

How to Start a Postsecondary/Collegiate HOSA Chapter

HOSA



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TABLE OF CONTENTS

Table of Contents.....	2
Starting your HOSA chapter.....	3
Requirements for Affiliation with National HOSA.....	3
Requirements for Affiliation with Student Government.....	3
Barrier to HOSA Chapter Formation.....	4
How to Get Students' Attention.....	4
Membership Recruitment.....	4
"HOSA in a Nutshell" Speech.....	4
HOSA Informational Flyers.....	5
HOSA Prospective Member Sign-Up Sheet.....	5
Membership Recruitment Opportunities.....	5
Activities Fair.....	5
What to Say at Activities Fair.....	5
Immediately After Activities Fair.....	5
In-Class Announcements.....	5
Face-to-Face Conversation.....	5-6
Facebook/Conversations.....	6
Mass E-mail to the Entire College/University.....	6
Your First Meeting.....	6
Room Reservation Policies.....	6
Ideas to Attract Maximum Number of People to First Meeting.....	6
Timing the First Meeting.....	6
At the First Meeting.....	7
At the Second Meeting.....	7
Recruiting an Advisor.....	7
Make it Easy for the Advisor.....	8
Contacting Potential Advisor.....	8
Overview of Potential Advisor Form-Letter.....	8
Registering your Chapter with National HOSA.....	8-9
Chapter Affiliation Application.....	9
Affiliate your Chapter with the Student Government.....	9
Presentation to Student Government.....	9
Increasing Awareness of HOSA.....	9
Handing off the Chapter.....	10
Final Thoughts.....	10
Appendices A-F (Chapter Start-Up Tools).....	11-22
Appendix A HOSA In a Nutshell Speech.....	11
Appendix B HOSA Informational Flyer.....	12
Appendix C HOSA Prospective Member Sign-Up Sheet.....	13
Appendix D Potential Advisor Form-Letter.....	14
Appendix E Membership Registration and Dues Payment Agreement.....	15
Appendix F Sample Bylaws.....	16-22

Starting a Postsecondary/Collegiate HOSA Chapter

As a chapter start-up leader, you have a valuable opportunity to create an exceptional student organization at your respective university. You can lead the chapter in a direction that clearly supports the purpose of HOSA.

HOSA “Future Health Professionals” is indeed 100% healthcare; however, you should not limit your chapter only to pre-health majors. HOSA also benefits those still considering whether or not to pursue a health career, and HOSA membership can help them decide. College students change their majors often. However, regardless of their major, they can still find opportunities and success within HOSA.

Consult this manual and your school's new student organization start-up tips to help ensure an efficient and successful chapter affiliation process.

Most colleges and universities require the following in order to create a new student organization:

- Complete constitution (provided in this manual)
- Faculty/Staff Advisor
- Members
- Approval by student government or by another governing body

Starting your HOSA chapter

- Two separate processes:
 - Affiliate your chapter with National HOSA and your State HOSA association
 - Affiliate your chapter with your school's student government.

Requirements for Affiliation with National HOSA

- At least five active (dues-paying) members
- A faculty/staff advisor
- Chapter Bylaws (Appendix F)
- Complete On-Line Chapter Affiliation Application
- Consult your state advisor for any additional state-specific affiliation requirements

Requirements for Affiliation with Student Government

- Different levels of affiliation, each level presents its own:
 - Benefits
 - Requirements
 - Deadlines
- Consult your student government to find the level of affiliation which will meet your chapters needs

Barrier to HOSA Chapter Formation

- Are there other pre-health organizations on campus?
 - If one exists at your school, read about the club and attend their first meeting
 - In order to explain to students why HOSA is unique, you must know what the “competition” does or does not offer. For example, HOSA offers scholarships, fifty-six different health- and leadership-related competitive and recognition events, and partnerships with corporate and nonprofit associations as well as the Medical Reserve Corps and U.S. Public Health Service. These are a few of the opportunities HOSA offers.

How to get students' attention?

