



Virginia HOSA 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. Virginia HOSA or the acronym VA HOSA may be used to designate the organization.

Article II.

PURPOSE

The primary purpose of Virginia HOSA is to serve the needs of its member and strengthen the Health Science Education (HSE) – HOSA partnership by establishing and maintaining local student chapters in good standing with National HOSA.

Article III.

ORGANIZATION

Section 1. Virginia HOSA is a state career and technical student organization (CTSO), by and for students who are enrolled in middle school, secondary, or postsecondary/collegiate career and technical education (CTE) Health and Medical Sciences programs; and/or interested in, or planning to pursue, or are pursuing a career in the health professions; or are persons associated with, participating in, or supporting health science in a professional capacity.

Virginia HOSA shall operate according to the Virginia Department of Education and local school division policies and regulations in accordance with state law.

Section 2. Each chapter shall have a Chapter Advisor who shall be a teacher, instructor, or school administrator; shall comply with the Virginia HOSA Advisor Handbook; shall track and identify eligible members for Perkins V funding; shall accompany members to all Virginia HOSA events, including postsecondary/collegiate; and shall follow the school division's policies and procedures for overnight travel (i.e., pool, gym access, or any non-related Virginia HOSA or International HOSA events or activities).

Article IV.

MEMBERSHIP

Section 1. Members shall be students who are or have been enrolled in Health Science classes; and/or interested in, or planning to pursue, or are pursuing a career in the health professions; or are persons associated with, participating in, or supporting health science in a professional capacity. Individuals shall be eligible for membership through a local chapter student association that is under the auspices of the Virginia Department of Education, Office of Career and Technical Education.



- A. **Secondary Membership:** To be eligible for membership in a Virginia HOSA chapter, a student must be enrolled in secondary education (grades 6-12). Members must pay dues and are eligible to participate in regional and state competitive events and activities, hold office, make motions, and vote in all business sessions of Virginia HOSA.
- B. **Postsecondary/Collegiate Membership:** To be eligible for membership in a Virginia HOSA chapter, individuals must not be enrolled in high school but have received a high school diploma and/or are pursuing a GED, enrolled in a healthcare related field at the undergraduate level, or are interested in or planning to pursue a career in the health professions. Members must pay dues and are eligible to participate in regional and state competitive events and activities, hold office, make motions, and vote in all business sessions of Virginia HOSA.
- C. **Alumni Membership:** To be eligible for alumni membership, an individual must be a previous member of Virginia HOSA and enrolled as Alumni with HOSA. An alumni member may not vote, make motions, or participate in competitive events.
- D. **Professional Membership:** To be eligible for professional membership, an individual must be associated with or participate in health science education in a professional capacity, which may include health science professionals. Members must pay dues and are not eligible to hold office, make motions, and vote in any business sessions of Virginia HOSA.

Article V.

OFFICERS

Section 1. The state officers of Virginia HOSA shall be President, Vice President, Secretary, Historian, Reporter, and Postsecondary/Collegiate Representative. Election procedures and all duties assigned are set forth in the *Policy and Procedures Manual*.

Section 2. Candidates for state office must be in good scholastic standing; have the endorsement of their local chapter advisor and school principal; and be a Secondary or Postsecondary/Collegiate member in Virginia HOSA.

Section 3. All candidates for state office must file their candidacy for office with the state advisor by January 15 of the current school year.

Section 4. Officers shall hold office for one school year following election. If a vacancy occurs in the Presidency, the Vice President shall assume the duty. The Board of Directors shall elect members to fill all unexpired terms of office except that of the Vice President.

Section 5. Duties of State Officers:

A. President

The President must have one year of experience as a State Officer.

It shall be the duty of the President to:

1. preside over and conduct state officer meetings of Virginia HOSA,



2. preside over meetings of the Executive Council,
3. appoint committees and serve as *ex-officio* member of the committee, and
4. be available as necessary in promoting the general welfare of Virginia HOSA.

B. Vice President

It shall be the duty of the Vice President to:

1. preside over meetings in the absence of the President,
2. assume the full duties and responsibilities of the President should the President resign or be absent for a two-month period,
3. serve as chairperson of the program committee,
4. serve as *ex-officio* member on committees, and
5. assist the President whenever called upon to do so by the President or State Advisor.

