



BYLAWS

PENN HOSA

**HEALTH SCIENCE TECHNOLOGY EDUCATION
(HSTE)**

BYLAWS
PENNSYLVANIA ASSOCIATION OF HOSA
HEALTH SCIENCE TECHNOLOGY EDUCATION (HSTE)

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BYLAWS

PENNSYLVANIA ASSOCIATION OF HOSA

HEALTH SCIENCE TECHNOLOGY EDUCATION (HSTE)

ARTICLE I

NAME

The name of this organization shall be HOSA, "Pennsylvania Association," hereafter referred to as PENN HOSA.

ARTICLE II

PURPOSE

The primary purpose of PENN HOSA is to serve the needs of its members and strengthen the HSTE-HOSA partnership in the following ways:

- a. Foster programs and activities which will develop:
 1. Physical, mental and social well-being of the individual
 2. Leadership, character and citizenship
 3. 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.
- f. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation and the world.

- g. Promote the establishment of local student chapters and encourage the local chapters to affiliate with both the state and national association.

ARTICLE III

MEMBERSHIP

Section 1. Membership composition

- a. PENN HOSA is a state organization of, by and for students who are enrolled in secondary, postsecondary/collegiate Health Science Technology Education classes. PENN HOSA is a state association chartered by HOSA, Inc., and in turn composed of local chapters.
- b. Members shall be students who are or have been enrolled in a Health Science Technology Education program and persons associated with, participating in or supporting allied health science career occupations in a professional capacity. Individuals shall be eligible for membership through a chartered local student association.

Section 2. Membership divisions

PENN HOSA will be composed of divisions as established according to the following criteria:

- a. A division may be organized at such time as it is deemed appropriate by PENN HOSA, Inc., Board of Directors.
- b. Each organized division shall be responsible for all operational activities within the division providing these are in compliance with PENN HOSA Bylaws and approved by PENN HOSA, Inc., Board of Directors.
- c. Each organized division shall select voting delegates as provided in the Bylaws.
- d. Action taken by a division shall in no way conflict with:
 - 1. PENN HOSA Bylaws
 - 2. PENN HOSA, Inc., Bylaws

Section 3. Constituent association

- a. PENN HOSA is a state organization chartered in 1979 by HOSA, Inc.

- b. PENN HOSA is a chartered association located within the State of Pennsylvania and has many local chapters with individual members as described in the PENN HOSA Bylaws.
- c. The administration of PENN HOSA interests will be vested in PENN HOSA, Inc., Board of Directors in cooperation with the HOSA state advisor.
- d. Local chapters may be chartered by PENN HOSA upon approval of the state advisor and the PENN HOSA, Inc., 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
- e. PENN HOSA's general responsibility:
 - 1. PENN HOSA is responsible for all operational activities within the state
 - 2. PENN HOSA will select voting delegates to represent the state at the national conference
 - 3. PENN HOSA will consider all chapters in good standing if the following conditions are met:
 - a. All current annual affiliation fees have been paid to the state and national associations required
 - b. All proposed changes in the local Bylaws have been approved by PENN HOSA
 - c. All current activities are in harmony with the ideals and purposes of HOSA

Section 4. Classes of membership

- a. PENN HOSA will recognize individual membership in the secondary division or postsecondary/collegiate division (adult students) through its local chartered association. Each secondary, postsecondary or collegiate HOSA chapter shall consist of individual members and advisor.

- b. Membership eligibility will be governed by PENN HOSA. Individual members shall be recognized as active members or associate members.
- c. Active membership
 - 1. Secondary
 - a. These shall be secondary students who are or have been enrolled in a Health Science Technology Education program or an organized career awareness program or are interested, planning to pursue or pursuing a career in the health professions.
 - b. Active secondary members shall be members of chapters in good standing.
 - c. Secondary members who are or have been enrolled in Health Science Technology Education programs during the current school year shall be eligible to hold state or national office, participate in state and/or national activities and, if chosen, serve as a voting delegate and represent their chapter at the PENN HOSA State Leadership Conference or the state at the National Leadership Conference.
 - 2. Postsecondary/Collegiate
 - a. These shall be secondary students who are or have been enrolled in a Health Science Technology Education program during the current school year.
 - b. Active postsecondary or collegiate members shall be members of chapters in good standing as established by the local, state and national organizations.
 - c. Postsecondary or collegiate members shall be eligible to hold state and/or national office, participate in state and national activities and, if chosen, serve as voting delegates and represent their chapter and state in national affairs.
 - 3. Members-at-large
 - a. Members-at-large shall be those persons otherwise qualified for membership where active PENN HOSA chapters are not yet established.

