

INDIANA HOSA BYLAWS

ARTICLE I

NAME

The name of this organization shall be Indiana HOSA. The acronym, I-HOSA, may be used to designate the organization.

ARTICLE II

PURPOSE

The primary purpose of Indiana HOSA is to serve the needs of its members and promote and strengthen the Health Sciences - 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 occupations 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 scholarships, occupational skills, 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. Extend the learning process beyond the four walls of the classroom through professional, educational, and community activities related to Health Sciences.
- h. Establish and maintain local chapters in good standing with HOSA.

ARTICLE III

MEMBERSHIP

Section 1 Membership Composition

- a. Indiana HOSA is a state affiliated association of National HOSA. This association is of, by, and for students who (1) are or were enrolled in secondary, postsecondary/collegiate Health Sciences Education classes and/or (2) are interested, planning to pursue or pursuing a career in the health professions.
- b. Graduating secondary members may for up to one year after graduation remain a part of their secondary chapter during the interim of the transition

from Secondary to Postsecondary/Collegiate division. These members will have all the rights as a Postsecondary/Collegiate member as stated in Article III, Section 4.

- c. Members shall be students who are or have been enrolled in Career and Technical Health Sciences Education 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 Sciences Education in a professional capacity. Individuals shall be eligible for membership through a chartered local chapter that is under the auspices of the Indiana Department of Education, Office of Career and Technical Education.

Section 2 Local Chapters

- a. Local HOSA chapters shall be chartered by the HOSA, Inc. Board of Directors, and may be composed of the following divisions: Secondary, Postsecondary/Collegiate, Alumni, Professional.

Section 3 Secondary Division

- a. The Secondary Division shall be composed of secondary students who are or have been enrolled in a Career and Technical Health Sciences Education Program or an organized pre-career and technical Health Sciences Education Program or are interested, planning to pursue or pursuing a career in the health professions.

Section 4 Postsecondary/Collegiate Division

- a. The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma, are pursuing a GED and are enrolled in a health care related field, and/or are interested or planning to pursue a career in the health professions.

Section 5 Alumni Division

- a. The Alumni Division shall be composed of persons who have been enrolled in a Health Sciences Education Program. Alumni division members shall pay affiliation fees, but may not vote, make motions, hold office or compete in events.

Section 6 Professional Division

- a. The Professional Division shall be composed of persons who are associated with or participating in Health Sciences Education in professional capacities. These may include health care professionals, alumni or other adult members of the community who wish to assist and support Indiana HOSA 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 7 Honorary Life Membership

- a. Honorary Life Members shall be persons who have rendered ten years of service to the organization and made significant contributions to the development of Indiana HOSA. Honorary life members shall be conferred by the Indiana HOSA Executive Council and the State Advisor.

Section 8 Affiliation Fees

- a. Annual affiliation fees from local chapters shall be established by the Indiana HOSA Executive Council, Indiana HOSA Advisory Board, and the State Advisor. Affiliation fees are payable to National HOSA Headquarters. The membership year shall extend from September 1 of one year until August 31 of the following year regardless of when dues are paid.

ARTICLE IV

INDIANA HOSA STATE EXECUTIVE COUNCIL

Section 1 Composition

- a. The Indiana HOSA State Executive Council shall be composed of eight elected state officers and the State Advisor.
- b. Eight state officers shall be elected by the voting delegates at State Leadership Conference. The eight state office titles shall be President, President-Elect, Vice President of Development, Vice President of Public Relations, Historian, Secretary, Treasurer and Representative.
- c. Duties of the officers shall be such as are specified in these Bylaws and in the parliamentary authority adopted by the organization.

Section 2 Duties of Officers

- a. The Indiana HOSA State Executive Council shall be responsible for planning and conducting the Fall Leadership Conference, State Leadership Conference and other state-called meetings.
- b. Indiana HOSA State Executive Council shall make themselves available, as necessary, in promoting the general welfare of Indiana HOSA. Indiana HOSA officers shall attend all state officer meetings and promote the growth of Indiana HOSA.
- c. The President shall preside at the State Leadership Conference, Fall Leadership Conference, all Indiana HOSA officer meetings, Nominating Committee, and Bylaws Committee. The President shall serve on the Indiana HOSA Advisory Board.
- d. The President-Elect shall serve Indiana 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 the office. The President-Elect shall serve on the Bylaws Committee and the Indiana HOSA Advisory Board.
- e. The Vice President of Public Relations shall be responsible for public relations and marketing campaigns and will take responsibility for the publication of the state newsletter and calendar of events.

- f. The Vice President of Development shall be responsible for the Program of Work and will take responsibility for community service.
- g. The Historian shall be responsible for History and will take responsibility for keeping records and other materials of historic importance to the state association and compile these materials into a scrapbook. This office shall also prepare slide presentations to be used when needed.
- h. The Secretary shall be responsible for recording minutes at all meetings and making said minutes available to all officers, State Advisor, and local chapters when necessary. The Secretary shall be responsible for correspondence and program preparation concerning all state meetings. The Secretary shall serve on the Indiana HOSA Advisory Board.
- i. The Treasurer shall promote the financial growth of Indiana HOSA. The Treasurer shall report the financial status of the organization at State Leadership Conference. The Treasurer shall serve on the Indiana HOSA Advisory Board.
- j. The Representative shall promote the growth of Indiana HOSA membership in the state.

Section 3 HOSA Examination

- a. Officer Candidates shall be required to pass the HOSA Candidate process including: Written HOSA Information an Parliamentary Procedure, All forms, and interview. The qualifying combined score shall be 70%. Candidates who do not meet the qualifying score shall be eliminated from running for a state office.

