**BY-LAWS AND CONSTITUTION OF**

**THE NEW YORK STATE ASSOCIATION**

**OF HEALTH OCCUPATIONS OF STUDENTS OF AMERICA**

**Adopted at the Constitutional Convention**

**And First State Leadership Conference**

**April 18, 1978**

**Amended by Delegate Assembly**

**Tuesday, April 17, 2018 Pending**

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**ARTICLE I. NAME**

The name of this organization shall be the New York State Association of Health Occupations Students of America. New York State Association of HOSA, or the acronym, HOSA may be used to designate the organization, its chartered chapters, or its members thereof.

**ARTICLE II. PURPOSES**

Section 1. The purpose of the New York State Association of HOSA is to assist students enrolled in Health Science Education programs to develop leadership abilities and encourage personal growth, as an integral component of Health Science curriculums.

Section 2. The purposes of this association are:

1. To bring together students enrolled in Health Science Education courses in order to share common interests in the healthcare field.
2. To explore the different health careers and to strengthen the concept of the dignity of work.
3. To encourage excellence in scholarship, ethics, leadership, and skill development through community educational and professional activities.
4. To interpret health careers to all people, and promote community education about personal and health related topics.

Section 3. This association shall support and promote ideals and purposes of the national organization, (*Health Occupations Students of America) HOSA Future Health Professionals* (HOSA), **following National guidelines unless specified in these bylaws or NYS HOSA policy.**

**ARTICLE III. MEMBERSHIP**

Section 1. The New York State Association of HOSA is a state organization consisting of individual members of the local chapters chartered by the State Association. No person shall be denied membership in this Association because of race, color, gender, sex, gender expression, sexual orientation, religion, creed, or national origin, or disability.

Section 2. Classes of membership, which shall be recognized by the New York State Association of HOSA, are:

1. Active members shall be students who are currently enrolled in a secondary or an adult/postsecondary Health Science education program approved by the New York State Education Department. Health Science Education students in cooperative programs Students who are interested, planning to pursue, or pursuing a career in health professions are eligible for individual membership in the State Association upon approval by the State Advisor. The State Advisor will assign such students to the nearest HOSA Chapter. Active members shall be all students enrolled and whose designated affiliation fee has been paid at the chapter, state, and national organization. Active members shall be eligible to hold chapter, state and national office, and participate in chapter, state, and national activities, with all the attendant rights and privileges, including voting.
2. HOSA Lifetime Alumni members shall be those former active members who left their chapter in good standing. Alumni members shall belong to a local chapter and shall have all the rights and privileges of active members except the right to vote, hold office, and participate in competition. There will be no charge for Alumni membership with following the national HOSA protocol. Furthermore, alumni members, if they so desire, may form a separate chapter having the same rules and regulations as their local chapter.
3. Honorary members shall be those individuals who have made significant contributions to Health Science Education, or to the healthcare field, who have rendered outstanding service to the Association or any of its chapters. The Executive Council, with the approval of the Board of Trustees, shall elect all honorary members by a two-thirds vote. Honorary members will not pay dues nor shall they be eligible to vote or to hold office.
4. Professional members shall include those individuals associated with, or participating in the development, maintenance, and improvement of Health Science Education in New York State. Professional membership will include teachers, coordinators, supervisors, and administrators of Health Occupations on the local and state levels, clinical instructors and health care professionals involved with training and education; supervisors, coordinators and administrators of health care agencies; teacher educators in Health Science Education *and members of the advisory committee*; and shall pay affiliation fees as established by the chapter, state and national organization, *but will be ineligible to vote or hold office in the Association.*

Section 3. Members shall be considered “in good standing” upon meeting all criteria for membership in the appropriate class, and are on the roster of members of their registered chapters for the current membership year.

Section 4. The membership year will be from September 1 through August 31.

**ARTICLE IV. ORGANIZATION**

Section 1. This association shall consist of the total members of chartered local chapters and such other categories of special membership as designated by these bylaws.

