

**BYLAWS  
NEVADA HOSA, Inc.**

**ARTICLE I.**

**Name**

- Section 1:** The Nevada health science education students' leadership organization shall be Nevada HOSA, Inc.
- Section 2:** The organization may be hereinafter referred to as "Nevada Health Occupations Students of America" or "Nevada HOSA."

**ARTICLE II.**

**Purposes**

- Section 1:** The purpose of the Nevada HOSA shall be to assist the official HOSA, Inc. charter holder, as identified by the bylaws of HOSA, Inc, a Texas incorporated nonprofit corporation, and to provide programs and activities which will develop:
- A. Physical, mental and social well-being of the individual.
  - B. Leadership, character and citizenship.
  - C. Ethical practices and respect for the dignity of work.
- Section 2:** Foster self-actualization of each member which will contribute to meeting the individual's psychological, social and economic needs.
- Section 3:** Build the confidence of students in themselves and their work by learning to assume responsibilities, developing personal and occupational competencies and social skills which lead to realistic choices of careers and successful employment in the field of health.
- Section 4:** Promote inter-organizational relationships with professional groups, businesses, industries and other student organizations.
- Section 5:** Recognize achievements of the Nevada, HOSA—members at the individual, Chapter, Regional, State, and National levels.
- Section 6:** Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.
- Section 7:** Assist each member in establishing realistic college and career goals through education.

**Section 8:** Assist each Chapter in meeting the objectives of the organization.

### **ARTICLE III.**

#### **Membership**

**Section 1:** The total eligible members of the chartered local health occupations education student chapters shall comprise the membership of the Nevada HOSA. Any eighth grade, high school or college student interested in a health care occupational area is eligible for membership.

**Section 2:** Membership in a local Chapter shall be open to students regardless of age, race, sex, color, national origin or religious beliefs.

**Section 3:** Classes of membership:

- A. Active Member - The Secondary Division shall be composed of secondary students who are enrolled in high school and in a Health Science program or an organized career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.
- B. Active Member - The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED and are majoring in a health care related field or are interested or planning to pursue a career in the health professions.
- C. Alumni Member - A person who no longer meets the criteria for active membership may become an alumni member. The Alumni Member shall not be able to vote, hold elective office, or enter the competitive events. Alumni chapters are created to support local chapters.
- D. Professional Member - A person participating in professional development of the Nevada Association, HOSA, Inc. is eligible to join as a Professional Member. Such membership includes, but need not be limited to, HOE Advisors, Teacher Educators, Department of Education Health Occupations staff and practitioners in the health field. The Professional Member shall pay curriculum fee as established by the chapter, state and national organizations but shall not be eligible to vote, hold elective office or enter the competitive events.
- E. Honorary Member - An individual who has made significant contributions to the Nevada Association, HOSA, Inc. may be elected by the Executive Board of Trustees ~~Directors~~ by a 2/3 vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective office, or enter the competitive events.

## **ARTICLE IV.**

### **Organization**

**Section 1.** The Nevada Department of Education will sponsor and support Nevada Health Occupations Students of America, Inc. as an integral part of the secondary or post-secondary health occupations education programs.

**Section 2.** The organization of the Nevada HOSA--will be compatible with that of the National Organization, HOSA, Inc.

**Section 3.** Nevada HOSA-is an organization of affiliated Chapters, each operating in accordance with the charter granted by the Nevada HOSA. Each Chapter is responsible for operational activities with the Chapter.

**Section 4.** Nevada HOSA shall be divided into three geographical regions. The regions are the southern, western, and northern.

The northern region shall consist of chapters located in Churchill County, Elko County, Eureka County, Humboldt County, Lander County, Pershing County, Washoe County, and White Pine County.

The western region shall consist of chapters located in Carson City, Douglas County, Lyon County, Mineral County, and Storey County.

The southern region shall consist of chapters located in Clark County, Esmeralda County, Lincoln County, and Nye County.

**Section 5.** Nevada HOSA shall be governed by the Board of Trustees.

## **ARTICLE V**

### **Board of Trustees**

**Section 1.** The composition of the Board of Trustees shall be based on the Nevada HOSA corporate bylaws and shall include the ex-officio members of State Advisor as designated by the Nevada Department of Education (NDE), State HOSA President and State HOSA First Vice President, Vice President Health Science Division of the Nevada Association for Career Technical Education (NACTE), and other Business and Industry Professionals as prescribed in the corporate bylaws. They will be elected at the NACTE conference each year and will serve a two year term, except for the state officers are one year and the State Advisor will be the NDE health science educational professional. A Chairperson will be elected each year at Fall Meeting to serve this office for one year. All members except the State Advisor are voting members.

