

WEST VIRGINIA HOSA

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ARTICLE I

NAME

The name of this organization shall be West Virginia HOSA. The acronym WV HOSA may be used to designate the organization.

ARTICLE II

PURPOSE

The primary purpose of WV HOSA is to serve the needs of its members and strengthen the Health Science Education-HOSA partnership in the following ways:

- A. Foster programs and activities which will develop:
 - a. Physical, mental, and social well-being of the individual
 - b. Leadership, character, and citizenship
 - c. 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 at the local, regional, state, and/or national levels.
- F. Promote involvement in current health care issues, environmental concerns, and survival needs of the community, the state, the nation, and the world.
- G. Establish and maintain local associations in good standing with WV HOSA by:
 - a. Assisting each local chapter in meeting objectives of the organization
 - b. Assisting each member in establishing realistic career goals.

ARTICLE III

MEMBERSHIP

Section 1 Membership Composition

- A. WV HOSA is a state 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 in, planning to pursue, or are pursuing a career in the healthcare profession.
- B. Members shall be students who are or have been enrolled in Health Science Education classes, and/or are interested, planning to pursue, or pursuing a career in the health professions, and persons associated with,

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participating in, or supporting the Health Science in a professional capacity.

- C. The total eligible members of the chartered local health science education student chapter shall comprise the membership of WV HOSA.
- D. Membership in a local chapter shall be open to students regardless of age, race, color, national origin, religious beliefs, or socioeconomic status.

Section 2 Constituent Association

- A. WV HOSA is a state organization chartered in September, 1995 by HOSA, Inc.
- B. WV HOSA is a chartered association located within the State of West Virginia and has many local chapters with individual members as described in the WV HOSA Bylaws.
- C. WV HOSA is state organization divided into six (6) regions.

1. Region 1

The counties of:

- Hancock
- Brooke
- Ohio
- Marshall
- Wetzel
- Tyler
- Pleasants
- Wood
- Ritchie
- Doddridge
- Wirt
- Calhoun
- Gilmer

2. Region 2

The counties of:

- Jackson
- Roane
- Clay
- Braxton
- Webster
- Kanawha
- Boone

3. Region 3

The counties of:

- Pendleton
- Grant
- Hardy
- Mineral
- Hampshire
- Morgan
- Berkeley
- Jefferson

4. Region 4

The counties of:

- Mason
- Cabell
- Wayne
- Mingo
- Putnam
- Lincoln
- Logan

5. Region 5

The counties of:

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- Nicholas
- Pocahontas
- Fayette
- Greenbrier
- Raleigh
- Summers
- Monroe
- Wyoming
- Mercer
- McDowell

6. Region 6

The counties of:

- Monongalia
- Marion
- Preston
- Taylor
- Harrison
- Barbour
- Tucker
- Lewis
- Upshur
- Randolph

- D. The administration of WV HOSA interests will be vested in the WV Association HOSA Board of Directors, in cooperation with the HOSA state advisor.
- E. Local chapters may be chartered by WV HOSA upon approval of the state advisor and the WV Association HOSA Board of Directors after fulfilling the following requirements:
1. There is a minimum of five (5) active members and an advisor
 2. The submission to the state advisor of the local bylaws that have been adopted by the local chapter
 3. The members of the local chapter must be in good standing with the state and national organizations
 4. Planned activities are in harmony with the ideals and purposes of both the state and national organization.
- F. WV HOSA's general responsibility:
1. WV HOSA is responsible for all operational activities within the state
 2. WV HOSA will select voting delegates to represent the state at the international conference
 3. WV HOSA will consider all chapters in good standing if the following conditions are met:
 - All current annual affiliation fees have been paid to the state and national associations as required
 - All current conference fees have been paid to the state and national associations as required
 - All proposed changes in the local Bylaws have been approved by WV HOSA
 - All current activities are in harmony with the ideals and purposes of HOSA.

SECTION 3 Classes of Membership

- A. The **Middle School Division** shall be composed of middle school

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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 WV 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 WV HOSA's state leadership conference.

