

ARTICLE I. NAME

The official name of this organization shall be TAHOSA. The acronym, TAHOSA, may be officially used to designate the organization.

ARTICLE II. PURPOSE

The primary purpose of TAHOSA is to serve the needs of its members in the following ways:

- A. Foster programs and activities which will develop:
 - 1. Physical, mental, and social well-being of an individual
 - 2. Leadership, character, and citizenship
 - 3. Ethical practices and respect for the dignity of work
- B. Foster self-actualization of each member which will contribute to meeting the individual's psychological, social, and economic needs.
- C. Build the confidence of students in themselves and their work by learning to assume responsibilities and by developing personal and occupational competencies and social skills which lead to realistic choices of careers and successful employment in the field of health.
- D. Promote inter-organizational relationships with professional groups, business and industry and other student organizations
- E. Recognize individual achievement in scholarship, occupational skills, or services rendered by providing awards.
- F. Promote involvement in current health care issues, environmental concerns, and survival needs of the community, the nation, and the world.
- G. Promote the establishment of local chapters and encourage local chapters to affiliate with TAHOSA.

ARTICLE III. ORGANIZATION

Section 1.

The Tennessee Association Health Occupations Students of America is an organization of chartered HOSA chapters. TAHOSA is composed of chapters organized in local schools which offer Health Science Education programs which operate in accordance with the granted charter under the auspices of the Tennessee State Board for CTE Education, Health Occupations Education.

Section 2.

A chapter charter may be issued to a local Health Science Education program for affiliation with TAHOSA when the following requirements have been met:

- A. A minimum of five (5) paid members and an advisor
- B. Chapter officers have been elected by the membership
- C. A local constitution and/or by-laws have been adopted which are not in conflict with state or national constitution and/or by-laws.
- D. There are provisions for amending the constitution and/or by-laws
- E. Members, except inactive, alumni and honorary members will pay local, state, and national monetary assessments annually.
- F. Planned activities are in harmony with the ideals and purposes of HOSA.
- G. Application has been made using the official form.

Section 3. CHARTER

- A. A charter shall be issued to a local chapter for affiliation with TAHOSA by the Health Occupations Education State Official upon receipt of:
 - 1. A properly executed Official State Application for a local chapter which establishes eligibility as specified in Section 2 of this Article.
 - 2. Agreement to annual assessment of the membership as specified in Section 2 of this Article.
 - 3. A copy of the local chapter constitution and/or by-laws with the agreement not to conflict with state or national HOSA constitution and/or by-laws.
 - 4. Payment of charter fee of twenty-five (\$25) dollars.
- B. Each chartered chapter of TAHOSA shall be responsible for local operational activities.
- C. A local chapter of TAHOSA shall be considered in good standing when the following conditions are met:
 - 1. All required monetary assessments have been submitted by check made payable to: TAHOSA and mailed to: Department of Education;

4th Floor, Gateway Plaza; 710 James Robertson Parkway; Nashville, Tennessee 37243-0383.

2. All proposed changes in the constitution and/or by-laws have been approved by the Health Occupations State Official and State Officers.
3. All current activities are in harmony with the ideal and purposes of HOSA.

Section 4.

Each chartered chapter may elect two (2) delegates who shall be considered voting delegates at the State Conference.

Section 5.

An alumni chapter may be issued by TAHOSA to any Alumni Association with five (5) or more members when the requirements set forth in Sections 2 and 3 of this Article have been met.

Section 6. DIVISIONS

- A. Divisions may be established according to the classification of membership as set forth in Article 4 when such time a membership category shall reach five (5) percent of the total membership. The purposes for forming a separate division shall be to promote communication and to provide stronger leadership development.
- B. At such time that these members organize, by-laws for the Division shall be developed. These Divisions shall be affiliated with and under the authority of TAHOSA.
- C. Each organized Division shall be responsible for all its operational activities and shall be compliance with A and B of this section.
- D. Action taken by a division shall in no way conflict with State or National HOSA Chapter and by-laws.
- E. Divisional meeting shall be held at the same place and time as the state conference.
- F. Each organized Division, as qualified according to State and National constitution and/or by-laws, shall select voting delegates.

ARTICLE IV. MEMBERSHIP

Section 1.

Membership in TAHOSA shall be the individual members of its chartered local chapters and members shall hold the same membership status as they hold in their local chapter.

Section 2.

Members shall be students who are or have been enrolled in either an organized pre-vocational, secondary, or postsecondary Health Science Education program, or persons associated with or participating in CTE Health Occupations Education in a professional capacity; and, others willing to contribute to the growth and development of TAHOSA.

Section 3.

TAHOSA and each local chartered chapter shall be open for membership regardless of sex, race, color, or national origin.

