

# CLUB MED Constitution

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## PREAMBLE

We the students of Skyline High School, in order to satisfy the ambitious mind, to promote health sciences awareness and in accordance with the Washington Career and Technical Sports Medicine Association (WCTSMA) and Health Occupations Students of America (HOSA) mission statements and governing bodies, do hereby adopt this constitution for CLUB MED.

## ARTICLES

### ARTICLE I—Name

This club shall henceforth be known as CLUB MED of Skyline High School.

### ARTICLE II—Purpose

1. To develop leadership and teamwork.
2. To explore different medical careers.
3. To promote medical community service and involvement.
4. To prepare for and compete at WCTSMA & HOSA state and international leadership conferences.

**Section A:** Washington Career and Technical Sports Medicine Association Mission Statement – “As a student-led organization, the WCTSMA's mission is to introduce students to a variety of sports medicine professions and prepare them for success. To achieve this mission, we provide quality leadership and educational opportunities. Instructors of the WCTSMA commit themselves to promoting the personal and professional growth of each student. While the success of our students is of utmost importance, the WCTSMA also works to develop self-supporting intra-curricular sports medicine programs. The organization works to create an environment of quality learning and experiences extending beyond secondary schools into the work force.”



**Section B:** Health Occupations Students of America Mission Statement – “The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.”

**B.1:** The HOSA Motto – “*The Hands of HOSA Mold the Health of Tomorrow*”

**B.2:** The HOSA Slogan – “*Health Science Education and HOSA: A Healthy Partnership*”

**B.3:** The HOSA Tagline – “*HOSA—A Student-Led Association of Future Health Professionals*”

**B.4:** The HOSA Emblem – The circle represents the continuity of health care

**B.5:** Official Meaning of Colors – Navy = Loyalty to the healthcare profession, Medical White = Purity of purpose and Maroon = Compassion of HOSA members

**B.6:** The HOSA Creed

*I believe* in the Health Care Profession.

*I believe* in the profession for which I am being trained; and in the opportunities which my training offers.

*I believe* in education.

*I believe* that through education, I will be able to make the greatest use of my skills, knowledge, and experience in order to become a contributing member of the health care team and of my community.

*I believe* in myself.

*I believe* that by using the knowledge and skills of my profession, I will become more aware of myself. Through fulfilling these goals, I will become a more responsible citizen.

*I believe* that each individual is important in his or her own right; therefore, I will treat each person with respect and love. To this end, I dedicate my training, my skills, and myself to serve others through HOSA.



### ARTICLE III—Logo and Colors

**Section A:** Club insignia will be denoted in the colors navy and scarlet. Navy is representative of the WCTSMA and scarlet representative of HOSA as both organizations support the purpose and ideals of CLUB MED.

**Section B:** The club logo was created by graphics design student Nick Meinhofer in 2014. It bears the club name in navy and references the club's ties to medicine through the ECG line in scarlet used to spell "Med".



### ARTICLE IV—General Membership

**Section A:** Membership to the club shall be open to all Skyline High School students interested in medicine/healthcare. Students need not be enrolled in a health science course (e.g. Biology, Child Development, Health and/or Sports Medicine). To qualify as an *official* CLUB MED member, students must pay for their ASB fee, pay CLUB MED dues and have completed the CLUB MED membership application provided on the club website each school year.

**A.1:** Our HOSA chapter division is Secondary; "These shall be secondary students who are or have been enrolled in a health science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions. They shall pay affiliation fees as established by the local, state, and national organizations, and shall be eligible to hold national office, participate in national activities, and, if chosen, serve as voting delegates, and represent their chapter and state in national affairs."

**A.2:** Our HOSA chapter charter number is 55018.

**Section B:** Dues are \$10.00 per member and must be paid to the ASB bookkeeper/on-line in order to participate in education sessions/activities/trips, to vote on items presented at meetings and to run for/hold office. Students who do not pay their dues by a deadline established at the beginning of each school year (generally by early October) will pay \$30.00 thereafter. Dues are subject to change as recommended by the Executive Board and Advisor. Dues increases must be approved by general membership through a simple majority vote. Dues may help to cover expenses, including but not limited to, expendable supplies used in education sessions, conference registration fees, transportation costs, etc. WCTSMA and HOSA membership dues are paid for by the ISD.

