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 Health Science Education and HOSA (HSE-HOSA) Partnership in the following ways:

a. Foster programs and activities which will develop:
   - Physical, mental, and social well-being of the individual
   - Leadership, character, and citizenship
   - Ethical practices and respect for the dignity of work.

b. Foster self-actualization of each member 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 healthcare 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.

CHAPTER FORMATION, OPERATION and MEMBERSHIP

3.1 Chapter Membership

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

3.2 Charter Requirements

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

3.3 Chapter Affiliates

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.

3.4 Middle School Division/Chapter

The Middle School Division shall be composed of students who are in grades 6 – 8 and are interested in or planning to pursue or currently pursuing a career in the health professions. The official definition for middle school members of HOSA for the purpose of competitive events is one who has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

3.5 Secondary Division/Chapter

Secondary Division shall be composed of secondary students in grades 9 – 12 and 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 profession.

3.6 Postsecondary/Collegiate Division/Chapter

The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or 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.

3. 7 Members-at-Large

Members-at-large shall be those people 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.

3.8 Alumni Division

The Alumni Division shall be composed of people who have been a member of HOSA. Alumni Division membership is complimentary, members may not vote, make motions, hold office, or compete in events.

3.9 Professional Division

The Professional Division shall be composed of people 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.

3.10 Honorary Membership

Honorary members shall be people 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 the privileges of membership except voting, making motions, holding office, and competing in events.

3.11 Affiliation Fees

Annual affiliation fees from state associations shall be specified in policies and procedures and must be approved by HOSA, Inc., and the delegate assembly. State and local organizations may assess additional affiliation fees. 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.

3.12. Lifetime Membership

Lifetime membership shall be available for people 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

4.1 Officers

4.1.1 Student Officers - State Executive Council

A State Executive Council of student officers shall be slated annually at the State Leadership Conference by a nominating committee organized by the State Advisor. The council shall include a President-Elect or a candidate for State President and additional officers who shall serve as Vice Presidents.

4.1.2 President

The President may be elected from the current officer team's vice presidents based on successful completion of the selection process. The President, if a graduating senior, would then be affiliated to the Ohio Chapter.

4.2 State Executive Advisory Committee

Candidates who are not slated and/or not elected may be asked to serve on the State Executive Advisory Committee. The committee would meet via zoom on an as needed basis. Involvement may include assisting as a helper at the Fall Leadership Conference or serving to gather input for the State Executive Council.

4.3 Middle School Ambassadors

Two middle school students may be selected to serve as ambassadors to the state advisory committee and/or state executive council upon an interview conducted during the State Executive Council interviews. Students must be nominated by their local chapter advisor.

4.4 Officer Duties

Officer duties shall be assigned by the State Advisor and outlined in the organization's *Policies and Procedures Manual*.

4.5 State Advisor & Executive Director

The Ohio HOSA, Inc. Board of Directors will employ an individual to serve as the State Advisor and Executive Director and conduct the job description identified by the Board of Directors. The Board of Directors will annually evaluate the State Advisor/Executive Director.

4.6 Term Limits

Each student officer shall serve a one-year term. Current officers may run for the office of President. Candidates must be active members in good standing and be sophomores, juniors, seniors, or have just graduated from high school during the year in which the State Leadership Conference is held. Except for the current President, all student officers are eligible to run for President. If no current officer wishes to be considered or is not qualified, the office of President will be filled from the general pool of qualified candidates.

4.7 Officer Candidate Selection Process

4.7.1 Candidate Requirements

Candidates for elected office must follow the interview and selection process outlined in the *Policy and Procedures Manual* and must be current members of Ohio HOSA in good standing.

4.7.2 Chapter Candidate Limits

No chapter may nominate more than two (2) secondary officer candidates. No school may have more than two students serving on the same state officer team.

