

# 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 HSTE-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 health care 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 health care issues, environmental concerns and survival needs of the community, the nation and the world.
- g. Establish and maintain state associations in good standing with HOSA.

## **ARTICLE III**

### **MEMBERSHIP**

**Section 1.** Membership composition.

- a. HOSA is a national organization of, by and for students who (1) are or were enrolled in secondary, postsecondary/collegiate health science education 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 State Associations shall be chartered by the Board of Directors of HOSA, Inc., and may be composed of the following divisions: Secondary, Postsecondary/Collegiate, Alumni and Professional.

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

- 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 a GED and are enrolled in a health care related field at the undergraduate level.
- Section 5.** 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 state associations, or by geographic region as determined by the State Association, or where no active state association is established, directly with National HOSA. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office.
- Section 6.** The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.
- Section 7.** The Professional Division shall be composed of persons who are associated with or participating in health science 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 8.** 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 9.** Annual affiliation fees from state 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 state and local organizations. Affiliation fees for Fall semester students must be received by National HOSA on or before January 1 of the membership year. Affiliation fees for students who enroll after January 1 must be received by National 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 National 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 National Competitive Events Program or seek national office.

**Section 10.** 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 National HOSA Conference.

- b. One secondary vice-president from each region, one postsecondary vice president, one secondary and one postsecondary/collegiate board representatives, president-elect, and president for a total of 8.
- c. The duties of the various officers shall be such as are specified in these By-laws and in the parliamentary authority adopted by the organization.
- d. A National 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 National HOSA 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 National 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 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 National HOSA Headquarters via their respective State Association prior to the annual National HOSA 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, CTE 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 (1) member of the HOSA, Inc. Board of Directors, two (2) secondary students from non-candidate states, two (2) postsecondary/collegiate students from non-candidate states, and three (3) Region Vice-Presidents shall be appointed by the HOSA, Inc. Board of Directors. This nominating committee shall interview qualified candidates and shall nominate no more than five candidates for each secondary and postsecondary/collegiate office. Candidates may also be nominated from the floor if they have met the qualifying requirements. A state association shall submit no more than two (2) secondary, and two (2) postsecondary/collegiate for office.

**Section 7.** Student officers, except President, shall be elected by ballot at the annual National HOSA 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 will be held between the two candidates with the most votes. Terms of office shall begin immediately after the annual conference at which officers are elected. Except for the President-Elect succeeding to the Presidency, national officers may not seek re-election to the same or any other office within the same division for one year.

**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 national 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.

## ARTICLE V

### MEETINGS

**Section 1.** A National HOSA Conference with annual meetings of each division shall be held each year with the time and place to be designated by the HOSA, Inc. Board of Directors.

**Section 2.** State 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 State Association according to the following formula:

<u>Membership</u>	<u>Voting Delegates</u>
0-25	0
26-100	1
101-1,000	2
1,001-3,000	3
3,001-5,000	4
5,001-7,000	5
7,001-9,000	6
9,001-11,000	7
11,001-13,000	8
13,001-15,000	9

One alternate delegate should be selected for each delegate. The apportionment of delegates shall be made according to membership reported sixty (60) days prior to the National Conference.

**Section 3.** A Credentials/Tellers Committee and a Rules/Arbitration Committee shall be appointed by the Executive Council in advance of each National 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 National 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.

**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 National HOSA as designated in Article IV, Section 1, and the National Office Advisor.

**Section 2.** The Executive Council shall meet at least two times per year. They shall meet immediately preceding the National HOSA Conference. Other meetings shall be held, either in person or by telephone conference call, at the call of the National 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 National 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 not inconsistent 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 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

### EMBLEM AND COLORS

- Section 1.** The emblem of HOSA is a circular design with a triangle inside containing the symbolic figure of a person and hands. The design is described and protected from infringement by trademark registration numbers as filed with the United States Patent Office. The use of this emblem will be governed through each chartered state association under policy established by the Board of Directors.
- Section 2.** The colors of HOSA are navy blue, maroon and white.
- Section 3.** The HOSA motto is "The Hands of HOSA Mold the Health of Tomorrow."
- Section 4.** The HOSA slogan is "Health Science and HOSA: A Healthy Partnership."
- Section 5.** The HOSA tagline is "HOSA – A Student-Led Association of Future Health Professionals."

## ARTICLE X

### AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any National HOSA Conference, provided the amendment has been proposed by a State 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 National HOSA Conference. All proposed amendments must be submitted by the National HOSA Headquarters to the chartered state associations at least forty-five (45) days prior to the National Conference.

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