**Section C:** General membership responsibilities and expectations include, but are not limited to:

- Becoming familiar with and knowledgeable of CLUB MED and its constitution
- Attending and actively participating in club meetings and activities, arriving to meetings/events prior to scheduled start times as a professional courtesy; for a meeting to count towards the Heart of Hippocrates, members must be in attendance for at least 30 minutes from the meeting's start to end time
- Volunteering services, talents, ideas to benefit CLUB MED, Skyline High School and our community
- Representing CLUB MED in a positive manner, projecting a professional image to Skyline students/staff, affiliated CTSO's (HOSA and WCTSMA) and the community at large
- Communicating professionally and courteously with fellow members
- Taking full advantage of the opportunities offered by CLUB MED and its supporting CTSO's
- Promoting CLUB MED within Skyline High School and our local community
- Adhering to school (including ASB), school district and CTSO rules and regulations

**Section D:** Members are considered "in good standing" if they meet the criteria outlined in Article IV, Sections A, B and C.

**Section E:** "The Heart of Hippocrates" Recognition—Members exceeding the minimal expectations of membership are eligible for earning CLUB MED honor cords upon graduation. Eligibility will be determined using a three-tiered system through which a member must earn at least 10pts before graduation. Points can be earned starting with a member's initial joining of the club (via paying club dues each year) until the end of their senior year. The Advisor and/or Executive Board retain the right to determine what activities fall under what tier if not already listed below. Activities may include, but are not limited to the following:



**E.1:** Tier One Activities (3pts each)

- Serving as a CLUB MED and/or WA HOSA officer
- Placing in the top 10 at the HOSA International Leadership Conference
- Earning a medal for the Barbara James Service Recognition Event
- 85-100% Meeting attendance since initial joining of the club
- Running as a WA HOSA State Officer Candidate, regardless of election outcome

**E.2:** Tier Two Activities (2pts each)

- Lead a healthcare-oriented activity following a general membership business meeting
- Create and present to membership a topic of interest relevant to healthcare following a general membership business meeting
- 70-84% Meeting attendance starting from initial joining of the club
- Participate in a club sponsored event/activity outside of general membership meetings (e.g. fundraisers, club fairs, homecoming events, science fairs, etc.)
- Attend the HOSA International Leadership Conference
- Place top five at either the WA HOSA State Leadership Conference and/or the WCTSMA State Conference & Symposium

**E.3:** Tier Three Activities (1pt each)

- 55-69% Meeting attendance starting from initial joining of the club
- Prepare and submit an article for the HOSA Happenings Recognition Event
- Attend but not place at the WA HOSA State Leadership Conference and/or the WCTSMA State Conference & Symposium
- Run as a CLUB MED Officer Candidate, but is not elected

### **ARTICLE V—Leadership**

The elected offices of the club shall be the President, Vice-President, Secretary, Treasurer, Historian/Reporter and Director of Communications, Director of Community Outreach, Director of Apparel, HOSA Liaison and WCTSMA Liaison. The position of Advisor is not an elected office.

**Section A:** All elected officers shall adhere to the following ASB and club guidelines to retain their office/position.

**A.1:** Officers must pay their ASB fee and CLUB MED dues.

**A.2:** Officers must maintain a 2.5 GPA and be passing all of their classes while in office. Grade checks are performed by the Advisor at the conclusion of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters.

**A.3:** Attendance and punctuality are essential elements of effective leaders.

**A.3.1:** Officers are expected to be present for at least 75% of each general membership meeting. An *early dismissal* is defined as an officer being excused from the remainder of a meeting or event by the Advisor prior to its stop/end time.

**A.3.2:** Absences – Officers are limited to missing a *maximum* of eight meetings (general or executive) regardless of reason. Two tardies/early dismissals are equivalent to one absence. Arriving at a general membership meeting more than 20 minutes after its start will be counted as an absence. Officers and their parent(s)/guardian(s) will be warned by the Advisor upon their 6<sup>th</sup> and 7<sup>th</sup> absence that an 8<sup>th</sup> absence will result in their suspension or removal from office.

