

WEST VIRGINIA HOSA

BYLAWS

ARTICLE I

NAME

The name of this organization shall be West Virginia Association HOSA, Incorporated. The acronym WV Assoc. HOSA is used to designate the corporation. 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 middle school, 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.

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- 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, participating in, or supporting the Health Science in a professional capacity.
- C. The total eligible members of the chartered middle school, secondary, and post-secondary/collegiate education programs shall comprise the membership of WV HOSA.
- D. Membership in a local chapter shall be open to students regardless of age, race, gender, 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 a state organization divided into six (6) regions.

1. Region 1

The counties of:

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

2. Region 2

The counties of:

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

3. Region 3

The counties of:

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

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4. Region 4

The counties of:

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

5. Region 5

The counties of:

- 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 shall 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:

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- 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 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

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- 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 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 an active member and who is or has 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, except for 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 students 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.

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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.

ARTICLE V WV ASSOCIATION HOSA BOARD OF DIRECTORS

- SECTION 1 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. The board's primary objective shall be to sponsor the student organization WV HOSA and to promote and strengthen the health science education, middle school, and WV HOSA partnership.
- SECTION 2 The Board of Directors Executive Committee shall consist of a Chair, Vice-Chair, Secretary, and Treasurer
- A. The chair serves as the chief executive officer of WV Association HOSA.
 - B. The treasurer serves as the chief financial officer of WV Association HOSA.
- SECTION 3 The Board of Directors shall consist of the following:
- A. Elected members with voting rights:
 - a. Healthcare Industry Representative (3-year term)
 - b. Post-Secondary/Collegiate Education Representative (2-year term)
 - c. School Administrator from CTE or Comprehensive High School with CTE Integration (2-year term)
 - d. WV HOSA Alumni (former WV HOSA State Officer) (2-year term)
 - e. WV HOSA Alumni (from a secondary program of study) (2-year term)
 - f. WV HOSA Alumni (from a post-secondary/collegiate program of study) (2-year term)
 - g. A local advisor from each of the six regions as outlined in these bylaws (2-year term)

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- h. Former local advisor, Secondary (2-year term)
 - i. Former local advisor, Post-Secondary/Collegiate (2-year term)
- B. Members with non-voting rights:
 - a. WV HOSA State Advisor
 - b. WV HOSA Executive Director
 - c. WVDE CTE Representative shall be an ex-officio member WV HOSA President and two additional officers as appointed by the WV HOSA State Advisor for their respective officer term.
- C. A vacancy in the board of directors may be filled by a majority vote of members then in office.
- D. An executive committee member may be removed by a majority vote of the voting members.

SECTION 4 Meetings

- A. The Board of Directors shall hold a minimum of two meetings a year. The date/time/place of meetings shall be decided by the executive committee.
- B. Any board member may participate in meetings by means of telephone, and/or teams conference calls if unable to attend the scheduled meeting(s) in person.
- C. Special meetings of the board of directors may be called by the board chair or at the advisement of the board of directors voting members.
- D. Thirty percent (30%) of voting board members shall constitute a quorum.
- E. Balloting of the voting membership by mail, email, or conference call for expedience in conducting corporate business may be carried out at the direction of the board chair or by the board of directors.

SECTION 5 Standing Committees

- A. The board chair, with approval of the executive committee may appoint a chair, vice chair, and members to the standing committee(s).
- B. The standing committees are:
 - a. Publications, Marketing & Partnerships
 - b. Professional Development
 - c. Membership
 - d. Policy & Nominating

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- e. Scholarship
- C. The standing committees' function is to perform duties as set forth by the board of directors or the executive committee, as deemed expedient.

ARTICLE VI **CONFERENCES**

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, Historian, Reporter, Secondary Representative & Middle School Representative, 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 so long as the required scores were achieved in their competitive event.
- B. The following scores must be achieved in secondary (SS) & post-secondary (PSC) events, and middle school events with the same content and requirements as SS/PSC:
 - a. A score of 50% for individual events and an average team

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score of 50% must be achieved on the written exam for the following events:

- i. Health Science Events**
 - 1.** Behavioral Health, Cultural Diversities & Disparities in Healthcare, Dental Terminology, Health Informatics, Human Growth & Development, Medical Law & Ethics, Medical Math, Medical Reading, Medical Spelling, Medical Terminology, Nutrition, Pathophysiology, Pharmacology.
- ii. Health Professions Events**
 - 1.** Biotechnology, Clinical Laboratory Science, Clinical Nursing, Dental Science, Home Health Aide, Medical Assisting, Nursing Assisting, Pharmacy Science, Phlebotomy, Physical Therapy, Respiratory Therapy, Sports Medicine, Veterinary Science.
- iii. Emergency Preparedness Events**
 - 1.** CERT Skills, CPR/First Aid, Emergency Medical Technician, Epidemiology.
- iv. Leadership Events**
 - 1.** Healthy Living
- v. Teamwork Events**
 - 1.** Biomedical Debate, Creative Problem Solving, Forensic Science, HOSA Bowl, Parliamentary Procedure.
- b. A score of 70% in round 2 must be achieved for the following events:**
 - i.** Biotechnology, Clinical Laboratory Science, Clinical Nursing, Dental Science, Home Health Aide, Medical Assisting, Nursing Assisting, Personal Care, Pharmacy Science, Phlebotomy, Respiratory Therapy, Sports Medicine, Veterinary Science, CERT Skills, CPR/First Aid, Emergency Medical Technician, Life Support Skills.
- c. An overall score of 70% (round 1 and 2 combined score) must be achieved for the following events:**
 - i.** Clinical Specialty, Family Medicine Physician, Respiratory Therapy, Mental Health Promotion, MRC Partnership, Public Health, Extemporaneous Writing-Health Policy, Health Career Photography, Healthy Living, Interviewing Skills, Job Seeking Skills, Prepared Speaking, Researched Persuasive Writing & Speaking, Research Poster, Speaking

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Skills, Biomedical Debate, Community Awareness, Creative Problem Solving, Forensic Science, Health Career Display, Health Education, Medical Innovation, Parliamentary Procedure, Public Service Announcement.

