

**KENTUCKY HEALTH OCCUPATIONS STUDENTS OF AMERICA
BYLAWS**

ARTICLE 1

NAME AND SPONSOR

SECTION 1. The name of this organization shall be Kentucky HOSA. The acronym KY HOSA may be used to designate the organization, its unit or members thereof.

SECTION 2. The sponsor of the organization shall be the Office of Career and Technical Education, in the Kentucky Department of Education.

ARTICLE II

PURPOSE

- SECTION 1. The purpose of HOSA is to advance the education and welfare of its members in the following ways:
- A. By assisting local chapters in the growth and development of HOSA
 - B. By furthering the development of respect for education in health-related careers in order to contribute to occupational competence
 - C. By providing opportunities for well informed career choices among the health occupations
 - D. By developing the leadership abilities of its members through a professional student organization program of motivation, awareness, competition and recognition
 - E. By encouraging the use of ethical standards in health occupations
 - F. By developing an understanding of current health care issues and environmental concerns
 - G. By developing character, promoting responsible citizenship and fostering patriotism
 - H. By encouraging mental and physical health through participation in beneficial social activities.

ARTICLE III

MEMBERSHIP

SECTION 1. A. Kentucky HOSA is a State organization of, by, and for students (who are or were enrolled in secondary and postsecondary/collegiate) health sciences education classes, and/or are interested, planning to pursue, or

(Revised March 2013A)

pursuing a career in the health professions. It shall consist of local chapters chartered by KY HOSA.

- B. Members shall be students who are, have been, or will be enrolled during the membership year 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 Health Sciences in a professional capacity. Individuals shall be eligible for membership through a chartered state association that is under the auspices of the appropriate State Board of Technical Education, Health Occupations Education or Board approved state agency or organization.

SECTION 2. Local HOSA Chapters shall be chartered by Kentucky HOSA, and may be composed of the following: Secondary, Postsecondary, Collegiate, Alumni and Professional. At such time as a membership category shall reach (5%) of the total membership, a separate division may be formed upon recommendation of the Executive Council.

SECTION 3. At such time that these members organize, Bylaws for the division shall be developed. These divisions shall be affiliated with and maintained under the authority of the respective local chapter.

SECTION 4. Each organized division shall elect voting delegates as provided by the division Bylaws and in accordance with the state and national bylaws.

SECTION 5. Action taken by a division shall in no way conflict with the state or national bylaws.

SECTION 6. Divisional meetings shall be held annually, at the same time and place as the State Convention.

SECTION 7. The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science program or an organized health career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.

- A. Secondary members shall pay dues as established by local, state, and national bylaws.
- B. Secondary members shall be eligible to hold state office, participate in national and state activities, serve as voting delegates, and represent their chapter in state and national affairs.
- C. Secondary members elected to state office may extend their

(Revised March 2013A)

membership for the term of office.

SECTION 8. The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing a GED, and are enrolled in a health care related field at the undergraduate level or are interested or planning to pursue a career in the health professions

- A. Postsecondary/Collegiate members shall pay dues as established by the local, state, and national bylaws.
- B. Postsecondary/Collegiate members are eligible to hold state office, participate in National and state activities, serve as voting delegates, and represent their chapter in National and state activities.
- C. Members elected to state office may extend their membership for the term of office.

SECTION 9. The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni members are currently exempt from paying fees and do not have the right to vote, make motions, hold office, or compete in academic/skill events.

SECTION 10. The Professional Division shall be composed of persons who are associated with or participating in Health Science Education in Professional capacities.

- A. Professional members may include HOSA advisors, health professionals, alumni or other adult members of the community who wish to assist and support the HOSA program and its growth and development.
- B. Professional (Non-Alumni) members shall pay affiliation fees to a local chapter but may not vote, make motions, hold office or compete in events.
- C. College graduate students may affiliate as professional members.
- D. Those professional members not directly involved with a local chapter will pay dues through the state chapter.

SECTION 11. Honorary members shall be persons who have made significant contributions to the development of Kentucky Health Occupations Students of America and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life

(Revised March 2013A)

by a three-fourths vote of the Executive Council.