C. Secretary

It shall be the duty of the Secretary to be responsible for records of Virginia HOSA and:

1. keep accurate minutes of all meetings of Virginia HOSA,
2. carry on official correspondence,
3. keep an accurate list of members and furnish members with membership cards, and
4. provide the President or the designated substitute a written agenda for each meeting.

D. Reporter

It shall be the duty of the Reporter to:

1. collect news items and materials from individual chapters and prepare news items for local and state newspapers and national publications and assist with social media platforms as assigned (each chapter will receive the Virginia HOSA newsletters and/or updates) and
2. act as public relations person regarding Virginia HOSA.

E. Historian

It shall be the duty of the Historian to:

1. keep accurate records of important events to provide continuity between present and future members of this organization,
2. maintain a scrapbook of main events, and
3. complete a narrative account of Virginia HOSA.

F. Postsecondary/Collegiate Representative:



It shall be the duty of the Postsecondary/Collegiate Representative to:

1. update local postsecondary chapters of Virginia HOSA events, and
2. act as public relations person regarding Virginia HOSA to Collegiate Chapters.

Article VI.

VOTING DELEGATES

Section 1. The House of Voting Delegates shall consist of the following representation from each of the chartered local chapters:

- A. one Voting Delegate representing the first 10 members,
- B. one additional Voting Delegate representing each additional 20 members,
- C. one Voting Delegate for chapters with less than 10 members, and
- D. one alternate Voting Delegate for each Voting Delegate.

Section 2. The duties of the Voting Delegates are as follows:

- A. adopt bylaws, rules, and regulations,
- B. elect State Officers, and
- C. act upon recommendations concerning organizational business as requested by the Executive Council.

Section 3. The names of the Voting Delegates must appear on the official membership roster.

Section 4. All official Voting Delegates must be certified by the local advisor of each chapter to the State Advisor no later than four weeks prior to a state meeting at which business of the association will be conducted.

Section 5. Voting of State Officers shall be done by secret ballot. A non-voting member shall be selected by the State Advisor to oversee the voting process.

Section 6. The selection process shall be determined by several factors that are outlined in the State Officer Handbook. The candidates with the highest overall scores (1 representative per region if applicable) will be elected to office. A candidate's overall score consists of points achieved by the candidates and awarded by the Voting Delegates and Selection Committee.

Section 7. The Selection Committee is made up of the State Advisor, State Officer Coach or IEC representative, two Chapter Advisors, two State Officers (P & VP), and two business and industry representatives recommended by the state advisor and approved by the Virginia Department of Education, Health & Medical Specialist.



Article VII.

BUSINESS SESSION

Section 1. A State Leadership Conference shall be held each year, and this shall serve as the official annual meeting of the Virginia Association of HOSA. The time and place of the meeting shall be determined by the State Advisor and Board of Directors.

Section 2. A quorum at the State Leadership Conference shall constitute two-thirds of the duly elected voting delegates present.

Section 3. The State Advisor shall be empowered to call special meetings with the notification of the Board of Directors.

Article VIII.

BOARD OF DIRECTORS

Section 1. Purpose:

The Board of Directors shall manage all affairs of Virginia HOSA. The Board is responsible for decisions made regarding operation and growth of the state association, and for regional management of the organization, and is accountable to the Virginia Department of Education.

Section 2. The duties of the Board of Directors are as follows:

- A. Promote Virginia HOSA, International HOSA, health science education, Virginia Department of Education, and all professional affiliations positively in a true leadership capacity.
- B. Review financial statements.
- C. Build a network among healthcare companies and associations, as well as other industries interested in supporting students interested in healthcare.
- D. Each voting Board of Directors member is expected to participate in discussion of agenda items and voting to ensure his/her region has a voice in all Virginia HOSA matters.
- E. Each Board of Directors member will be asked to sign an annual nondisclosure agreement and conflict of interest form.
- F. Actively participate in committee assignments.
- G. Adoption and revisions to the *Policy & Procedures Manual*.

Section 3. The Board of Directors shall consist of the following elected members with voting rights:

- A. Virginia HOSA Local Chapter Advisor or CTE administrator with no more than one advisor or administrator per region representing secondary programs. There shall be a minimum of four (4) and a maximum of eight (8) regional representatives on the Board of Directors, -for staggered two-year terms. One representative shall be selected from each of the eight (8) Virginia Department of Education, Superintendent's Regions. These representatives shall be appointed by the Virginia Department of Education, Health & Medical Specialist.



