

## **IOWA ASSOCIATION**

### **CONSTITUTION**

(Adopted Fall 2011, Revised and Amended Fall 2017, Revised Spring 2020)

#### **ARTICLE I – NAME**

The official name of this association shall be Iowa HOSA-Future Health Professionals. However, the acronym, Iowa HOSA, may be officially used to designate the organization, its units, and/or members thereof. Iowa HOSA is a state association chartered in 1979 by HOSA, Inc. Board of Directors.

#### **ARTICLE II – PURPOSE**

The Primary purpose of Iowa HOSA is to serve the needs of its members and strengthen Health Science Education. Iowa HOSA partnership in the following ways:

- A. Promote programs and activities which will develop:
  - Physical, mental, and social well-being of the individual
  - Leadership, character, and citizenship
  - Ethical practices and respect for the dignity of work
- B. Promote 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 healthcare 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 healthcare issues, environmental concerns and survival needs of the community, the nation and the world.
- G. Establish and maintain the Iowa HOSA association in good standing with the HOSA, Inc. organization.

### **ARTICLE III – MEMBERSHIP**

The membership of the Iowa association shall consist of HOSA members residing within the state of Iowa. Classes of membership identical to those established by HOSA Inc. shall be established by the Iowa association. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Iowa HOSA Bylaws.

### **ARTICLE IV – DUES AND FINANCE**

Annual dues will be comprised of international, state and local assessments. Each chapter will determine their local fees. Changes in Iowa association fees will be determined and approved by the House of Delegates at the annual State Conference, with the approval of Iowa HOSA Board of Directors and Executive Committee.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus. The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objectives. The Chapter shall not devote a substantial portion of its activities to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might affect its right or the right of HOSA, Inc., to full tax exemption or the right of donors to the Chapter of HOSA, Inc., to full tax deduction for their contributions to the Chapter of HOSA, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

### **ARTICLE V – ORGANIZATION**

**Section 1.** This association shall consist of the total members of chartered local chapters and such other categories of special membership as designed by the Policies and the HOSA, Inc. Constitution.

**Section 2.** The association shall be governed by a Board of Directors which shall serve as the policymaking body for the Chapter, and which shall be subject to this constitution, the HOSA Bylaws, and the Board of Directors of HOSA, Inc.

**Section 3.** The association shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the association, and any other provisions necessary for the orderly administration of the association.

**Section 4.** The association shall maintain such relationship with HOSA local chapters within the State of Iowa as shall be approved by the Board of Directors. The association may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

**Section 5.** Upon dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue code of the corresponding provisions of a future United States Internal Revenue Law.

## **ARTICLE VI – EMBLEMS AND INSIGNIA**

**Section 1.** This Association and all its chapters shall adopt and use such insignia, emblems, colors, designs, mottos, and any and all other identifications as directed by HOSA, Inc. This Association may adopt such other identifying insignia, emblems, designs, and mottos for use in Iowa so long as they are not in conflict with HOSA, Inc. and have been approved by the Iowa HOSA Board of Directors.

**Section 2.** All insignia, emblems, mottos and all other manner of identification of this Association and its regions and chapters shall be uniform and consistent with those adopted for use by the delegates of the Iowa HOSA State Conference. Only chapters in good standing shall be entitled to use any insignia, emblem, or motor or any identification of this Association.

**Section 3.** Only active, alumni, honorary and professional members in good standing with the international, state and local chapter organizations shall be entitled to wear or otherwise use any insignia, emblem, motto, the name or any identification of this Association.

## **ARTICLE VII – AMENDMENTS**

Amendments of the Iowa HOSA State Constitution may be offered in writing by any chapter, official delegate, or officer of the state Association to the Executive Committee at least ninety days prior to the Iowa HOSA State Conference. Proposed amendments must be reviewed by the Iowa HOSA Board of Directors, which shall publish them to the delegates of the Iowa HOSA State Conference with recommendations at least fifteen days prior to the conference. A two-third vote is required to amend the Association's Constitution.

