

Ohio HOSA, Inc.

BYLAWS

ARTICLE I

NAME

The name of this organization shall be **Ohio HOSA, Inc. (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 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 chapter affiliates 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 middle school, 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 chapter affiliates and State Associations shall be chartered by the Board of Directors of HOSA, Inc., and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni and Professional.

Section 3. 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 4. 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 5.** 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 health care related field at the undergraduate level or are interested or planning to pursue a career in the health professions.
- 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 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 State 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 membership is complimentary, members 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 state associations shall be specified in policies and procedures and must be approved by HOSA, Inc., and the delegate assembly. 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 conducted on the regional, state, and/or international level or seek state or national 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, Ohio HOSA, Inc. or Board of Directors.

ARTICLE IV

OFFICERS

Section 1. Elected Officers:

- a. A total of nine (9) state officers shall be slated annually at the State Leadership Conference.
- b. The officers shall be:
 1. President.
 - a. The President may be elected from the current officer team's vice presidents based on successful completion of the selection process. The President would then be affiliated to the Ohio Chapter.
 - b. In the event that none of the current officer team wishes to be considered and/or is not qualified for the office of President, then the President will come from the general pool of qualified officer candidates.
 2. Eight Vice Presidents. One shall be a post-secondary/collegiate student. In the event no post-secondary/collegiate members are qualified, the position may be appointed by the state advisor.
 3. The remaining seven vice presidents will be secondary students.
- c. The duties of each officer shall be such as specified in the Bylaws, the *Policy and Procedures Manual*, and in the parliamentary authority adopted by the organization.
- d. A State Advisor shall be appointed by the Ohio HOSA, Inc. Board of Directors.

Section 2. Duties of Officers:

- a. State Officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.
- b. State Officers shall assist in conducting the regional competitive events by bringing remarks to the attendees and assisting with the presentation of awards.
- c. State Officers may visit local chapters and businesses upon receiving prior approval from the State Advisor.
- d. The President shall preside at the Fall Leadership Conference, State Leadership Conference and all HOSA officer meetings, make committee appointments (unless otherwise provided). The President shall implement an Annual Program of Work with the assistance of the Executive Committee, the State Advisor, and the Ohio HOSA, Inc. Board of Directors. The President shall serve on the Ohio HOSA, Inc. Board of Directors.
- e. The eight Vice Presidents shall promote growth and development of Ohio HOSA, Inc. in accordance with the Annual Program of Work. They may serve as members of the Screening Committee and in any other capacity as directed by the President and State Advisor. A second state officer will be appointed by the State Advisor to serve on the Ohio HOSA, Inc. Board of Directors.
- f. One Vice President shall provide leadership for the National Service Project and other Recognition programs conducted by National HOSA and other duties as assigned.

- g. One Vice President shall be designated to record the minutes of all officer meetings and file such minutes and all other records and reports with the State Advisor ten (10) days following the meeting. This Vice President is responsible for sending appropriate thank you and other cards as directed.
- h. One Vice President shall be designated to keep records and other materials of historic importance to Ohio HOSA, Inc., compile these materials for publishing on the Ohio HOSA, Inc. website.
- i. One Vice President shall be designated to prepare a narrative account of HOSA activities during the officers' term of office and be responsible for publication of such and for assuring that parliamentary procedure is followed.
- j. One Vice President shall be designated to develop strategies for chapters to develop fundraisers and to provide a financial report at the officer meetings.
- k. One Vice President shall be designated to manage, in cooperation with the State Advisor, the social media sites for Ohio HOSA, Inc.
- l. One Vice President shall be designated to developing strategies to add chapters and membership growth at the middle school and secondary level.
- m. One Vice President will be designated to developing strategies to add chapters and membership growth at the postsecondary level.

Section 3. Officer candidates shall be required follow the interview process as identified in the *Policy and Procedures Manual*. Candidates must be current members of HOSA in good standing.

- Section 4.** Candidates for each office shall submit required information, as prescribed in the *Policy and Procedures Manual*, to the State Advisor via their respective chapter by the date designated by the State Advisor. This information shall include, but not limited to:
- a. An application 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 parent or guardian if the candidate is a secondary member.
- Section 5.** No chapter may have more than two (2) secondary officer candidates and no more than two (2) post-secondary/collegiate candidates per year. No school shall have more than two students serve as officers on the same state officer team.
- Section 6.** A screening committee composed of state officers, past state officers, chapter advisors, a Board of Directors member, an industry representative, and the State Advisor shall interview qualified candidates.
- Section 7.** Student officers shall be voted on by the voting delegate by ballot at the annual State Leadership Conference to serve one year and until their successors are selected.
- Section 8.** The combined results from the officer application, grade point average, attendance, written knowledge test, group and individual interviews, writing exercise, and balloting will be the basis to slate the officer team.
- Section 9.** In the event of a vacancy in the office of President, a Vice President shall be appointed to fulfill the office. In consultation with the Board of Directors, the State Advisor may fill by appointment other vacancies in state offices.

Section 10. Members choosing to apply for National HOSA office must have served at least one year as a state officer and must follow the Bylaws Article IV. Section 3 and 4.

ARTICLE V

MEETINGS

Section 1. A Fall Leadership Conference shall be held each year with the time and place to be designated by the State Advisor.

Section 2. A State Leadership Conference shall be held each year with the time and place to be designated by the State Advisor.

Section 3. Regional Competitive Events shall be held each year with the times and dates to be designated by the State Advisor. The number of regional competitive events will be determined.

Section 4. Chapter affiliates of Ohio HOSA, Inc. shall exercise their membership voting privileges through voting delegates. Voting delegates shall be allowed for each Division (Middle School, Secondary and Postsecondary/Collegiate) of each chartered chapter according to the formula listed in the *Policies and Procedures Manual*. The apportionment of delegates shall be made according to membership as of the registration deadline for the Fall Leadership Conference and as of March 1 of the current school year for the State Leadership Conference.

ARTICLE VI

EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall be composed of all officers of Ohio HOSA Inc. as designated in Article IV, Section 1, and the State Advisor.
- Section 2.** The Executive Committee shall meet at least two times per year. They shall meet within three (3) weeks preceding the State Leadership Conference. Other meetings shall be held, either in person or by telephone conference call, at the call of the State President or by a majority of the Executive Committee, with the approval of the State Advisor.
- Section 3.** The Executive Committee shall be responsible for assisting in planning and conducting the Fall Leadership Conference, the State Leadership Conference, and business sessions, as well as assisting in the Annual 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 Advisor shall be responsible for providing leadership and management of Ohio HOSA, Inc.

Section 2. Chapter advisors may be appointed as deemed necessary by the Ohio HOSA, Inc. Board of Directors to assist HOSA's growth and development.

Section 3. The Ohio HOSA, Inc. Board of Directors will manage all Ohio HOSA, Inc. finances and will furnish an annual audit.

ARTICLE IX

BRAND AND COLORS

Section 1. The emblem 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 official 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 the Fall Leadership Conference or the State Leadership Conference, provided the amendment has been proposed by a chapter affiliate, the Executive Committee or the Ohio HOSA, Inc. Board of Directors. Proposed amendments must be submitted in writing at least ninety (90) days before the State Leadership Conference. All proposed amendments must be submitted by the State Advisor to the chartered chapter affiliates at least forty-five (45) days prior to the Fall Leadership Conference or the State Leadership Conference.