**ALABAMA ASSOCIATION**

**HOSA: Future Health Professionals**

**BYLAWS**

**ARTICLE I. NAME**

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

**ARTICLE II. PURPOSE**

The primary purpose of Alabama HOSA is to serve the needs of its members and strengthen the Health Science/Project Lead the Way (PLTW) Biomedical – 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.

4. Healthcare and medical science related skills.

B. Foster self-actualization of each member which contributes to meeting the individual’s

 psychological, social and economic needs.

C. Build the confidence of students in themselves and their work by providing opportunities to assume

 responsibilities and by developing personal and occupational competencies and social skills that lead

 to realistic choices of careers and successful employment in the 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. Assist each member in establishing realistic career goals.

H. Assist each chapter in meeting the objectives of the organization.

1. Establish and remain in good standing with National HOSA.

**ARTICLE III. MEMBERSHIP**

Section 1. Chartered State Association

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

Section 2. Membership Composition

Members shall be:

* Students who are or have been enrolled in middle school (grades 6-8), secondary (grades 9 – 12), post-secondary (2 year institutions), or collegiate (4 year institutions) Health Science/PLTW Biomedical classes.
* Students who are interested in, planning to pursue, or are pursuing a career in the health professions.
* Persons associated with, supporting or participating in Health Science/ PLTW Biomedical classes in a professional capacity.

Individuals shall be eligible for membership through a charter from National Headquarters.

Section 3. Membership Classification

1. Active Members

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

B. Professional Membership

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

C. Alumni Membership

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

D. Honorary Membership

These shall be persons who have made significant contributions to the development of and/or have rendered outstanding HOSA services to the association. The names of individuals to consider for honorary membership shall be submitted by a local chapter to the Executive Committee for approval by a two-thirds vote. They are lifetime members and their dues are paid annually by the submitting chapter.

Section 4. Monetary Assessment

1. The membership year shall be from September 1 through August 31.
2. The State annual monetary assessment per member shall be determined by the

Executive Committee.

1. The National and State annual monetary assessment shall be forwarded to the National HOSA office prior to January 1.
2. No member, with the exception of honorary members, shall be considered in good

 standing until the monetary assessment has been received in the National HOSA office.

1. Financial reports and audits will be the duty of the State Advisor, with records available upon request to any member.
2. A chapter may collect funds necessary for chapter operation in accordance with local school system policies.

**ARTICLE IV. ORGANIZATION**

Section 1. Alabama HOSA Association

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

The Alabama State Department of Education will support Alabama HOSA as an integral part of the middle school, secondary, post-secondary, or collegiate Health Science/PLTW Biomedical education programs.

The Administration of Alabama Association of HOSA shall be vested in the state Executive Committee comprised of the state officers, the Health Science State Education Administrator, HOSA State Advisor, the Health Science Education Specialist, and the state officers’ advisors.

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

Section 2. Alabama Executive Committee

The Executive Committee shall be composed of state officers, the Health Science State Education Administrator, HOSA State Advisor, Health Science Education Specialist, and state officers’ advisors.

**ARTICLE V. STATE OFFICERS**

Section 1. State Officer Positions

The elected state officers of the Alabama Association of HOSA shall be a President, a First Vice President (Secretary), a Vice President of Chapter Relations, and a Vice President of Membership.

Section 2. State Officer Qualifications

State Officers shall have the following qualifications:

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

Section 3. State Officer Elections

The Executive Committee must approve the qualifications of each candidate. The four candidates that earn the highest number of delegate votes at the State Leadership Conference shall be the state officers. The method of election shall be by secret ballot of the voting delegates. The results of the vote will be announced at the conclusion of the State Leadership Conference. The specific offices each newly elected officer shall hold will be determined at the State Leadership Conference by the Officer Screening Committee, as appointed by the State HOSA Advisor. Middle School and Post-secondary/collegiate members will not be allowed to hold a state officer position, but Post-secondary/collegiate members would be allowed to run for and serve as a National Officer with the approval of the Executive Committee.

Section 4. Term of Office

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

Section 5. State Officer Vacancy

In the event of a vacancy in the office of President, the State Department of Education (SDE) members of the Executive Committee shall appoint the President from the other state officers in consultation with the Officer Screening Committee. Other vacancies in the state officers may be filled by appointment by the State Advisor with consent of the SDE members of the Executive Committee.

Section 6. Duties of Elected Officers

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

# President

It shall be the duty of the President to preside over all business meetings of the state organization and at the executive committee meetings, make necessary committee appointments, and develop (with the assistance of the Executive Committee) an annual Program of Work.

First Vice President (Secretary)

It shall be the duty of the First Vice President to assume responsibility in the absence of the President, to keep minutes of all state meetings and meetings of the executive committee, and to serve in any capacity as directed by the President. The minutes shall be submitted to the State Advisor within 30 days following their presentation.

Vice President of Chapter Relations

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

Vice President of Membership

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

Section 7. Removal from Officer

Any state officer may be removed from office if they fail to complete their duties of office or if they have a disqualifying status change as outlined in the State Officer Application and Handbook.

**ARTICLE VI. EXECUTIVE COMMITTEE**

Section 1. Members and Functions

The Executive Committee shall be composed of the state officers, the Health Science State Education Administrator, HOSA State Advisor, Health Science Education Specialist, and state officers’ advisors. The functions of the State Executive Committee are to:

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

Section 2. State Advisor

The HOSA State Advisor shall be the Health Science State Education Administrator or his/her designee, such as the State Education Specialist. The HOSA State Advisor may appoint organizations or individuals, as needed, to facilitate State Leadership Conference. The HOSA State Advisor serves with a vote only in the event of a tie.

Section 3. Other Committee Members

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

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

Section 4. Committee Meetings

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

* CTE Leadership Summit
* International Leadership Conference (ILC)
* Joint Leadership Development Conference (JLDC)
* Fall Executive Committee Meeting
* Winter Executive Committee Meeting
* State Leadership Conference (SLC)

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

**ARTICLE VII. STATE LEADERSHIP CONFERENCE**

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

Section 1. Purpose

The purpose of the State Leadership Conference shall be to:

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

**ARTICLE VIII. VOTING**

Section 1. Voting Duty

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

Section 2. Voting Delegates at State Leadership Conference

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

Section 3. Voting Delegates at International Leadership Conference

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

**ARTICLE IX. SPECIAL COMMITTEES**

Section 1. Officer Screening Committee

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

Section 2. Other Program Committees

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

**ARTICLE X. PARLIAMENTARY AUTHORITY**

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

**ARTICLE XI. LOCAL CHAPTERS**

Alabama HOSA supports the active integration of student participation.

Section 1. Local Chapter Functions

 Local chapters shall assure curriculum integration and chapter effectiveness by:

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

 Minimum requirements must be met as determined by current Business and Industry

 Certification guidelines.

**ARTICLE XII. AMENDMENT OF BYLAWS**

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

Revised on March 31, 2017.

Approved and effective on May 1, 2017.