

Vermont HOSA: Future Health Professionals

BYLAWS

ARTICLE I. NAME

The name of this association shall be Vermont HOSA: Future Health Professionals. However, VT HOSA, may be officially used to designate the association, its units or members thereof.

ARTICLE II. PURPOSE

The primary purpose of VT HOSA is to serve the needs of its members by:

- A. Fostering 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.
 - d. Healthcare and medical science related skills.
- 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 healthcare 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.
- F. Promote involvement in current healthcare issues, environmental concerns and survival needs of the community, the nation and the world.
- G. Assist each member in establishing realistic career goals.
- H. Assist each chapter in meeting the objectives of the organization.
- I. Establish and remain in good standing with National HOSA.

ARTICLE III. MEMBERSHIP

Section 1. Chartered State Association

The chartered state association of VT HOSA is composed of, by and for students who (1) are, or were, enrolled in secondary Health Science classes and/or (2) are interested, planning to pursue or pursuing a career in the health professions. It shall consist of local chapters affiliated with the state.

Section 2. Membership Composition

Members shall be:

- Students who are or have been enrolled in secondary (grades 9 – 12) Health Science classes.
- Students who are interested in, planning to pursue, or are pursuing a career in the health professions.
- Persons associated with, supporting or participating in Health Science classes in a professional capacity.
- Individuals shall be eligible for membership through a charter from National Headquarters.

Section 3. Membership Classification

A. Active Members

These shall be students enrolled in institutions who are in good standing in local chartered HOSA Chapters. An active member shall pay dues as established by the local, state and national organizations and may be eligible to hold a local, state and national office, and participate in state and national competitive events and to serve as a state or national voting delegate.

B. Professional Membership

These shall be persons associated with or participating in the development, maintenance and improvement of Health Science programs within the local, state or national community. Such members include but need not be limited to HOSA Advisors, Teacher Educators, Vermont Agency of Education, Health Science staff and practitioners in the healthcare and medical services field.

C. Alumni Membership

Former active members who have separated from the program, in good standing with their chapter, may maintain their membership in HOSA. Alumni members may not vote, compete or hold an office.

D. Honorary Membership

These shall be persons who have made significant contributions to the development of and/or have rendered outstanding HOSA services to the association. The names of individuals to consider for honorary membership shall be submitted by a local chapter to the Executive

Committee for approval by a two-thirds vote. They are lifetime members and their dues are paid annually by the submitting chapter.

Section 4. Monetary Assessment

- The membership year shall be from September 1 through August 31.
- The State annual monetary assessment per member shall be determined by the State Advisor/Co-Advisors.
- No member, with the exception of honorary members, shall be considered in good standing until the monetary assessment has been received in the National HOSA office.
- Financial reports and audits will be the duty of the State Advisor, with records available upon request.
- A chapter may collect funds necessary for chapter operation in accordance with local school system policies.
- State Advisors shall report to the VT CTSO Director.

ARTICLE IV. ORGANIZATION

Section 1. VT HOSA

VT HOSA is an association of local chapters of the State of VT operating in accordance with a charter granted by National HOSA.

The Vermont Agency of Education will support VT HOSA as an integral part of the secondary Health Science programs.

VT HOSA shall be vested in the state Executive Committee composed of the State Officers, Board of Directors and the HOSA State Advisor(s).

Upon dissolution or final liquidation of the association, the State Advisor(s) and Board of Directors shall, after paying or making provision for the payments of the liabilities of the association, dispose of the remaining assets of the association in accordance with its purposes, or transfer such assets to an organization or organizations organized and operating exclusively for religious, charitable, scientific, or educational purposes, within the meaning of section 501 © (3) of the Internal Revenue Code of 1985 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2. VT HOSA Executive Committee

The Executive Committee shall be composed of State Officers, Board of Directors and the HOSA State Advisor(s).

Section 3. VT HOSA Board of Directors

The Board of Directors shall be composed of the following members: the chairman of the board, chairman-elect and secretary who shall be elected from them members on the board.