4. Professional

- a. Professionals or other adult members of the community who wish to assist and support the PENN HOSA program of activities may join as professional members. Professional members shall pay affiliation fees but may not vote, hold office or compete for PENN HOSA student competitive events. Such members may include: chapter advisors, teacher coordinators, teacher educators, health occupations education supervisors, employers and/or sponsors of training stations and others willing to contribute to the growth and development of PENN HOSA.

5. Alumni

- a. Former active members who are in good standing with their chapter, state and national membership may maintain their membership in PENN HOSA.
- b. Alumni members have all the rights and privileges of active members except the right to vote or to hold elective office or compete in competitive events.

6. Honorary

- a. Honorary members shall be persons who have made a significant contribution to the development of PENN HOSA and/or have rendered outstanding service to the organization on either the local, state or national level. The names of individuals to be considered should be submitted to the PENN HOSA Board for their approval by a three-fourths vote. PENN HOSA will pay the initial National HOSA assessment for its honorary members for one year. If honorary members wish to continue membership with National HOSA, they are responsible for the national affiliation fees thereafter. Honorary membership in PENN HOSA will continue with no membership fees due to the honorary member. The Board of Directors of PENN HOSA, Inc., will decide on individual appointments whether or not PENN HOSA will pay the national affiliation fees. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.

7. Lifetime

- a. Lifetime membership shall be available for persons who are or who have been active members and also those who are or have participated in PENN HOSA in a professional capacity. Lifetime membership fees shall be at the prevailing fees as set by the PENN HOSA, Inc., Board of Directors. 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, PENN HOSA, Inc., Board of Directors. Lifetime membership may be purchased by individuals, chapters, professional organizations, etc.

8. Associate

- a. The associate division shall be composed of elementary or middle school/junior high students not enrolled in a health science program and are interested in a career in the health professions. These may include any students who wish to affiliate with PENN HOSA and are recommended for associate membership status by the local chapter and state association. Associate division members shall pay affiliation fees but may not serve as a voting delegate, hold national office or compete in national events except as specially provided in the National Competitive Events Program for associate division members.

Section 5. Assessment

- a. Annual affiliation fees shall be established by the local, state and national organization.
- b. Members, with the exception of honorary members, shall be considered in good standing if they pay their full annual local, state and national affiliation fees that are due and payable on December 1. Second semester membership will be accepted up to one (1) month prior to the state conference.

ARTICLE IV

OFFICERS

Section 1. Elected officers

- a. The elected student officers of PENN HOSA organization shall be: president, vice-president, secretary and historian elected by all voting delegates.
- b. The three regional vice-presidents shall be elected by the voting delegates from their area.
- c. These elected officers shall be designated as the PENN HOSA Executive Council.
- d. These officers shall perform duties prescribed by these Bylaws and by the parliamentary authority adopted by this organization.
- e. These officers shall be designated as delegates-at-large.

Section 2. Appointed officers

- a. An adult parliamentarian shall be appointed by the PENN HOSA, Inc., Board of Directors to serve as consultant in parliamentary procedure to the PENN HOSA, Inc., Board of Directors and to the delegates to the PENN HOSA State Leadership Conference. This person shall be one who is recognized as an authority in parliamentary procedure.
- b. An adult treasurer shall be appointed by the PENN HOSA state advisor with approval of the PENN HOSA, Inc., Board of Directors. The adult treasurer will receive all funds making records thereof, pay bills that have been approved for payment, keep a record of all chapters and its members in good standing. A detailed report will be prepared. The adult treasurer will prepare, in cooperation with the PENN HOSA state advisor and executive director, a yearly budget. The adult treasurer is responsible for the preparation of the financial report for designated meetings.

Section 3. Duties of officers

- a. PENN HOSA officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.