- What interests pre-health college students
Some students may not be willing to spend the time or money necessary to study for competitions or attend the National Leadership Conference. Once you learn your members' specific interests, you may find some are indeed interested in the NLC and/or SLC. You can then target your in-depth discussions about conferences and competitions exclusively to those who have expressed an interest.
- What will attract members?
 - Competition
 - Outstanding Volunteer Service Recognition Awards
 - National HOSA Week
 - National Service Project
 - Community Service opportunities
 - Leadership opportunities
 - Medical Reserve Corps and Public Health Partnerships
 - Presidential Service Award
 - Scholarships
 - Office of the Surgeon General Internship

Membership Recruitment

- Recruit (at least five) potential members
 - How/Where? (see page 5 for discussion of each of the following):
 - Fall/Spring Activities Fair (Very Important)
 - In-Class Announcements
 - Conversations with friends and fellow students (Crucial!)
 - Facebook – the Power of Social Networking
 - When?
 - As early as possible
 - Continue membership recruitment throughout the entire year

Content of "HOSA in a Nutshell" speech (Appendix A):

- What is HOSA?
 - What makes HOSA unique
 - Specific opportunities HOSA offers
 - How these opportunities will help students get into health professions schools

HOSA Informational Flyers (Appendix B)

- Clearly and concisely explains benefits of HOSA to students. Be sure to include your name and contact information as well as the time, date, and location of meetings. You may consider calling the first meeting an “Interest Meeting.”

HOSA Prospective Member Sign-Up Sheet (Appendix C) should include:

- Name
- University e-mail address or frequently checked e-mail address
- Cell phone number
- Class year

Membership Recruitment Opportunities

Activities Fair

- Bring sign-up sheet
- Copies of Informational Flyer
- Position yourself at the entrance
- Never wait for students to approach you (occasionally walk among the students, approach any- and everyone).

What to say:

- Do say:
 - Are you interested in volunteer opportunities?
 - Are you interested in scholarship opportunities?
 - During the conversation, transition into a discussion of HOSA and the specific opportunities which make it unique!
 - Be sure to transition into HOSA smoothly. HOSA is “Future Health Professionals” and feel free to add the mission statement as well.

Immediately After Activities Fair

- Create a HOSA list-serve (a special e-mail list program for sending mass e-mails to interested students)
- Add names and e-mail addresses to list-serve
- Send a welcome e-mail and other information

In-Class Announcements

- Ask all of your professors for permission to make an announcement about HOSA at the beginning of class
- Tell everyone you know/meet about HOSA, even non pre-health majors!

Face-to-Face Conversation

- Whenever you meet someone new, tell them about HOSA
- Tell everyone you meet to spread the word about HOSA and encourage interested students to attend the next meeting
- You may want to carry HOSA flyers or business cards to give to interested students at all times
- Offer incentives for member recruitment at meetings

Chapter Facebook Page

- After your chapter has been officially chartered with the University, create a Facebook page to keep students informed of HOSA activities and to help you gauge interest as you plan chapter events.

Mass E-mail to the entire college/university

Some schools offer student organizations the opportunity to send an informational e-mail to the entire student-body. Be sure to inquire about this potentially beneficial option at your school. (Keep in mind, though, that the most effective means of attracting members is always face-to-face conversation).

Your First Meeting

Room Reservation Policies

Some colleges/universities do not allow organizations on campus to reserve meeting-rooms until they are affiliated with the student-government. Find out if there are rooms you may use for your first few planning meetings which do not need to be reserved. If you have a friend who is an officer of another health-related organization, you could ask that club to reserve a room for you until your chapter is officially affiliated with the student government.

Ideas to attract maximum number of people to First (Interest) Meeting:

- On the day of the first meeting, call every person on the sign-up sheet you have from the activities fair
 - This demonstrates that you are passionate about, and committed to, the organization
 - This personal touch sends the message that each person's presence at the meeting is individually desired and important
- Create a Facebook event and send a message out at least one week prior to the meeting
- Send an extra e-mail/ Facebook message the day before and/or the day of the meeting with the meeting agenda (agenda in e-mail only, if possible)
- Post flyers around campus with the meeting time, date, and location
- Offer Free Food (i.e. pizza, chips.) if possible

As you proceed with the affiliation process, you may find you need someone to assist you. Consider appointing an interim vice-president for chapter affiliation at your first meeting. However, you should also try to form an executive council as soon as possible to help share your workload and enable the chapter to run as efficiently and effectively as possible. Create an online application for prospective officers to ensure qualified students are elected. Such sites you could use include survey monkey, Google forms, etc.

