



Virginia HOSA: Future Health Professionals Bylaws

Article I.

NAME

The official name of this organization shall be Virginia HOSA: Future Health Professionals to be used to designate the organization, its units, or members thereof. The acronym VA HOSA may be used to designate the organization.

Article II.

OBJECT

The object of Virginia HOSA-Future Health Professionals shall be to sponsor the student organization and to promote and strengthen the Health Science Education (HSE)-HOSA Partnership. Establish and maintain local student chapters in good standing with HOSA.

Article III.

MEMBERSHIP

Virginia HOSA: Future Health Professionals is a state career and technical student organization, by and for students who are enrolled in middle school, secondary, or post-secondary/collegiate career and technical education (CTE) health and medical sciences programs. Individuals shall be eligible for membership through a local chapter student association that is under the auspices of the Office of Career, Technical, and Adult Education, Virginia Department of Education.

Article IV.

OFFICERS

Section 1. The state officers of VA HOSA: Future Health Professionals shall be President, Vice President, Secretary, Historian, Reporter, Post-secondary/collegiate representative. All duties assigned are set forth in the policy and procedures manual. The officers of the corporation shall be a Chair of the Board, a Chair-elect, Immediate Past Chair, and Secretary. These officers shall be elected by the Board of Directors from their own membership at the summer meeting. These officers shall hold office for one year. Any officer may be removed at any time by a majority vote of the board. Removal from office shall not prejudice any contract rights of the person removed.



Article V.

BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the following elected members with voting rights:

- a. Virginia HOSA Local Chapter Advisor representing secondary programs in each of the (8) Superintendent's Regions. (Two-year Term)
- b. Industry representatives and professional members. Total members are no more than 50% of all Board members. (Two-year Term)
- c. Postsecondary/Collegiate representative (Two-year Term)
- d. Virginia HOSA Alumni (Two-year Term)
- e. Virginia HOSA State President (One-year Term)

The following shall be ex-officio members without the ability to vote:

- a. State Advisor of Virginia HOSA
- b. Health and Medical Sciences Specialist, Virginia Department of Education

Article VI.

MEETINGS

Section 1. The bi-annual meetings of the VA HOSA, Inc. Board of Directors shall be held.

The date and place of the meetings shall be set by the Executive Committee.

Section 2. A. Special meetings of the Board of Directors may be called, except as provided by law, the Chair of the Board or members of the Board of Directors with a notice of not less than five (5) days prior to the meeting.

B. Written notice of the date, time, and place of any regular meeting must be mailed or emailed to each member a minimum of 30 days prior to the meeting.

Section 3. Thirty percent (30%) of the membership shall constitute a quorum.

Section 4. Balloting of the membership by mail for expedience in conducting corporate business may be carried out at the direction of the Chairman of the Board or by the Board of Directors. A quorum for mail ballot shall be a majority of the membership.

Section 5. The Chair shall preside at meetings of the Board of Directors. In the absence of the Chair, the Chair-elect will preside.



- Section 6.** A. Except as otherwise provided in these bylaws, all meetings of VA HOSA, Inc., including the Board of Directors, committees, and all other bodies authorized by the bylaws, Board of Directors, or the assembly, may be conducted through electronic means.
- B. If the business session is to be held electronically, the means of holding the meeting and any related voting methods will be determined by the Executive Committee. These electronic meetings shall be subject to all rules adopted by the assembly to govern them, which may include any reasonable limitations on, and requirements for, members' participation. An anonymous vote conducted through electronic means shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.
- C. All others, including committees, and other bodies authorized by the bylaws, Board of Directors, or assembly, may determine their own electronic means to meet, so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.

Article VII.

EXECUTIVE COMMITTEE

- Section 1.** The Chairman of the Board, Chairman-Elect, Secretary, Immediate Past Chairman, the President of VA HOSA, and the President-Elect of VA HOSA shall constitute the voting members of the Executive Committee.
- Section 2.** The Board of Directors may authorize the Executive Committee to perform between the meetings. If the Board deems expedient such duties, the Board may set forth in policies and procedures.
- Section 3.** The Executive Committee shall meet at the call of the Chairman of the Board or upon request of three (3) members. It shall make a complete report at each meeting of the Board.
- Section 4.** The Executive Committee may participate in meetings by means of telephone conference calls.
- Section 5.** The Executive Committee works with the Chairman of the standing committees to plan and accomplish the Program of Work as specified in policies and procedures.



Article VIII.

STANDING COMMITTEES

- Section 1.** The Chairman of the Board, with approval of the Executive Committee, may appoint Chairmen, Vice Chairmen, and members to the standing committees.
- Section 2.** The standing committees are: Publications, Professional Development, Membership, Long-Term Planning, Policy and Nominating, Marketing, Educational Symposium, and Scholarship.
- Section 3:** The standing committees' function is to perform duties as set forth by the Board of Directors or the Executive Committee, as deemed expedient.
- Section 4.** The state Competitive Events (CE) committee will operate under the direction of the management team. The CE committee will function under the leadership of the CE Director and the Executive Director.
- Section 5.** Board members cannot serve on the CE committee, and cannot run for a Board position until their CE term is completed; or resign from CE committee to fulfill the Board position.
- Section 6.** CE Members may serve a two-year term and may be re-appointed after not serving for two (2) years.

Article IX.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the corporation in all cases to which they are applicable and in which they are consistent with these Bylaws, policies and procedures, and any special rules of order the corporation may adopt.

Article X.

FISCAL RESPONSIBILITIES

- Section 1.** The fiscal year of VA HOSA, Inc. shall be July 1 through June 30.
- Section 2.** All VA HOSA funds shall be deposited in an account of the grant institution designated by the Office of Career, Technical, and Adult Education, Virginia Department of Education.
- Section 3.** All deposits and payments will be handled by the grant institution.
- Section 4.** All governing documents and the organization's most recent IRS Form 990 are available to the general public upon request.



Section 5. The VA HOSA, Inc. Board of Directors will direct an external financial review at the end of the fiscal year by a third-party agent representing VA HOSA-Future Health Professionals, Inc.

Article XI.

DISSOLUTION

Upon final dissolution or liquidation of the VA HOSA state association, and local chapters, and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining assets shall be disbursed by the Board of Directors of VA HOSA, Inc., in accordance with one or more of the purposes of the association; or to be transferred to a government instrumentality or a qualified exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.