- B. The **Secondary Division** shall be comprised of secondary (grades 9-12) students who are or have been enrolled in a Health Science Education program, an organized health career awareness program, or are interested, planning to pursue, or pursuing a career in the health professions.
- C. The **Postsecondary/Collegiate Division** shall be comprised of students who are not enrolled in high school, have received a high school diploma, and/or pursuing a GED and are enrolled in a health care related field at the undergraduate level.
- D. **Members-at-large** shall be those persons otherwise qualified for membership where active WV HOSA chapters are not yet established. Members-at-large shall affiliate directly with WV HOSA or by geographic region as determined by WV HOSA. Members-at-large are NOT eligible to serve as voting delegates to any conference or seek an elected office.
- E. The **HOSA Lifetime Alumni Member** shall be any student that is a HOSA member and graduating from high school or completing their postsecondary/collegiate program. The HOSA, Inc. Board of Directors has made this opportunity available **FREE** to help strengthen the organization and keep former members connected. Membership provides the following benefits:
 - 1. Create professional networking opportunities
 - 2. Stay current with news through the HOSA E-Magazine and the Alumni Newsletter
 - 3. Conduct workshops
 - 4. Serve as judges at state and national leadership conferences
 - 5. Serve as a mentor to a HOSA member
 - 6. Be involved in state and national activities where needs exist
- F. **ADVISOR:** The person(s) responsible for advising students on health science activities that relate to HOSA.
- G. **PROFESSIONAL** (other than Chapter Advisor): These shall be health professionals and other adult members of the community who wish to assist and support the HOSA program of activities.
- H. The **Honorary Member** shall be an individual who has made significant contributions to WV HOSA. They may be elected by the WV Association HOSA Board of Directors by a 2/3 vote to become an

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honorary member. They shall not be eligible to vote, hold office, or enter competitive events.

- I. The **Lifetime Member** shall be an individual who is or has 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. of Board of Directors.

SECTION 4 Assessment

- A. Annual affiliation fees shall be established by the local, state, and national organization.
- B. Members, with the exception of honorary members, shall be considered in good standing if they pay their full annual local, state, and/or national 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 student who enroll after January 1 must be received by National HOSA on or before February 1 of that same year. These students will be members for twelve (12) months. The membership year concludes on December 31. Students who do not affiliate by the appropriate date shall be ineligible to participate in the International Competitive Events Program or seek national office.

ARTICLE IV ORGANIZATION

SECTION 1 The West Virginia Department of Education shall support WV HOSA as an integral part of the middle school, secondary, or postsecondary/collegiate Health Science Education Programs.

SECTION 2 The organization of WV HOSA will be compatible with that of National HOSA. WV HOSA shall be an organization of affiliated chapters, each in accordance with the charter granted by National HOSA.

SECTION 3 WV Association HOSA Board of Directors

- A. There shall be a WV Association HOSA Board of Directors who will advise and council the Executive Council. Activities not related to the state Executive Council shall be vested in WV Association HOSA Board of Directors. There shall be a minimum of two (2) meetings a year.

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- B. The administration of WV Association HOSA shall be vested in the WV HOSA Executive Council in cooperation with the WV HOSA State Advisor, the WV HOSA Executive Director, and the WV State Officer Coordinator. The WV HOSA state advisor shall serve as the state chairperson of the Executive Council with WV HOSA state president and shall be a member of all committees and boards.

ARTICLE V MEETINGS

Section 1 WV HOSA Fall Leadership Conference (FLC)

- A. An annual WV HOSA Fall Leadership Conference shall be held each fall. The date and place will be designated by the state advisor and approved by the WV Association HOSA Board of Directors.
- B. This conference will focus on personal and professional development through a series of self-awareness activities. Members will learn the importance of emotional intelligence and are provided tools to help them master personal and professional etiquette.
- C. A Post-Secondary Representative shall be elected by the designated voting delegates present at the Fall Leadership Conference.

Section 2 WV HOSA State Leadership Conference (SLC)

- A. An annual WV HOSA State Leadership Conference shall be held each spring prior to the International Leadership Conference. The date and place will be designated by the state advisor and approved by the WV Association HOSA Board of Directors.
- B. The WV HOSA Officer position of President, Vice-President, Secretary, Treasurer, and Historian/Reporter shall be elected by the designated voting delegates present at the State Leadership Conference.

Section 3 International Leadership Conference (ILC)

- A. WV HOSA members that place 1st, 2nd, or 3rd in their competitive event at the annual state leadership conference shall be invited to attend the annual ILC.