Timing the First Meeting

- Hold meeting as soon as possible at the beginning of the semester
- Hold the meeting in an easily accessible building (i.e., the student center)

At the first meeting

- Follow the agenda:
 - Pass around attendance sheet (same as sign-up sheet--Appendix C)
 - Introductions (Introduce yourself, your vice-president [if applicable] and ask each student to introduce him or herself and state their career goals and reason for attending the meeting.)
 - Ask if anyone present was a member of HOSA in high school or has heard about HOSA
 - State your short- and long-term goals for the chapter
 - Ask if anyone has any further questions about HOSA
 - Excite them!
- Describe the chapter affiliation process:
 - The National HOSA affiliation process as well as the process for chartering your chapter with the university
 - Membership dues
 - Inform members of the unique opportunities HOSA offers before mentioning membership dues. Emphasize that dues enable HOSA to provide these invaluable benefits.
- Solicit Suggestions for Chapter activities
- Discuss Officer Positions (i.e., secretary, treasurer, reporter, etc)
 - You and your vice-president can decide the types of positions that are necessary
- Offer a prize for the person who brings the most new people to the second meeting who commit to membership
- Send a follow-up e-mail to the list-serve with:
 - A summary of the business addressed
 - The officer positions and their responsibilities
 - The time, date, and location of the second meeting

At the second meeting

- Elect Officers (this depends on your own and your vice-president's discretion)
 - All positions may not be filled
 - Continue to seek qualified members to fill positions

Recruiting an Advisor

- Can be quite challenging
- Why would this be difficult?
 - Most professors are very busy
 - May believe it would require too much time--see the 'Make it easy for the Advisor' section below

Ideally, you will find a health science related faculty member to serve as your advisor. However, you can extend your search to other faculty/staff members if the initial attempt to recruit a health science professor is unsuccessful. Remember that postsecondary/collegiate HOSA is quite different from high school HOSA. You, not the advisor, will be primarily responsible for the administrative tasks necessary to run a successful HOSA chapter.

Make it easy for the Advisor

- Arrange for the chapter to pay the advisor's dues
- Commit to having the chapter officers fill in all the necessary paperwork and on-line registration forms, and handle dues
- To show your appreciation for the advisor, have the chapter buy him/her a **HOSA** coffee mug or other HOSA-related gift

Contacting Potential Advisors

- Choice 1: Email every health or science related faculty and staff member
- Choice 2: Identify five to seven good choices, and e-mail/call only those people
 - Set up a time to meet in person
 - Choice two is a more efficient and effective use of your time

Overview of Potential Advisor -Form Letter (Appendix D)

- Introduction
 - Greet the potential advisor
 - Explain how you know him or her
- Body of Letter
 - What is HOSA
 - Why chapter needs an advisor (it is a requirement)
- Request and Conclusion
 - Re-statement of topic
 - Respectful conclusion

Registering your chapter with National HOSA

- Contact National HOSA at 1-800 321-HOSA
 - Inform them that you would like to register your chapter and tell them:
 - School Name, state
 - That you have acquired a faculty advisor
 - That your chapter By-Laws are written (you may modify the By-Laws provided here for your chapter's specific needs)
- National HOSA will give you:
 - Chapter Charter Number
 - Password
- Log onto Chapter Affiliation application
 - <http://www.hosa.org/hosaconf/login.jsp>
 - National HOSA Membership Deadlines
 - Fall: January 1st
 - Spring: March 1st
 - Contact your state advisor concerning membership deadlines, as your state association may require members to be registered prior to these dates.