- A. 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.
- B. Honorary members' dues will be paid by KY HOSA through the state chapter.

SECTION 12. Members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with state associations. Members-at-large are not eligible to serve as voting delegates to the state and national conference or seek elected office.

SECTION 13. Annual affiliation fees from local chapters shall be specified in policies and procedures and must be approved by the Executive Council and the delegates assembly at the annual meeting.

Additional affiliation fees may be assessed by local chapters. Affiliation fees for fall semester students must be received by National HOSA on or before December 31st of the membership year. Affiliation fees for students who enroll after December 31st must be submitted to National HOSA on or before February 1 of that same year, except advisor oversight with the maximum of 3 members to be postmarked by February 24.

SECTION 14. The state membership year shall be September 1 through August 31.

SECTION 15. Affiliation fees for postsecondary students who enroll after January 1 must be received by Kentucky HOSA on or before February 1 of that same year. The membership year concludes on December 31 for these students.

SECTION 16. Students who do not affiliate by the appropriate date shall be ineligible to participate in the state and national competitive events program or seek state or national office.

SECTION 17. No members, with the exception of honorary members, shall be considered in good standing unless they pay full local, state and national assessments by the above dates.

ARTICLE IV

ORGANIZATION

SECTION 1. Chapters of the KY HOSA may be organized in:

- A. Schools offering secondary health sciences education programs.
- B. The Secondary Division shall be composed of secondary students who are or have been enrolled in an Organized Health Science program or an organized career awareness program , or pursuing a career in the health professions.
- C. Schools offering postsecondary/adult health professions programs
- D. Institutions offering health profession programs leading to a baccalaureate or associate degree.

SECTION 2. A local school chapter may apply for affiliation when the following requirements have been met:

- A. An active local chapter is established.
- B. A local constitution and/or Bylaws have been adopted.
- C. There are provisions for revising a local constitution and/or bylaws in order that the local constitution and/or bylaws in no way conflict with the state or national Bylaws.
- D. All members and advisor(s) of the local chapter have paid all membership dues.
- E. Planned activities are in harmony with the purposes of the organization.
- F. Application for a KY HOSA Charter has been made.

SECTION 3. Local chapters shall apply for membership through the State Advisor for affiliation with the state and national organizations. The application shall be signed by the Chapter President and Chapter Advisor. The following shall accompany the application for a membership charter.

- A. Name, address, and phone number(s) or affiliating members.
- B. A copy of the local chapter Bylaws.

(Revised March 2013A)

- C. A list of chapter officers and advisors, their home addresses and phone numbers.
- D. Verification of full state and national assessment remittance.
- E. A charter fee of a minimum of \$20.00.
- F. A copy of the current program of work.
- G. A letter of acceptance will be sent to the chapter upon receipt of the above, provided that the chapter Bylaws are not in conflict with the state or national Bylaws. A membership charter will be presented to the chapter at the annual convention.

SECTION 4. Each chartered affiliate of the state organization shall be responsible for all operational activities within the local chapter.

SECTION 5. Each local chapter shall select voting delegates as provided by the local constitution and/or Bylaws and in accordance with state and national Bylaws.

SECTION 6. A local chapter in the state organization shall be considered to be in good standing when the following general conditions are met:

- A. Current annual state and national assessments have been paid by December 31, with the exception of those students enrolling in a program after January 1. Assessments must be submitted or registered to National HOSA on or before February 1 of the same year.
- B. All current reports have been submitted to the State Advisor.
- C. Proposed changes in the local constitution and/or Bylaws are not in conflict with the state and national Bylaws.
- D. All current activities are in harmony with the ideals and purposes of the state and national Bylaws.
- E. Local chapters who become inactive for three (3) consecutive years will lose their charter, if a chapter should wish to reinstate their charter they must resubmit all information and fees required.

ARTICLE V

OFFICERS

SECTION 1. The elected student officers of the KY HOSA shall be President, Vice President, Secretary, Historian, Treasurer, and Parliamentarian. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this organization.