Section 2. Local chapters may be organized in high schools, area occupational centers and adult occupational centers in accordance with the accepted practice of the local educational agency and with the approval of its chief school officer or designated deputy. This Association shall charter local chapters in accordance with regulations of the board of trustees.

Section 3. Local chapters chartered in this association shall be entitled to use the letters “HOSA” as part of their official title; members shall be referred to as HOSA Future Health Professionals

Section 4. The Board of Trustees shall designate administrative regions of this association consisting of local chapters. Such administrative regions of the Association shall be established consistent with the current occupational education planning regions. Local chapters shall be members of the region within whose boundary lines they are located and shall participate in the activities of their region.

Section 5. A chapter shall be considered “in good standing” in this Association when (a.) an official roster *and list of officers are* **is** filed with *the State office* **National HOSA**, and certified as accurate and complete by the Chapter Secretary, (b.) all current reports and affiliation fees have been submitted to this Association, *(c.) a set of current chapter bylaws is filed and approved by the Board of trustees, and* **(c.) affiliation fees for local chapters must be received by National HOSA on or before January 1st of the current school year. (d.) all supplemental chapter affiliations must be made to National HOSA on or before March 1st of the current school year. (e**.) All activities, projects and meetings are in harmony with the ideals and purposes of the New York State Association of HOSA.

**ARTICLE V. ADMINISTRATION**

Section 1. The administration of this Association shall be vested with the Board of Trustees.

Section 2. The principal offices of this Association shall be located in Albany, New York, and within the *Career and Technical Education Office of the* New York State Education Department.

Section 3. The person in charge of Health Science Education shall serve as State Education Director and provide general guidance to this Association and shall appoint the State Advisor.

Section 4. The State Advisor shall serve as the educational consultant to the Board of Trustees and the student Executive Council; and shall assist them in coordinating the activities of the Association.

Section 5. The Board of Trustees shall elect regional advisors, one or two for each designated region. The regional advisor shall serve a term of **three** years. Regional advisors shall relay information between State Advisor and chapter advisors within their region and serve in other capacities as indicated by the Board of Trustees.

Section 6. Local chapter advisors shall be teachers, coordinators or administrators, staff or other individuals associated with Health Science Education in high schools, career and technical centers, adult/postsecondary, and community agencies in New York State, and shall serve as consultants to chapter members and assist them in coordinating the chapter program. Middle school chapters shall have advisors from their respectful middle school. Their school or organization administrator thereof shall confirm chapter advisors.

Section 7. The Board of Trustees shall appoint an Executive Treasurer to administer the financial accounts of this Association. The Executive Treasurer shall be bonded up to two-thirds of the maximum balance in the State Association treasury.

**Executive Treasurer**

Basic Function: The NYS HOSA Executive Treasurer maintains financial records, pays bills, and provides leadership in the financial areas of NYS HOSA. The Executive Treasurer also tracks membership and event registration payments. The Executive Treasurer is appointed by the New York State HOSA Board of Trustees and reports to the State Advisor, and is responsible for preparing all appropriate materials for an annual external audit and reporting results of same to the Board of Trustees.

Preferred Qualifications:

· Present/Past member of HOSA

· Accounting background or work with school finances

· Teacher/administrator or staff whose experiences have been in areas of Career and Technical Education or Student Leadership.

· Familiar with and participated in NYS HOSA activities.

Board Appointment: Two-year appointment

**Position Description**

1. The Executive Treasurer thoroughly understands the organization’s financial philosophies and purposes.

1.1 Corresponds as required with National HOSA, the HOSA State Advisor, the Board of Trustees and local chapter Advisors.

1.1.1 Sets up EFT as required by school districts

1.2 Is a resource person regarding membership, dues, and other financial matters for NYS HOSA and National HOSA.

1.3 Develops and maintains effective accounting procedures and reporting system of financial records

1.3.1 Keeps a ledger, balances bank account, creates invoices, pays bills, produces sales receipts, files applicable sales tax, reports IRS income

1.3.2 Prepares a financial statement showing all income and expenditures at the end of the fiscal year

1.3.3 Provides general direction to volunteer auditors at the Annual Spring Leadership Conference and reports audit findings at the final Board of Trustees meeting.