Chapter Affiliation Application

National HOSA does not allow students to be removed from the chapter's membership list once the affiliation application is submitted. Therefore, it is highly recommended that you require members to pay their membership dues before you register them in the online HOSA Chapter Affiliation Application. You may also collect dues after registering members. In this case, you should have each member sign a Membership Registration and Dues Payment Agreement (Appendix E) to ensure all dues will be paid.

- For the online chapter affiliation application you will need each member's:
 - Full name
 - Class (i.e. freshman, sophomore, etc.)
 - Home address (or student mailbox address)
 - Room or cell phone number
 - E-mail address
 - Ethnicity
- Membership fees are due 30 days after registration. It is imperative that you read the directions on the HOSA Chapter Affiliation application webpage prior to submission.

Affiliate your Chapter with the Student Government

Familiarize yourself with the varying levels of affiliation for organizations at your college/university. Each level will have different:

- Requirements
- Benefits
- Deadlines
- You should explore each level before school begins and pursue the level of affiliation which you feel will enable your chapter to meet the goals you set for it

Presentation to Student Government

- You may be required to make a presentation to the student government convincing them to recognize your chapter. During the presentation you must be prepared to:
 - Emphasize uniqueness of HOSA
 - Explain how HOSA will benefit members?
 - Explain how HOSA will benefit your college community?
 - Explain why this level of affiliation meets your chapter's needs

Increasing Awareness of HOSA

- Sponsor Campus-wide events:
 - How many per semester?
 - Depends on number of active members
 - Funding
- First year:
 - Plan active events/meetings
 - In the Fall, try to hold a few events/meetings during HOSA Week
- Remember that Quality is more important than Quantity.

Handing Off the Chapter

- This is a gradual process which ideally occurs over the four years you attend your college/university
 - Lead
 - Teach
 - Supervise
 - Follow-up

Final Thoughts

- Remember to always let your passion for HOSA shine through
- The opportunities HOSA offers members are always increasing. Keep up to date by regularly visiting the National HOSA website (www.hosa.org).

HOSA

Postsecondary/Collegiate Division

HOSA in a Nutshell Speech

(Memorize it, but practice delivering it in a way that sounds natural and dynamic)

HOSA “Future Health Professionals” is a national student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 3,200 Secondary and Postsecondary/Collegiate chapters in 47 state associations, and serves over 131,000 student members. HOSA is officially recognized by the U.S. Department of Education. HOSA is an exclusively health-careers oriented organization, we can devote one-hundred percent of our resources to helping students become effective, compassionate, health professionals and leaders in their chosen field of work. The unique benefits of HOSA include volunteer service opportunities, over \$300,000 in scholarships across the nation, educational symposiums led by leaders in the healthcare professions, fifty-six different competitive and recognition events at the state and national conferences, networking opportunities with HOSA’s forty-nine official business and healthcare industry partners, as well as leadership opportunities at the local, state, and national levels. All health science schools highly prefer applicants who demonstrate both an interest in, and actual hands-on experience with, healthcare-related community service, leadership, and academic achievement. HOSA membership provides you with all of these key opportunities.

Health Occupations Students of America (HOSA)



The Hands of HOSA Mold the Health of Tomorrow

—National HOSA Motto

Health Science and HOSA—A Healthy Partnership!

—National HOSA Tagline

Why HOSA?

- **The premier national** student-led organization *exclusively dedicated to future health professionals*
- **Recognized** by the U.S. Department of Education
- **47 state associations** with over 131,000 student members
- **Annual** State and National Leadership Conferences offering **multiple opportunities** that *inspire, motivate, recognize,* and *award* outstanding performance outside the classroom:
- **Over \$300,000** dollars in scholarships awarded annually
- **Fifty-six** different health– and leadership-related competitive and recognition events
- **Outstanding Volunteer Service** Recognition Awards
- **Elected leadership** opportunities at the local, state, and national levels
- **Educational Symposia** and Workshops led by leaders in the health care industry
- **Networking** opportunities with the forty-nine business and health-care organizations that have official partnerships with HOSA
- Visit **www.hosa.org** to learn more!