SECTION 2. Students must be enrolled in the appropriate program when running for office and during the term of office. Officer candidates must have held a local office and be an active member, remaining active during their term of office.

SECTION 3. Duties of the Officers: The officers of the KY HOSA shall make themselves available as necessary in promoting the general welfare of the KY HOSA. State officers and their advisors are responsible for planning and conducting Leadership training for local officers at the annual Fall Leadership Conference (KLTI).

A. President:

It shall be the duty of the President to preside at all state conferences and meetings; make all necessary committee appointments after consulting with the State Advisor; serve as an ex-officio member of these committees; and develop with the assistance of the State Executive Council, an annual program of work. The local advisor to the President shall serve as the State Convention Planning Committee Chairperson. Duties of the president shall include: in conjunction with the State Advisor, be responsible for providing agendas to the Executive Council two weeks prior to scheduled meetings, serve as voting member of the Executive Council, preside at the Fall Leadership Conference, preside at the Spring HOSA Convention, and preside at the installation of new officers. The President shall serve as chairperson of the Script Committee and be on the Fall/State Convention Planning and Exhibitor Committee. The President will also serve on any other committee that the state advisor and/or the Executive Council deems necessary. The President will attend the National Leadership Conference and serve as a voting delegate. The President shall serve a one year term as immediate past president.

B. Vice President:

It shall be the duty of the Vice President to serve the state organization in any capacity as directed by the President, and to accept the responsibilities of the President as circumstance may demand. The Vice President is responsible for publications and any other publicity event, including the KY HOSA Newsletter and disseminates this no

later than the State Conference. The Vice President shall serve on committees deemed necessary by the President, Executive Council or State Advisor.

C. Secretary:

It shall be the duty of the Secretary to keep an accurate record of all meetings of the state organization and State Executive Council meetings. These minutes shall be sent to members of the Executive Council within 10 days of the Executive Council meeting. The Secretary shall also have previous minutes available at each meeting to be referenced upon. These minutes shall be distributed to the chapters upon request. The Secretary shall prepare the minutes and other records as necessary; shall file all such records with KY HOSA; shall handle all correspondence; and serve in any capacity as directed by the President. The Secretary shall serve as chairperson of the Scholarship committee, and serve on any committees deemed necessary by the President, Executive Council or State Advisor

D. Treasurer:

The Treasurer shall submit annual reports on all accounts to the State Executive Council; give a report of the state organization's financial status at each Executive Council Meeting; compile and present a proposed budget for approval to the State Executive Council; keep an accounting of membership and compile a membership report for the council. The Treasurer shall serve as chairperson of the Finance Committee. The Treasurer shall serve on committees deemed necessary by the President, Executive Council or State Advisor. The Treasurer position can be deemed unnecessary if a decision is made by the Executive Council to leave this office open.

E. Historian:

It shall be the duty of the Historian to keep the records and materials of historical importance to the state organization in a scrapbook form and in addition may be compiled on disk. The scrapbook shall be archived either with the original scrapbook or on CD form and given to the state advisor prior to leaving state conference. An annual account of KY HOSA activities should be presented at the annual convention. The Historian is responsible for submitting articles for various publications including articles to the national organization. The Historian shall serve as a representative for Publicity publications, take photographs at all state HOSA activities and provide visual presentations at such events as Fall Leadership/State Leadership Conference. The Historian shall also serve on any committees deemed necessary by the President, Executive Council or State Advisor

F. Parliamentarian:

A Parliamentarian shall assist in conducting meetings in a business-like way and recommend changes to keep the Bylaws and Policies up-to-date. The Parliamentarian shall conduct meetings according to Roberts Rules Newly Revised to which they are applicable and where they are not inconsistent with these Bylaws. The advisor to the Parliamentarian or an adult skilled in Parliamentary Procedures shall assist the official Parliamentarian during business meetings. The newly elected Parliamentarian shall serve as a voting delegate to the National Leadership Conference. The Parliamentarian shall serve as chairperson of the Bylaws Committee. The Parliamentarian shall serve on committees deemed necessary by the President, Executive Council or State Advisor.