4.7.3 Candidate Application

Candidates for each office shall submit required information as prescribed in the *Policy and Procedure* Manual to the State Advisor from their chapter by the designated date. This information shall include, but not limited to, an application form with a record of HOSA offices held; a verified statement of academic performance for the current school year; and a statement of support with the signature of the school principal, Career and Technical Director or Dean; the local chapter advisor and the parent/guardian of the candidate.

4.7.4 Screening Committee

The screening committee may include current state officers, past state officers, chapter advisors, Board of Directors member, industry representatives, and the State Advisor. This committee shall interview all qualified candidates.

4.8 Election

4.8.1 Student officers shall be voted on by the voting delegates by ballot at the annual State Leadership Conference to serve one year and until their successors are selected.

4.8.2 The combined results from the officer application, unweight grade point average, attendance, written knowledge test, group and individual interviews, writing exercise, and balloting will be the basis to slate the officer team.

4.9 Office Vacancy

In the event of a vacancy in the office of President, a Vice President shall be appointed to fulfill the office. The State Advisor, in consultation with the Board of Directors, may appoint qualified individuals to fill any other vacancies.

4.10 Application for International Executive Council

Members seeking to apply for International HOSA office must have served at least one year as a state officer and must follow the Bylaws Article IV. Sections 4.7.1 and 4.7.3.

ARTICLE V

5.0 MEETINGS

5.1 Fall Leadership Conference

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

5.2 State Leadership Conference

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

5.3 Regional Competitive Events

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

5.4 Voting Delegates

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 *Policy 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

6.0 EXECUTIVE COMMITTEE

6.1 The Executive Committee shall be composed of all officers of Ohio HOSA Inc. as designated in Article IV and the State Advisor.

6.1.2 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.

6.1.3 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 VI

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

8.1 SUPERVISION

8.1 State Organization Leadership

The State Advisor shall be responsible for providing leadership and management of Ohio HOSA, Inc.

8.2 Local Chapter Advisors

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

8.3 Financial Governance

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

8.4 Financial Structure and Related Activities

8.4.1 Budget Planning and Preparation

8.4.1.1 Investments

- The state advisor shall establish and manage an investment portfolio for the purpose of providing resources for the long-term operation of the association.
- The state advisor shall budget an annual contribution to the investment portfolio as part of the annual budget.
- Dividends earned will be reinvested into the portfolio for a minimum of six years from the date of establishment of the portfolio after which the state advisor may recommend withdrawal of all or a portion of the dividends to manage the Association.
- Withdrawal of dividends or any part of the principal must be approved by 80% of the voting Board members.

- In the event the Association is dissolved, 90% of the funds will be equally divided to each currently active chapter for use to operate their local chapter. The percentage (10%) of the portfolio will be set aside to award postsecondary/collegiate scholarships for HOSA members pursuing post high school training in a health sciences field.

8.4.2 Credit Card Policy

All purchases using the credit card must be for the sole purpose of the organization and not personal. Debit cards are **not** to be used under any circumstances.

a. All receipts are turned into the person responsible for the accounting functions within 30 days of the purchase with written explanation.
b. All abuses of the use of the credit card must be reported to the Board chair immediately.
c. The lost receipt policy is that receipts above $20 require a memo to the Board Treasurer from the State Advisor with explanation.

8.4.3 Use of Funds Policy

Organization funds, whether cash or checks, are not allowed to be used for personal or any use other than expressly for the benefit of HOSA.

8.4.4 Open Financial Record Policy

All financial records must be open for inspection by any professional member, Board of Directors member, HOSA, Inc., and/or state education agency representative that have direct interest in or supervise the program or upon written request.

ARTICLE IX

BRAND AND COLORS

9.1 The Emblem

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,” “A” and a tan colored triangle contained within the letter “O” followed by the words “Future Health Professionals” written in the color maroon.

9.2 HOSA Colors

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

9.3 Tagline

a. 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 forty-five (45) days before the State Leadership Conference. All proposed amendments must be submitted by the State Advisor to the chartered chapter affiliates at least thirty (30) days prior to the Fall Leadership Conference or the State Leadership Conference.