## IOWA ASSOCIATION

### BYLAWS

(Adopted Fall 2011, Revised Fall 2017)

#### ARTICLE I – MEMBERSHIP

The membership of the state Chapter shall consist of HOSA members residing within the state of Iowa. Classes of membership identical to those established by HOSA Inc. shall be established by the Chapter.

#### ARTICLE II – GOVERNING AUTHORITY

**Section 1.** The Board of Directors shall help provide direction for Iowa HOSA toward its goals and purposes and act as a liaison between the State Association and the health science community of the State.

- A. The Board of Directors shall consist of no more than ten members plus the State Advisor, the current secondary State President, and the Board Chair. One non-student Board member shall act as the Board Treasurer and another shall act as Board Secretary. The remaining positions will provide At-Large representation. The State Advisor will serve as a non-voting ex-officio member on the Board of Directors.
- B. The Board of Directors shall be selected for three-year terms, excluding ex-officio positions. No more than four Directors shall take office in the same year unless an unplanned vacancy occurs. If an unplanned vacancy occurs, a replacement shall be selected for the remainder of the term.
- C. Board members are expected to attend all meetings or to be represented by a qualified person. Prior to each meeting, board members shall solicit opinions and suggestions from HOSA advisors, or from members of the organization they represent. Board members are encouraged to submit agenda items to the Board of Directors Chair in advance of the meeting.
- D. Board members are encouraged to develop a working relationship with fellow board members, being supportive of final decisions of the board, and endorsing and enforcing all board policies and HOSA event rules.
- E. The Board of Directors Chairperson shall be selected from the membership of the Board of Directors and the appointment is subject to the approval of the current Board of Directors.
- F. The Executive Committee shall meet with the Board of Directors periodically.

**Section 2.** The Executive Committee shall be composed of the current year's duly-elected Iowa HOSA Officers. The Executive Committee leads association meetings under the direction of the Board of Directors. To conduct official association business, affirmative votes must be received on each item of business by both the Executive Committee and the Board of Directors. To pass a vote on an item of business, a motion must receive a plurality of the Executive Committee, and a plurality of the Board of Directors.

### **ARTICLE III – OFFICERS**

#### **Section 1.** Elected Officers:

A. The following officers shall be elected by the voting delegates at the State Leadership Conference: President, three Vice-Presidents, one postsecondary Vice President, Secretary, Reporter, and Parliamentarian.

#### **Section 2.** Duties of the Officers:

- A. The President shall preside over and conduct state and executive committee meetings in accordance with parliamentary procedure (Robert's Rules of Order). Keep members on the subject and within the time limits, develop an agenda for each meeting, appoint committees when necessary, call special meetings, represent the State Association at various functions, and consult with the State Advisor or Executive Director on the progress of activities and serve on the Iowa HOSA Association Board of Directors.
- B. The Vice-Presidents shall promote the growth and development of HOSA within their mission area, according to the plan of work (Community Service, Marketing, and Fundraising).
- C. The Postsecondary Vice President shall promote the growth and development of the postsecondary division of HOSA. The postsecondary Vice President must be attending a postsecondary program the year they are serving as a state officer.
- D. The secretary shall prepare and read the minutes of the meetings, attend to official correspondence, keep the permanent records of the Association, record attendance at meetings, prepare a voting delegate list of local chapters for state meetings, and assist with social media promotions.
- E. The reporter shall gather pictures and prepare articles for publication about Iowa HOSA activities via email, social media, and newsletters.
- F. The parliamentarian shall advise the presiding officers and members on points of parliamentary procedures, have available at all meetings reference material pertaining to acceptable parliamentary procedure, assist members in understanding the fundamental purposes of parliamentary procedure, and serve as chairman of the committee to revise the Constitution and Bylaws.

**Section 3.** Officer candidates shall be required to pass the HOSA Information and Parliamentary Procedures Examinations. The qualifying scores of these examinations are determined by the Board of Directors. Candidates must be current members of HOSA in good standing. Up to two candidates can be from one chapter.

