Texas HOSA Handbook:

Section B: Bylaws

This section contains:

- HOSA, TA Bylaws
- Board of Directors Bylaws

Activities and procedures within HOSA-Future Health Professionals, Texas Association are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals, Texas Association is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations.

Health Occupations Students of America, Texas Association BYLAWS

ARTICLE I
Name

The name of this organization shall be the Health Occupations Students of America, Texas Association. The acronym "HOSA, TA" may be used to designate the Health Occupations Students of America, Texas Association, its subordinate units, or the members thereof. HOSA, TA is a constituent association of the Health Occupations Students of America, Inc.

ARTICLE II
Purpose

HOSA, TA is a Texas state organization consisting of local chapters and members who are or have been enrolled in, a health science or an organized health career awareness program or, are interested in pursuing a career in the health professions as conducted by or in secondary, post-secondary, and/or collegiate schools of Texas.

The purpose of HOSA, TA shall be to advance the education and welfare of its members in the following ways by:

A. assisting local chapters in the growth and development of HOSA, TA.
B. further developing a respect for education in health-related careers to contribute to occupational competence.
C. providing opportunities for well-informed career choices among the health occupations.
D. developing the leadership abilities of its members through a health occupations program of motivation, awareness, competition, and recognition.
E. encouraging the use of ethical standards in health occupations.
F. developing character, promoting responsible citizenship, and fostering patriotism.
G. developing an understanding of current health care issues and an awareness of environmental concerns and
H. encouraging mental and physical health through participation in beneficial social and recreational activities.

ARTICLE III
Members

Section 1. Membership

The membership of HOSA, TA shall be divided into the six divisions:

- Secondary Division
- Post-Secondary/ Collegiate Division
- Alumni Division
- Professional Division
- Honorary Member Division
- Middle School

All of which shall be recognized by HOSA, TA:

a. ***Secondary Division*** shall be those composed of secondary students (high school students who have not received a high school diploma or its equivalent prior to the State Leadership Conference) who are or have been enrolled in a health science program or are interested in pursuing a career in the health professions.

b. ***Middle School Division*** shall be composed of middle school 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 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 the state's annual conference.

c. ***Postsecondary/Collegiate Division*** shall be composed of students who are not enrolled in high school, have received a high school diploma or its equivalent, and are enrolled in a health care related field at the undergraduate level or are interested in or planning to pursue a career in the health professions.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA International leadership conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of HOSA.

d. ***Alumni Division*** shall be composed of persons who have been members of HOSA. Alumni members may not vote, make motions, hold office, or compete in events.

e. ***Professional Member Division*** shall be composed of persons who are associated with or participating in health science in a professional capacity. These may include health professionals or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional members shall pay affiliation fees, but may not vote, make motions, hold office, or compete in events.

f. ***Honorary Division*** shall be those individuals who have made significant contributions to the development of or rendered outstanding service to HOSA or health science education.

Honorary membership shall be conferred for life by:

1. Approval of an active HOSA, TA chapter.
2. Recommendation for membership by the executive director/state advisor of HOSA, TA and a Majority affirmation vote of the board of directors of HOSA, TA. Honorary members shall have all the rights and privileges of an active membership except that they shall not be eligible to vote, hold office or participate in competitive events. Honorary members shall pay no affiliation fees.

Section 2. FEES

State and International affiliation fees must be paid for the past and present school year for chapter members to be eligible to participate in area, state, and international activities.

Section 3. Membership Year

The membership year shall be from the date of the receipt of chapter affiliation to the international HOSA office and shall extend until July 31.

ARTICLE IV

HOSA, TA Organization

Section 1. Affiliated Chapter

A. Charter affiliation shall be issued to local HOSA, TA groups by International HOSA upon receipt of:
    1. A properly executed chapter affiliation process which clearly establishes the eligibility of the group
    2. Payment of the state and international HOSA affiliation fees for all persons listed on the roster of members
    3. Advisor must be employed in that school to open a chapter.

B. State chapter numbers are assigned by the HOSA, TA Executive Director.

ARTICLE V
HOSA, TA Officers

Section 1. Officers
The area officers of HOSA, TA shall consist of the president, vice president, secretary, historian, and reporter. The state officers of HOSA, TA shall consist of the president, secondary vice-president, post- secondary/collegiate vice president, secretary, historian, and reporter. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority of the organization. Local chapters may have additional officers as desired.

Section 2. Terms of Office
All officers shall hold offices for one year or until their successors are elected. Officers shall not be eligible for re-election to the same office. Area and State officers shall not be eligible to hold more than one area or state elected office at a time. Area and state officers must be active HOSA members.