Section 4 Candidate Requirements

- a. Candidates for each office shall submit required information to Indiana HOSA State Advisor prior to the annual election of officers by a date designated by the Indiana HOSA State Advisor. This information shall include:
 - i. A Nomination Form with State Officer Candidates Statement
 - ii. A Statement of Support with the signature of the school principal; superintendent; the signature of the Local Chapter Advisor; the signature of a parent or guardian.
 - iii. A Candidate Information Resume
 - iv. Signed Travel Policies

Section 5 Nominating Committee

- a. The Nominating Committee shall be composed of the State Advisor, Health Occupations Education Specialist, Immediate Past President, Local Advisor of the Immediate Past President, current State President, and two local members. The Chairman of the Nominating Committee shall be the current President for Indiana HOSA. The Nominating Committee shall interview qualified candidates and shall nominate no more than four candidates for each office. The Nominating Committee reserves the right to eliminate any candidate from running for a state office. However, candidates may be nominated from the floor if they have met the qualifying requirements and if there are less than four candidates for each office.

Section 6 Election of Officers

- a. All officers shall be elected by ballot at the State Leadership Conference to serve one year and until their successors are elected. In the event a majority 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 State Leadership Conference at which they are elected.

Section 7 Vacancies

- a. In the event of a vacancy in the office of President, Vice President of Development shall succeed to that office. In the event of a vacancy in the office of President-Elect, Vice- President of Public Relations shall succeed to that office. All other vacancies shall be appointed by the Indiana HOSA Executive Council and State Advisor.

Section 8 Meetings

- a. The Indiana HOSA State Executive Council shall meet at least four times a year at a site to be determined by the State Advisor. Other meetings shall be held by telephone conference call, video conferencing or electronic means.

ARTICLE V

MEETINGS

Section 1 State Leadership Conference

- a. A State Leadership Conference shall be held each year with the time and place to be designated by the Indiana HOSA Executive Council and State Advisor.

Section 2 Voting Delegates

- a. Local chapters of Indiana HOSA shall exercise their membership voting privileges through voting delegates. The number of voting delegates per chapter shall be designated by the Indiana HOSA Executive Council and State Advisor.

Section 3 Credentials/Tellers Committee

- a. A Credentials/Tellers Committee shall be appointed by the Indiana HOSA Executive Council in advance to State Leadership Conference. This committee shall be composed of one student and two advisors.
- b. The Credentials/Tellers Committee shall review and approve the list of voting delegates compiled by the state office, shall supervise the registration of voting delegates, shall submit a report at the beginning of the session on the

number of voting delegates present, and shall distribute ballots and tally votes for any ballot vote.

Section 4 Fall Leadership Conference

- a. An Annual Fall Leadership Conference shall be held each year with the time and place to be determined by the Indiana HOSA Executive Council and State Advisor.

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 not inconsistent with these bylaws.

ARTICLE VII

SUPERVISION

Section 1 State Advisor

- a. The State Advisor of Indiana HOSA shall be responsible for the state association.

Section 2 Local Advisors

- a. Health Sciences Education Instructors shall serve as advisors for local chapters of Indiana HOSA.

Section 3 Indiana HOSA Advisory Board

- a. Indiana HOSA Advisory Board shall consist of the following members:
 - i. State Advisor for Indiana HOSA
 - ii. State Supervisor of Health Sciences Education
 - iii. President of Indiana HOSA
 - iv. President-Elect of Indiana HOSA
 - v. Secretary of Indiana HOSA
 - vi. Treasurer of Indiana HOSA
 - vii. At least Twelve (12) District HOSA Advisors
 - viii. At least Two (2) Representatives of the Health Industry
 - ix. Advisor to Indiana HOSA President
 - x. One Alumni member
 - xi. A National Officer elected from Indiana HOSA *

- b. The Chair of the Advisory Board shall be a member from position ii, vii ,viii, or ix of Article VII, Section 3, Part a. The Chair shall serve a term of 2 years. Past chairpersons can be reelected after waiting at least one term from their previous elected term. The Advisory Board Chair will be elected by securing a majority vote from Advisory Board members. Voting will be conducted by secret ballot.
- c. In the event of a resignation of the Chairperson, an appointed Chairperson will be made by the State Advisor until the next Advisory Board meeting at which time a new Chairperson will be nominated and elected.

Section 4: Bylaws Committee

- a. Indiana HOSA Bylaws Committee shall consist of the following members:
 - i. President of Indiana HOSA
 - ii. President-Elect of Indian HOSA
 - iii. Secretary of Indiana HOSA
 - iv. State Supervisor of Health Science Education
 - v. State Advisor
 - vi. One (1) Alumni Member
- b. The Bylaws Committee shall review the bylaws yearly to determine if changes are required. The committee will also review and post any proposed bylaw changes from the state's local chapters. All bylaw changes will be posted by the Bylaws Committee no later than 90 days prior to the business meeting held at Indiana State Leadership Conference.
- c. In the event a quorum of 4 members is not met, the committee will be filled by appointments made by the President of Indiana HOSA.

ARTICLE IX

EMBLEM AND COLORS

Section 1 Emblem

- a. The emblem of HOSA is a circular design with a triangle inside containing the symbolic figures 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 by the HOSA, Inc. Board of directors.

Section 2 Colors

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

Section 3 Motto

- a. The HOSA motto is “The Hands of HOSA Mold the Health of Tomorrow”.

Section 4 Slogan

- a. The HOSA slogan is “Health Sciences and HOSA: A Healthy Partnership”.

Section 5 Tagline

- a. 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 of the entire Indiana HOSA membership in accordance with national bylaw changes.