G. Past President:

The Past President shall act as peer advisor to the President and will be granted voting privileges. He/she will serve as chair of the Alumni committee along with the Alumni member to the council. The Past President or his/her advisor is expected to attend all regularly scheduled Executive Council meetings. Together, they shall have a total of one vote. The Past President may be assigned other duties by the State Advisor or President. If he/she is unable to fulfill the duties of this office, the advisor to the immediate past president will then assume the responsibilities.

SECTION 4. A. Officer candidates shall be required to obtain 70% on the HOSA Information Examination, which will be administered by the KY HOSA State Advisor or designee. The candidate shall be interviewed at least one day prior to the Annual State Convention and then slated for their candidate offices.

B. Those candidates who have met the application requirements and passed the HOSA Information Examination shall be interviewed with their advisor. After completion of the interview, candidates will be placed on the ballot for their slated office.

SECTION 5. Candidates for each student office shall submit required information to the State Advisor via their local chapter at least four weeks before the Annual Convention. This information shall include: A nomination form with a record of leadership roles specified; including local offices held. A verified statement of academic performance for the current school year. A statement of support with the signature of the school principal, vocational director, or dean; the signature of the local chapter advisor; the signature of the State Advisor/or designee; and the signature of parent or guardian if the candidate is a secondary member. If an office has no candidates, the State Advisor shall immediately send notification to all HOSA chapters. Candidates for this/these offices shall then have a

(Revised March 2013A)

specified amount of time set by the Executive Council or State Advisor to submit required information to the State Advisor. All information must be submitted prior to being considered by the Executive Council/State Advisor for any position.

SECTION 6. A. Candidates for state office shall have held office in the local chapter.

B. Advisor to the President must have been an advisor to a prior state officer.

SECTION 7. A student officer may serve no more than two terms in the same elected office.

SECTION 8. No local chapter shall submit more than two candidates for state office, each of which must be in a separate officer category.

SECTION 9. Student officers shall be elected by ballots at the Annual State Convention to serve in accordance with state Bylaws. Ballots shall be counted by State Staff only. Ballots shall be kept in the Convention Headquarters or by the State Advisor for 24 hours following the election announcements. Tabulation results for each candidate shall be kept on file for one year by the State Advisor. A plurality vote shall elect. In the event a tie vote occurs, there will be a run-off between the two candidates. A term of office shall begin immediately after the Annual Convention.

SECTION 10. Any office shall be declared vacant if the officer does not assume his/her duties by August 31 of the current membership year. The office shall be filled for the unexpired term by a person appointed by the State Executive Council as outlined in current HOSA bylaws, (Article V, section 5). If no qualified applicants are found after being posted the advisor to the previous state officer must fulfill those duties or supply the Executive Council with an eligible candidate to be considered for the position. If advisor fails to fulfill this obligation said advisor will be ineligible to submit candidates for a State office for a period of two years. If a state officer resigns after accepting the position the officers' local chapter shall be responsible for reimbursing KY HOSA for expenses spent on said officer (example: t-shirts, hotel/registration they did not attend, etc.) That officer's advisor has the responsibility to fill the position with another qualified applicant. If no such applicant is available, the Executive Council will make the decision to appoint a replacement, open the office for candidates as per current HOSA bylaws, (Article V, section 5), or leave the office vacant.

ARTICLE VI

MEETINGS

SECTION 1. Annual Meetings:

The annual state meeting site, dates, and the time shall be determined by the State Executive Council in consultation with and recommendations from the State Advisor. The annual State Convention is open to all active members.

SECTION 2. Representation:

Members shall be represented in the state organization through selected delegates of local chapters.

SECTION 3. Voting Delegates:

Each local chapter shall select voting delegates as determined by the number of active members within the local chapter according to the following scale:

A. Two (2) delegates for the first 30 members or less; an additional delegate for each additional 50 members or major fraction thereof (more than one half).