Section 4.

Classes of membership which will be recognized by TAHOSA are;

- A. Active members (Active membership will be made up of paid members from each health science class).
 1. Students actively enrolled in either an organized pre-vocational, secondary, or postsecondary Health Science Education program and pay the monetary assessment annually as established by the local, state, and national organization.
 2. Eligible to hold state or national office, and, if chosen, serve as voting delegates.
 3. Eligible to compete in regional, state, and national competitive events for student awards.
 4. Eligible to participate in official business, club activities, and social events.
 5. If elected to a national office, the student will be able to extend their membership for the designated term of office.

B. Inactive members are:

1. Those students enrolled in either an organized pre-vocational, secondary, or adult Health Occupations Education program that do not pay annual assessments as established by the local, state, and national organizations.
2. Ineligible to serve as state or national officers or serve as voting delegates.
3. Ineligible to compete in regional and state competitive events for student awards.
4. Eligible to participate in official business, however, they will not have voting power.
5. Eligible to participate in social events and club activities.

C. Professional:

1. Health professionals and other adults who wish to assist and support TAHOSA program of activities. Such members may include: teacher coordinators, teacher educators, Health Occupations Education Supervisors, employers and/or sponsors of training stations, and others willing to contribute to the growth and development of HOSA
2. Shall pay annual monetary assessments as established by the state and national organization.
3. Shall be ineligible to hold student offices, serve as voting delegates, have voting power, or compete in regional, state, or national competitive events for student awards.

D. Alumni Members:

1. Former active members of local chapters who have legitimately separated from a Health Occupations Education program in good standing with their chapter, and who have paid local, state, and national assessments may maintain their membership status.
2. Have all rights and privileges except the right to vote, hold office, or compete for student awards in regional or state competitive events.

E. Honorary Members:

1. An Honorary Life Membership may be extended to persons who have contributed significantly to the development of TAHOSA and/or have rendered outstanding service to the organization. The names of the individuals to be considered shall be submitted to the Health Occupations Education state official and state officers for approval.
2. Honorary members shall be exempt from assessments.

F. Middle School Members (Paid members at the sixth, seventh and/or eight grades)

1. Students actively enrolled in an organized pre-vocational, career exploration or science course at the middle school and pay the monetary assessment annually as established by the local, state and national organization.
2. No eligible to hold state or national office or serve as voting delegate
3. Eligible to compete in regional and state competitive events for student awards
4. Eligible to participate in official business, club activities and/or social events

Section 5. ASSESSMENT

- A. Refer to Article III, Section 3, C-1.
- B. Supplemental members must be submitted to State Advisory by February 1st.
- C. Annual National membership assessments shall be determined by National HOSA. Annual State membership assessments shall be \$4.00 per member and membership shall be from September 1st to August 31st.
- D. Members, with the exception of Honorary Members, shall be considered in good standing if they pay their full local, state, and national assessments. In order for members to be eligible for Regional and State Competitive Events, it is necessary to set a deadline of February 1st. All assessments must be in to National HOSA by the stated deadline.

- E. The Health Science Education State Official shall serve as Executive Treasurer for TAHOSA.
1. Appropriating all TAHOSA finances.
 2. Paying the bills incurred by the state HOSA organization.
 3. Keeping financial reports and preparing a financial report for presentation at the annual State Conference.
 4. Recommending the designated state assessment amount due from membership.
 5. Having an annual audit conducted of the account.
 6. Seeing that assessments of the state association are deposited in a bank account known as: TAHOSA.

The membership shall run from September 1st to August 31st.

ARTICLE V. OFFICERS

Section 1.

The elected student officers of TAHOSA organization shall be a president, a president-elect, three regional vice-presidents, secretary/treasurer, reporter/historian, and postsecondary representative. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by this organization.

Section 2.

Only active members are eligible to hold office in the state or national organization of HOSA.

Section 3.

Officers of TAHOSA shall be elected by a majority vote of the voting delegates present at the annual state conference. In the even a majority vote is not secured by any candidate, there will be a run-off between the two top candidates.

Section 4.

Term of office will begin immediately after the annual conference and shall continue until immediately after the next conference.

Section 5. Officer Candidates

- A. Officer candidates of TAHOSA shall be required to take a written informative examination and a written Parliamentary Procedures examination with the qualifying score being 80% competency score of a two (2) part test.