**A.3.3:** Tardies – A tardy for *general membership meetings* is defined as arriving 5-20 minutes after an established start time. Generally, officers are expected to be present for general membership meetings at least 15 minutes before its start. A tardy for *executive board meetings and events for which officers have signed up to be present*, is defined as arriving 5-10 minutes after an established start time.

**A.4:** Each officer is expected to attend at least one CTSO state conference during their term of office.

**A.5:** Officers not following through with the duties/responsibilities outlined in this constitution will receive a verbal/written warning from the Advisor. Following the Advisor's warning, should the officer's behavior/performance not improve, the officer will be placed on a two-week probationary period during which their performance will be monitored and reviewed by the Executive Board and/or Advisor. If improvement does not occur in the officer's performance within the probationary period disciplinary action will be taken.

**A.5.1:** An officer not adhering to the expectations of their office, club, school, school district and/or affiliated CTSO's (HOSA and WCTSMA) may also lose the opportunity to participate in CTSO conferences/events, the privilege of earning CLUB MED honor cords and/or recognition as an officer at the club's end-of-year celebration. Disciplinary action will be determined by the Executive Board, Advisor and/or an Assistant Principal.

**A.5.2:** If an officer must be removed from office due to a lack of performing their duties and/or violating club, school and/or district policy, a new election should be held as soon as it is practical to fill the position.

**A.5.3:** Offices vacated during a calendar school year, regardless of circumstances surrounding the vacancy, will be filled by a simple majority vote by the general membership and Advisor approval.

**A.5.3.1:** Should an officer need to resign, regardless of reason, a formal resignation letter should be submitted to the Advisor and Executive Board prior to their resignation.

**Section B:** The Advisor shall oversee all workings of the club and its members. The Advisor is responsible for keeping the club in accordance with Issaquah School District, ASB, HOSA and WCTSMAs directives and guidelines. The Advisor shall supervise club meetings and events. They will promote the mission statements and creeds of associate organizations. They will encourage student involvement, leadership and success. In the absence of the Advisor, the Advisor must assure adequate supervision of club meetings and events by another adult, preferably an employee of the Issaquah School District. The Advisor must be an adult and employee of the Issaquah School District.

**B.1:** Local Chapter HOSA Advisor Responsibilities: "The local HOSA Advisor's tasks are many, particularly relating to serving as the *motivating force*, and may be grouped generally under the following categories:

- Securing administration support
- Organizing the local HOSA Chapter
- Assuring that HOSA concepts and activities are an integral part of the Health Science Education classroom
- Serving as a resource/facilitator for HOSA student members' planning of Program of Work and implementation of activities
- Effecting leadership development"

**Section C:** The *President* shall lead, plan and call general membership meetings. They may also call executive member meetings. The President shall work closely with other officers and the Advisor. They have the power to create special committees. They will establish meeting agendas, working with the Advisor and executive members. They will adhere to basic parliamentary procedure in holding meetings. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**C.1:** The President is to report to the ASB President, who serves as liaison to the Skyline ASB student government board.

**C.2:** By default, the President will act as one of two student voting delegates at CTSO conferences, unless the President is unable to attend the event/ conference at which point the vice president will assume that role.

**Section D:** The *Vice President* shall assume the duties of the President in his/her absence. They shall oversee standing and appointed committees. They shall work with the Advisor to complete and submit a Facility Use Request Form to the appropriate staff person (School Receptionist) to reserve a location for club meetings and events held at school. They shall keep records of membership attendance for both general and executive members. They will maintain a list of member information for communication purposes and membership status. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**D.1:** Membership information shall be digital in format (Google Form) and must include:

- Student's Full Legal Name (as it appears on photo ID\*)
- Student's Cell Phone Number
- Student's E-mail Address\*
- Grade Level
- Graduation Year\*
- Ethnicity\*
- Gender\*
- Preferred Pronouns
- Parent/Guardian Full Name
- Parent/Guardian E-mail
- Student Agreement – expectations of members \* Per HOSA's membership application requirements

**Section E:** The *Secretary* shall keep minutes for all executive and general membership meetings. Meeting minutes and attendance need to be posted to the "CLUB MED folder" created through OneNote by ASB and the CLUB MED "Secretary" folder in Dropbox within 24-hours of a meeting. The Secretary must know how to use Excel to develop on-line testing schedules for the WA HOSA SLC competitive events. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**E.1:** The minutes must record all motions, including who made the motion and who seconded it. This record provides legal documentation for spending money as all ASB spending must be legitimized by a vote of general membership.