1.4 Works with the National HOSA Conference Management System (CMS) to maintain an effective membership reporting, procedures, and payment system.

2**. The Executive Treasurer.**

2.1 Is responsible to the State Advisor.

2.2 Assists the Board of Trustees in developing successful financing for a full program of NYS HOSA activities

2.3 Assists and advises the Board of Trustees in preparing an annual budget for NYS HOSA activities

2.4 Disburses and record expenditures of monies after approval by the State Advisor

2.4 Prepares timely and appropriate financial reports for the Board of Trustees

2.5 Receives and records receipts of monies to and for NYS HOSA and makes bank deposits

2.6 Verifies Membership standing prior to conference registrations deadlines.

3**. The Executive Treasurer and the State Advisor.**

3.1 Communicates with the State Advisor on financial and membership activities of NY HOSA where appropriate.

3.2 Assists in developing effective methods for registration at State and/or National Conferences; utilizes the National HOSA CMS

3.3 Consults with the Board of Trustees on the purchases of publications, materials, and supplies when appropriate or requested.

The Executive Treasurer shall attend NYS HOSA Board of Trustees meetings as a non-voting attendee and should submit a written electronic report one week before the scheduled Board Meeting.

**ARTICLE VI. STUDENT EXECUTIVE COUNCIL OFFICERS**

Section 1. The officers of the New York State Association of HOSA shall be President, Senior Vice President, one Region Vice President for each designated region, a Secretary, a Treasurer, an Historian, a Parliamentarian, and three Adult/Postsecondary members-at-large. The officers shall constitute the Student Executive Council.

Section 2. The officers of this Association, except the Regional Vice Presidents, shall be elected by a majority vote of all the voting delegates at the Association’s Annual State **Spring** *Leadership* Conference. The Regional Vice presidents shall be elected by a majority vote of the voting delegates in their respective regions at the Annual State **Spring** *Leadership* Conference. In the event that a majority vote is not secured by any candidates, there shall be a runoff election between the two candidates with the greater number of votes.

Section3. Candidates for state office must fulfill the following qualifications prior to nomination.

1. Be an active member in good standing of the Association and of the local school chapter and maintain good standing in school.
2. Be endorsed by the chapter, recommended by the chapter advisor and school principal or occupational education director and be given approval by a parent or guardian, if secondary level, and as appropriate if adult/postsecondary level.
3. File an official application with the chairperson of the Nominating Committee prior to the Annual State **Spring** *Leadership* Conference.
4. Be enrolled in an approved Health Science Education program **or students who are interested, planning to pursue or are pursuing a** **career in health professions** and show evidence of commitment to carry out responsibilities of the elected office beyond completion of the Health Science Education program.
5. Demonstrate satisfactory knowledge of Association objectives, activities, business, and program of work.
6. Demonstrate satisfactory knowledge of parliamentary procedure in order to run a meeting.
7. For Regional Vice President, reside in the region for which election is taking place.
8. Be willing and able to devote all necessary time required to carry out the duties of office.
9. Be recommended for nomination by the Nominating committee in accordance with these Bylaws.

Section 4. Candidates for state office must be present at the Annual State **Spring** *Leadership* Conference to be eligible for nomination and election.

Section 5. Each region shall provide **a maximum of fourstate officers. There may only be two officers from the same chapter** no more than two state officers with the exception of the Regional Vice President.

Section 6. The state officers shall be elected by ballot to serve for one year until a successor is elected or appointed, and their terms shall begin at the close of the annual meeting at which they are elected. No student officer may be elected to more than one term for the same office.

Section 7. With exception of the President, in the event that an office becomes vacant, the vacancy shall be filled by appointment by the Board of Trustees. In the event that the office of President becomes vacant, the Senior Vice President shall assume the title and duties of President.