Eligibility for State Office

- B. Each candidate must have a tenth or eleventh grade classification in high school, possess active membership status as specified in these by-laws, and have the endorsement of the local chapter membership. The President-Elect shall be an eleventh or twelfth grade student in high school at the time of the election.
- C. Each candidate for state office shall submit an application using the official form to the State HOSA Advisor prior to the deadline as outlines in State HOSA calendar. Information to be submitted by the candidate shall include:
1. The signature of endorsement of the local HOSA Advisor and a School Administration.
 2. An official transcript of academic performance and a verification statement of academic performance of the current school year.
 3. A record of offices held in the local chapter and/or TAHOSA.
- D. Each HOSA chapter may submit only one candidate for each student office but each chapter may only submit two candidates. After a candidate has submitted his/her application for a particular office, the candidate will be slated following the interview process at the annual state leadership conference.
- E. Candidates are ineligible to be voting delegates at the state conference.
- F. Candidates for the office of president may be from any part of the state.

Section 6. Duties of Officers:

The Tennessee Association of HOSA officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.

A. President

It shall be the duty of the President to preside at the state conference and all HOSA officer meetings, make all necessary committee appointments,

including the designation of the chairperson, and develop with the assistance of the Health Occupations State Consultant and Executive Council an Annual Program of Work.

President-Elect

It shall be the duty of the President-Elect to serve HOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence. The President-Elect shall succeed the President at the end of each term of office. The President-Elect shall serve on the TN HOSA Board of Directors and Executive Committee.

B. Regional Vice-President

It shall be the duty of the Regional Vice-Presidents to promote the growth and development of HOSA within their region in accordance with the Program of Work during their term of office, to serve as members of the Nominating Committee and to serve organization in any capacity as directed by the president.

C. Secretary/Treasurer

It shall be the duty of the Secretary to record the proceedings of all meetings of the State Organization and all officer meetings, to accumulate the minutes and/or other records or reports, as necessary to file such records with the HOSA Headquarters within sixty days following their presentation and to serve any capacity as directed by the president. The Treasurer shall act as business manager of the organization, collect annual assessments, and shall be bonded up to two-thirds of the maximum balance in the treasury of the organization. The Treasurer shall submit annually all accounts to an adult committee named by the Health Occupation Executive Council.

D. Reporter/Historian

It shall be the duty of the Reporter to gather and classify local Chapter and State Association news and to prepare news articles for publication or broadcast. The Reporter should contact local newspapers and provide them with State Association news stories, also, send information to local Chapter Reporters for publication if found advisable. The Reporter should assist in planning exhibits for the State Association. It shall be the duty of the Historian to keep records and other materials of historic importance to the Tennessee Association of HOSA to compile these materials into a yearbook for the organization, to prepare a narrative account of HOSA activities during his/her term of office which will become an official account of the organization, to be responsible for publication, correspondence and public

relations between the member states, and to serve the organization in any capacity as directed by the President.

E. Postsecondary Representative

It shall be the duty of Postsecondary Representative to promote the growth and development of HOSA in postsecondary education. The Postsecondary Representative will assist with committees and serve the organization in any capacity as directed by the President.

ARTICLE VI. MEETINGS AND CONFERENCES

Section 1. Annual Meetings – Time and Place

- A. An annual state conference site shall be selected by the Executive Council and State Advisor for HOSA.
- B. The date of the annual conference shall be determined by the Health Occupations Education State official and state officers.

Section 2. Special Meetings

Special Meetings of Tennessee Association of HOSA may be called by the Health Occupations State Advisor and Executive Council.

Section 3.

Notice of meetings shall be given to membership not less than thirty days prior to any regular meetings, and not less than five days prior to any special meeting.

Section 4.

In all meetings *Robert's Rules of Order, Newly Revised*, shall serve as the standard procedure.

Section 5.

A quorum for any meeting shall be constituted by representative delegates from a majority of the local chapters.

ARTICLE VII. DELEGATES

Section 1.

Members shall be represented in Tennessee Association of HOSA through duly selected delegates of chartered local chapters. Chapter members shall exercise their function through voting delegates at state and/or national conferences.

Section 2.

Each charter HOSA chapter shall be entitled to two delegates and may select an alternate for each delegate.

Section 3.

Each delegate shall have one vote and shall be present and seated to vote. Delegates may not be state officer candidates.

Section 4. State voting delegates to the National Conference.

- A. The number of voting delegates is determined by state paid membership.
- B. The HOSA president and vice-president shall be voting delegates to national conference. Rotations by vice-president shall be by regions.
- C. Based upon additional paid membership, a third delegate may be selected. These delegates shall be the state vice-president from the region not represented by the president.

Section 5.

A portion of expenses of state delegates to national conference shall be paid by the Tennessee Association of HOSA. This portion shall cover expenses of lodging and/of transportation if funds are available.

Section 6.

A quorum for any meeting shall be constituted by the representative delegates from a majority of the local chapters.