- b. PRESIDENT: It shall be the duty of the president to:
 - 1. Preside at the state conference and all PENN HOSA officer meetings.
 - 2. Schedule and plan the agenda for all meetings if called upon to do so.
 - 3. Assist with the annual plan of work for PENN HOSA if necessary.
 - 4. Make committee appointments and designate the chairperson when necessary.
 - 5. Serve as an ex-officio member of all standing committees.
 - 6. Serve as a delegate-at-large at the state leadership conference.
- c. VICE-PRESIDENT: It shall be the duty of the vice-president to:
 - 1. Preside in the president's absence.
 - 2. Succeed the president if the office of president is vacated.
 - 3. Serve on the Nominating Committee as assigned.
 - 4. Serve as a delegate-at-large at the state leadership conference.
- d. SECRETARY: It shall be the duty of the secretary to:
 - 1. Take the roll call at all business meetings and report quorum status.
 - 2. Record the proceedings of all meetings and file all such records with the PENN HOSA state advisor within ten (10) days.
 - 3. Assist the president in planning agendas for meetings if called upon to do so.
 - 4. Serve PENN HOSA in any capacity as requested by the state advisor or president.
 - 5. Serve on the Resolution Committee as assigned.
 - 6. Serve as a delegate-at-large at the state leadership conference.
- e. HISTORIAN: It shall be the duty of the historian to:
 - 1. Be responsible for the keeping of records and other materials of historic importance to PENN HOSA. These materials should be compiled and placed in a yearbook.
 - 2. Serve PENN HOSA in any capacity as requested by the state advisor or president.
 - 3. Serve on the Public Relations Committee as assigned.
 - 4. Serve as a delegate-at-large at the state leadership conference.
- f. REGIONAL VICE-PRESIDENTS: It shall be the duty of the regional vice-presidents to:
 - 1. Promote the growth and development of PENN HOSA within their region.

2. Serve PENN HOSA in any capacity as requested by the state advisor or president.
 3. Serve on one of the following committees: Leadership Skills, Ceremonial, Bylaws or the advisors' meetings as assigned.
 4. Serve as delegates-at-large at the state leadership conference.
- g. State officers must, in addition to the summer workshop, attend pre-leadership conference workshops and student regional workshops. State officers may be excused due to extenuating circumstances only by the HOSA state advisor.
- h. STATE ADVISOR: The state advisor shall:
1. Be appointed by the PENN HOSA, Inc., Board of Directors.
 2. Be a member of the Executive Council, PENN HOSA Inc., Board of Directors.
 3. Counsel and advise the Executive Council.
 4. Be a member of the PENN HOSA, Inc., Board of Directors and PENN HOSA, Inc., Executive Committee.

Section 4. Executive Council (officers)

- a. The Executive Council shall meet at least twice a year. One meeting should be held during the State Officers Leadership Training Workshop. The second meeting shall immediately precede the PENN HOSA State Leadership Conference.
- b. Other meetings shall be held either in person or electronically as deemed necessary.

Section 5. Officer candidates

- a. Officer candidates shall be required to meet certain written criteria as established by PENN HOSA, Inc., Board of Directors. The qualifying score of the test will be determined by the Board of Directors and will be used to determine qualified candidates for nominations.
- b. Candidates for office must have at least a tenth grade classification in high school and be an active member of PENN HOSA in their local chapter.
- c. Candidates for each office shall submit required information to the PENN HOSA state advisor via their local chapter advisor prior to the PENN HOSA State Leadership Conference by the date designated by the Board. Information shall include a candidate's application but not limited to the following information:

1. A record of offices held on the local or state level.
2. Verified statement of academic performance for the current school year.
3. Statement of support with the signatures of the school administrator and local chapter advisor. Parent/guardian signature is also required if the candidate is a secondary member.
4. The regional vice-presidents shall reside in the geographical area designated or as deemed necessary after criteria is established by the PENN HOSA, Inc., Board of Directors.
5. State office candidates shall have completed Level I of the National Recognition Program.
6. State officer candidates, in addition, shall meet any other criteria established by the PENN HOSA, Inc., Board of Directors.

Section 6. Nomination of officers

a. Nominating committee

1. Membership

- a. This committee shall be composed of a current officer (a non-candidate), a member of the Board of Directors as designated by the state advisor and one (1) delegate from each chapter.

2. Duties

- a. It shall be the duty of the head voting delegate to interview and evaluate the candidates' qualifications and nominate candidates for the elected offices to be filled.
- b. The Nominating Committee shall submit to the House of Delegates the final ballot of candidates with no more than five (5) candidates for each office.

b. Nominates from the floor

1. Members shall be eligible to be nominated from the floor if:

- a. An office has less than five (5) candidates on the ballot; and
- b. The candidates(s) have met the qualifying requirements of the Nominating Committee.