**Section 4.** Candidates for each office shall submit required information to Iowa HOSA prior to the annual State Leadership Conference by a date designated by the State Advisor. This information shall include:

- A. A nomination form with a record of HOSA offices held.
- B. A verified statement of academic performance for the current school year.
- C. A statement of support with the signature of the candidate, school administrator, local chapter advisor and parent/guardian, if the candidate is a secondary member.

**Section 5.** A nominating committee composed of no less than one member of the Iowa HOSA Board of Directors and two secondary members from non-candidate schools. This nominating committee shall be appointed by the Iowa HOSA Board of Directors. This nomination committee shall interview qualified candidates and shall nominate no more than three candidates for each office.

**Section 6.** Officers shall be elected by ballot at the State Leadership Conference House of Delegates meeting to serve one year and until their successors are selected. In the event a majority vote is not secured by any candidate, a run-off shall begin immediately during the House of Delegates meeting.

If no candidate for office receives a majority vote on the second vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the third vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.

**Section 7.** In the event of a vacancy in the office of President, The Vice Presidents shall follow a seniority cycle starting for the year 2019-2020 with the Vice President of Community Service, Vice President of Marketing, Vice President of Fundraising, respectively, if required to assume the duties of the President in the event that the President is unable to serve.

In consultation with the Iowa HOSA State Advisor and State Director, vacancies may be filled by appointment by the Board of Directors from the list of nominees for that office. When no previous candidate for that office is available, the Board may select another qualified candidate.

## **ARTICLE IV – MEETINGS**

### **Section 1. Annual Meetings – Time and Place**

- A. The Iowa HOSA Annual conference shall be held annually and should be at least 45 days prior to the HOSA, Inc's Annual Convention.
- B. The Iowa HOSA Executive Committee will conduct regular business meetings.
- C. The Iowa HOSA Board of Directors will conduct regular business meetings.

**Section 2. Special Meetings**

- A. The Executive Committee or the Board of Directors shall be empowered to call special meetings.

**Section 3. Representation**

- A. Members shall be represented in the Association through duly selected delegates of local chapters. Delegates must be active members of their local chapters.
- B. Each chapter shall have delegate representation based on the following guidelines:

0 – 30 active chapter members	2 delegates
31 – 45 active chapter members	3 delegates
46 – 70 active chapter members	4 delegates
One delegate for every 30 members beyond 70	

- C. Voting delegates shall have one vote and must be present to vote.
- D. All official delegates and alternates must be registered by the advisor of each chapter as part of the registration process and sent to the Board of Directors member in charge of registration for the conference.
- E. Chapters who submit registration for conferences are expected to pay for all students regardless of whether the student attends unless the Iowa Board of Directors grants an exception.

**Section 4.** A quorum for the annual meetings shall be constituted by a fifty-one percent or two-thirds vote of the delegates present.

**ARTICLE V – 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.

**ARTICLE VI – PROCESS OF APPEALS**

Individuals or groups, who claim that decisions, policies, or rules established by the Board of directors and HOSA Executive Committee; and/or decisions made by individuals who have been empowered by the State or HOSA, Inc. Constitution, has been discriminatory to them or in otherwise treated them unfairly, may appeal to the Iowa HOSA Association Board of Directors. The Board of Directors and the HOSA Executive Committee shall have the power to waive rules or

reverse decisions to rectify a situation in which the majority of the Board of Directors and Executive Committee agree that the decision, policy, or rule was unfair to the appellant.

Appeals should be submitted in writing to the State HOSA Advisor or Executive Director. Hearings will be granted at regular official Board or Executive Committee meetings unless the gravity of the situation, in the view of the State HOSA Advisor or Executive Director, warrants a special meeting.

#### **ARTICLE VI – AMENDMENTS**

Amendments of the State Bylaws may be offered in writing by any chapter, official delegate, or officer of the State Association to the Executive Board at least ninety days prior to the Iowa HOSA Annual Conference. Proposed amendments must be reviewed by the Iowa HOSA Board of Directors, which shall publish them to the delegates of the Iowa HOSA Annual conference with recommendations at least fifteen days prior to the Iowa HOSA Annual Conference. A two-third vote is required to amend the association's Bylaws.