



# Idaho HOSA Bylaws

IDAHO HOSA

Idaho HOSA, Inc. Bylaws  
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# Idaho HOSA

## Bylaws

### ARTICLE I – NAME

#### Section 1.1 Name

1.1.1 The name of this organization shall be **Idaho HOSA-Future Health Professionals.**

### ARTICLE II – VISION AND PURPOSE

#### Section 2.1 Vision

2.1.1 Idaho HOSA empowers students to become leaders in the healthcare community.

#### Section 2.2 Purpose

2.2.1 The primary purpose of HOSA is to serve the needs of its members and strengthen the health science education and HOSA partnership in the following ways:

- 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.
- Foster self-actualization of each member, which contributes to meeting the individual's psychological, social, and economic needs.
- 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.
- Promote inter-organizational relationships with professional groups, businesses, industries, and other organizations.
- Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
- Promote involvement in current health care issues, environmental concerns, and survival needs of the community, the nation, and the world.
- Establish and maintain state associations in good standing with HOSA.

## **Section 2.3 Mission**

2.3.1 The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

## **ARTICLE III – MEMBERSHIP COMPOSITION, TERMS, AND FEES**

### **Section 3.1 Membership Composition**

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

3.1.2 Members shall be students who are or have been enrolled in health professions 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 professions in a professional capacity.

### **Section 3.2 Division Composition**

3.2.1 Idaho HOSA is a State Association chartered by the Board of Directors of HOSA, Inc. Idaho HOSA is composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni and Professional.

3.2.2 The Middle School Division shall be composed of middle school students that 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 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.

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

3.2.4 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.

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

3.2.6 The Professional Division shall be composed of persons who are associated with or participating in health professions 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, may not vote, make motions, hold office, or compete in events.

3.2.7 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 Idaho State Associations, or by geographic region as determined by the CTSO Manager/State Advisor, or where no active state association is established directly with International HOSA. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office but are allowed to be a state voting delegate or seek a state officer position.

3.2.8 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 Idaho HOSA Board of Directors. Honorary members shall have none of the obligations and all the privileges of membership except voting, making motions, holding office, and competing in events.

3.2.9 Lifetime Membership shall be available for persons who are or have been active members and who are or have participated in Idaho 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 for Idaho HOSA: e.g. Association member, Idaho HOSA Board of Directors.

### **Section 3.3 Affiliation Fees**

3.3.1 Annual affiliation fees from state associations shall be specified in policies and procedures and must be approved by Idaho HOSA Board of Directors, and the delegate assembly. Additional affiliation fees may be assessed by local chapters. All members must be affiliated no later than the end of the State Leadership Conference registration closing. Idaho HOSAA membership begins after August 1<sup>st</sup> of the current school year and ends on July 31<sup>st</sup> of each year. For international affiliation, please reference the HOSA Bylaws.

## **ARTICLE IV – STATE OFFICER POSITIONS AND DUTIES**

### **Section 4.1 State Office Positions**

4.1.1 All State Officers will be selected by a process determined by Idaho HOSA staff. (refer to **ARTICLE V – Voting and Electing State Officers**).

4.1.2 Elected Offices Will Include: Secondary President, Secondary President-elect, four (4) Secondary Vice Presidents, one (1) Postsecondary Vice President, for a total of seven (7)

representing the State for the combined Secondary and Postsecondary/Collegiate Divisions at the Idaho HOSA State Leadership Conference.

4.1.3 A State Advisor and/or CTSO Manager is appointed by the Idaho Division of Career and Technical Education.

## **Section 4.2 State Officer Candidates**

4.2.1 Requirements for Candidates and the Application Process:

- Officer candidates must be current members of Idaho HOSA in good standing.
  - Candidates for each office shall submit required information to the CTSO Manager prior to the annual State Leadership Conference by a date designated by the Idaho HOSA Staff. The application process can be found in the Idaho HOSA policies and procedures manual.
  - A chapter shall submit no more than two officer candidate applications.

## **ARTICLE V – VOTING AND ELECTING STATE OFFICERS**

### **Section 5.1 Voting Rules and Procedures**

5.1.1 Local chapters of Idaho HOSA shall exercise their membership voting privileges through Voting Delegates at the yearly State Leadership Conference. Two Voting Delegates shall be allowed per each chapter.

## **ARTICLE VI – RULES GOVERNING THE ORGANIZATION**

### **Section 6.1 Parliamentary Procedure**

6.1.1 The rules contained in the current edition of ***Robert's Rules of Order, Newly Revised***, shall govern Idaho HOSA, Inc. in all cases in which they are applicable and consistent with the Bylaws.

## **ARTICLE VII – SUPERVISION OF THE STATE ASSOCIATION**

### **Section 7.1 Supervision and Oversight of Financial Records**

7.1.1 The HOSA CTSO Manager and State Advisor shall be responsible for the supervision of the State Association.

7.1.2 The Idaho HOSA Board of Directors will approve the annual state budget. HOSA will provide financial records to chapters per request.

## **ARTICLE VIII – BOARD OF DIRECTORS**

### **Section 8.1 Board Positions and Terms**

8.1.1 Idaho HOSA Board of Directors will include four (4) secondary chapter advisors from separate regions, one (1) postsecondary representative, one (1) HOSA alumni, two (2) industry partners, two (2) members-at-large, one (1) Secondary State Officer President, one (1) Postsecondary State Officer President (If there is not a Postsecondary State Officer President elected that year, the Secondary State Officer President-Elect may fill this opening.) Recruitment of Board members will be at the discretion of the Idaho HOSA Board of Directors, CTSO Manager, and the State Advisor.

