

# ***Illinois Association of Health Occupations Students of America***

## **BYLAWS**

Est. 1978 (Revised 1984, 2000, 2013, 2023)

### **ARTICLE I**

#### **NAME**

The name of this organization shall be Illinois Association of Health Occupations Students of America. The acronym, IHOSA, may be used to designate the organization.

### **ARTICLE II**

#### **PURPOSE**

The primary purpose of IHOSA is to serve the needs of its members and strengthen the HSE-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 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. Establish and maintain local associations in good standing with the IHOSA and HOSA-Future Health Professionals .

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1. Membership Composition:**

- A. IHOSA is a state organization of, by and for students who (1) are or were enrolled in middle school, secondary, postsecondary/collegiate health science classes and/or (2) are interested, planning to pursue or pursuing a career in the health professions
- B. Members shall be students who are or have been enrolled in Health Science 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 Science in a professional capacity. Individuals shall be eligible for membership through a chartered state association that is under the auspices of the Illinois State Board of Education (ISBE).

**Section 2.** The IHOSA local associations shall be chartered by the IHOSA, Inc. Board of Directors and may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Members-at-Large, Alumni and Professional.

**Section 3.** The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested, planning to pursue or pursuing a career in the health profession.

**Section 4.** 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 GED and are enrolled in a healthcare related field at the undergraduate level or are interested in or planning to pursue a career in the health professions.

**Section 5.** The Middle School Division shall be composed of middle school students who are in grades 6 through 8 and are interested in or planning to pursue a career in the health professions. The official definition for middle school members of IHOSA for the purposes of competitive events is: a middle school student is one who (a) is enrolled in a state approved health science program, or is planning to pursue a career in the health professions; and (b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

**Section 6.** The Alumni Division shall be composed of persons who have been a member of IHOSA. Alumni Division members shall pay affiliation fees, but may not vote, make motions, hold office (except if elected to the Alumni position on the IHOSA Board of Directors) or compete in events.

- Section 7.** The Professional Division shall be composed of 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. Professional division members shall pay affiliation fees, but may NOT compete in events, or vote, make motions, hold office [except if elected to the IHOSA, Inc., Board of Directors.]
- Section 8.** Honorary members shall be persons who have made significant contributions to the development of IHOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the IHOSA Board of Directors. 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.
- Section 9.** Lifetime membership shall be available for persons who are or have been active members and who are or have participated in HOSA-Future Health Professionals in a professional capacity. Lifetime affiliation membership fees shall be \$150.00
- Section 10.** Annual affiliation fees from local associations shall be specified in policies and procedures and must be approved by IHOSA, Inc. Board of Directors. Additional affiliation fees may be assessed by local associations. Affiliation fees for the school year must be received by HOSA-Future Health Professionals and IHOSA Executive Director on or before the first week of **November** of the membership year. Students who do not affiliate by the appropriate date shall be ineligible to participate in the IHOSA Competitive Events Program and the International Competitive Events Program or seek International and/or IHOSA office.

## **ARTICLE IV**

### **OFFICERS**

**Section 1. Elected Officers:**

- A. The elected student officers of the IHOSA shall be elected by the voting delegates of the combined Secondary and Postsecondary/Collegiate Divisions at the IHOSA spring leadership conference.
- B. These elected officers shall consist of a President, Vice- President, Secretary, Treasurer, Reporter, Parliamentarian, Historian, Sentinel, Northern and Southern Area Vice-Presidents, and one student Member-At-Large for a total of 11 officers and shall be designated as the IHOSA Executive Council.

- C. These IHOSA Executive Council officers shall perform the duties of the various officers as specified in these Bylaws and in the Parliamentary Authority adopted by the association.
- D. A State Officer Consultant shall be appointed by the IHOSA Board of Directors to oversee the Executive Council as indicated in the Bylaws and Policy/Procedures of the association.