**E.2:** The Secretary will serve as the point person for scheduling on-line WA HOSA testing.

**Section F:** The *Treasurer* shall work with the school bookkeeper and maintain a club account ledger. Duties include monitoring revenue/expenditures, confirming members have paid their club dues, maintaining an inventory of club property (thus requiring a familiarity with Excel) and submitting necessary forms for fundraising and purchase orders. All PO request forms must be submitted to the Treasurer who will then submit the request to the Advisor for review and approval. Once approved by the advisor, the Advisor will attach a copy of the meeting minutes that reflect membership approval for the purchase and submit PO request forms to the school bookkeeper. The Treasurer will serve as the chairperson to the Fundraising Committee. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**F.1:** All ASB funds are considered public funds (those generated by a public institution) and, therefore, are subject to close scrutiny and review regarding record keeping.

**F.2:** The disbursement of any ASB funds must be to provide services or materials to current members of the ASB (a club, class, activity, or organization).

**F.3:** All funds to be spent require pre-approval through a record of disbursement in the treasurer's ledger and through student minutes of a meeting. All ASB spending must carry the signature of the Advisor on the purchase order request form; the final purchase order will carry the signature of the building principal or designee, Activity Director and the ASB Treasurer.

**F.4:** ASB money cannot be used to purchase personal items for use by individuals. It can be used to purchase memberships, registration fees, equipment, supplies, uniforms (generally those that stay with the school), awards, housing and meals at events (not including school award banquets) and event transportation.

**F.5:** Clubs and organizations may raise money for a charitable cause or for a scholarship. All advertising must specify the use of the proceeds. Money should be so designated when it is turned in to the bookkeeper because it is deposited into a separate account. Disbursement follows the same procedures.

**F.6:** Washington State law carefully regulates the use of ASB funds. Since ASB funds include money generated BY students FOR student use, state auditors maintain a watchful eye over all procedures. It is very important to be familiar with the purchasing process and follow (in order) the steps listed below to avoid problems and complications:

1. Identify possible purchases the club will be making.
2. Verify that the store/vendor you have chosen will accept purchase orders.
3. Obtain a Purchase Order Request Form from the Bookkeeper or Treasurer's binder.
4. Complete the Purchase Order Request Form in its entirety. Be sure to fill in all the blanks and boxes, including account numbers. Include all of the requested information about the vendor (including address and phone number). If it is an on-line vendor, please specify that and write the URL. In the space provided for the purpose of the items you are planning to purchase, identify the specific activity you need the items for and the date of the activity, including purchase price, quantity and total cost. CLUB MED's account number is **4071**.
5. Obtain your advisor's signature on the Purchase Order Request Form.
6. Submit the completed Purchase Order Request Form to the ASB Bookkeeper (at least 14 days prior to the date the purchase will be made if an in-store purchase).
7. For in-store purchases, after the PO has been processed by the district and returned to the school, the PO may be picked up from the Advisor or the ASB Bookkeeper. A purchase at the given store can now be made. The purchase order may be used like a credit card to purchase **ONLY** the items listed on the form. Bring back the blue copy of the PO and ORIGINAL itemized receipts or paperwork to the ASB Bookkeeper as soon as possible after the purchase date. ASB cannot pay charges unless the bookkeeper receives these items.

Remember that items purchased on a school purchase order become SCHOOL PROPERTY. Items of a personal nature **MAY NOT** be purchased with ASB money.

**Section G:** The *Historian/Reporter* shall document and record the club's activities, archiving evidence and artifacts of such activities either digitally and/or in a club scrapbook. They will take pictures of club activities and request pictures from members. They will be the point person for coordinating our chapter's [HOSA Happenings](#) submission (see HOSA event guidelines for further details). They will monitor the club display case for cleanliness and professional appearance, ensuring pictures, plaques and other artifacts are secure and properly displayed. As reporter, they will be responsible for communicating club news, activities, achievements, etc. to groups outside club membership (e.g. The Forum, yearbook staff, local newspapers, SHS ASB social media, our school district officials, community organizations, etc.) They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**G.1:** ASB Club Publicity Guidelines—Notice of meetings should be made several days before the schedule date, either through the daily bulletin/Spartan News, notices sent to members or both.