Section 3. Vacancies
In the event of a vacancy in the office of president, the secondary vice-president shall immediately become president for the remainder of the unexpired term. In the event of any other HOSA, TA State/Area officer vacancy, the vacancy shall be filled by appointment of the HOSA, TA board of directors, and Texas Officer Coordinator with consideration given to the runners-up in these offices. Vacancies are to be filled immediately.

Section 4. Eligibility, Nominations, Elections and Commencement of Offices

A. ***Eligibility*** Active secondary and post-secondary/collegiate HOSA members are eligible to seek office. Secondary and Post-secondary candidates must have at least one year remaining prior to graduation. Officer candidates must have the sponsorship of the school administration and local HOSA advisor when seeking and while holding office. Each Texas HOSA chapter may submit a maximum of two (4) area officer candidates (secondary only), one (2) state officer candidates, and two (2) international officer candidates

B. Students must meet the following criteria to qualify as an officer candidate:
    1. Complete the Texas Officer Examination. The qualifying score is determined by the HOSA, TA President, State Advisor and Texas Officer Coordinator
    2. Submit the HOSA, TA Officer Application.
    3. Register for the appropriate conference as an officer candidate.
    4. Interview with the nominating committee.
    5. Candidates seeking international office must have served as state officer of HOSA, TA.

C. ***Nomination Process****:* All officer applications shall be forwarded to the Texas Officer Coordinator and must be postmarked before the registration deadline of the annual area and/or state conference. The words “Area Officer Application” or “State Officer application must be written on the envelope along with the appropriate area number. The Texas Officer Coordinator shall transmit the applications to the appropriate area or state credentialing committee.

Candidates for all area, state, and international offices are to be endorsed by area executive councils (comprised of the elected officers, a representative from the board of directors of HOSA, TA and the Texas Officer Coordinator) and the voting delegates at their annual spring conference. After interviewing the submitted applications and having interviewed each candidate, the executive council of each area will prepare a slate of candidates to be presented to the voting delegate assembly.

D. ***Election Process:*** (Area) Those candidates for area office who meet the qualifications for office and who have been endorsed by the area Executive Council shall be elected by ballot by a majority vote of the voting delegate assembly of that area. Prior to the election, nominations from the floor shall be in order if the candidate nominated meets all the qualifications for office, has submitted his/her application timely and has been interviewed by the area Executive Council. In the event no candidate for an office receives a majority of the votes cast, there shall be a run-off ballot between the two candidates receiving the largest number of votes for that office. In the event there is only one candidate for a particular office, the election for that office may be by show of hands.

(State) Those candidates for state office who meet the qualifications for office and who have been endorsed by their respective area Executive Council, by the voting delegate assembly of their area, and by the state officers shall be placed on the state officer ballot. Prior to the election, nominations from the floor shall be in order if the candidate nominated meets all the qualifications for office, had timely submitted his/her application and had been interviewed by the area and state Executive councils. In the event no candidate for an office receives a majority of the votes cast, there shall be a run-off ballot between the two candidates receiving the largest number of votes for that office. In the event there is only one candidate for a particular office the election for that office may be by show of hands.

F. ***Commencement of Offices*****:** The newly elected officers shall begin their terms of office at the conclusion of the conference at which they are elected. Installation of officers is not necessary to assume the office.

Section 5. All Conferences

In order to hold office, all area and state officers are required to attend summer leadership conference unless excused by fellow area/state officers and the Texas Officer Coordinator with Board approval.

ARTICLE VI
Conferences and Meetings

Section 1. Conference Times and Places

A. Annual area and state conferences shall be held each year at the place designated by the board of directors and the executive director/state advisor.

B. The dates of the annual area and state conferences shall be determined by the board of directors, executive director/state advisor, and the host city advisors.

C. Delegates to any Texas HOSA leadership conference must reside in the HOSA, TA approved conference housing, or they will not be eligible to compete in competitive events or seek a Texas HOSA office. An exception can be made if the delegate resides in or close to the city where the conference is being held.

Section 2. Special Meetings

Special meetings may be held at the call of the state president or executive director/state advisor, and/or the Texas Officer Coordinator provided that the approval of the board of directors has been obtained.

Section 3. Representation

A. Members of HOSA, TA shall be represented through their duly selected delegates from their respective chapters.
B. Each chapter shall select no more than two members who shall serve as voting delegates at the annual area leadership conference and no more than one member who shall serve as the voting delegate at the annual state leadership conference.
C. Each voting delegate shall be entitled to one vote; a voting delegate must be registered, present, and wearing their ribbon at the voting delegate meeting to cast a vote.