**Section 2. Duties of Officers:**

- A. IHOSA Officers shall make themselves available, as necessary, in promoting the general welfare of HOSA.
- B. The President shall preside at the state conferences and all IHOSA officer meetings, make committee appointments (unless otherwise provided) and develop with the assistance of the IHOSA Executive Council and IHOSA Board of Directors an Annual Program of Work.
- C. The Vice-President shall serve IHOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence.
- D. The Secretary shall serve to record the minutes of all officer meetings and file such minutes and other records and reports; to keep an accurate list of members; to disperse minutes within (14) fourteen days following the meeting to the IHOSA Boards of Directors, IHOSA Executive Council and to all local associations; and to serve in any capacity as directed by the President.
- E. The Treasurer shall report to the IHOSA Executive Council the financial status of the association in accordance with the annual Program of Work under the direction of the Executive Director and shall serve IHOSA in any capacity as directed by the President
- F. The Reporter shall serve IHOSA in any capacity as directed by the President and serve to collect news items and materials from local associations; prepare news items for local and state newspapers and national publications including the IHOSA website and HOSA-Future Health Professionals website and other social media formats; and to keep complete records of important events in order to provide continuity between present and future members of this association. An IHOSA newsletter shall be published at least two times per school year (one first semester and one second semester) and provided to all local associations.

- G. The Parliamentarian shall serve IHOSA in any capacity as directed by the President and serve to be knowledgeable about Robert's Rules of Order, Newly Revised; be prepared to advise the presiding officer and other members on points of parliamentary procedures; have reference material pertaining to acceptable parliamentary procedure readily available; be alert and call attention to significant irregularities in procedures, giving careful consideration to the fair and equal rights of all members; and assist members of the IHOSA in understanding the fundamental purpose of parliamentary procedure.
- H. The Historian shall serve IHOSA in any capacity as directed by the President and serve to keep records and other materials of historic importance to the association, compile these materials into a yearbook for the association, prepare a narrative account of IHOSA activities during his/her term of office and be responsible for publication, correspondence, and public relations between the member associations.
- I. The Sentinel shall serve IHOSA in any capacity as directed by the President and serve to arrange meeting room(s), equipment, and other items deemed necessary to ensure meetings are cordial, comfortable and productive.
- J. The Student Member-At-Large shall serve to represent **ALL** members of the IHOSA in decision making matters; and to serve the association in any capacity as directed by the President.
- K. The Area Vice-presidents (Northern Area Sections and the Southern Area Sections) shall serve to promote the growth and development of their IHOSA members within their Area Section in accordance with the Program of Work during their term of office; and to serve the association in any capacity as directed by the President.
  - 1. The Area Section Vice-Presidents must reside in the geographic areas designated below. There can be only one Area Section Vice-President elected from the Northern Area Section and one from the Southern Area Section (The candidate may be from either Secondary or Post- secondary/Collegiate Division.)
  - 2. The local designated regions are:  
(See map in Appendix of Policy & Procedures)
    - a. ***Northern Area Sections:***  
Section 1 (EFE Chicago District)  
Section 2 (EFE Suburban Cook and Lake Counties)  
Section 3 (EFE Region I)  
Section 4 (EFE Region II)

- b. ***Southern Area Sections:***
  - Section 5 (EFE Region III)
  - Section 6 (EFE Region IV)
  - Section 7 (EFE Region V)
  - Section 8 (EFE Region VI)

**Section 3.** Officer candidates shall be required to pass the HOSA-Future Health Professionals Information and Parliamentary Procedure Examination. The qualifying scores of these examinations are determined by the IHOSA, INC., Executive Committee and approved by the IHOSA Board of Directors. Candidates for office must be in at least a ninth grade classification in high school (Secondary Division) and be a current member of IHOSA and in good standing with the local, state, and international HOSA associations.

**Section 4.** Candidates for each office shall submit required information to the IHOSA nominating committee chair prior to the spring state leadership conference by the date designated by the IHOSA, Inc., Board of Directors. This information shall include:

- a. A nomination application including Officer Resume Form.
- b. A verification statement of academic performance for the current school year.
- c. A statement of support with the signature of the school principal, Career & Technical director and/or dean; the signature of the local advisor; and, the signature of parent or guardian (if candidate is a secondary member).

**Section 5.** The Area Section Vice-Presidents must reside in their respective regions and associations throughout their term of office.

**Section 6.** A nominating committee composed of no less than one member of the IHOSA, Inc., Board of Directors, two secondary students from non-candidate associations, and/or two post-secondary/collegiate students from non-candidate associations, and no less than two professional members (including local associations advisors) from non-candidate associations, shall be appointed by the IHOSA, Inc., Board of Directors. This nomination committee shall interview qualified candidates and shall nominate no more than five candidates for each office.

