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## North Dakota HOSA Bylaws

The mission of ND HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skills, and leadership development of all students interested in a career in healthcare, therefore, helping the student meet the needs of the healthcare community.

### ARTICLE I

#### Name

The name of this organization shall be North Dakota HOSA-Future Health Professionals. The acronym ND HOSA may be used to designate the organization.

### ARTICLE II

#### Purpose

The primary purpose of ND HOSA is to serve the needs of its members, in the following ways:

- Section 1 Provide 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. Health and Medical Science related skills
- Section 2 Foster self-actualization of each member, which contributes to meeting the individual's psychological, social, and economic needs.
- Section 3 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.
- Section 4 Promote inter-organizational relationships with professional groups, businesses, industries, and other organizations.
- Section 5 Recognize achievements of ND HOSA members at the individual, Chapter, Regional (when applicable), State, or National levels.
- Section 6 Promote involvement in current health care issues, environmental concerns, and survival needs of the community, the state, nation and the world.

Section 7 Establish and maintain the state association in good standing with the international organization: HOSA-Future Health Professionals and HOSA, Inc.

### **ARTICLE III Membership**

Section 1 Membership Composition

- A. ND HOSA is a state organization for students who are enrolled in middle school through collegiate level education who are interested in or planning to pursue a career in a health science related field.
- B. Student members shall be those who are interested in or planning to pursue a health science related field. Professional members shall be those who are pursuing a career in a health science related field, those associated with, participating in, or supporting health science in a professional capacity, and/or those who are HOSA Alumni or Honorary members.
- C. The total eligible members of the chartered local Chapters shall comprise the membership of ND HOSA.

Section 2 Membership shall be open to persons regardless of age, race, color, national origin, religious beliefs, or socioeconomic status.

Section 3 Individuals shall obtain membership through their respective local chapters.

Section 4 Each Membership Division shall be recognized by ND HOSA according to its respective definition in the organization's bylaws:

- A. The *Middle School Division* shall be dues paying members composed of middle school students, grades 6-8, who are interested in or planning to pursue a career in a health science related field.
- B. The *Secondary Division* shall be dues paying members composed of secondary students who are interested in or planning to pursue a career in a health science related field.
- C. The *Postsecondary/Collegiate Division* shall be dues paying members composed of students who have received a high school diploma or its equivalent and enrolled or interested in a health science related field at the undergraduate level.
- D. The *Members-at-large Division* shall be dues paying members comprised of persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with ND HOSA. Members-at-large are not eligible to serve as voting delegates to any conference or seek elected office.

- E. The *Alumni Division* shall be composed of persons who have been a member of HOSA. The Alumni Member shall not be eligible to vote, hold elective office, or enter competitive events.
- F. The *Professional Member Division* shall be composed of due paying members who have been enrolled in health science programs or persons who are associated with or participating in health science education in professional capacities. These may include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. The Professional Member shall not be eligible to vote, hold elective office, or enter competitive events.
- G. The *Honorary Member Division* shall be composed of persons who have been enrolled in health science programs or persons who are associated with or participating in health science education in professional capacities. These may include health professionals, alumni, or other adult members of the community who have made significant contributions to ND HOSA and/or have rendered outstanding service to the HOSA program and its growth and development. The Honorary Member shall not be eligible to vote, hold elective office, or enter competitive events.

Section 5 Annual affiliation fees shall be as established by the local, state, and national organizations. Members who do not affiliate by the appropriate dates shall be ineligible for membership in ND HOSA.

#### **ARTICLE IV Organization and Governance**

- Section 1 ND HOSA is the entity chartered and recognized by HOSA Future Health Professionals, Inc. North Dakota Area Health Education Centers (ND AHEC) within Mayville State University support ND HOSA as an integral part of the middle school, secondary or post-secondary health science education programs.
- Section 2 The organization of ND HOSA will be compatible with that of the international organization, HOSA, Inc.
- Section 3 There shall be a ND HOSA Advisory Board consisting of no less than seven or more than fifteen members that make recommendations to

#### **ARTICLE V Chapters**

- Section 1 Active HOSA chapters may be organized in schools offering a state-approved health science program.

- A. Middle School and Secondary Chapter Affiliations may be issued to middle school and/or secondary science education schools, private school, home school, or an outside organization must gain approval for chapter affiliation upon a majority vote of the Advisory Board.
- B. Post-secondary Chapter Affiliations may be issued to each post-secondary/collegiate allied health and medical sciences related teacher/program or to the school.

- Section 2 A school may apply for affiliation as a Chapter with International HOSA, Inc. using prescribed forms when:
- A. An Advisor has been selected.
  - B. At least five (5) members have joined.
  - C. Chapter Bylaws have been adopted.
  - D. No provision of the Chapters Bylaws is in conflict with ND HOSA Bylaws.
  - E. Planned Chapter activities are in harmony with ideals and purpose of ND HOSA.
  - F. Desire to Affiliate as a Chapter is communicated to the State Association, ND HOSA. Once permanent, Chapter will be issued Affiliation status by International HOSA, Inc.
- Section 3 A Chapter may collect funds necessary for Chapter operation.

