include:

- a. Serving as the treasurer of the chapter.
- b. Working in conjunction with the Executive Director of Operations to determine event venues and costs.
- c. Providing expenditure estimates and reports to the entire Executive Board.
- d. Being responsible for all financial matters such as payments, settlements, deposits, withdrawals, clearances etc.
- e. Collecting membership dues.
- f. Maintain the Student Organization Account

## 4. Executive Director of Operations

The duties assumed by the Executive Director of Operations of the HOSA chapter at IU include:

- a. Being responsible for the venue reservation of all chapter events.
- b. Communicating with all vendors with whom business is conducted with.
- c. Arranging necessary supplies for events as necessary.

## 5. Executive Director of Fundraising and Community Service

The duties assumed by the Executive Director of Fundraising & Community Service of the HOSA chapter at IU include:

- a. Being responsible for the accumulation of funds necessary for the chapter in conjunction with the fundraising committee.
- b. Working in conjunction with the Executive Director of Finance to determine financial needs.

## 6. Executive Director of Coordinator Relations

The duties assumed by the Executive Director of Coordinator Relations of the HOSA chapter at IU include:

- a. Serving as the designated committees' leader.
- b. Serving as the liaison between the event coordinators and the Executive Board.
- c. Ensuring adequate progress of all projects and activities being conducted by members participating in local, state, or national conferences.

All members who wish to hold a committee or coordinator position are required to apply and be interviewed by the Executive Board.

1. Health Science events coordinator
2. Health Professions events coordinator
3. Emergency Preparedness events coordinator
4. Leadership events coordinator
5. Teamwork events coordinator
6. Fundraising and Community Service committee

### **Article 3 – Impeachment and removal from office**

#### **Section 1 – Impeachment**

If a member of the Executive Board is not fulfilling their duties and responsibilities, they can be impeached by a four-fifths majority vote of the Executive Board.

If the standing president is impeached or unable to do his or her duties due to legitimate circumstances regarding family, health, and academics, etc. elections will be held with the Executive Board to determine the new candidate to fill this position.

#### **Section 2 – Vacant positions**

In the event of a position becoming vacant due to a resignation in the Executive Board, an eligible member will be appointed by the Executive Board in a four-fifths majority vote to complete the remaining term of that position.

#### **Section 3 – Resignation from Executive Board**

If an officer no longer wishes to serve in the Executive Board, they must provide appropriate reasoning for withdrawing their position from office. An officer may resign from the Executive Board if they feel that their involvement impacts their academics, health, and/or any other important aspect of their life. A written, signed resignation letter must be submitted to the Executive Board fourteen days prior to their final day as an officer. Until the completion of fourteen days, all responsibilities must be carried out by this officer as usual.

#### **Section 4 – Resignation as Committee Member**

If a committee member no longer wishes to serve in their position, they must provide appropriate reasoning for withdrawing their position from office. A committee member may resign from the board of committees if they feel that their involvement impacts their academics, health, and/or any other important aspect of their life. A written, signed resignation letter must be submitted to the Executive Director of Committee Relations fourteen days prior to their final day as a committee leader. Until the completion of fourteen days, all responsibilities must be carried out by this leader as usual. Any person resigning from the Fundraising and Community Service committee must submit their resignation to the Executive Director of Fundraising and Community Services.

### **Article 4 – Elections**

#### **Section 1 – Executive Board Positions**

All active members are eligible to apply for this position as long as they fulfill the requirement of a 3.0 cumulative GPA. Elections are held at the end of the year for Executive Board. Newly elected officers will take office at the beginning of the following school year.

A final count of no more than ten candidates must be shortlisted by the Executive Board. All shortlisted candidates must appear for an interview with the entire Executive Board. The shortlisted members selected by the Executive Board are voted upon by all active members to determine the position holder.

### **Article 5 – Constitutional Amendments**

Amendments shall be made to the constitution if five-sixths of all Executive Board members ratify an amendment. All amendments shall go into effect the following day by noon (1200 hours).

#### Article 6 – University Advisor

The advisor will be permitted to attend any and all meetings. The advisor will serve as a counselor to the officers on plans and operations as well as offer information and general guidance. The advisor must ensure the organization is following all guidelines and requirements set by HOSA Future Health Professionals at Indiana University.