1. 1- 55 members	2 delegates
2. 56-105 members	3 delegates
3. 106-155 members	4 delegates
4. 156 or more members	5 delegates

B. In no case may any local chapter have more than five (5) voting delegates.

C. Each local chapter may select an alternate for each delegate.

D. Members must complete the credentialing process in order to be a recognized voting delegate. Only credentialed delegates may vote.

SECTION 4. Ten (10) days prior to the Annual State Convention, the State Advisor(s) and/or the Advisor to the Treasurer shall determine the apportion of voting delegates and a report will be available to the Credentialing Committee.

SECTION 5. Each delegate shall have one vote and shall be present and seated to vote.

SECTION 6. Quorum:

(Revised March 2013A)

A quorum for any meeting shall be constituted by representative delegates from a majority of the local chapters who are in good standing.

SECTION 7. Electronic Voting:

Issues members wish to submit for electronic voting should be initiated by the state advisor or his/her designee. Only those issues that are time sensitive (need to be decided before the next regularly scheduled meeting) will be handled by electronic means. The motions will be generated by the sponsoring agency (Bylaws, Article I, Section 2) and sent to the council for review and action.

ARTICLE VII

COMMITTEES

SECTION 1. Seven (7) standing committees to be appointed annually by the President, in consultation with the State Advisor are:

- A. Program of Work/Recreation
- B. Finance
- C. Competitive Events
- D. Bylaws
- E. Fall Leadership/State Convention Planning
- F. Script Committee
- G. Future Planning/Exhibitor Committee

SECTION 2. Additional convention committees to be appointed by the President and the State Advisor shall be Credentials, Convention Rules, Arbitration, Nomination Committee, Scholarship Committee and such others as may be necessary.

- A. The Nominating Committee shall be composed of four members of the State Executive Council; two of whom may be student members and the third to be an Advisor on the Executive Council.
- B. The State Advisor shall serve as a nonvoting ex-officio member, and will receive all nominations.

SECTION 3. The State Executive Council shall approve all committee appointments.

ARTICLE VIII

EXECUTIVE COUNCIL

- SECTION 1. The KY HOSA State Executive Council shall consist of members in good standing who are:
- A. The current elected officers of KY HOSA.
 - B. The immediate past President of KY HOSA and/or the local advisor of the immediate past President. Refer to Article V, Section 3G.
 - C. The State Advisor is in the Office of Career and Technical Education, KY Department of Education and serves as ex-officio nonvoting member of the Executive Council.
 - D. Two local HOSA advisors, one representing Secondary and one representing Postsecondary classification as designated by the Office of Career and Technical Education, for a two year term. The local advisors shall be selected from the Health Occupations Education programs encompassed by the local chapters and approved by the State Executive Council.
 - E. The chapter advisors of the state officers.
 - F. One health professional or professional in a health related field may be appointed by the Council for a two year term. Appointments will be made on odd numbered years.
 - G. Health Science Consultant Office of Career and Technical Education, KY Department of Education serves as an ex-officio, nonvoting member of the Executive Council.
 - H. The chairperson of the State Executive Council shall be the President of KY HOSA. The advisor to the Kentucky HOSA President shall serve as advisor to the council.
 - I. One alumni of Kentucky HOSA may be appointed by the Executive Council. Alumni members shall be appointed annually at the fall meeting held by the Executive Council. Alumni members shall have all the rights and privileges of a voting member at Executive Council meetings, and will co-chair the Alumni Committee with the Past President.
 - J. Post-Secondary liaison from the Kentucky Community and Technical College System.

(Revised March 2013A)

K. Competitive Events Director. This position shall be appointed by the council and will have voting privileges.

SECTION 2. KY HOSA State Executive Council shall function in the following ways:

- A. The State Executive Council under the direction of the State Advisor shall have general supervision of the affairs of the state organization between its meetings; make recommendations to the organization; perform such other duties as are specified in these Bylaws.
- B. The Council or its duly designated committees may set up activities for the state organization or its division as it deems advisable and practical.
- C. The council shall meet at least five (5) times per year. One of which shall coincide with the Annual Convention of the KY HOSA.
- D. Other meetings may be held, either in person, by telephone conference call, or via E-Mail, at the call of the President or by a majority of the Executive Council, with the approval of the State Advisor.

