HOSA

BYLAWS

ARTICLE I

NAME

The name of this organization shall be **HOSA.**

ARTICLE II

PURPOSE

The primary purpose of HOSA is to serve the needs of its members and strengthen the HSE-HOSA Partnership in the following ways:

a. Foster programs and activities which will develop:

   1. Physical, mental, and social well-being of the individual
   2. Leadership, character, and citizenship
   3. Ethical practices and respect for the dignity of work.

b. Foster self-actualization of each member which contributes to meeting the individual's psychological, social, and economic needs.

c. Build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing personal and occupational competencies and social skills that lead to realistic choices of careers and successful employment in the healthcare field.

d. Promote inter-organizational relationships with professional groups, businesses, industries, and other organizations.

e. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.

f. Promote involvement in current healthcare issues, environmental concerns and survival needs of the community, the nation, and the world.

g. Establish and maintain chartered associations in good standing with HOSA.

ARTICLE III

MEMBERSHIP

Section 1. Membership Composition.

a. HOSA is an international organization of, by and for students who (1) are or were enrolled in secondary, postsecondary/collegiate health science classes and/or (2) are interested, planning to pursue, or pursuing a career in the health professions.

b. Members shall be students who are or have been enrolled in Health Science classes, and/or are interested, planning to pursue or pursuing a career in the health professions, and persons associated with, participating in or supporting Health Science in a professional capacity.

Section 2. HOSA Chartered Associations shall be chartered by the Board of Directors of HOSA, Inc. and may be composed of the following divisions: Secondary, Postsecondary/Collegiate, Middle School, Alumni and Professional.

Section 3. The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.

Section 4. 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 GED and are enrolled in a healthcare related field at the undergraduate level or are interested or planning to pursue a career in the health professions.

Section 5. The Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions. The official definition for middle school members of HOSA for the purposes of Competitive Events is: A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

Section 6. Members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with chartered associations, or by geographic region as determined by the Chartered Association, or where no active chartered association is established, directly with International

HOSA. Members-at-large are not eligible to serve as voting delegates to the HOSA International Leadership Conference or seek elected office.

Section 7. The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall not pay affiliation fees, may not vote, make motions, hold office, or compete in events.

Section 8. The Professional Division shall be composed of persons who are associated with or participating in Health Science Education in professional capacities. These may include health professionals, alumni or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional Division members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

Section 9. Honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Board of Directors of HOSA, Inc. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.

Section 10. Annual affiliation fees from chartered associations shall be specified in policies and procedures and must be approved by HOSA, Inc., and the delegate assembly for each division. Additional affiliation fees may be assessed by chartered and local associations. Affiliation fees for Fall semester students must be received by International HOSA on or before January 1 of the membership year. Affiliation fees for students who enroll after January 1 must be received by International HOSA on or before March 1 of that same year. Affiliation fees for postsecondary/collegiate students who enroll after January 1 must be received by International HOSA on or before March 1 of that same year. These students will be members for twelve (12) months. The membership year concludes on December 31 for these students. Students who do not affiliate by the appropriate date shall be ineligible to participate in the International Competitive Events Program or seek international office.

Section 11. Lifetime membership shall be available for persons who are or have been active members and who are or have participated in HOSA in a professional capacity. Lifetime membership affiliation fees shall be $150. Lifetime members may not vote, make motions, or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles in HOSA: e.g. Delegate Assembly, HOSA, Inc., or Board of Directors.

ARTICLE IV

OFFICERS

Section 1. Elected Officers:

a. A President-Elect shall be elected by the voting delegates of the combined Secondary and Postsecondary/Collegiate Divisions at the HOSA International Leadership Conference.

b. One secondary vice-president from each region, one postsecondary/collegiate vice president, one secondary and one postsecondary/collegiate board representative, president-elect, and president for a total of 8.

c. The duties of the various officers shall be such as are specified these Bylaws and in the parliamentary authority adopted by the organization.

d. An International Officer Advisor shall be appointed by the HOSA, Inc. Board of Directors.