- B. Eight (8) business and industry representatives will be selected from each of the eight (8) Virginia Department of Education, Superintendent's Regions. Representatives shall be recommended by the State Advisor and approved by the Board of Directors and the Virginia Department of Education, Health and Medical Specialist. There shall be a minimum of four (4) and a maximum of eight (8) representatives who will serve staggered two-year terms.
- C. A Virginia HOSA Alumni shall be selected for a two-year term. The alumni representative shall be recommended by the State Advisor and approved by the Board of Directors and the Virginia Department of Education, Health and Medical Specialist.
- D. The Virginia HOSA State Officer President will serve a one-year term.

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

- A. Virginia HOSA State Advisor (No Term Limit)
- B. Virginia Department of Education, Health and Medical Sciences Specialist (No Term Limit)
- C. Virginia Health and Medical Sciences Educators Association President (2-year term, per VAHAMSEA Governance Structure).

Section 4. The Executive Council of the Board of Directors shall consist of the current State Officer President, Board of Directors President, Virginia Department of Education Health and Medical Sciences Specialist, and the Virginia HOSA State Advisor.

- A. Under the direction of the Virginia HOSA State Advisor, the Executive Council shall coordinate the affairs of the state association between its business meetings, determine the time and the place of those meetings, make recommendations to the organization, and perform other duties as specified in these bylaws. The Executive Council shall be subject to the orders of the organization and none of its acts shall conflict with the actions of the organization.
- B. The Executive Council shall set up activities for the state association as it deems advisable and practicable. Such activities shall follow the guidelines laid down in Article II.

Article IX

BOARD CHAIR

Section 1. The Chair of the Board See shall preside at all meetings of the Board of Directors and shall perform such other duties as may be assigned by the Board of Directors or these Bylaws. The Chair shall ensure that the Board of Directors fulfills its governance responsibilities, oversees Board operations, and facilitates effective decision-making.

Section 2. The Chair of the Board shall have the authority to call special meetings of the Board of Directors, appoint committees with the approval of the Board, and perform other duties as assigned by the Board of Directors.



Section 3. The Chair of the Board shall be elected by the Board of Directors from among its members and shall serve a 3-year term beginning at the first meeting of the Board following the election, and until a successor is duly elected and qualified, unless earlier removed or resigned.

Section 4. In the absence or inability of the Chair, another officer as designated by the Board of Directors shall perform the duties of the Chair.

Article X.

MEETINGS

Section 1. The biannual meetings of the Board of Directors shall be held on the date and location, or modality set by the Executive Council.

Section 2.

- A. Special meetings of the Board of Directors may be called, except as provided by the Chair of the Board or members of the Board 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 emailed to each member a minimum of 30 days prior to the meeting.

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

Section 4. Balloting of the membership by electronic ballot for expedience in conducting organizational business may be carried out at the direction of the Chair of the Board or by the Board of Directors. A quorum for emailed ballots shall be a simple majority of the membership.

Section 5.

- A. Except as otherwise provided in these bylaws, all meetings of Virginia HOSA, including the Board of Directors, committees, and all other bodies authorized by the bylaws, or assembly thereof, 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 Council. 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, the Board of Directors, or assembly thereof, 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 XI.

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, policies and procedures, and any special rules of order the organization may adopt.

Article XII.

FISCAL RESPONSIBILITIES

Section 1. The fiscal year of Virginia HOSA shall be July 1 through June 30.

Section 2. All Virginia HOSA funds shall be deposited in an account of the grant institution designated by the Virginia Department of Education, Office of Career and Technical 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 Board of Directors will direct an external financial review at the end of the fiscal year by a third-party agent representing Virginia HOSA.

Article XIII.

DISSOLUTION

Upon final dissolution or liquidation of the Virginia 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 Virginia HOSA 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.

Article XIV.

AMENDMENTS

These bylaws may be amended by a two-thirds vote of the delegates at the State Leadership Conference, or through electronic balloting, by a process determined by the Board of Directors, provided that at least thirty (30) days notice is provided to each chapter prior to action on any proposed amendment. All amendments are subject to the final approval of the Virginia Department of Education.