Section 4. Quorum

A majority of the voting delegates present at the conference, shall constitute a quorum at annual meetings.

ARTICLE VII
The Executive Council

Section 1. Composition

The executive council shall consist of the state officers as designated in Article V, Section 1, and the Texas Officer Coordinator

Section 2. Duties

A. The executive council shall have general supervision over the affairs of the state association between its meetings; it may make recommendations to the state association; and it shall perform other duties as specified in these bylaws. The executive council shall be subject to the orders of the state association, and none of its acts shall conflict with action taken by the association. All actions of the executive council shall be reviewed and approved by the HOSA, TA board of directors.

B. The executive council may plan activities for the state association as deemed advisable. Such activities shall follow the guidelines set forth in Article II.

C. The state officers of the executive council shall serve as Texas voting delegates for the International HOSA Leadership Conference. Additional delegates may be appointed by the Executive Director/State Advisor.

D. The current HOSA state president, HOSA state vice-president, and HOSA state post/secondary/collegiate vice-president shall serve as members of the HOSA, TA board of directors.

Section 3. Annual Program of Work

A. With the assistance of the Texas Officer Coordinator, state officers shall develop an annual program of work at the summer leadership conference (LDI).

B. The Texas Officer Coordinator shall be responsible to the executive council for conducting the annual program of work.

ARTICLE VIII
Committees

Special committees shall be formed as needed and shall be appointed by the HOSA, TA President.

ARTICLE IX
Finances

Section 1. Funds

HOSA funds shall only be deposited in designated HOSA, TA accounts as managed by the HOSA, TA board of directors.

Section 2. Bills, Portfolios, and Invoices

All bills, portfolios, and invoices shall be submitted on payment vouchers with the initiator's signature and the signature of the appropriate member of the board of directors.

Section 3. Affiliation Fees

All state and international affiliation fees shall be mailed directly to the international headquarters.

Section 4. Accounting

All area and state officers shall receive an annual financial report at the leadership conference in order to plan their program of work. The HOSA, TA board of directors is responsible for all financial accountability for HOSA, TA.

Section 5. Account Inquiries

All inquiries concerning HOSA, TA finances shall be referred by an advisor to the HOSA, TA board of directors. All written inquiries shall be answered within twenty working days after receipt by the board of director's representative.

ARTICLE X
Area Associations

Section 1. Area Associations

Area associations shall be formed to assist communications and promote leadership development among chapter officers and members. Geographic boundaries for area association shall conform to the geographic boundaries adopted by the board of directors.

Section 2. Executive Director/State Advisor

The executive director of HOSA, TA shall assign local HOSA chapters to the appropriate area association.

Section 3. Governance

Actions taken by any area association shall not in any way conflict with the bylaws, standing rules, or actions of HOSA, TA or HOSA, Inc.

ARTICLE XI
Parliamentary Authority

The current edition of Robert's Rules of Order, newly revised edition shall govern this organization in all cases in which they are applicable in which they are not inconsistent with these bylaws and any special rules of order this organization may have adopted.

ARTICLE XII
Amendment of Bylaws

These bylaws may be amended by a two-thirds affirmative vote of the authorized delegates at any annual state meeting. The proposed amendment(s) must be submitted in writing to a state officer prior to the January Board of Directors Meeting. The state officers shall then be authorized to disapprove the proposed amendment(s), or to allow its consideration by sending copies of the proposed amendment(s) to the local HOSA chapters at least twenty days prior to the annual State Leadership Conference at which the proposed amendment(s) is/are to be considered.

BOARD OF DIRECTORS FOR HOSA, TA BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Health Occupations Students of America, Texas Association (HOSA, TA) Board of Directors.

ARTICLE II

PURPOSE

Provide management direction for HOSA, TA, promote partnerships between HOSA, TA and the health care industry, and facilitate the integration of HOSA into Health Science Programs.

ARTICLE III

MEMBERSHIP

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

a. Two (2) advisors representing each area
b. President
c. President-Elect
d. Secretary
e. Three (3) student HOSA members:
    i. State President
    ii. State Secondary Vice-President
    iii. State Post-Secondary Vice-President

Section 2. Term and term limits:

a. Area advisors shall serve a term of three years, and a maximum of two consecutive terms (six years).
b. The President-Elect shall serve for one year.
c. The President shall serve for one year.
d. The Secretary shall serve for one year.
e. Student HOSA members shall serve a term of one year but may serve an additional term if elected to another officer position, other than the one that was previously held.