ARTICLE V. STATE OFFICERS

Section 1. State Officer Positions

The elected state officers of VT HOSA shall be a Vice President of Operations, a Vice President of Communications, a Vice President of Chapter Relations, and a Vice President of Membership.

Section 2. State Officer Qualifications

State Officers shall have the following qualifications:

- Be a secondary member at the time of election and at the time of the end of their term.
- Be a current dues paying member in an affiliated chapter, and be an active member in good standing for at least one semester.
- Maintains an above average scholastic rating.
- Has made outstanding contributions, demonstrating leadership responsibility directly related to the organization.
- Has support and approval of the local chapter, advisor, administration and parents or guardians.

Section 3. State Officer Elections

One of two procedures will be followed for selection of State Officers. It will be determined by the executive committee and announced at FLC which procedure is going to be followed for the following school year:

1. The Executive Committee must approve the qualifications of each candidate. The four candidates that earn the highest number of delegate votes at the State Leadership Conference shall be the state officers. The method of election shall be by secret ballot of the voting delegates. The results of the vote will be announced at the conclusion of the State Leadership Conference. The specific offices each newly elected officer shall hold will be determined at the State Leadership Conference by the Officer Screening Committee, as appointed by the State HOSA Advisor. OR
2. During the State Leadership Conference, members will have the opportunity to run for an office on the following year's State Officer Team. Each candidate must complete the State Officer Candidate Application after being nominated by their local advisor. Only one applicant per chapter will be accepted.

Section 4. Term of Office

The state officers of VT HOSA shall be elected to a term of one year. The term of office will run from June 1st after the State Leadership Conference they are elected until the following June 1st. A student may run for a second term with the approval of the executive committee. If the potential candidate currently resides on the executive committee, that student and their advisor will not be allowed to participate in the discussion or vote. No student shall be allowed to serve more than two terms as a state officer.

Section 5. State Officer Vacancy

In the event of a vacancy in the office of any Vice President, a position may be filled by appointment by the State Advisor(s) with consent of the Executive Committee.

Section 6. Duties of Elected Officers

HOSA officers (national, state, and local) shall make themselves available, as necessary, in promoting the general welfare of the association.

- Vice President of Operations

It shall be the duty of the President to preside over all business meetings of the state organization (FLC & SLC) and at the executive committee meetings, make necessary committee appointments, and develop (with the assistance of the Executive Committee) an annual Program of Work. The Vice President of Operations is the official spokesperson of the organization and provides direction for all components of the organization in a manner consistent with the organization's constitution and policies.

- Vice President of Communications

It shall be the duty of the Vice President of Communications to assume responsibility in the absence of the President, to keep minutes of all state meetings and meetings of the executive committee, and to serve in any capacity as directed by the President. The minutes shall be submitted to the State Advisor within 30 days following their presentation. The Vice President of Communications oversees the development of the quarterly VT HOSA Newsletter (with the assistance of the Executive Committee).

- Vice President of Chapter Relations

It shall be the duty of the Vice President of Chapter Relations to provide communication with chapters regarding VT HOSA updates, state projects, and national programs. This office shall provide leadership in promoting the organization's community service programs and service learning opportunities, and to serve in any capacity as directed by the President.

- Vice President of Membership

It shall be the duty of the Vice President of Membership to provide communication to chapters about the organization's competitive events program, state officer provided workshops, and social media outlets. This office will also serve in any capacity as directed by the President.

Section 7. Removal of Officer

Any state officer may be removed from office if they fail to complete their duties of office or if they have a disqualifying status change as outlined in the State Officer Application and Handbook. State Officers must attend State Officer training during the summer before the school year of service. Failure to attend may result in dismissal. State Officers shall not miss more than 2 mandatory meetings per year.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Members and Functions

The Executive Committee shall be composed of the state officers and the HOSA State Advisor(s). The functions of the State Executive Committee are to:

- Interpret the national program and to promote the chapter participation in carrying out goals and objectives.
- Adopt and interpret a state Program of Work.
- Plan to conduct meetings.
- Inform members of state and national programs, opportunities, and activities.
- Provide opportunities for members to perform membership roles.
- Transact other business of the state association.