Section 2. Duties of Officers:

a. HOSA Officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.

b. The President shall preside at the International HOSA Leadership Conference and all HOSA officer meetings, make committee appointments (unless otherwise provided), and develop, with the assistance of the Executive Council and the HOSA, Inc. Board of

Directors, an Annual Program of Work. The President shall serve on the HOSA, Inc. Board of Directors, and Executive Committee.

c. The President-Elect shall serve HOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence. The President-Elect shall succeed the President at the end of each term of office. The President-Elect shall serve on the HOSA, Inc. Board of Directors, and Executive Committee.

d. The Region Vice Presidents shall promote the growth and development of their HOSA Divisions within their areas in accordance with the Annual Program of Work. They shall serve as members of the Nominating Committee, and in any other capacity as directed by the President.

e. One Region Vice President for each Division shall be designated by the Executive Council to record the minutes of all division or officer meetings and file such minutes and all other records and reports with the HOSA International Headquarters within thirty (30) days following their presentation.

f. One Region Vice President for each Division shall be designated by the Executive Council to keep records and other materials of historic importance to the Division, compile these materials into a yearbook for the Division, prepare a narrative account of HOSA activities during his/her term of office and be responsible for

publication, correspondence, and public relations between the member associations.

g. One Region Vice President for each Division shall be designated by the Executive Council to preside over Division meetings where necessary.

h. The Board Representatives shall represent the Secondary and Postsecondary/Collegiate Divisions on the HOSA, Inc. Board of Directors. They shall participate on Board committees, carry out any other responsibilities as appointed or requested by the Chairman of the Board and report action to the HOSA Executive Council and membership.

Section 3. Officer candidates shall be required to pass the HOSA Information and Parliamentary Procedure Examinations. The qualifying scores of these examinations are determined by the Executive Council and approved by the Board of Directors. Candidates must be current members of HOSA in good standing.

Section 4. Candidates for each office shall submit required information to the International HOSA Headquarters via their respective Chartered Association prior to the annual HOSA International Leadership Conference by a date designated by the Board of Directors. This information shall include:

a. A nomination form with a record of HOSA offices held.

b. A verified statement of academic performance for the current school year.

c. A statement of support with the signature of the school principal, Career and Technical director or dean; the signature of the local chapter advisor; the signature of the State Advisor and/or designee; and the signature of parent or guardian if the candidate is a secondary member.

Section 5. The Region Vice-Presidents must reside in their respective areas throughout their term of office.

Section 6. A nominating committee composed of no less than one member of the HOSA, Inc. Board of Directors, two secondary members from non-candidate chartered associations, two postsecondary/collegiate members – one from a non-candidate chartered association and the Postsecondary/Collegiate Vice President, and three Region Vice Presidents shall be appointed by the HOSA, Inc. Board of Directors. Candidates may also be nominated from the floor if they have met the qualifying requirements. A chartered association shall submit no more than two secondary and two postsecondary/collegiate candidates for office.

Section 7. Student officers, except President, shall be elected by ballot at the annual HOSA International Leadership Conference to serve one year and until their successors are selected. The President Elect shall succeed to the

office of President for one year. In the event a majority vote is not secured by any candidate, a run-off shall begin immediately during the Business Session. Except for the President Elect succeeding to the Presidency, international officers may not seek re-election to the same or any other office for one year. A candidate may only seek and be elected to one office at a time. Write-in votes are not permitted.

Section 8. In the event of a vacancy in the office of President, the President-Elect shall succeed to that office. In consultation with the Executive Council, other vacancies in international offices may be filled by appointment by the Board of Directors from the list of nominees for that office. When no previous candidate for that office is available, the Board may select another qualified candidate.

Section 9. If a majority vote is not secured by any candidate, another round of balloting shall begin immediately during the Business Session, with the candidate with the fewest votes removed from the ballot. Additional rounds of balloting will be held similarly until a candidate receives a majority vote. In the event a tie vote occurs with two candidates remaining, an additional runoff will be held. If the vote remains tied, an alternative selection method may be chosen by the Executive Council to break the tie.