Section 8. All state officers shall perform the duties common to such offices including, but not limited to those duties listed below. All state officers shall participate in the meetings of the **Student** Executive Council, **attend summer** **leadership training** and carry out those responsibilities delegated by the action of the **Student** Executive Council and Board of Trustees.

1. President: It shall be the duty of the President to preside over the Annual State **Spring** *Leadership* Conference, special meetings of the association, **Student** Executive Council meetings; to prepare the annual report; appoint all necessary special committees with chairpersons to be elected by the members of the respective committees, and work closely with the State Advisor and Board of Trustees to promote chapter and State Association activities and the program of work. The President or designee shall represent the Association in its official activities and business with other organizations and persons.
2. Senior Vice President: It shall be the duty of the Senior Vice President to serve in any capacity as directed by the President; assume the duties of the President in the event that office becomes vacant; preside over Association meetings in the absence of the President; coordinate the activities of the Regional Vice Presidents; and serve as chairperson of the Nominating Committee.
3. Regional Vice Presidents; It shall be the duty of the Regional Vice Presidents, under the direction of the Senior Vice President, to promote and develop this Association in the region which elected them; to coordinate local chapter activities in their region; to work with the State Advisor and the local State Officer Advisor; to promote and participate in the regional student organization activities; and serve the Association in any capacity as directed by the President.
4. Secretary: It shall be the duty of the Secretary to record the proceedings of all general and **Student** Executive Council meetings of this Association; to compile the minutes and other records and reports; to file such minutes, records, and reports promptly to the State Advisor; to call the rolls of chapters, delegates, or members at all Association meetings; to serve the Association in any capacity as directed by the President.
5. Treasurer: It shall be the duty of the Treasurer to assist the Executive Treasurer with the collection and deposit of dues and other receipts, deposits, and disbursements of Association funds; to assist in keeping accurate records of receipts, deposits, and disbursements: to provide a complete financial report for the Annual State **Spring** *Leadership* conference; to assist in preparing the annual financial statement of the Association; and to serve the Association in any capacity as directed by the President.
6. Historian: It shall be the duty of the Historian to coordinate the public relations and publicity activities of the Association; to edit the state newsletter; to communicate all news and information about State Association activities to the national organization; to write, collect, compile articles, photographs, and other documents relating to the local chapter and Association activities during the term of office and prepare an official account of the Association; to serve the Association in any capacity as directed by the President.
7. Parliamentarian: It shall be the duty of the Parliamentarian to serve as an authority and consultant to the presiding officer at all Association meetings and rule on the points of order; call attention to all errors in procedure as observed; maintain for reference, and supply on demand suitable parliamentary references and the Association Bylaws; and to serve the Association in any capacity as directed by the President.
8. Adult/Postsecondary Members-at-Large: It shall be the duty of the Adult/Postsecondary Members-at-Large, to promote and develop this organization in adult/postsecondary programs throughout the State; to maintain focus on the needs and interests of the adult/postsecondary students in all organizational activities; and to serve the association in any capacity as directed by the President.

Section 9. The **Student** Executive Council shall be composed of all state officers. The State Advisor, chairperson of the Board of Trustees, and chapter advisors to the state officers shall serve as ex officio members and shall have the privilege of discussion, but shall not be eligible to make motions, vote, nor be counted in determination of quorum.

Section 10, It shall be the duty and responsibility of the **Student** Executive Council to conduct such business as shall be necessary to enable this Association to function. The council shall also be charged with promoting the Association’s program of work, making plans and formulating the agenda for the **Annual Fall Leadership Workshop and** Annual State **Spring** Leadership Conference.

Section 11. The **Student** Executive Council shall meet up to a minimum of **four** **times** each year, with one meeting coincident with the Annual Student **Spring** Leadership Conference of the New York State Association of HOSA.

**ARTICLE VII. BOARD OF TRUSTEES**

Section 1. The persons named as operators of this Association shall constitute the first Board of trustees. The Board shall have the power to adopt rules **and** **form special committees** for its operation, but not to conflict with other portions of these Bylaws.