Section 3 Voting Delegates

- A. The local chapters will exercise their student membership voting privileges through voting delegates. Each chapter shall have two (2) voting delegates.
- B. In no case shall a local chapter have more than two (2) voting

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delegates.

- C. Each chapter may designate a proxy during registration of the designated conference.
- D. Each delegate must be registered as a voting delegate during the designated conference registration.
- E. The majority of the voting delegation registered for the selected conference shall constitute a quorum.
- F. Plurality shall determine voting decisions.

ARTICLE VI EXECUTIVE COUNCIL

Section 1

Executive Council Members

- A. The Executive Council shall be composed of the WV HOSA State Advisor, the WV HOSA Executive Director, the WV HOSA State Officer Coordinator, the WV HOSA elected state officers, and the local advisor of the individual elected state officer.
- B. The WV HOSA State Advisor shall be appointed by the WV Association HOSA Board of Directors.
- C. The WV HOSA Executive Director and WV HOSA State Officer Coordinator shall be nominated by the WV HOSA State Advisor and then approved by the WV Association HOSA Board of Directors.
- D. The Executive Council members are expected to attend and assist with all leadership conferences (ILC, FLC, SLC).
- E. The Executive Council shall attend the “New Executive Council” training that shall be scheduled after the state leadership conference and prior to the international leadership conference.

Section 2

Officer Candidates

- A. Candidates for office must have at least a tenth-grade classification in high school and be an active member of WV HOSA in their local chapter, except for the office of postsecondary representative.
- B. The state officer candidates shall meet the criteria as set in the WV HOSA Executive Council Handbook as approved by the WV Association HOSA Board of Directors.
- C. Each active HOSA chapter may endorse no more than two (2) state officer candidates. The officer candidate(s) shall attend the indicated leadership conference to seek election as a state officer.
- D. Candidates for office shall complete and submit the required WV HOSA State Officer Application to the WV HOSA State Advisor by the indicated deadline of said application.

Section 3

Elected Officers

- A. The elected student officers of WV HOSA shall be:

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- President
 - Vice-President
 - Secretary
 - Treasurer
 - Historian/Reporter
 - Postsecondary Representative
- B. The Postsecondary Representative shall be elected by the voting delegates at the annual Fall Leadership Conference.
- C. The President, Vice-President, Secretary, Treasurer, & Historian/Reporter shall be elected by the voting delegates at the annual State Leadership Conference.
- D. A plurality shall elect. The term of office for state officers shall begin with the last gavel tap of the indicated leadership conference at which they were elected, and will continue until the last gavel tap of the indicated leadership conference the following year.
- E. All elected officers must fulfill their duties of office as agreed upon at the beginning of their term. Failure to do so will result in termination of office.
- F. A vacancy in the office of President shall be filled by the Vice-President. Any other vacancy shall be vacated until election of new officers at the indicated leadership conference.
- G. Any state officer may be removed from office if they fail to complete their duties of office as outlined in the WV HOSA Executive Council Handbook.
- H. All state officer candidates and state officers are expected to compete in an individual or team competitive event.
- I. All elected state officers are expected to attend the annual International Leadership Conference, the annual Fall Leadership Conference, the annual State Leadership Conference, and the annual New Executive Council Training.
- J. All elected state officers shall be invited to attend the annual Washington Leadership Academy.
- K. These elected officers shall be designated as the WV HOSA Executive Council
- L. These officers shall perform duties prescribed by these Bylaws and by the parliamentary authority adopted by this organization.
- M. The president shall be a member of the WV Association HOSA Board of Directors.
- N. Three additional officers, as selected by the state advisor, shall be members of the WV Association HOSA Board of Directors.

Section 4

Duties of officers

- A. WV HOSA officers shall make themselves available, as necessary, in

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promoting the general welfare of the organization and in assisting to increase membership affiliation for WV HOSA.