**Section 2.** The State Officer President will serve as presiding Co-Chairperson of the Board of Trustees.

**Section 3.** The Board of Trustees shall:

- A. Perform duties as specified in the Corporate Bylaws, these Student Bylaws and Policies as may be adopted by the Board.
- B. Recommend to the State President creation of such committees, standing or special, as may be deemed appropriate to meet the goals of Nevada HOSA.
- C. Ratify chairperson and committee members appointed by the State President. The State President shall be an ex-officio member of all committees appointed by the Board.
- D. Establish the date on which the Chapter monetary assessment shall be delinquent and the subsequent penalty

**Section 4.** Meetings:

- A. The Board of Trustees shall meet at least twice each year at the call of the State Advisor in consultation with the State President.
- B. Special meetings of the Board of Trustees may be called when requested by a Board member but not less than ten (10) days prior to the meeting.
- C. The Chairperson shall preside at meetings of the Board of Trustees.
- D. The Board may conduct business by correspondence, email or telephone.

**Section 5.** Any member of the Board of Trustees will serve until their successors are appointed. Any member of the Board may be removed at any time by a majority vote of all Directors in office. Removal from office shall not prejudice any contract rights of the person removed.

**Section 6.** The duties of the various members of the Board shall be such as are directed in these Bylaws, the Nevada HOSA Corporate Bylaws, or in the parliamentary authority adopted by the corporation, as well as those duties assigned by the Board of Trustees and/or set forth in the policies or procedures.

## **ARTICLE VI**

### **Nevada HOSA Foundation**

**Section 1.** The Nevada HOSA Foundation, hereinafter referred to as the “Foundation”, will be composed of the Chairperson of the Board of Trustees, the State Advisor, State Officer President and five Business and Industry Professionals.

- Section 2.** Election of the Foundation members will occur at the Board of Trustees meeting at the NACTE conference.
- Section 3.** Vacancies on Foundation shall be filled by appointment by the Board of Trustees for the remainder of the term.
- Section 4.** The Foundation is empowered by the Board of Trustees to oversee the daily operations of the corporation and will represent the corporation in all matters pertaining to the corporation. The Foundation should be actively involved in creating partnerships for Nevada HOSA.
- Section 5.** The Foundation has the power to take emergency action as required to meet the operational needs of the corporation.
- Section 6.** The Foundation may conduct business by telephone, email or correspondence.

## **ARTICLE VII.**

### **Chapters**

- Section 1.** Charter to Chapters
- A. Secondary Charters may be issued to each secondary health occupations education teacher/program or to the school after it has completed its affiliation with National HOSA, Inc.
  - B. Post-secondary Charters may be issued to each post-secondary health occupations education teacher/program or to the school after it has completed its affiliation with National HOSA, Inc.
  - C. When more than one Chapter exists in a school, the Chapters shall be referred to by school and chapter name.
- Section 2.** A school may apply for affiliation as a Chapter with the National HOSA, Inc. using prescribed forms when:
- A. Chapter Bylaws have been adopted.
  - B. No provision of the Chapter Bylaws is in conflict with Nevada HOSA Bylaws.
  - C. Chapter Officers [President, Vice President, Secretary, and Treasurer (Minimum)] have been elected.
  - D. Planned Chapter activities are in harmony with ideals and purpose of Nevada HOSA and a program of work listing activities by month have been submitted to the state office by October 15th.

- E. Application for Charter is made to the HOSA, Inc. One permanent Charter will be issued to each Chapter by HOSA, Inc. and Nevada HOSA.

**Section 3.** A chapter may collect funds necessary for Chapter operation.

## **ARTICLE VIII.**

### **Finances**

**Section 1.** The Chapter monetary assessment shall be determined by the Chapter consistent with State Board of Education Rules and their local school district rules.

**Section 2.** Each Chapter shall have autonomy in its fiscal affairs except that:

- A. The Chapter is responsible for the state and national association's monetary assessments.
- B. The Chapter shall submit to the National HOSA, Inc. by October 15, a curriculum fee of \$17.00 for each member. (\$10.00 national and \$7.00 state)

**Section 3.** All Nevada HOSA funds shall be disbursed consistent with the policies established by the Board of Trustees and Nevada Department of Education.