Section 7. Election procedures

- a. A candidate running for a specific state office may be changed by the nomination committee at the PENN HOSA State Leadership Conference.

The officers shall be elected by ballot at the annual PENN HOSA State Leadership Conference to serve for one (1) year or until their successors are elected. If a majority vote of the attending delegates is not received by a candidate, there will be a run off between the candidates until a majority is received.

The term of office shall begin immediately after the annual PENN HOSA State Leadership Conference at which the officers were elected.

- b. In the event of a vacancy in the office of president, the vice-president shall assume this office. All other vacancies in state offices shall be filled by appointment by the Board of Directors from the list of candidates for the term of office. If no previous candidate is available, the Board of Directors shall select an individual who meets the qualifications for that office. All vacancies are to be filled promptly.

Section 8. Term of office

- a. A state officer shall serve a term of one year. The student member may run for re-election and/or another office.
- b. The term of office shall begin immediately after the annual PENN HOSA State Leadership Conference at which the officers were elected.

Section 9. Removal from office

- a. An officer may be removed after two unexcused absences from official state officer meetings. They will be removed from office by a majority vote of the Executive Council and approved by the PENN HOSA, Inc., Board of Directors. Removal shall be implemented by the PENN HOSA, Inc., Executive Committee for an officer who has failed to fulfill the duties of that office. The procedure for the filling of these vacancies will be the same as the filling of other vacancies.
- b. Any officers not attending the Summer Leadership Workshop (if held) will forfeit the office. Crisis situations will be handled individually by the Executive Committee of PENN HOSA, Inc., Board of Directors and/or the state advisor.

Section 10. Resignation

- a. If an officer resigns during a term, the PENN HOSA, Inc., Board of Directors shall appoint the person having received the second highest number of votes for that office. If the president resigns, then the vice-president shall assume the office of president and a vice-president shall be chosen as stipulated above.

Section 11. Chapter nominees

- a. The local chapters may submit no more than two (2) nominees as candidates for state office.

ARTICLE V

MEETINGS

Section 1. PENN HOSA State Leadership Conference

- a. An annual PENN HOSA State Leadership Conference shall be held each year prior to the National HOSA Conference. The date and place will be designated by the executive director and approved by the PENN HOSA, Inc., Board of Directors.

Section 2. Delegates

- a. The local chapters will exercise their student membership voting privileges through voting delegates. Each chapter shall have one (1) voting delegate for every ten (10) active members or greater fraction thereof with a maximum of five (5) voting delegates for each chapter. One (1) voting delegate is permissible for any chapter with ten (10) or fewer members.
- b. In no case shall a local chapter have more than five (5) voting delegates.
- c. Each chapter may select an alternate for each delegate.

Section 3. Delegate appointments

- a. Thirty (30) days prior to the annual meeting of the House of Delegates of the PENN HOSA State Leadership Conference, the determination of the apportionment of the voting delegates will be made according to reported membership.

Section 4. Voting delegate responsibility

- a. Voting delegates will be entitled to an individual vote and shall be present to vote at the House of Delegates during the annual business meeting of separate and/or combined divisions.

Section 5. Delegates-at-large

- a. State officers may serve as voting delegates-at-large for their local chapters.

ARTICLE VI

STRUCTURE AND ORGANIZATION

Section 1. Composition

- a. PENN HOSA is an association of local chapters of the State of Pennsylvania operating in accordance with a charter granted by HOSA, Inc.

Section 2. Divisions

- a. Pennsylvania will have the following divisions: secondary health science classes, postsecondary/collegiate health science classes, a PENN HOSA alumni association, professional division, honorary membership, lifetime membership, members-at-large, associate division and/or those interested in planning to pursue or pursuing a career in the health profession.

Section 3. PENN HOSA, Inc., Board of Directors

- a. There shall be a PENN HOSA, Inc., Board of Directors who will advise and counsel the Executive Council. Activities not related to the state Executive Council shall be vested in the PENN HOSA, Inc., Board of Directors. There shall be a minimum of two (2) meetings a year.
- b. Administration of the state competitive activities program and such other activities pertinent to the execution of the PENN HOSA program of work shall be the responsibility of the PENN HOSA, Inc., Board of Directors.