Health Occupations Students of America (HOSA)

Sample Prospective Membership List



Please Write Legibly

NAME	E-MAIL ADDRESS	PHONE NUMBER	CLASS YEAR

Potential Advisor Form-Letter

I am (**your name**) and (**your relationship to/how you know this professor**). I have an important inquiry for you. I am a member of the (**college name**) Chapter of HOSA-Future Health Professionals. We are searching for a faculty/staff advisor for our chapter.

Description of HOSA and benefits:

HOSA “Future Health Professionals” is a national student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 3,200 Secondary and Postsecondary/Collegiate chapters in 47 state associations, and serves over 131,000 student members. HOSA is officially recognized by the U.S. Department of Education. HOSA is an one-hundred percent health care; therefore, we can devote our resources to helping students become effective, compassionate health professionals and leaders in their chosen field of work. The unique benefits of HOSA include volunteer service opportunities, over \$300,000 in scholarships nationwide, educational symposiums led by leaders in the healthcare professions, fifty-six different competitive and recognition events at the state and national conferences, networking opportunities with HOSA’s forty-nine official business and healthcare industry partners, as well as leadership opportunities at the local, state, and national levels. All health science schools highly prefer applicants who demonstrate both an interest in, and actual hands-on experience with, healthcare-related community service, leadership, and academic achievement. HOSA membership provides you with all of these key opportunities.

Faculty/Staff Advisor requirement and time commitment:

The HOSA Bylaws require that each chapter have a Faculty/staff advisor in order to affiliate with the state and national associations. The time commitment is guided by how much you *want* to be involved in our chapter's activities. You may forward any paperwork you receive from National or (**the name of your state**) HOSA to our president, who will fill it out and send it back to HOSA. Although the advisor of our chapter would be encouraged to attend state and national conferences, this, again, is not required as we can have a chaperone (who is not our Faculty/staff advisor) to attend these events.

I understand you have many responsibilities. However, we are hoping—as you see the value of our chapter and realize that the time commitment is minimal—you would consider lending your support as our advisor. Thank you for considering our request. Should you want to discuss this opportunity with me, you may reach me at (**your phone number-landline and/or mobile number**).

Your name,

Your Position

HOSA Membership Registration and Dues Payment Agreement

I, (Enter Member's Full Name), fully understand that by signing this document I agree to be registered as a member of (Enter the name of your school) Postsecondary/Collegiate HOSA Chapter. I fully understand that once I am registered as a HOSA member, National HOSA **does not allow** my name to be removed from the list **under any circumstances**, and that each registered member is **required** to pay the membership dues set by National HOSA and (Enter the state in which your school is located) HOSA. Therefore, upon signing this document, I agree to pay my dues, even if I become unable (for any reason) to participate as an active member of HOSA. I further understand that my payment for my membership dues must be received within one month after the date I am registered as a HOSA member on the Online Chapter Affiliation Application. The total amount I am required to pay (including National and State HOSA dues) is: (Enter the total membership dues set by National HOSA and your state association)

Signature of Member

Date

Sample Bylaws of your HOSA Chapter

ARTICLE I

NAME

The official name of this organization shall be **The Name of your College/University HOSA**. The acronym **The Name of your College/University HOSA** may be used to designate the organization.

ARTICLE II

AFFILIATIONS

Section 1

- a. **The Name of your College/University HOSA** is a local association of **(enter name of the state affiliation) HOSA** and **name of your state affiliation** is a state association of the national HOSA organization, by and for students who are or were enrolled in secondary or postsecondary/collegiate health science education programs and/or are interested, planning to pursue, or pursuing a career in the health professions.
- b. Members shall be students who are or have been enrolled in health science classes, and/or are interested, planning to pursue, or pursuing a career in the health professions, and persons associated with, participating in or supporting health science in a professional capacity.
- c. **The Name of your College/University HOSA** shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are enrolled in a health care related field at the undergraduate level, and/or are interested, planning to pursue, or pursuing a career in the health professions.

Section 2

- a. **The Name of your College/University HOSA** is a local member of **your state HOSA affiliate**; therefore, it shall be chartered by National HOSA.