**Section 4:** Nevada HOSA will follow the NDE CTSO financial standards and will be a non-profit organization.

## **ARTICLE IX.**

### **State Officers**

**Section 1.** The State Officers shall consist of the following five positions:

- A. President
- B. Three State Vice Presidents, one from each region
- C. Post Secondary Vice President
- D. Secretary

**Section 2:** The responsibilities of the State Officers shall be to serve HOSA as prescribed in the State Officer Handbook and State Officer Contract and to fulfill the following duties as outlined:

- A. President
  - Duties:
    1. Serve as the Nevada HOSA Voting Delegate at the HOSA National Leadership Conference
    2. Serve as the NACTE Representative
    3. Serve as a member of the Board of Trustees
    4. Presiding Officer
  
- B. Vice-President
  - Duties:
    1. Preside in the absence of president
    2. Serve as the Nevada HOSA Voting Delegate at the HOSA National Leadership Conference
    3. Serve as a member of the Board of Trustees
  
- C. Post Secondary Vice-President
  - Duties:
    1. Co-Produce the Year in Review
    2. Serve as the Nevada HOSA Voting Delegate at the HOSA National Leadership Conference.
  
- D. Secretary
  - Duties:
    1. Record the Minutes and Attendance at official meetings of Nevada HOSA
    2. Serve as the Nevada HOSA Flag Bearer at the HOSA National Leadership Conference.
    3. Facilitate the correspondence of Nevada HOSA
    4. Produce a Newsletter (Quarterly)

**Section 2.** All of the State Officers will be elected at the annual State Leadership Conference as prescribed in the Nevada HOSA State Officer Election Guide. Candidates must complete application materials and submit to the State Office by the due date to be eligible to seek state office.

**Section 3.** A slate of officers will be submitted to the delegates by the nominating committee. All of the State Officers will be elected by the entire delegate assembly after recommendation from the nominating committee. The State Advisor or their designee and one other adult chosen by the State Officer President will count the ballots.

**Section 4.** Each chapter shall be entitled to one Nominating Committee member.

**Section 5.** State Officer Candidates shall meet the criteria as established in the Nevada HOSA State Officer Candidate Guide.

**Section 6.** Each active chapter may endorse several active HOSA members as candidates for each state office. The officer candidate shall attend the annual State Leadership Conference

to seek election as a state officer. Any active member is eligible to seek election as a State Officer.

- Section 7 9.** State Officers shall be elected by ballot at the annual State Leadership Conference. Members elected to a state office may extend their active membership for the term of office. In the event of a tie vote, the scores of the interview committee will be used to break a tie.
- Section 8.** A plurality shall elect. The term of office for State Officers shall begin with the last gavel tap of the state conference at which they were elected, and will continue until the last gavel tap of the state conference the following year.
- Section 9.** A vacancy in the office of President shall be filled by the First Vice President. A vacancy in a State Office other than President may be filled by an active member, appointed by the State Advisor and the State Officer Team, who was slated for office at the previous State Leadership Conference and was not elected.
- Section 10.** All elected officers must fulfill their duties of office as agreed upon at the beginning of their term. Failure to do so will result in termination of office.
- Section 11.** Any State Officer may be removed from office if they fail to complete their duties of office as outlined in the Student Bylaws and State Officer Contract. Removal must receive a two thirds (2/3) vote from the Executive Board of Trustees.
- Section 12.** The current State Officers shall represent Nevada at the HOSA National Leadership Conference.
- Section 13.** All Nevada HOSA members from active chapters in good standing are eligible to apply for State Office. The position of State President may be filled by a secondary or post secondary member. The positions of First Vice President, Second Vice President, and Secretary shall be filled by secondary members. The position of Post Secondary Vice President shall be filled by a post secondary member.

## **ARTICLE XI.**

### **Meetings/Conferences**

- Section 1.** Chapter meetings shall be scheduled by the Chapters.
- Section 2.** There shall be at least one Leadership Development Conference annually.
- A. The majority of the Chapter members registered at the conference shall constitute a quorum.
- B. Plurality shall determine voting decisions.



**Section 3.** There shall be an Annual State Leadership Conference with the location and date established by the Board of Trustees.

- A. Those eligible to attend the Annual State Leadership Conference shall be: Chapter Advisors; State Officers; State Officer Candidates; students with assigned specific responsibilities; Supervisors, Health Occupation Education; Nevada Department of Education Staff; HOSA State Advisor; Director, Health Occupations Education; participants and invited guests.
- B. Assistance in planning and implementation for the State Conference shall be provided by the: Board of Trustees; Foundation members, HOSA Members; Chapter Advisors; Supervisors, Health Occupations Education; Nevada Department of Education State Staff; ~~and~~ the HOSA State Advisor and/or their designee, and other persons as approved by NDE or the Board of Trustees.
- C. Nevada HOSA shall exercise their membership voting privileges through voting delegates. Chapters shall be allowed two Voting Delegates per chapter.
- D. The majority of the voting delegation registered at the conference shall constitute a quorum.
- E. Voting delegates shall be dressed in either the official HOSA uniform or approved business attire.
- F. Plurality shall determine voting decisions.
- G. A copy of the minutes of all meetings and conferences shall be submitted to the State Advisor within three weeks of the close of the meeting or conference.