**G.1.1:** Morning Announcements Guidelines

- Must have a legible, hard copy of the announcement (typed)
- Must have the dates the announcement is to be read

- Needs to be short and concise – 10 seconds or less
  - Must be turned in to the Activity Administrator for approval by lunchtime the day prior to the announcement's reading
- G.1.2:** Large Poster Guidelines
- Posters may not be hung on ANY painted surfaces
  - Butcher paper and painting supplies are available in the ASB workroom
  - The Activity Director or Activity Administrator will also need to approve the poster and its placement. The poster must bear the stamp of approval to be hung.
  - All posters must be taken down by the posted date on the approval stamp or the club may be fined
  - Posters may not be any larger than 3' x 3' in size
- G.1.3:** Paper Flyer Guidelines
- A maximum of 25 flyers for each advertisement/announcement posted
  - Flyers may only be posted in the bathrooms and commons, NEVER on painted surfaces
  - Flyers must be 8.5 x 11" in size
  - Flyers must be approved by the Activity Director or Receptionist, indicated by one copy of the flyer bearing their signature. Once approved with a signature, get the ASB approval stamp from the Activity Administrator or Athletic Secretary and stamp all of the remaining flyers
- G.1.4:** SPTV News or Reader Board Guidelines
- Talk with TV Productions teacher for info regarding SPTV
  - E-mail the Activity Director to request information on a reader-board at least two weeks in advance
- G.1.5:** E-Flyers (Hall T.V. Monitors) Guidelines
- Create an advertisement on a Slide show slide, or create a short, 5-second video
  - Send to the Activity Director for approval
- G.1.6:** Social Media (see Assistant Principal)
- G.1.7:** E-News (see Principal Secretary)
- G.1.8:** Other Announcements
- To make an announcement through staff bulletins contact the Principal's secretary

**Section H:** The *Director of Communications* shall alert general membership of upcoming events, deadlines, meetings, etc. They will communicate with members through the club's website ([shsclubmed.weebly.com](http://shsclubmed.weebly.com)), the club's Facebook page and email. They must have a familiarity in managing Weebly, Facebook and Google Forms. Maintenance of the club website is of critical importance and includes, but is not limited to, ensuring all links and documents work/open, dates are changed as soon as relevant, posting new announcements and deleting old, posting/formatting officer picture's and contact information, making the website's layout pleasing to the eye and easy to navigate, organizing meeting minutes, etc. Upon receiving executive and general membership meeting minutes from the Secretary, they shall post the minutes on the club website for membership review. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**Section I:** The *Director of Community Outreach* shall create, organize and maintain relationships between CLUB MED and our members and the healthcare community. This may include, but is not limited to, contacting guest speakers, bringing awareness to internship/job shadow opportunities, establishing health partnerships and community service opportunities (for the club as a whole). They shall keep track of guest speaker applications as part of club records. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**Section J:** The *Director of Apparel* shall be responsible for organizing the creation and sells of CLUB MED apparel, collaborating with an approved vendor. CLUB MED apparel design, price and order forms should be finalized by the end of September each school year. They are also responsible for communicating to members the guidelines surrounding official dress at CTSO events (see HOSA and WCTSMA dress guidelines). Maintaining an accurate inventory of HOSA blazers and related accessories, in conjunction with the Treasurer, is also the responsibility of the Director of Apparel. They shall also assume any other duties generally associated with this office as defined by the Advisor and/or HOSA officer guidelines.

**Section K:** *Career & Technical Student Organization (CTSO) Liaison* shall communicate to the Advisor, Executive Board and general membership information regarding the two CTSO's (WCTSMA or HOSA) with which CLUB MED affiliates. Information may include, but it not limited to, due dates for applications, how to select

competitive events, updates posted to organization websites, etc. They shall also assume any other duties generally associated with this position as defined by the Advisor.

**K.1:** Complete the club's WCTSMA membership form (found on the WCTSMA website) and coordinate with the Treasurer to submit a Purchase Order Request Form to cover the cost of membership dues prior to the deadline established by the WCTSMA.