ARTICLE V

MEETINGS

Section 1. The HOSA International Leadership Conference with annual meetings of each division shall be held with the time and place to be designated by the HOSA, Inc. Board of Directors.

Section 2. Chartered associations of HOSA shall exercise their membership voting privileges through voting delegates. Voting delegates shall be allowed each Division (Secondary and Postsecondary/Collegiate) of each Chartered Association according to the *HOSA Policies and Procedures*.:

Section 3. A Credentials/Tellers Committee and a Rules/Arbitration Committee shall be appointed by the Executive Council in advance of each HOSA International Leadership Conference. Each committee shall be composed of a secondary and a postsecondary/collegiate student and a secondary and postsecondary/ collegiate advisor.

Section 4. The Credentials/Tellers Committee shall review and approve the list of delegates compiled by the International HOSA Headquarters, shall supervise registration of delegates, shall submit a report at the beginning of each session on the number of delegates present and shall distribute ballots and tally votes for any ballot vote.

a. Except as otherwise provided in these bylaws, all meetings, including the business session, Executive Council, committees, and all other bodies authorized by the bylaws, Executive Council, or the assembly, may be conducted through electronic means.

b. If the business session is to be held electronically, the means of holding the meeting and any related voting methods will be determined by the HOSA, Inc. Board of Directors. These electronic meetings shall be subject to all rules adopted by the assembly to govern them, which may include any reasonable limitations on, and requirements for, members' participation. An anonymous vote conducted through electronic means shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

c. All others, including the Executive Council, committees, and other bodies authorized by the bylaws, Executive Council, or assembly, may determine their own electronic means to meet, so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

Section 5. The Rules/Arbitration Committee shall, with the approval of the Executive Council, propose to the convention a list of rules, an order of business and a code of conduct for the conference. The committee shall review all questions and disputes which have been prepared and submitted

according to an established procedure and shall make appropriate recommendations to the Executive Council in a timely manner.

ARTICLE VI

EXECUTIVE COUNCIL

Section 1. The Executive Council shall be composed of all officers of International HOSA as designated in Article IV, Section 1, and the Executive Council Advisor.

Section 2. The Executive Council shall meet at least two times per year. They shall meet immediately preceding the HOSA International Leadership Conference. Other meetings shall be held at the call of the International President or by a majority of the Executive Council, with the approval of the Chairman of the HOSA, Inc. Board of Directors.

Section 3. The Executive Council shall be responsible for assisting in planning and conducting the International Conference program and business sessions, as well as assisting in the annual HOSA Program of Work.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised,** shall govern the organization in all cases to which they are applicable and in which they are consistent with these Bylaws, the Bylaws or corporate charter of HOSA, Inc., and any special rules the organization may adopt.

ARTICLE VIII

SUPERVISION

Section 1. The State Supervisor of Health Science Education Programs or the appointed representative of any chartered HOSA association shall be responsible for that association.

Section 2. Advisors to assist HOSA's growth and development may be appointed as deemed necessary by the Board of Directors.

Section 3. The Board of Directors of HOSA, Inc. will manage all HOSA finances and will furnish an annual audit to each chartered association.

ARTICLE IX

BRAND AND COLORS

Section 1. The logo of HOSA is the word "HOSA" horizontally written in the color navy with a maroon-colored incomplete circle partially surrounding the letters "H," "O," "S," and a tan-colored triangle contained within the letter "O" followed by the words "Future Health Professionals" written in the color maroon.

Section 2. The colors of HOSA are navy blue, maroon and white.

Section 3. The HOSA tagline is "HOSA-Future Health Professionals.

ARTICLE X

AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any HOSA International Leadership Conference, provided the amendment has been proposed by a Chartered Association, a Division, the Executive Council or the HOSA, Inc. Board of Directors. Proposed amendments must be submitted in writing at least ninety (90) days before the HOSA International Leadership Conference. All proposed amendments must be submitted by the International HOSA Headquarters to the chartered associations at least forty-five (45) days prior to HOSA International Leadership Conference.