8.1.2 The CTSO Manager and State Advisor shall be perpetual staff members of the Board, as long as he/she holds such appointment by the Idaho Division of Career and Technical Education. The CTSO Manager and State Advisor are non-voting members.

8.1.3 Board members will be elected by a majority vote of the current Board to serve a three (3) year term. Board members may serve two (2) consecutive three (3) year terms before rotating off the Board for a minimum of one (1) year.

8.1.4 Any duality of interest or possible conflict of interest on the part of any Board member, Idaho HOSA shall be disclosed to the board chairperson. Disclosure shall be made a matter of record either through an annual procedure or when the conflict of interest becomes a matter of board or committee action.

### **Section 8.2 Board Meetings**

8.2.1 Board meetings will be held at a minimum of two times per membership year either in person or by electronic means.

8.2.2 Meetings may include: face-to-face meetings, conference calls, teleconferences, or video conferences.

8.2.3 Meeting minutes shall be recorded for all board meetings. Meeting minutes shall be submitted to the next succeeding meeting of the Board for approval; however, failure to submit or receive the minutes shall not invalidate any action taken or decision made during such meeting.

8.2.4 A Consent Agenda shall contain items that require Board action but do not need discussion among the Board members before a vote.

8.2.5 Board discussions can occur via electronic means.

### **Section 8.3 Board Meeting Quorum and Voting**

8.3.1 Board Meetings: All general matters may be adopted by vote of a majority present (fifty percent plus one) at a meeting.

8.3.2 Voting by the Board can occur via electronic means.

## **ARTICLE IX – EXECUTIVE BOARD**

### **Section 9.1 Executive Board Composition, Duties and Terms of Office**

9.1.1 Executive Board members shall be nominated by current Board members and voted to the Executive Board by a majority vote of current members.

9.1.2 The Executive Board shall be composed of the Idaho HOSA Board Chairperson; Board Vice Chair; Board Secretary; Board Treasurer; CTSO Manager and/or State Advisor.

9.1.3 Terms of Office:

- Chairperson to serve a one-year term.
- Vice Chair to serve a one-year term.
- Secretary to serve a one-year term.
- Treasurer to serve a one-year term.

9.1.4 The Executive Board shall be responsible for providing organizational direction and acting on behalf of the Board, providing organizational oversight and managing high level issues of a serious nature.

### **Section 9.2 HOSA Executive Board Member Duties**

9.2.1 The Chairperson shall:

- Serve as Chairperson of the Idaho HOSA Board of Directors, with all legal responsibilities assigned to a not-for-profit corporation. The chairperson will be engaged and collaborative ensuring a good working relationship between Idaho HOSA and the Idaho Division of Career & Technical Education.
- Preside over all meetings of the Board and serve in ex-officio status on all other committees.
- It is the Chairperson's responsibility to set the tone for all members and serve as counsel for the Board as the occasion may require.
- Represent Idaho HOSA as deemed necessary.
- Work with CTSO Manager and State Advisor to oversee governance and policy setting with the focus on mission, direction, and priorities.

9.2.2 The Vice Chair shall:

- Preside over meetings and serve in the role of Chair in the absence of the Chairperson.
- The Vice Chair shall serve Idaho HOSA in any capacity as directed by the Chairperson.



- The Vice Chair will be responsible for preparing and disseminating the Consent Agenda prior to each Board meeting.

#### 9.2.3 The Secretary shall:

- Attend all Board and Executive Board meetings, record all votes and the proceedings of the meetings as to provide a permanent record of the business.
- A copy of the minutes will be distributed to the Idaho HOSA Board of Directors and be available to anyone upon request.

#### 9.2.4 The Treasurer shall:

- Serve as financial advisor.
- Oversee financial transactions and designate responsibility in accordance with the approved budget.
- Request a statement of accounts for the annual Idaho HOSA Board meeting.

### **Section 9.3 Executive Board Meetings**

9.3.1 The Executive Board shall meet at least two times per year. They shall meet at least two weeks prior to each Board meeting.

9.3.2 Meetings shall be held either in person, by telephone conference call or video conference, and at the discretion of the CTSO Manager, State Advisor, and Board Chairperson, or by a majority of the Executive Board.

### **Section 9.4 Quorum and Voting**

9.4.1 Executive Board meetings: At all meetings of the Executive Board, it shall take no less than three of the existing members to constitute a quorum to conduct business.

## **ARTICLE X – HOSA EMBLEM, COLORS, AND MISSION**

### **Section 10.1 Brand and Colors**

10.1.1 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.

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

10.1.3 The HOSA tagline is “HOSA-Future Health Professionals.”

## ARTICLE XI – AMENDMENTS

### Section 11.1 Amendment Procedure

11.1.1 The Idaho HOSA Bylaws may be amended by a two-thirds vote at a meeting of the Board of Directors, provided the amendment has been proposed by a CTSO Manager, State Advisor, and a local chapter, the Executive Council, or Idaho HOSA Board of Directors, prior to the start of the membership year.

11.1.2 Proposed amendments must be distributed to local chapters, in writing, at least thirty (30) days before the Board meeting.