- C.** The following scores must be achieved in events unique to middle school:
- a.** A score of 50% for individual events and an average team score of 50% must be achieved on the written exam for the following events:
 - i.** Health Career Exploration, Foundations of Medical Terminology, Math for Health Careers, Foundations of Medical Reading, Foundations of Nutrition, Foundations of Veterinary Science, Life Threatening Situations, Dynamic Decisions, Foundations of HOSA Bowl.
 - b.** A score of 70% in round 2 must be achieved for the following events:
 - i.** Foundations of Veterinary Science, Life Threatening Situations.
 - c.** An overall score of 70% (round 1 and 2 combined score) must be achieved for the following events:
 - i.** Extemporaneous Health Poster, Health Career Preparation, Dynamic Decisions, Exploring Medical Innovation.
- D.** For any new event announced by the HOSA Competitive Events Team, the same rules will apply based upon the round 1 and/or round 2 components.

SECTION 4 Voting Delegates

- A.** The local chartered associations of WV HOSA shall exercise their student membership voting privileges through voting delegates. Each chartered association shall be allotted the following voting delegates at the annual Fall & State Leadership Conferences:

Chapter Membership	Voting Delegates
5-10 members	1
11-20 members	2
21-30 members	3
31-40 members	4
41+ members	5

- B.** If the local chartered association of WV HOSA has not submitted

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their chapter bylaws to the state advisor by October 15 of the current affiliation year, their respective chapter will forfeit their voting delegate privileges for the fall leadership conference. Bylaws may be shared between two chapters with the same advisor.

- C. If the local chartered association of WV HOSA has not submitted their chapter bylaws to the state advisor by December 31 of the current affiliation year, their respective chapter will forfeit their voting delegate privileges for the state leadership conference. Bylaws may be shared between the two chapters with the same advisor.
- D. Each chapter may designate a proxy during registration of the designated conference.
- E. Each delegate must be registered as a voting delegate during the designated conference registration.
- F. The majority of the voting delegation registered for the selected conference shall constitute a quorum.
- G. Plurality shall determine voting decisions.

ARTICLE VII

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 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 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

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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.
 - If a school has more than one active chapter, but the same advisor for the additional active chapters, they may only endorse no more than two (2) state officer candidates for their combined chapters.
- 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:
 - President
 - Vice-President
 - Secretary
 - Historian
 - Reporter
 - Middle School Representative
 - Secondary Representative
 - 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, Historian, Reporter, Middle School Representative, and Secondary Representative shall be elected by the voting delegates at the annual State Leadership Conference.
- D. A score of 70% must be achieved on the candidate screening rubric to be slated for an officer position.
- E. Once a slate of officer candidates has been determined, a plurality shall elect the new state officers.
- F. 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.
- G. 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

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termination of office.

- H. A vacancy in the office of President shall be filled by the Vice-President. Any other vacancy shall be vacated until the election of new officers at the indicated leadership conference.
- I. 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.
- J. All state officer candidates and state officers are expected to compete in an individual or team competitive event.
- K. 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.
- L. All elected state officers shall be invited to attend the annual Washington Leadership Academy.
- M. These elected officers shall be designated as the WV HOSA Executive Council
- N. These officers shall perform duties prescribed by these Bylaws and by the parliamentary authority adopted by this organization.
- O. The president shall be a member of the WV Association HOSA Board of Directors.
- P. Two 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 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.

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- 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 Executive Director 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. Historian and Reporter: It shall be the duty of the historian and reporter to:
- i. Be responsible for the keeping of records and other materials of historic importance to WV HOSA.
 - ii. Prepare an activities report and submit to the State Advisor and Executive Director 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.
- F. Middle School Representative, Secondary Representative and Postsecondary Representative: It shall be the duty of the middle school representative, secondary representative, and 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.

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ARTICLE VIII 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 IX FISCAL RESPONSIBILITIES

- SECTION 1 The fiscal year of WV Assoc. HOSA shall be September 1st through August 30th.
- SECTION 2 All WV Assoc. HOSA funds shall be disbursed by check, EFT's, or credit card, consistent with the policies established by the board of directors.
- SECTION 3 All WV Assoc. HOSA funds shall be procured by cash, check, EFT's, or credit card, consistent with the policies established by the board of directors.
- SECTION 4 All governing documents and the organization's most recent IRS Form 990 are available to the public upon request.
- SECTION 5 An external financial audit and/or review will be conducted at the end of each fiscal year. Books and records of WV Assoc. HOSA may be reviewed at any reasonable time.

ARTICLE X EMBLEM & COLORS

- SECTION 1 The emblem of HOSA is the word "HOSA" horizontally written in the color navy with a maroon-colored incomplete circle partially surrounding the letters "H," "O," "S," and a tan colored triangle contained within the letter "O" followed by the words "Future health Professionals" written in the color maroon.
- SECTION 2 The colors of HOSA are navy blue, maroon, and white
- SECTION 3 The HOSA tagline is "HOSA-Future Health Professionals."

ARTICLE XI 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

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proposed amendment(s) has been submitted in writing to each Board member at least seven 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 Bylaws amendments will be voted on by Articles and be approved by a majority of the WV HOSA Board of Directors.

ARTICLE XII 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.