Section 3. An advisor is eligible to serve on the board if

a. He/she has held a HOSA affiliation for a minimum of three years
b. Is a current member of HOSA
c. Is a current advisor of an active HOSA chapter

Section 4. The following shall be ex-officio members without a vote:

a. HOSA, TA Board Past-President
b. HOSA, TA Executive Director/State Advisor
c. HOSA, TA Officer Coordinator
d. HOSA, TA Accountant
e. TEA Representative
f. HOSA, TA Competitive Events Coordinator

ARTICLE IV

OFFICERS

Section 1. The officers of the HOSA, TA Board of Directors shall be a President, a President- Elect, a Past-President, and a Secretary. These officers shall be elected by the Board of Directors from their own membership at the board meeting held in conjunction with the THOA Professional Development Conference. Officer candidates must have served a minimum of two (2) years as an area representative before seeking office. The term shall begin at the conclusion of the THOA Professional Development Conference.

Section 2. Any officer may be removed at any time by a two-thirds vote of the Board of Directors.

Section 3. A vacancy occurring in any office of the HOSA, TA Board of Directors may be filled by the board of directors from their own membership.

Section 4. The duties of the various officers shall be such as are specified in these Bylaws and in the parliamentary authority adopted by the HOSA, TA Board of Directors, as well as those duties assigned by the Board of Directors or set forth in policies or procedures.

ARTICLE V

MEETINGS

Section 1. Regular meetings of the Board of Directors shall be held:

1. in conjunction with the HOSA, TA Leadership Development Institute
2. general BOD meeting in January
3. in conjunction with the HOSA, TA State Leadership Conference, and
4. in conjunction with the THOA Professional Development Conference.
5. The specific dates and locations will be set by the Executive Director and the President.

Section 2. Members must be present at all meetings. In the event a member is unable to attend, an advisor from the area may be designated as a proxy to attend the meeting. Written notice (proxy form in the Appendix) from the member must be submitted by the proxy at the beginning of the meeting and filed with the secretary.

Section 3. If there are absences or proxy designations from two consecutive meetings, the board member shall be notified by the president for possible replacement.

Section 4. Special meetings of the Board of Directors may be called by the President or one-third of the voting members of the Board.

Section 5. Written notice of the date, time, and place of regular meetings must be mailed (postal or electronic) to each member not less than thirty (30) days prior to the meeting. Notice for special meeting must be delivered (telephone or electronic mail) to each member not less than three days prior to the meeting.

Section 6. Most of the voting members of the Board shall constitute a quorum

ARTICLE VI

ELECTRONIC MEETINGS AND ACTIONS WITHOUT A MEETING

Section 1. The board of directors and all committees and subcommittees may meet by telephone conference or through other remote communications technology if there is no objection to conducting the meeting by means of that system. Participants must be able to communicate concurrently with each other.

Section 2. The board of directors may act by email. The president shall direct the executive director or the secretary to administer the balloting. The email ballot must state the motion to be approved, and the ballot response must clearly indicate whether the member approves or disapproves of the motion. Ballots must be returned by email within five days to be tallied, after which the board shall be promptly notified by email of the results and how each member responded. For a motion to be adopted by email, approval must be received by the number of members necessary to take the action as if all were present at a meeting.

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1. The President, President-Elect and Secretary constitute the voting members of the Executive Committee. The Past-President and Executive Director constitute the non-voting members of the Executive Committee.

Section 2. The Board of Directors may authorize the Executive committee to perform between the meetings of the Board such duties as the Board may set forth in policies and procedures, or from time to time deem expedient.

Section 3. The Executive Committee shall meet at the call of the President or upon request of three (3) of its members. It shall make a complete report at each meeting of the Board.

Section 4. The Executive Committee works with the Chairmen 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 standing committees are: Scholarship, Bylaws, Competitive Events, Budget, and Finance.

Section 2. The President-Elect shall appoint the chairmen and members of standing committees with the approval of the Executive Committee.

Section 3. The standing committee's function and perform those duties as set forth in policies and procedures, or from time to time, deemed expedient by the Board of Directors or the Executive Committee.

Section 4. The President or the Board of Directors may establish special committees or task forces as specified in policies and procedures.

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order, Newly Revised** shall govern HOSA, TA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, and any special rules of order HOSA, TA may adopt.

ARTICLE X

AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by a two-thirds vote, provided that the amendment has been submitted in writing and distributed to members fourteen days in advance of the meeting.