Section 2. The Board of trustees shall be composed of the following members:

1. **Chairperson**
2. **Vice Chairperson**
3. **Secretary**

4. One **or two** chapter advisor(s) from each region as designated by the Board of Trustees.

5. One chapter advisor representing adult/postsecondary programs

statewide.

1. One teacher educator responsible for Health Science Education teacher training programs.
2. One Health Science Education coordinator or supervisor from a school with a chartered chapter of the Association.
3. The President, or designated representative from the New York State Health Science Educators Association.
4. The President, or designated representative, from the Association of Career and Technical Education Administrators of New York State.
5. The President of the New York State Association of HOSA.

The Senior Vice President of the New York State Association of HOSA.

1. One Alumnus who has served as a local chapter officer or a state officer.
2. Two professional members as designated in Article 3 section 4 of these bylaws.
3. Officers of the Board of trustees shall be chairperson, vice chairperson and secretary. Officers shall be appointed by the State Advisor, with the approval of the Board of Trustees, from among the professional members serving as current or past chapter advisors.
4. The chapter Advisor of the President of the Student Executive Council.
5. The State Officer advisor(s).

Section 3. Ex-officio members may enter into discussions but without vote, and shall be:

1. The chapter Advisor of the State President.
2. The chapter Advisor of the Senior Vice President.
3. The chairperson of the New York State Association of HOSA Advisory Committee.
4. The Executive treasurer.
5. The State HOSA Competitive Events Chairperson Coordinator.
6. The State HOSA Special Activities Coordinator.
7. The State Advisor.
8. The Immediate Past President Chairperson.

Section 4. The Trustee Nomination and Election Committee shall consist of the State Advisor, the current Board of Trustees Person in Charge of Health Science Education, the chairperson of the Advisory Committee, the President of the New York State Association of HOSA and the President of the New York State Health Science Educators Association. According to a schedule of rotation, nominees shall be presented for categories 1, 2, 3, 4, 5, 6, 7, and 9 and 10 under Article VII, Section 2 of these Bylaws.

Section 5. The chapter advisor of the President of the Student Executive Council shall have a term of office of one year or until his/her successor has been appointed. teacher-educator, Health Occupations Education supervisor or coordinator, and the alumnus member of the Board of Trustees shall have a term of office of two years or until their successors have been elected.

Section 6. The Presidents or representatives of the New York State Health Science Educators Association and the Association of Vocational Education Administrators of New York State, and the President and Senior Vice President of the Student Executive Council of the New York State Association of Health Occupations Students of America shall serve as Trustees during their tenure as officers of their respective organizations.

Section 7. Officers of the Board of Trustees shall be chairperson, vice chairperson, and secretary. Officers shall be elected from among the members designated in Section 2 of this Article by a method fixed by the Board and shall serve a term no longer than their term as Trustee.

Section 8. In the event that a trustee position becomes vacant, State Advisor shall appoint the vacancy with the approval of a majority of the remainder of the Board.

Section 9. The Board of Trustees shall meet at least three times each year with one meeting coincident with the Annual Student State Spring Leadership Conference. Special meetings, including conference calls and electronic contact may be called as deemed necessary by the State Advisor or Chairperson.

Section 10. The Board of Trustees shall have the authority to supervise the affairs of this Association, perform such duties as specified in the Bylaws, except that none of its actions shall conflict with the purposes of the national organization, or these Bylaws. The Board shall have approval authority over the action of the state officers, Student Executive Council, or delegates at any Association meeting. The Board shall be responsible for ensuring that all activities and actions of the Association are carried out in accordance and in harmony with State Education Commissioner’s regulations, Rules of the Board of Regents, the federal Vocational Education Act and its successors, the Bylaws of the Health Occupations Students of America, and within the guidelines of the Office of Occupational and Continuing Education. The Board shall review, revise and approve the annual report and forward it to the Commissioner of Education as stipulated in section 215 of the Education Law.

Section 11. Election of the Board of Trustee members shall take place at the regular board meeting during the Association’s State Spring Leadership Conference.