**Section 7.** Student officers shall be elected by ballot at the annual spring state leadership conference to serve for one year or until their successors are selected. In the event a majority vote is not secured by any candidate, a run-off shall begin immediately until a majority vote has been secured. Term of office shall begin immediately after the annual state leadership conference at which they are elected. A term of office is one year from the conclusion of state leadership conference in which the candidate is elected until the conclusion of the next leadership conference.

**Section 8.** In the event of a vacancy in the office of President, the Vice- President shall succeed to that office. In consultation with the IHOSA, Inc., Board of Directors, other vacancies in state offices may be filled by appointment by the IHOSA Executive Council from the list of nominees for that office. When no previous candidates for that office are available, the IHOSA Executive Council may select another qualified candidate with approval of the IHOSA, Inc., Board of Directors.

**Section 9.** A local association shall submit no more than ten (10) candidates for student offices, one candidate per office.

## **ARTICLE V**

### **MEETINGS**

**Section 1.** A state HOSA leadership conference with the annual meetings of each division shall be held each year with the notification of time and place of such conference to be at least forty-five (45) days prior to the International HOSA Leadership Conference which will be designated by the IHOSA, Inc., Board of Directors and the IHOSA Executive Council.

**Section 2.** The local HOSA associations shall exercise their membership voting privileges through voting delegates. Voting Delegates shall be allowed for each Division (Secondary and Postsecondary/Collegiate) of each chartered local HOSA association, not sub- chapters, according to the following formula:

<b><u>Membership</u></b>	<b><u>Voting Delegates</u></b>
1-25	one (1)
26-100	two (2)
101-300	three (3)
301-500	four (4)
501-750	six (6)
751-1000+	eight (8)

- a. One alternate delegate should be selected for each delegate. The appointment of delegates shall be made according to membership reported as of the first week of November membership deadline prior to the annual spring state leadership conference.
- b. All qualified voting delegates and alternates must be certified by the local active association to be in good standing within the local, state, and international HOSA; and names to be submitted to the State Leadership Conference Manager (s) by the conference deadline. Voting delegates will be entitled to an individual vote; shall be present to vote; and must be in official HOSA uniform in order to vote.
- c. State officers and officer candidates cannot serve as voting delegates.

**Section 3.** A Credentials/Tellers Committee and a Rules/Arbitration Committee shall be appointed by the IHOSA, Inc., Board of Directors and the IHOSA Executive Council in advance of each state leadership conference. Each committee shall be composed of a secondary student, and/or a post-secondary student; a secondary advisor and/or a post-secondary advisor from each of the Northern and Southern Area Sections of the state.

**Section 4.** The Credentials/Tellers Committee shall review and approve the list of delegates compiled by the Executive Director, may supervise registration of delegates, shall submit a report at the beginning of each session on the number of delegates present, and shall distribute ballots and tally votes for any ballot vote. (Members of this committee shall be appointed from local associations not represented on the ballot and/or motion.)

**Section 5.** The Rules/Arbitration Committee shall, with the approval of the IHOSA Executive Council and IHOSA, Inc., Board of Directors, propose to the conference a list rules, a code of conduct for the state leadership conference. The committee shall review all questions and disputes which have been prepared and submitted according to an established procedure and shall make appropriate recommendations to the IHOSA Executive Council and IHOSA, Inc., Board of Directors in a timely manner. (Members of this committee shall be appointed from local associations not represented on the ballot and/or motion.)



## **ARTICLE VI**

### **EXECUTIVE COUNCIL**

- Section 1.** The IHOSA Executive Council shall be composed of all officers of Illinois Association of Health Occupations Students of America designated in Article IV, Section 1, and ex-officio members: the State Officer Consultant, State Executive Director and State Advisor.
- Section 2.** The IHOSA Executive Council shall meet at least two times per year. They shall meet preceding the spring state leadership conference and immediately following the spring state leadership conference. Other meetings shall be held, either in person, by telephone conference call, or by other technology means, at the call of the State President or by a majority of the IHOSA Executive Council, with the approval of the IHOSA, Inc., Board of Directors.
- Section 3.** The IHOSA Executive Council shall be responsible for assisting in the planning and conducting the state leadership conference program and business sessions, as well as assisting in the annual IHOSA Program of Work. The IHOSA Executive Council shall represent the IHOSA association between its business meetings; represent IHOSA at the ICCCTSO meetings; attend spring state leadership conference and the fall leadership conference; make recommendations to the association; and shall perform such other duties as specified in these Bylaws and Policy & Procedures Manual.