SECTION 3. A quorum shall be constituted by a majority of the voting members of the State Executive Council.

SECTION 4. Policy changes will be proposed by the Bylaws Committee working with the Advisors to the State Parliamentarian. All proposed changes must be approved by a majority vote of the Executive Council.

ARTICLE IX

PARLIAMENTARY AUTHORITY

SECTION 1. Robert's Rules of Order, Newly Revised shall govern the state organization in all cases to which they are applicable in which they are not inconsistent with these Bylaws.

ARTICLE X

EMBLEM AND COLORS

SECTION 1. The emblem of HOSA is a circular design with a triangle inside containing the symbolic figures 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

(Revised March 2013A)

governed through each chartered association under policy established by the Board of Directors.

SECTION 2. The colors of HOSA are navy blue, maroon, and medical white.

SECTION 3. The HOSA motto is "The Hands of HOSA Mold the Health of Tomorrow."

SECTION 4. The HOSA slogan is "Health Science and HOSA: A Healthy Partnership."

SECTION 5. The HOSA tagline is "HOSA – Future Health Professionals."

SECTION 6. The HOSA brand will reflect national HOSA's brand.

ARTICLE XI

SUPERVISION

SECTION 1. The State Advisor shall be in the Office of Career and Technical Education, KY Department of Education. The State Advisor shall serve as:

- A. Coordinate the work of the State Association.
- B. Advise the State Executive Council, Delegates, and Committees on matters of policy.
- C. Keep permanent records of state proceedings.
- D. Serve as an ex-officio nonvoting member of the Executive Council and all committees.
- E. Assist local chapters with the work of the State Association.
- F. Receive application for and award Membership Charters to local chapters.
- G. Perform other such duties as necessary.
- H. The State HOSA Advisor is the day-to-day administrator of the HOSA program. Due to the transient nature of the HOSA operation, it will be necessary for the state advisor to occasionally perform duties of officers or vacant officer positions and other necessary functions to ensure the smooth operation of the HOSA organization. Additionally, the State HOSA advisor may appoint "interim" officers and officials to perform the duties of the vacant position.

(Revised March 2013A)

- I. KY HOSA will be financially responsible for bonding of all administrative staff handling KY HOSA state funds.

ARTICLE XII

AMENDMENTS

SECTION 1. The Bylaws of KY HOSA may be amended at the Annual State Convention by a two-thirds vote of the House of Delegates, provided one of the following procedures has been carried out:

- A. Amendments may be submitted through the chapter advisor, in writing to the State Advisor by any chapter within the state. The State Advisor shall review at least forty-five (45) days prior to the Annual State Convention any recommendations made from local chapters.
- B. Amendments may be submitted in writing by the State Executive Council to the State Advisor at least forty-five (45) days prior to the Annual State Convention.
- C. The State Advisor or local chapters may propose amendments.
- D. Amendments to the proposed amendments must be submitted to the State Advisor twenty (20) days prior to the Annual State Conference. Chapters shall receive amendments to proposed amendments ten (10) days prior to the Annual State Conference.

SECTION 2. The State Advisor shall send official copies of all proposed amendments to chapters at least 30 days prior to Annual State Convention in order that chapters may instruct their official voting delegates.

SECTION 3. Amendments shall be voted upon during the business session of the Annual State Convention.

“The Office for Career & Technical Education, KY Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status and religion in admission to educational programs, activities, and employment practices in accordance with [Title VI](#) of the Civil Rights Act of 1964, [Title VII](#) of the Civil Rights Act of 1964, [Title IX](#) of the Education Amendments of 1972, [Section 504](#) of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability an equal opportunity to participate. For more information, contact the Kentucky Tech Ombudsman, 1627 Capital Plaza Tower, 500 Mero Street, Frankfort, Ky. 40601, Phone number (502)564-3716.