**Section 4.** Nevada HOSA, Inc. members shall participate in the HOSA National Leadership Conference.

- A. Candidates for National Office shall have previously served as a State Officer and shall continue to meet the same criteria as State Officers. Must be a secondary or collegiate member that has been active for at least two years in Nevada HOSA.
- B. Nevada HOSA may approve members to seek National Office consistent with the number of allowable candidates per state as described in the HOSA, Inc. Student Bylaws.
- C. Eligible members interested in seeking National Office from Nevada shall follow the Nevada HOSA National Candidacy Procedures.

## **ARTICLE XII.**

### **Fiscal Year**

- Section 1.** The fiscal year of Nevada HOSA. shall be July 1 through June 30.
- Section 2.** The Board of Trustees shall designate a fiscal agent to be responsible for all accounting records for the Nevada HOSA, Inc. and for the proper handling and disbursement of funds.
- Section 3.** Books and records of Nevada HOSA may be reviewed at any reasonable time consistent with the laws of the State of Nevada.
- Section 4.** The Nevada Department of Education shall audit the financial affairs of Nevada HOSA from time-to-time according to State of Nevada policy and procedure. The Nevada HOSA Board of Trustees will direct an audit at the end of the fiscal year and may direct additional audits or financial reviews as needed.

### **ARTICLE XIII.**

#### **Active Chapter in Good Standing**

- Section 1.** A Chapter must be considered active and in good standing as defined by the Nevada HOSA Board of Trustees in order to receive the full benefits HOSA and be considered eligible to participate in the State Leadership Conference.
- Section 2.** Chapters who were active in the previous fiscal year shall complete the following in order to be eligible for HOSA benefits and eligibility for SLC:
- A. A list of elected chapter officers and Chapter Officers by October 15.
  - B. A copy or report of any amendments to the Chapter Bylaws within thirty days following such Chapter action.
  - C. Program of Work by October 15th.
  - D. Curriculum fees for a HOSA member must be paid by the established deadline of the current year.
- Section 3:** New HOSA Chapters who were not active and in good standing in the previous fiscal year must complete the items outlined in Section 2, Items A-D prior to the State Leadership Conference in order to be eligible for HOSA benefits and participation in the State Leadership Conference.

### **ARTICLE XIV.**

#### **Parliamentary Authority**

- Section 1.** The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern Nevada HOSA in all cases to which they are applicable and in which they are not

inconsistent with these Bylaws, the corporate bylaws, and/or any special rules of order the association may adopt.

## **ARTICLE XV.**

### **Amendment of Bylaws**

- Section 1.** These Bylaws may be approved for amendment by a two-thirds vote of the voting delegates, provided that the proposed amendment(s) has been submitted in writing to the State Advisor or their designee at least forty-five days prior to the State Leadership Conference.
- Section 2.** Bylaw changes approved for amendment by the State Advisor and/or State Officers must be submitted to a vote by the voting delegates at the State Leadership Conference provided that the proposed amendment(s) has been submitted in writing to each Chapter at least thirty days prior to the conference.
- Section 3.** Bylaws amendments will be voted on by Articles and be approved by a plurality of the delegates.
- Section 4.** These Bylaws derive their authority from the Nevada HOSA corporate bylaws, the HOSA, Inc. corporate bylaws, the HOSA, Inc. student bylaws, the laws of the State of Nevada, and the policies and procedures of the Nevada Department of Education as the charter holder. If at any time these Bylaws become inconsistent with these authorities, the ruling authority shall prevail and/or the Board of Trustees shall be permitted to automatically update these Bylaws to maintain consistency.

## **ARTICLE XVI.**

### **Dissolution**

- Section 1.** Upon final dissolution or liquidation of this organization and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining in assets shall be disbursed by Nevada HOSA Board of Trustees in accordance with one or more of the purposes of this organization or to be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501 (3c) of the Internal Revenue code.
- Section 2.** Upon final dissolution, all active chapters prior to the year of dissolution shall receive an equal share of any monies remaining after all obligations of the organization have been met.

Amended March 23, 2016  
*Amended March 23, 2012*  
*Amended March 25, 2011*