ARTICLE VIII. Advisory Committee

Section 1. The Advisory Committee shall be established by the Board of Trustees to provide advice and counsel to the Association regarding its policies and programs and function in any other capacity as specified by the Board.

Section 2. The Advisory Committee shall consist of persons representing health care agencies, clinics, nursing homes, voluntary organizations, professional associations, foundations, and commercial enterprises related to the healthcare field, but not limited to these categories,

Section 3. The Board of trustees shall fix the method of appointment, term of office, and meeting schedule and duties of the Advisory Committee.

**ARTICLE IX. FINANCIAL AFFAIRS**

Section 1. The fiscal year of this Association shall be July 1 through June 30.

Section 2. Any student member or chapter advisor may inspect financial reports by giving written notice to the Executive Treasurer.

Section 3. Local chapter fees shall be determined by the membership of the local organization with the approval of their advisory and chief school administrator.

Section 4. The Student Executive Council with the approval of the Board of Trustees and the House of Delegates shall establish affiliation fees for membership.

Section 5. An annual budget shall be prepared by the Executive Council and presented to the Board of Trustees for approval.

Section 6. A financial statement showing all income and expenditures of this Association shall be prepared by the Executive Treasurer at the end of the fiscal year, audited professionally, and reported to the Student Executive Council, the Board of Trustees, and the delegates at the Annual State Spring Leadership Conference.

Section 7. The Board of Trustees shall authorize all expenditures of the Association funds.

Section 8. Upon final dissolution of this Association, its regions and/or its local chapters, and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining assets shall be disbursed by the Board of Trustees in accordance with one or more of its purposes of this Association or be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

**ARTICLE X. MEETINGS**

Section 1. This Association shall hold each year a State Spring Leadership Conference and this meeting shall serve as the annual meeting of the Association. The Student Executive Council with the approval of the State Advisor and Board of Trustees shall select the time, location, and agenda. The purposes of the meeting are to promote leadership-training activities, elect state officers, promote the program of work, and transact such business as may properly come before the Association.

Section 2. Special meetings of the Association and Executive Council may be called by the Chairperson of the Board of trustees upon written notice of not less than thirty days.

Section 3. Special meetings of the Association’s Student Executive Council *officers*, the Board of Trustees, the Advisory Committee, or any other properly constituted committee may be called by the respective body according to its own rules.

Section 4. A quorum at the annual or special meetings of this Association shall consist of two-thirds of voting delegates from chapters in good standing. A quorum at a meeting of the Board of Trustees, student Executive Council or a committee of the Association shall consist of a simple majority of the members of each body.

Section 5. Each chapter in good standing of this Association shall be entitled to send voting delegates from its active membership to the annual State Spring Leadership Conference in accordance with the procedures listed below.

1. Each chapter shall be entitled to send one voting delegate for the first ten members on its active membership roster. One voting delegate for each additional group of ten members or greater part thereof will be allowed. At no time may any chapter have more than five voting delegates.
2. Each chapter may select one non-voting alternate for each voting delegate to which it is entitled. The alternate shall be entitled to take the place of the delegate in the event the delegate cannot serve or is absent.
3. Each voting delegate shall have one vote and must be present and seated in the area designated by the presiding officer in order to vote. Non-voting members shall have the privilege of taking part in discussion only.

Section 6. The President of the Association Student Executive Council shall serve as the first delegate to the national organization conference, and as the chairperson of the delegation. The Senior Vice President shall serve as the second delegate. Other delegates to the national conference shall be elected by the voting delegates of the State Association at the Annual Conference as needed.

Section 7. The State Advisor with the approval of the Board of Trustees may fill vacancies in the delegation through appointment.

Section 8. In the event that the President cannot serve as the chairperson of the delegation to the national conference, the Senior Vice President shall so serve. In the event of the absence of both the President and Senior Vice President, the State Advisor shall appoint the delegation chairperson.