## **ARTICLE VI**

### **Executive Council**

- Section 1 The Executive Council shall consist of the State Advisor and State Officers of ND HOSA. The State Officers shall consist of up to five officers, and no less than three. The Executive Council shall be responsible for assisting in planning and conducting all state level events as well as assisting in the development and implementation of the annual HOSA Program of Work.
- Section 2 Elected officers and their respective advisors shall fulfill their responsibilities throughout the course of a one-year term, commencing with the State Leadership Conference of the year they are elected and concluding with the end of the following membership year. Elected officers shall assume the responsibilities of the respective positions to which they are elected as they are defined in the ND HOSA Policies and Procedures as approved by the Advisory Board and according to tasks assigned in the annual Program of Work.
- Section 3 State Officer Eligibility
- A. State Officer candidates must remain in good standing throughout the course of the selection process and term.
  - B. State Officer candidates shall submit required application documents to the ND HOSA State Office prior to the application deadline.

- The officer candidate shall attend the annual State Leadership Conference to seek election as a State Officer. Any secondary or post-secondary member is eligible to seek election to the respective State Officer positions.
- Section 4 Potential State Officers will be interviewed by the Selection Committee which consists of State Advisor and Advisory Board representatives.
- Section 5 In the event where an elected officer is incapable of fulfilling their duties for the entirety or remainder of a term and leaves a vacant officer position, the HOSA State Advisors may fill the vacancy through an appointment in consultation with the Advisory Board.
- Section 6 All elected officers must fulfill their duties of office as agreed upon at the beginning of their term. Any State Officer may be removed from office if they fail to complete their duties of office as outlined in the State Officer Handbook. Any financial support provided to the State Officer during their term must be reimbursed in full to North Dakota HOSA upon their termination.
- Section 7 Officers may serve in more than one term.
- Section 8 State Officers shall be permitted to compete in any competition at any level during their term of office while in good standing.

## **ARTICLE VII**

### **Meetings and Conferences**

- Section 1 The annual Fall Leadership Conferences shall be held each year with the time and place to be designated by the State Advisor in consultation with the ND AHEC and the ND HOSA Advisory Board.
- Section 2 A special meeting may be called by the ND HOSA Advisory Board, State Officer Team, State Advisor, or ND AHEC Director(s). A 30-day notice of any special meeting shall be given to the membership.
- Section 3 There shall be an annual State Leadership Conference; the location and date shall be established by approval by the State Advisor in consultation with ND AHEC Director(s) and the ND HOSA Advisory Board.
- A. Assistance in planning and implementation for the State Conference shall be provided by the: ND HOSA State Advisor, ND AHEC Director(s), Advisory Board; State Officers; HOSA Members; Chapter Advisors.
  - B. Members shall be represented in the Association through duly selected delegates of local chapters. When voting delegates are instituted, the number of voting delegates

at the State Leadership Conference will be based on the number of members from each chapter;

5-50 members = (1 delegate)

51-100 members = (2 delegates)

101+ members = (3 delegates)

C. A voting delegate may not be a candidate for state office.

D. The majority of the voting delegation registered at the time of conference shall constitute a quorum.

E. Plurality shall determine voting decisions.

Section 4 ND HOSA members shall participate in the HOSA International Leadership Conference each year. Voting delegates at ILC cannot compete in any competitive event other than the Healthcare Interests Exam and requires a firm commitment to fulfilling responsibilities prior to and during the conference. State Advisor will appoint the voting delegates for the HOSA International Leadership Conference.

Section 5 In case of inclement weather, the conference may be modified during its scheduled dates or cancelled as determined by the North Dakota HOSA Advisory Board. It is imperative that we have contact information from both the HOSA local chapter advisor and school administration to reach if this occurs. Partial refunds only, may possibly be given if the conference is cancelled completely. The exact amount of the refund will be determined and refunded to each chapter within a month of the conference. Several large expenses such as multi-media, speakers, auditorium rental, etc., are non-refundable. In most instances, the conferences will be held for those who can attend.

## **ARTICLE VIII**

### **Parliamentary Authority**

Section 1 The rules contained in *Robert's Rules of Order, Newly Revised* shall govern ND HOSA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the association may adopt.

## **ARTICLE IX**

### **Amendment of Bylaws**

Section 1 The Advisory Board may approve these Bylaws for amendment by a two-thirds vote, provided that a member of the ND HOSA Advisory Board, State Advisor, or ND AHEC Director(s) has submitted the proposed amendment(s) in writing to each Board member at least seven days prior to consideration.

Section 2 These Bylaws may be amended by a two-thirds vote. Proposed amendments must be submitted in writing at least fourteen days before one of the bi-annual meetings

provided the amendment has been proposed by a Local Chapter member, advisor, or, the State Officer Team.

Section 3 Bylaws amendments will be voted on by Articles and approved by a plurality of the ND Advisory Board.

### **ARTICLE X Finances**

Section 1 The Chapter dues monetary assessment shall be determined by the Chapter consistent with its local school district guidelines.

Section 2 Each Chapter shall have autonomy in its fiscal affairs except for chapter affiliation dues which are paid to the state and national associations.

Section 3 All ND HOSA funds shall be disbursed by methods consistent with the policies and procedures established by the Advisory Board.

### **ARTICLE XI Dissolution**

Section 1 Upon final dissolution or liquidation of the organization and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining assets shall be disbursed as directed by ND AHEC within Mayville State University.