**K.2:** Communicate with the Advisor and general membership when deadlines are for CTSO conference and events. They are to coordinate with the Treasurer to submit a Purchase Order Request Form to cover any costs prior to deadlines established by a CTSO.

**K.3:** Communicate with all members the location for competitive event criteria, scoring procedures and test material resources to adequately prepare for their respective events.

**K.4:** Assist the Advisor with making hotel reservations, transportation requests, creation and delivery of participant permission forms and the submission of the extended field trip application as outlined in the school district's field trip policies and procedures. Failure to complete the extended field trip application 45 days prior to the competition may result in the cancellation of the club's participation.

**K.5:** Act as one of two voting delegates for the WA HOSA State Leadership Conference. Thus, the member holding this position is expected to attend the WA HOSA State Leadership Conference in March.

**K.6:** Act as one of two student representatives for the WCTSMA Competition and Symposium. Thus, the member holding this position is expected to attend the WCTSMA Competition and Symposium in April.

## **ARTICLE VI—Meetings and Special Sessions**

**Section A:** Meetings shall be led using basic parliamentary procedures (Robert's Rules of Order).

**Section B:** General membership meetings will be held approximately once a week or 2-4 times per month. Executive member meetings will be held as called by the Advisor and/or President.

**Section C:** General membership meetings will typically be held on Wednesdays at 9:00am in room 1406/1408. Meeting time and/or location are subject to change by the Advisor.

**C.1:** A quorum constitutes 40% of dues paying general membership, at least 50% of elected officers and the Advisor present to conduct business (e.g. approval of expenditures, approval of meeting minutes, discussion regarding new and/or old business, voting, etc.), during a general membership meeting.

**C.2:** At least 50% of elected officers and the Advisor must be present to conduct business during an executive board meeting.

**Section D:** Special sessions may be held in regard to HOSA/WCTSMA leadership conference information sessions, HOSA competitive/recognition event work, guest speakers invited outside of the typical general membership meet timeframe, etc. Special sessions may be called by the Advisor and/or President, on behalf of the Executive Board.

**Section E:** Elected officers are expected to present for both general membership and executive board meetings. See Article V, Section A.3 for more information.

## **ARTICLE VII—Committees**

A committee is appointed or elected to consider, investigate, make recommendations to take or not to take action and present a report of its findings back to the general membership. If the committee is to do more than report its findings or to make recommendations, it must be given specific directions concerning the extent of its authority. Such directions should be provided by the committee Chairperson and/or the Advisor. Committees may be appointed and temporary or standing. Standing committees are those of a permanent nature and are governed by this constitution.

Committees are used to help accomplish the work of the club. The effectiveness of the committees determines how productive the club will be. The most important reason committees are needed is that it is difficult to have the whole club working on a single project at once. Several committees made up of club members can do a better job of organizing a project or an activity or research facts and reaching decisions. Additionally, a committee can usually work faster and is thus more efficient.

**Section A:** Fundraising Committee

**A.1:** Purpose

**A.1.1:** Responsible for communicating with the Executive Board in determining the financial needs of the club.

**A.1.2:** The committee members may apply for PTSA and Booster Club grants.

**A.1.3:** Generate fundraising activities for general membership to participate in.

**A.1.4:** The Treasurer will serve as the chairperson for this committee.

**A.2:** All ASB fundraisers must have prior approval through the Activity Director and the ASB Board. Clubs should complete a Fundraiser Request Form (available in ASB Bookkeeper's office) and submit it to the ASB Director of Community Outreach at *least two weeks prior* to the start of fundraising. When the fundraiser is approved, both the Advisor and the ASB Bookkeeper will receive a copy of the approved request, signifying the fundraiser may begin.

**A.3:** Skyline High School has a policy of scheduling only one fundraising activity at a time. Each activity should have a fair chance at raising money unencumbered by direct competition. Most clubs are selling to the same customers, either at school or in their neighborhoods. Competing fundraisers hurt both groups as the profit potential is split. Therefore, no two competing fundraisers may be conducted during the same period of time. Guidelines for scheduling fundraisers:

- Sales are usually scheduled for two-three weeks at a time
- Clubs from outside ASB may not sell items or fundraise on campus without the prior approval of the Activity Director and never in competition with campus groups
- In May, clubs with leftover items may sell them. New merchandise and new sales should not be started this late in the school year. All clubs are free to sell remaining items in order to clear inventory.