Section 9. A vote on Association business may be conducted by mail ballot or electronic mail when approved by the Board of Trustees. The State Advisor shall prepare all such ballots, or by any person or persons to whom the State Advisor shall delegate this responsibility. All such ballots must be returned to the designated person by the deadline date indicated on the ballot. Mail ballots shall be tallied by the State Advisor or designee and reported to the chapters and/or Board of Trustees promptly and in a manner devised by the State Advisor.

ARTICLE XI. COMMITTEES

Section 1. The President of the Student Executive Council of the New York State Association of HOSA shall, with the advice and consent of the Board of Trustees, designate special committees, and appoint members to standing and special committees for terms not to exceed the President’s term of office.

Section 2. There shall be two standing committees: (a.) Nominating Committee, and (b.) Student Leadership Development Committee.

Section 3. The Nominating Committee shall consist of the State Advisor, two chapter advisors appointed by the State Advisor, the Chairperson of the Board of Trustees, the Senior Vice President of the Student Executive Council, as Chairperson, and two student members appointed by the President of the Student Executive Council, one representing secondary and one representing adult/postsecondary members. The Nominating committee shall be responsible for implementing the student election policies as established by the Student Executive Council and Board of Trustees.

Section 4. The Student Leadership Development Committee shall consist of not less than three nor more than five active members in good standing. The Student Leadership Development Committee shall be responsible for selecting and implementing all forms of recognition for individual and chapter activities related to the program of work of this Association. The committee shall also be responsible for planning and implementing all leadership training programs and activities for the state and chapter officers.

Section 5. The President of the Student Executive Council, with the approval of the Board of Trustees, may create special Committees for any other purpose.

Section 6. The President of the Student Executive Council, State Advisor, and chairperson of the Board of Trustees shall serve as ex-officio members of all committees.

Section 7. The State Advisor with the approval of the Board of Trustees shall appoint two to four members of the Board of Trustees to serve on a Policy and Procedures Committee. The committee shall meet when necessary to review these Bylaws, NYS HOSA policy and procedures. Recommendations forchanges and additions will be forwarded to the Board of Trustees for a full vote. The Board of Trustees may charge this committee to serve the Association in other matters relevant to Association Business.

**ARTICLE XII. INSIGNIA, EMBLEMS, AND MOTTOS**

Section 1. This Association and all its regions and chapters shall adopt and use such insignias, emblems, colors, designs, mottos, and any and all other identifications as the national organization. This Association may adopt such other identifying insignia, emblems, designs, and mottos for use in New York State so long as they are not in conflict with the national organization.

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 at the Annual Student Leadership Conference. Only chapters in good standing shall be entitled to use any insignia, emblem, or motto or any other identification of this Association.

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

**ARTICLE XIII. PUBLICATIONS**

Section 1. The Student Executive Council, with approval of the Board of Trustees, may publish or cause to be published any manner of communications, newsletter, or similar document consistent with the purposes and objectives of this Association.

Section 2. This Association shall publish an official state newsletter for distribution to all categories of members of this Association. This newsletter will be used to transmit official notices and other important communications and will be prepared by the Historian.

Section 3. This Association shall publish a program of work calendar and an official handbook and copies shall be sent to chartered chapters in good standing and their members as designated by the Secretary.

**ARTICLE XIV. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule or order the Association may adopt.

ARTICLE XV. AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of the legal ballots cast at the Annual State Spring Leadership Conference, or at any special meeting of the Association.

Section 2. Proposed amendments must not conflict with any section of the Bylaws of HOSA and must be in harmony with the purposes of this Association.

Section 3. A chapter, region, the Student Executive Council, the State Advisor, or the Board of Trustees may propose amendments.

Section 4. Amendments to be acted upon at an annual or special meeting must be received by the State Advisor or designee at least ninety days prior to that meeting. The proposal will then be forwarded to the Policy and Procedures Committee for review to determine any conflict with HOSA Bylaws and insure it is in harmony with the purposes of the Association. If approved by the Policy and Procedures Committee, notice of the amendment shall be sent by the State Advisor or designee to all chartered chapters, the Board of Trustees, and the state officers at least thirty days prior to the meeting.