ARTICLE VIII. COMMITTEES

Section 1. State advisors

The State Advisor or Consultant in the youth leadership of division of Health Occupations Education is responsible for the Tennessee Association of the HOSA Chapters. Each teacher of Health Occupations Education will serve as the advisor of their local HOSA Chapter.

- A. The Program Technical Committee for HOSA shall consist of three business representatives, HOSA State President, one teacher educator, State Health Occupation Advisor and, the HSE teachers (one from each division of the state). This advisory committee is charged to serve a consultative capacity for decisions pertaining to the total operation of the HOSA program. The term of membership will be for a period of three years.
- B. This committee shall consist of members appointed by the HOSA state officers from names submitted by HOSA chapters. Membership shall be on a rotational basis.

Section 2. Executive Council

The Executive Council of the Tennessee Association of HOSA shall be composed of the State Advisor/Specialist and HOSA state officers (president, vice-president, secretary) and shall meet upon the call of the state president, with the approval of the state advisor/specialist.

- A. It shall be the duty of the Executive Council to plan for welfare, represent, and act for Tennessee HOSA as occasions may need.

Section 3. Conference Committee

Additional conference committees to be appointed may include Resolutions and Contest and others as deemed necessary by the state advisor/specialist.

- A. Resolutions Committee

The duties of this committee are to prepare messages of appreciation, congratulations, recommendations, and other sentiments.

- B. Contest Committee

The duties of this committee are to study the system and methods by which contests are staged, and to make recommendations to the state advisory committee for future improvements.

Section 4. Nomination Committee

All officer candidates will be interviewed by the Nominating Committee. This committee shall be composed of three regional vice-presidents, three members from the HOSA advisors (one from each division of the state and appointed by the state advisor), and the Health Occupations Education State official. The committee will follow the guidelines as set forth by the Executive Council.

ARTICLE IX. FINANCE

Section 1.

The audit committee shall be appointed by the Health Occupations Education Specialist to secure the service of a certified public accountant to prepare a yearly financial statement for the organization.

Section 2.

HOSA chapters will be responsible for state and national HOSA assessments according to the number of individual members claimed in each membership classification.

Section 3.

The state advisor/consultant will appropriate all HOSA finances.

Section 4.

State officers will abide by a food and travel allowance which follows the State of Tennessee HOSA of American Expense Regulations. With prior approval of State HOSA Advisor, this allowance may be increased.

ARTICLE X. NOMINATIONS AND ELECTION OF STATE OFFICERS

Section 1.

Each candidate for the state office shall submit an "Application for the State Officer Nomination," with one copy to the state advisor prior to the deadline as outlined in the State HOSA calendar.

Section 2.

Each candidate shall possess active membership status (see Article V, Section 5, "Officer Candidate").

Section 3.

The Nominating Committee will review all applications and interview all candidates.

Section 4.

A written examination of the history of HOSA and on Parliamentary Procedure will be administered to candidates during the regional conference in their division of the state. All candidates must pass the written examination or they will not qualify.

Section 5.

The Nominating Committee shall select three candidates for each state office and present these nominations to the delegates during a business session. Students may be nominated from the floor only if they have met the qualifications (passed the test, etc.) and only if there are less than three candidates for that office.

Section 6.

The delegates shall elect state officers by majority vote as stated in Article V, Section 3.

ARTICLE XI. THE TAHOSA FOUNDATION

Section 1.

TAHOSA may sponsor the organization of a TAHOSA Foundation. The purpose of the Foundation shall be to promote the welfare of Health Occupations Students Organization in Tennessee.

Section 2.

All current year contributions of TAHOSA shall be officially recorded members of the TAHOSA Foundation.

Section 3.

The TAHOSA Foundation shall be administered by at least a five member Board of Trustees appointed by the Health Occupations State Specialist and State Officers.

Section 4.

The Board of Trustees shall elect a chairperson and secretary.

Section 5.

A quorum shall be constituted by a majority of the members of the Board of Trustees.

Section 6.

The Health Occupations State Specialist shall authorize all appropriations made by the Board of Trustees.

ARTICLE XII. PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws, or any special rules of order that may be adopted.

ARTICLE XIII. AMENDMENTS

Section 1.

Proposed amendments to this Constitution and By-Laws may be submitted by a chartered HOSA chapter or by the Executive Committee.

Section 2.

All proposed amendments must be submitted in writing to the state officers and/or Executive Committee at least thirty days prior to the annual conference.

Section 3.

If the Executive Council and state officers pass on the proposed amendment(s) or an amended form of the proposed amendment(s) by a majority vote, the proposed amendments shall be submitted to the voting delegates fifteen days (15) prior to the annual conference.

Section 4.

The amendment(s) may be adopted by a two-thirds vote of the delegates and shall become effective immediately following the annual conference.