**A.4:** ASB steps for conducting a fundraiser:

1. The Treasurer should complete a Fundraiser Request Form and submit it to the ASB Bookkeeper.
2. Upon approval by the Activity Director and the ASB Executive Board, the fundraiser will be placed on the master activity calendar. Your approved Fundraiser Request Form will be returned to the Advisor, at which point fundraising may begin.
3. Upon approval, the Treasurer may need to follow Purchase Order Request procedures for materials.
4. Request a cash box, if needed, from the ASB Bookkeeper; follow the directions and complete the paperwork that the ASB Bookkeeper provides in the cash box.
5. Turn in ALL money to the ASB Bookkeeper for deposit. Do NOT keep any money for making purchases or paying expenses. It is illegal to retain any money from a fundraiser in any way.

**A.5:** ASB procedures for obtaining a cash box:

1. Submit a Fundraising Request form to the ASB Bookkeeper
2. Inform the ASB Bookkeeper that you will need a cash box 3 days prior to the fundraiser
3. Arrange for pick-up and drop-off of the cash box with the bookkeeper if they will not be present during the fundraiser
4. After use of the cash box two people must count and band all money. Complete the summary form in the box and sign the bottom before returning the monies and cash box

## **ARTICLE VIII—Elections**

The Advisor is to let the Activity Director know once officers are elected.

**Section A:** Elections are called by the Advisor and run in the spring for all elected offices to be held the following school year.

**Section B:** Prior to apply for office, candidates must meet ASB rules/guidelines, have paid their ASB fee, have paid their CLUB MED dues and paid any CLUB MED fees/fines accrued.

**Section C:** Elected offices (executive members, liaisons and committee chairpersons) are held for a one school year term.

**Section D:** Candidates for elected offices must go through an application process. An application deadline will be determined by the Advisor and announced before the end of 3<sup>rd</sup> quarter. Applications will be reviewed by the Advisor and current officers. The Advisor reserves the right to decline any applications which are incomplete and/or do not reflect the expectations of ASB, affiliated CTSO's and/or this constitution.

**D.1:** A maximum of three candidates may be eligible to run for each office. If there are more than three candidates for any office, the Advisor and current officers will review each candidate's application and determine which candidates will be permitted to continue with the election process.

**D.1.1:** Only for the office of President may there be two running mates (i.e. Co-Presidents) and both candidates must be seniors during the term for which they are running.

**D.2:** Candidates must review and adhere to campaigning guidelines.

**D.3:** Candidates are expected to prepare a speech regarding their qualifications and goals.

**Section E:** A candidate must win by an absolute majority vote in the election process.



**E.1:** Absolute majority (50%+1 vote) is obtained when in favor votes represent more than 50% of all the valid votes.

**E.2:** If an election results in a tie, the next action shall be decided by the Advisor and Executive Board, based on the circumstances.

**E.2.1:** If a tie exists for the position of President, a third-party of no less than three Skyline staff members unaffiliated with CLUB MED will decide the new President following an anonymous review of the candidates' applications and a Slide show made by the candidates highlighting their qualifications and goals.

**E.3:** Candidates running unopposed must receive a simple majority vote to be elected to their position. Unfilled position responsibilities will be absorbed by elected officers.

**Section F:** Per WA HOSA Policies and Procedures, each WA HOSA chapter is limited to two representatives who may run for state office. Members will declare their interest in running for state office by emailing the Advisor by a specified date. If more than two CLUB MED members are interested in running for state office they may be subject to the following vetting process:

- State officer candidates will make a presentation to membership, outlining their qualifications and goals.
- The two chapter representatives will be determined by a ballot vote. The candidates earning the first and second most number of votes will be permitted to begin the WA HOSA state officer candidate application process.



### **ARTICLE IX—Constitution Approval**

To ratify this constitution, there must be an absolute majority vote of dues paying members in favor and Advisor approval.

### **ARTICLE X—Constitutional Amendments**

In order to amend this constitution, there must be an absolute majority vote in favor from the general membership and/or the Executive Board and Advisor approval.