ARTICLE III

PURPOSE AND OBJECTIVES

The primary purpose of [The Name of your College/University HOSA](#) is to serve the needs of its members and strengthen the Health Science Education (HSE)-HOSA Partnership in the following ways:

- a. 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.
- b. Foster self-actualization of each member which contributes to meeting the individual's psychological, social and economic needs.
- c. Build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing personal and occupational competencies and social skills that lead to realistic choices of careers and successful employment in the health care field.
- d. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
- e. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
- f. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.

ARTICLE IV

MEMBERSHIP & PARTICIPATION

Section 1

- a. [The Name of your College/University HOSA](#) is open to students, without regard to race, color, religion, national origin, disability, age, veteran's status, sexual orientation, political affiliation or gender.
- b. Affiliation fees for fall must be received by National HOSA on or before January 1 of the membership year. Affiliation fees for students who enroll after January 1 must be received by National HOSA on or before March 1 of that same year.

ARTICLE V

ADVISOR

- a. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
- b. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
- c. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- d. Encourage students to attend functions open to them
- e. Encourage fund-raising activities
- f. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- g. Encourage capable members to seek local, state, and national offices.
- h. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- i. Encourage Chapter participation in all conferences.

ARTICLE VI

MEETINGS

Section 1

- a. General meetings for [The Name of your College/University HOSA](#) chapter shall be held on a regular basis.

Section 2

- a. Special meetings shall be called as necessary by the President or Executive Council.

Section 3

- a. A majority of the membership present shall constitute a quorum.
- b. Two-thirds of the Executive shall constitute a quorum.

ARTICLE VII

EXECUTIVE BOARD

Section 1

- a. President
 1. Works closely with the chapter advisor
 2. Develops meeting agenda with assistance of Executive Council.
 3. Presides over and conducts meetings according to accepted parliamentary procedure.
 4. Represents the chapter and organization at special functions.
 5. Keeps organization work moving in a satisfactory manner
 6. Displays enthusiasm and a good attitude and projects 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
- d. Treasurer
 1. Assist with deposits and disbursements of the chapter funds.
 2. Collects dues
 3. Assists with the financial records.

4. Devises appropriate ways and means of financing activities.
 5. Cooperates with the secretary in keeping accurate membership roll.
 6. Assists in the preparation of financial statements and reports.
 7. Reports financial information at meetings.
- 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
- f. Parliamentarian
1. Assist in the capacity of arbitrator in matters of parliamentary procedure during meetings.
 2. Assists the presiding officer in answering any request for ruling on procedures
 3. Keeps parliamentary procedure resources available

Section 2

- a. Members will be notified when vacancies are available within the Executive Board.

ARTICLE VIII

ELECTIONS

Section 1

- a. The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian.

Section 2

- a. Election of officers shall be held annually or as described by governing officer(s).

Section 3

- a. During a special annual meeting, qualified candidates may present their nomination.
- b. Elections shall be cast by ballot and by a majority vote of members.

ARTICLE IX

FUNDS

Section 1

- a. The Name of your College/University HOSA Treasurer will be responsible for all The Name of your College/University HOSA revenues and making the information public to committee members.
- b. A budget of expenditures will be developed by the Treasurer and approved through Executive Committee consensus. The approved budget will be made public to the committee.
- c. The Name of your College/University HOSA may receive funds from Student Congress, other organizations, fundraising activities, and voluntary donations.
- d. At the end of the academic year, all funds will roll over to the next academic year.

ARTICLE X

RATIFICATION

The constitution will be ratified by a majority election through the listserv. Any modifications to the constitutions will be considered during a one-week review period.

ARTICLE XI

AMENDMENTS

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 XII

BY-LAWS

Amendments and By-Laws shall be adopted by the majority of the members present.

ARTICLE XIII

EMBLEM, COLORS AND MOTTO

Section 1

- a. The official chapter emblem shall be the emblem of the National HOSA organization.
- b. The emblem and design are described in the National HOSA Handbook

Section 2

- a. The official colors of HOSA are navy blue, maroon, and white.

Section 3

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

ARTICLE XIV

PARLIAMENTARY PROCEDURES

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or corporate charter of HOSA, Inc. And any special rules the organization may adopt.