

# Club Constitution

## Phillip O. Berry Academy of Technology HOSA Club

### Article I: Name

The name of this organization shall be the Health Occupations Students of America (HOSA). This is a nationally affiliated organization. It is the chapter of Phillip O. Berry Academy of Technology.

### Article II: Purpose

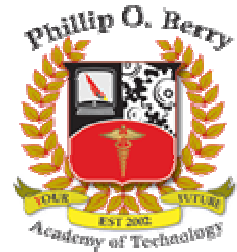
The purposes of this club shall be: to promote healthy living and interest in health occupations in the classroom, to create more interest and understanding in the intelligent choice of a healthcare career; to motivate students to accept academic challenges; to improve scholarship and develop skills that will enable young men and women to participate effectively in a health care career.

### Article III: Officers and Responsibilities

The officers of this club shall be the President, Vice-President, Secretary, Treasurer, Historian, Reporter and Community Service Board Chair. These officers shall be appointed through an application process in April of each year. Applicants must be a member in good standing for a minimum of four months. In the event of the President vacating their position the Vice-President shall succeed to the President position and a new Vice-President shall be appointed. In the event of any other officer vacating their position, an appointed designee will assume the responsibilities at the next available meeting.

**President:** shall conduct the operation of meetings by calling the meeting to order, presenting the agenda and calling for officer reports. The President shall also be able to accept volunteers or assign committee heads or chairpersons as needed.

**Vice-President:** shall conduct meetings in the absence of the President. The Vice-President shall also meet with the President to determine agenda & future club projects and assist the President in any manner so deemed. Responsible for the notification of meetings to all members and school personnel a minimum of one three days in advance.



**Secretary:** shall keep a written account of member's attendance at all meetings and activities.

- shall keep a written record of the minutes of the each meeting and report these back to the members.
- shall be in charge of all correspondences on behalf of the club including but not limited to activity requests, requisitions, notification of guest speakers, and thank you cards/letters.

**Treasurer:** shall keep track of all finances for the club to include but not be limited to equipment, supplies, donations, etc, of the club. The Treasurer shall report this information to the members at each meeting. The treasurer shall be present at all club activities which involve funds or designate another officer in their absence.

**Historian:** shall be elected by the membership. Duties shall include but not be limited to keeping a photographic record of the clubs activities, uploading those records onto the school website and making presentations to district, campus and community groups when called upon.

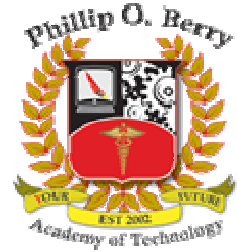
**Reporter:** shall communicate all correspondence with members including but not limited to meetings, leadership conferences, community service projects and HOSA week via email, texts, flyers, posters and social media.

**Community Service Board Chair:** shall coordinate all community service projects and track all community service hours of each member participant. Duties shall also include, but not limited to creating and distributing certificates for hours served.

#### **Article IV: Membership & Attendance**

Any and all students that attend Phillip O. Berry Academy of Technology are eligible to become a member of the club. Membership dues are \$25 and are to be paid annually. If a member wishes to become an officer in the club they must be a member in good standing for a minimum of four months. Members will continue to be on roll call until they have missed either **three** consecutive or a total of **five** absences during the semester. Excused absences from school due to illness or athletic/school events will not count as club absences. If a member fails to attend meetings prior to field trips or special activities they cannot participate in that trip or activity. Members may also be marked as inactive on the roll.

**Part-time members:** A status of part-time membership shall be recognized if a member has athletic responsibilities or is a member of another **educational** club. Their attendance at a meeting will be taken but not counted as active or participating unless they are at the meeting



for at least 30 minutes of time. Then their attendance shall be counted as full time. At the conclusion of their athletic/club commitment they are then expected to attend meetings for the full duration of the meeting.

### **Article V: Elections**

Elections will be held at the end of the spring quarter by secret ballot.

### **Article 5 Meetings**

Section 1: Meetings will be held on the 2<sup>nd</sup> Thursday of each month from 2:30pm to 3:30 pm