- B. President: It shall be the duty of the president to:
 - i. Preside over all state leadership conferences as well as any additional Executive Council Meetings as determined by the State Advisor.
 - ii. Work with the secretary to plan and prepare agendas for all Executive Council Meetings.
 - iii. Serve as an ex-officio member of all standing committees.
 - iv. Serve on the WV Association HOSA Board of Directors.
 - v. Serve WV HOSA in any capacity as requested by the Executive Council or WV Association HOSA Board of Directors.
- C. Vice-President: It shall be the duty of the vice-president to:
 - i. Preside over meetings and/or conferences in the absence of the President.
 - ii. Succeed the president if the office of president is vacated.
 - iii. Serve on the WV Association HOSA Board of Directors.
 - iv. Serve on committees as assigned.
 - v. Serve WV HOSA in any capacity as requested by the Executive Council or WV Association HOSA Board of Directors.
- D. Secretary: It shall be the duty of the secretary to:
 - i. Take roll call at all business meetings and report quorum status.
 - ii. Record the proceedings of all meetings and to file such records with the WV HOSA State Advisor and State Officer Coordinator within ten (10) days.
 - iii. Assist the president in planning agendas for meetings if called upon to do so.
 - iv. Serve on the WV Association HOSA Board of Directors if selected to do so by the State Advisor.
 - v. Serve on committees as assigned.
 - vi. Serve WV HOSA in any capacity as requested by the Executive Council or WV Association HOSA Board of Directors.
- E. Treasurer: It shall be the duty of the treasurer to:
 - i. Keep membership and financial records in coordination with the State Advisor and/or the secretary.
 - ii. Encourage efficient management of funds.
 - iii. Assist in preparing a yearly budget for WV HOSA.
 - iv. Serve on the WV Association HOSA Board of Directors if selected to do so by the State Advisor.
 - v. Serve on committees as assigned.
 - vi. Serve WV HOSA in any capacity as requested by the Executive Council or WV Association HOSA Board of Directors.

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- F. Historian/Reporter: It shall be the duty of the historian/reporter to:
 - i. Be responsible for the keeping of records and other materials of historic importance to WV HOSA.
 - ii. Prepare an activity report and submit to State Advisor at the completion of each activity and/or conference.
 - iii. Serve on committees as assigned.
 - iv. Serve WV HOSA in any capacity as requested by the Executive Council or WV Association HOSA Board of Directors.
- G. Postsecondary Representative: It shall be the duty of the postsecondary representative to:
 - i. Promote growth and development of WV HOSA within their region.
 - ii. Assist any member of the officer team with completion of agendas, reports, etc. when called upon by said member.
 - iii. Serve on committees as assigned.
 - iv. Serve WV HOSA in any capacity as requested by the Executive Council or WV Association HOSA Board of Directors.

ARTICLE VII PARLIAMENTARY AUTHORITY

Parliamentary procedure for all meetings of WV HOSA shall be governed by ***Robert's Rules of Order, Newly Revised***.

The HOSA State advisor shall be responsible for WV HOSA.

ARTICLE VII EMBLEM & COLORS

Section 1 Emblem

- A. 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 chartered state associations under policy established by the National HOSA Board of Directors.

Section 2 Colors

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

Section 3 Motto

- A. The HOSA motto is "The Hands of HOSA Mold the Health of Tomorrow"

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- Section 4 Slogan
A. The HOSA slogan is “Health Science and HOSA: A Healthy Partnership.”
- Section 5 Tagline
A. The HOSA tagline is “HOSA-Future Health Professionals.”

ARTICLE VIII AMENDMENTS

- Section 1 These Bylaws may be approved for amendment by a two-thirds vote by the WV Association HOSA Board of Directors, provided that the proposed amendment(s) has been submitted in writing to each Board member at least thirty days prior to consideration by the Board.
- Section 2 Amendments may be proposed by an active local chapter, an executive council member, or a member of the board of directors.
- Section 3 Bylaw changes approved for amendment by the WV Association HOSA Board of Directors must be submitted to a vote by the voting delegates and State Officers at the State Leadership Conference provided that the proposed amendment(s) has been submitted in writing to each Chapter at least thirty days prior to the conference.
- Section 4 Bylaws amendments will be voted on by Articles and be approved by a plurality of the delegates.

ARTICLE IX DISSOLUTION

- Section 1 Upon final dissolution or liquidation of this organization and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining in assets shall be disbursed by the WV Association HOSA Board of Directors in accordance with one or more of the purposes of this organization or to be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501 (3c) of the Internal Revenue code.