Section 2. State Advisor(s)

The HOSA State Advisor(s) is/are also known as the VT HOSA State Director(s). Per their contract:

The VT HOSA State Director(s), working with the Vermont Career & Technical Student Organizations (VT CTSO) Director, the Vermont Agency of Education (AOE) and the Vermont Association of Career & Technical Education Directors (VACTED), agrees to:

1. Supervise activities of each state VT HOSA event and/or committees.
2. Communicate with all stakeholders regarding VT HOSA activities and events.
3. Facilitate meetings and make decisions by consensus or democratic vote of the local advisors.
4. Be the state liaison between VT HOSA and National HOSA.
5. Comply with National HOSA regarding responsibilities.
6. Provide assistance to local HOSA chapters.
7. Plan and execute leadership training for VT HOSA state officers.
8. Provide a current state constitution/by-laws* to the VT CTSO Coordinator.
9. Establish/Maintain a treasury within a technical center to receive funds and pay invoices. At least two signatures are required with the approval of the director at that center for a check to be issued. The details regarding the location and signatories will be provided to the VT CTSO Coordinator.
 - a. An itemized record shall be kept of all income including state and national dues, deposits for conferences, royalties, bank interest, refunds, registration fees, and any other receipts.
 - b. An itemized record shall be kept of all expenses including state and national conferences, guests for conferences, awards, materials for contests, fees for judges, expenses for state officers, and any other expenses.
 - c. The HOSA Executive Director shall prepare financial statements* and submit them to the VT CTSO Coordinator as requested.
10. Develop with the state officers and any committee members a Program of Work* and Budget* for the year and submit it to the VT CTSO Coordinator by the first quarter for final approval.
11. Develop with the state officers and any committee members a Vermont Fall Leadership Conference/Meeting for all local members. The HOSA Executive Director will help plan and implement the conference/meeting and submit the required financial report* of the event within 45 days of its occurrence.
12. Develop with the state officers and any committee members a Vermont Spring Leadership Conference/Competition for all local members. The HOSA Executive Director will help plan and implement the conference/competition and submit the required financial report* of the event within 45 days of its occurrence.
13. Provide the VT CTSO Coordinator with all state officer contact information requested.

14. Work with the VT CTSO Coordinator to ensure state officers attend the winter Legislative Breakfast.
15. Develop an annual survey/questionnaire/etc. for members to complete in order to determine student and teacher interests and needs for VT HOSA.
16. Follow required procedures and timelines to process requests for CTSO grant funds according to guidelines set forth by VT AOE, VACTED, and VT CTSO Coordinator.
17. Maintain organized electronic and manual filing systems of VT HOSA records to assist in transfer to next VT HOSA Executive Director.
18. Attend meetings of the VT CTSO Council which consists of VT CTSO Coordinator, CTSO Executive Directors, and other stakeholders when necessary.
19. Submit a report* to the VT CTSO Coordinator on activities and budget allocations and actual expenses at the end of the fiscal year.
20. Comply with directives of the state coordinator and the Consortium committee of VACTED.
21. Provide contact number of supervisory union where proof of fingerprinting and background check resides.
22. Acquire any necessary Liability Insurance according to the respective national guidelines for that CTSO.
23. Plan the Program of Work in consultation with VT State Officers.

Section 3. Other Committee Members

The local chapter advisors to the state officers shall serve on the State Executive Committee. The term of office shall coincide with the term of office of their state officer. The functions of the Other Committee Members shall be to:

- Assist state officers in carrying out assignments and duties of office.
- Review budget for the state association.
- Attend State Executive Committee meetings.
- Carry out exemplary projects of local chapters.
- Serve as mentors to other HOSA chapter advisors.
- Provide leadership to state officers in regards to VT HOSA social media.

Section 4. Committee Meetings

The State Executive Committee shall meet periodically throughout the year, as deemed appropriate by the State Advisor(s). The meetings will be:

- Leadership Summit
- International Leadership Conference (ILC)
- Fall Executive Committee Meeting
- Winter Executive Committee Meeting
- State Leadership Conference (SLC)

The State Advisor may call special meetings of the Executive Committee as needed.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. General Powers

The business of VT HOSA shall be managed by its Board of Directors.