- c. The administration of PENN HOSA shall be vested in the PENN HOSA Executive Council in cooperation with the PENN HOSA state advisor, Executive Committee and executive director. The PENN HOSA state advisor shall serve as the state chairperson of the Executive Council with the PENN HOSA state president and shall be a member of all committees and boards.

ARTICLE VII

EXECUTIVE COUNCIL

Section 1. Executive council

- a. The Executive Council shall be composed of the state officers designated in Article IV, Section 1 and the PENN HOSA state advisor.
- b. The Executive Council shall be responsible for assisting and conducting the PENN HOSA State Leadership Conference program and for conducting the business session at the PENN HOSA State Leadership Conference.
- c. The Executive Council shall represent PENN HOSA between its business meetings, make recommendations to the organization and shall perform such other duties as specified in the Bylaws.
- d. The Executive Council shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

ARTICLE VIII

COMMITTEES

Section 1. Standing committees

- a. Standing committees for the association shall be Credentials/Tellers and Rules/Arbitration.

Section 2. Duties

- a. The Credentials/Tellers Committee shall review and approve the list of eligible delegates and officers compiled by the Pennsylvania adult treasurer or designated group that was in charge of registration. They shall supervise the registration and voting of delegates and submit a report at the beginning of each business session on the number of delegates and members present. They will distribute ballots and tally votes for any business requiring a counted vote.
- b. The Rules/Arbitration Committee shall review and propose to the Executive Council a list of standing rules and a code of conduct for the conference. The committee shall review all questions and disputes which have been prepared and submitted according to an established grievance procedure and shall make appropriate recommendations to the Executive Council.

Section 3. Special committees

- a. The special committees for the association shall be Nominating, Bylaws, Ceremonial, Leadership Skills and Public Relations.
- b. The PENN HOSA state secretary shall assign at the state conference delegates to serve on each of the special committees.
- c. The delegates to serve on the Nominating Committee shall be elected or appointed by their local chapter.
- d. The committees will meet at the designated time. They will review the existing policies, procedures and available information. They will have a general discussion and submit a report on what they would, as a committee, recommend to the House of Delegates. These reports must be both verbal and written.

ARTICLE IX

PARLIAMENTARY AUTHORITY

- a. Parliamentary procedure for all meetings of PENN HOSA shall be governed by **Robert's Rules of Order, Newly Revised**.
- b. The HOSA state advisor will be responsible for PENN HOSA.

ARTICLE X

EMBLEM AND COLORS

Section 1. Emblem

- a. The emblem of HOSA is a circular design with a triangle inside containing the symbolic figure of a person and hands. The design is described and protected from infringement by trademark registration numbers as filed with the United States Patent Office. The use of this emblem will be governed through chartered state associations under policy established by the National HOSA Board of Directors.

Section 2. Colors

- a. The colors of HOSA are navy blue, maroon and white.

Section 3. Motto

- a. The HOSA motto is “The Hands of HOSA Mold the Health of Tomorrow.”

Section 4. Slogan

- a. The HOSA slogan is “Health Science and HOSA: A Healthy Partnership.”

Section 5. Tagline

- a. The HOSA tagline is “HOSA--A Student-Led Association of Future Health Professionals.”

ARTICLE XI

AMENDMENTS

- a. Proposed amendments to the Bylaws may be submitted by a local chapter or member. Any proposed amendment must be submitted in writing to the PENN HOSA, Inc., Board of Directors for its approval at least ninety (90) days before the PENN HOSA State Leadership Conference.
- b. All proposed amendments must be submitted by PENN HOSA to the local chartered associations at least forty-five (45) days prior to the next succeeding PENN HOSA State Leadership Conference.

- c. An amendment to the Bylaws may be adopted at any PENN HOSA State Leadership Conference by a two-thirds vote, a quorum of the delegate assembly being present.
- d. It is the responsibility of the state advisor to keep the national HOSA office informed of any amendments and/or revisions by submitting a copy of the adopted PENN HOSA Bylaws to the national office ninety (90) days following the PENN HOSA Board of Directors ratification of the recommendation and action of the House of Delegates at the annual PENN HOSA State Leadership Conference.

Reviewed:2008

Reviewed 2009

Reviewed 2010 (July)

Reviewed 2011 (May)

Reviewed 2012