## **ARTICLE VII**

### **PARLIAMENTARY AUTHORITY**

The Rules contained in the current edition of **Robert's Rules of Order, Newly Revised**, shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of International HOSA, the Bylaws or corporate charter of HOSA, Inc., and any special rules the association may adopt.

## **ARTICLE VIII**

### **SUPERVISION**

- Section 1.** The State Principal Consultant for Health Science Education Programs (HOSA Consultant) or the appointed representative of any chartered HOSA-Future Health Professionals association shall be responsible for the IHOSA.
- Section 2.** The local advisor or the appointed representative of any chartered local association affiliated with HOSA-Future Health Professionals will be responsible for that local association membership.
- Section 3.** Advisors to assist IHOSA's growth and development may be appointed as deemed necessary by the IHOSA, Inc., Board of Directors.
- Section 4.** The IHOSA, Inc., Board of Directors will manage all IHOSA finances and will furnish an annual audit to be available for each of the chartered associations. The Executive Director (Chief Financial Officer) shall provide the IHOSA, INC., Board of Directors with an itemized account of financial statements at each IHOSA, INC., Board of Directors business meeting; and keep the lines of communication open with the Treasurer of the IHOSA Executive Council.

## **ARTICLE IX**

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

## **ARTICLE X**

### **AMENDMENT OF BYLAWS**

These Bylaws may be amended by a two-thirds vote of the membership of IHOSA, Inc., Board of Directors, provided the amendment has been proposed by the board of directors, or by a committee authorized by the association. Proposed amendments must be submitted in writing 90 days before the state spring leadership conference. All proposed amendments must be submitted by the Executive Director to each local chartered association at least thirty (30) days prior to the state spring leadership conference.

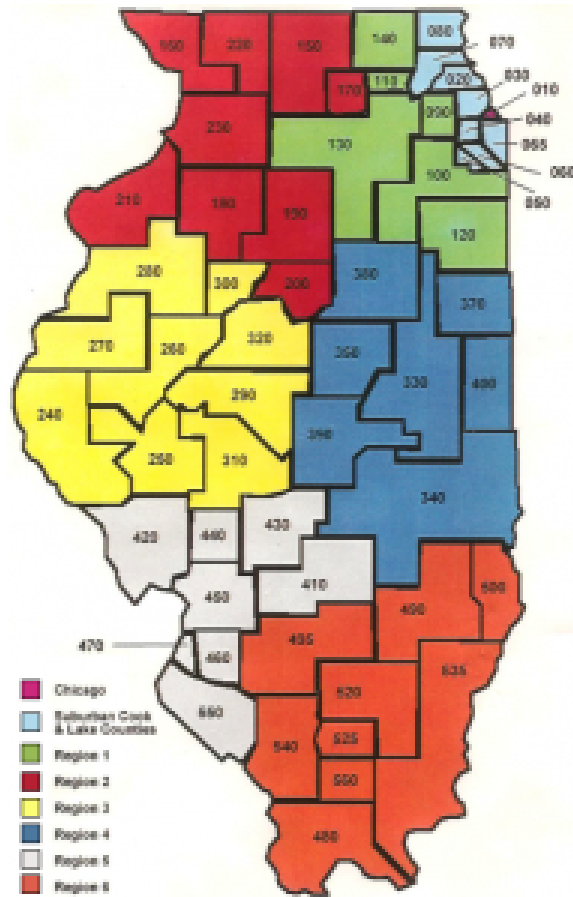
## **ARTICLE XI**

### **DISSOLUTION**

Upon final dissolution or liquidation of this state association, and local associations, and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining assets shall be disbursed by the IHOSA, Inc. Board of Directors in accordance with one or more of the purposes of this association, or be transferred to a government instrumentality or a qualified exempt educational organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

## APPENDIX A

### EFE Regions IHOSA Sections



EFE Region

IHOSA Section

Chicago

Section 1

Suburban Cook & Lake Counties

Section 2

Region 1

Section 3

Region 2

Section 4

Region 3

Section 5

Region 4

Section 6

Region 5

Section 7

Region 6

Section 8