Section 2. Voting Membership

The Board of Directors shall consist of the following members: the chairman of the board, chairman-elect and secretary and they shall simultaneously represent one of the following:

1. The VT HOSA Executive Director/State Advisor
2. A minimum of one (1) VT HOSA local advisor
3. A minimum of one (1) representative of the healthcare industry
4. A minimum of one (1) Vermont Career & Technical Education Administrator
5. Professional retired HOSA advisor
6. Alumni Representative

Section 3. Board Vacancies

If any vacancy occurs on the Board of Directors, the position may be filled by a member from that category and/or representative from the particular class position that is vacant. Each director so chosen shall hold office until the next annual meeting of the members and until his/her successor is duly elected and shall qualify.

Section 4. Removal or Resignation

Except as otherwise provided by law or the certificate of incorporation, any director may be removed by a majority of the Board members entitled to vote.

Any director may resign at any time by giving written notice to the VT HOSA Board of Directors, the chairman of the board or the secretary of the corporation.

Section 5. Meetings

Regular meetings of the Board of Directors may be held with notice of such time and place as may be determined, from time to time, by the VT HOSA Board of Directors.

The annual meeting of the Board of Directors shall be held at the annual VT HOSA State Leadership Conference.

Section 6. Quorum and adjournment

At all meetings of the Board of Directors, a majority of the directors present shall constitute a quorum for the transaction of business; and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors except as may be otherwise specifically provided by law or the certificate of incorporation.

ARTICLE VIII. STATE LEADERSHIP CONFERENCE

VT HOSA shall have an annual State Leadership Conference (competition).

Section 1. Purpose

The purpose of the State Leadership Conference shall be to:

- Motivate chapter members.
- Develop chapter members' leadership skills.

- Elect and install state officers.
- Hear reports from state officers and chapters.
- Interpret new projects and goals for the year.
- Distribute educational materials.
- Promote program plans.
- Include an awards ceremony.
- Hold state competitive events.
- Recognize outstanding chapter members and local advisors.

ARTICLE VIII. VOTING

Section 1. Voting Duty

Voting shall be the duty of voting delegates appointed from local chapters by their advisor. Each local chapter will have two votes.

Section 2. Voting Delegates at State Leadership Conference

A voting delegate must be present at the State Leadership Conference to vote.

Section 3. Voting Delegates at International Leadership Conference

Voting delegates to the International Leadership Conference shall be one of the current state officers and others as allowed by the National guidelines. In the event additional voting delegates are needed, the State Advisor(s) will appoint students to serve as voting delegates.

ARTICLE IX. SPECIAL COMMITTEES

Section 1. Officer Screening Committee

The State Advisor(s) may appoint members to the State Officer Screening Committee. This committee will interview the state officers at the State Leadership Conference to determine the specific officer duty in which they are best suited to serve.

Section 2. Other Program Committees

The State Advisor(s) may appoint other Program Committees to assist in the planning and implementation of special projects related to VT HOSA or the State Leadership Conference.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order, shall govern the state association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and social rules of the association.

ARTICLE XI. LOCAL CHAPTERS

VT HOSA supports the active integration of student participation.

Section 1. Local Chapter Functions

Local chapters shall assure curriculum integration and chapter effectiveness by:

- Creating local HOSA chapter bylaws/guidelines to govern the chapter's actions.
- Holding regular meetings.
- Preparing a local HOSA chapter Program of Work.
- Affiliating members at the state and national level.
- Maintaining membership numbers that meet or exceed the minimum required (5).

ARTICLE XII. AMENDMENT OF BYLAWS

Proposed revisions or additional bylaws of VT HOSA may be submitted in writing to the State Executive Committee by any chapter, State Advisor, or member of the State Executive Committee. The State Executive Committee shall review and assemble the proposed revisions or additional bylaws. Revisions or additional bylaws may be approved by a majority vote of affiliated chapters by digital means, mail ballot or hand vote.

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