



Bylaws

Louisiana HOSA-Future Health Professionals

ARTICLE I Name

The name of this organization shall be Louisiana HOSA-Future Health Professionals. (Hereafter known as Louisiana HOSA or LA HOSA)

ARTICLE II Purposes

- Section 1.** The primary purpose of Louisiana HOSA is to serve the needs of its members and promote and strengthen the CTE (Career and Technical Education)-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 will contribute to meeting the individual's psychological, social, and economic needs.
 - C. Build the confidence of students and themselves and their work by providing opportunities for students to assume responsibilities and by developing personal and occupational competencies and social skills which lead to realistic choices of career and successful employment in the health care field.
 - D. Promote inter-organizational relationships with professional groups, businesses, industries, and other student organizations.
 - E. Recognize individual achievements in scholarship, occupational skills or services rendered by providing recognition and/or awards.
 - F. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the state, 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.

ARTICLE III Membership

- Section 1.** The total eligible members of the chartered local health occupations education student Chapters shall comprise the membership of the Louisiana Association.
- Section 2.** Membership in a local Chapter shall be open to students regardless of age, race, sex, color, national origin, or religious beliefs.

Section 3. Membership shall be open to students linked to any public school, home-based school, charter schools, private and parochial schools, special districts, and alternative sites. Questions regarding eligibility will be referred to the LA HOSA Board of Directors for decision.

Section 4. Classes of Membership:

- A. Active Member - The Middle School Division shall be composed of middle School students in grades 6 - 8 who are enrolled in an organized health career awareness program or who are interested or planning to pursue a career in the health professions.
- B. Active Member - The Secondary Division shall be composed of secondary students who are enrolled in high school and in a Health Science program or an organized career awareness program or are interested, planning to pursue, or pursuing a career in the health professions.
- C. Active Member - 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 majoring in a health care related field or are interested or planning to pursue a career in the health professions.
- D. Alumni Member - A former Active Member who no longer meets the criteria for active membership may become an alumni member. The Alumni Member shall not be able to vote, hold elective office, or enter the competitive events. An Alumni member who is appointed to the State Board of Directors shall have a vote at Board meetings.
- E. Members-at Large shall be those persons otherwise qualified for Membership where active HOSA chapters are not yet established or inactive. Members-at-large shall affiliate directly with Louisiana HOSA. At Large Members may participate in competitions, act as voting delegates and seek regional and state office. They may not seek National Office.
- F. Professional Member - A person participating in professional development of Louisiana HOSA is eligible to join as a Professional Member. Such membership includes, but need not be limited to, HOE Advisors, Teacher Educators, Department of Education Health Occupations or CTE staff and practitioners in the health field. The Professional Member shall pay dues as established by the chapter, state and national organizations, but shall not be eligible to vote, hold elective office or enter the competitive events. A Professional Members appointed to the LA HOSA Board of Directors shall have a vote at Board meetings.
- G. Honorary Member - An individual who has made significant contributions to Louisiana HOSA may be elected by the LA HOSA Board of Directors by a 2/3 vote to become an Honorary Member. The Honorary Member shall not be eligible to vote, hold elective office, or enter the competitive events.

ARTICLE IV Organization

- Section 1.** The organization of Louisiana HOSA will be compatible with that of National HOSA, Inc.
- Section 2.** The Department of Education endorses and is supportive of Louisiana HOSA as an integral part of education and as one of the state Career & Technical Student Organizations. (CTSO).
- Section 3.** Louisiana HOSA is an organization of affiliated Chapters, each operating in accordance with the charter granted by Louisiana HOSA.
- Section 4.** Louisiana HOSA shall be divided into geographic regions. The number of regions will be determined by the Board of Directors as needed for growth of the organization. There will be no less than three (3) regions.
- Section 5.** Louisiana HOSA shall be governed by the Board of Directors.

ARTICLE V Board of Directors

- Section 1.** The Board of Directors of the Louisiana HOSA may be the Student State Officer President, a Chapter Advisor from each region, an Alumni member, the State Advisor, and health professionals. There will be a minimum of 5 Board members, and no maximum number. There shall be a Chairperson who will preside over meetings. The non-voting members of the Board will be the Chairperson unless there is a tie, then the Chairperson may vote.
- Section 2.** The Chairperson of the Board shall serve as the presiding Board member at all meetings with responsibilities as specified in the policies and procedures.
- Section 3.** The Board of Directors shall:
- A. Perform duties as specified in these Bylaws and Policies as may be adopted by the Board.
 - B. Recommend to the State President and/or Chairperson creation of such committees, standing or special, as may be deemed appropriate to meet the goals of Louisiana HOSA
 - C. Ratify Chairperson, and committee members appointed by the State President. The State President shall be an ex-officio member of all committees appointed by the Board.
 - D. Amend the Bylaws and take other actions necessary to implement the purposes of Louisiana HOSA
- Section 4.** The Board of Directors shall have responsibility for the affairs of Louisiana HOSA only as indicated in the policies and procedures and make recommendations to HOSA and perform such duties as are specified by these bylaws. Being on the LA HOSA

Board of Directors member will be a voluntary position to provide service for the betterment of LA HOSA.

Section 5. The Board of Directors shall meet at least four (4) times a year at the call of the State Advisor or as necessary.

Section 6. A quorum of the Board of Directors shall be constituted by a 50 percent-plus-one majority of the voting members.

Section 7. The term of service for all board members will be a minimum of two years. A board member may choose to remain on the board for three (3) consecutive terms as voted on by the Board. After three consecutive terms, a board member must be off the board for at least two years before being on the board again.

Section 8. Meetings:

A. The Board of Directors shall meet at least four (4) times each year at the call of the State Advisor and in consultation with the State President.

B. Special meetings of the Board of Directors may be called when requested by half of the members of the Board and not less than ten (10) days prior to the meeting.

C. The Chairperson will preside over all meetings. In the absence of the Chairperson, the Student State President shall preside at meetings of the Board of Directors.

D. The Board may conduct business by correspondence, internet, or telephone.

Section 9. Any member of the Board of Directors will serve until their successors are appointed. Any member of the board may be removed at any time by a majority vote of all Directors in office. Removal from office shall not prejudice any contract rights of the person removed.

Section 10. Vacancies on the board will be filled by appointment and with approval of the Board of Directors except for State Officer vacancies as specified in Article XII.

Section 11. The duties of the various members of the board shall be such as are directed in these Bylaws in the parliamentary authority adopted by the corporation, as well as those duties assigned by the Board of Directors and/or set forth in the policies or procedures.

Section 12. The salaries of the State Advisor, aka Executive Director, of the corporation shall be set by the Board of Directors.

ARTICLE VI
Executive Committee

- Section 1.** The Executive Committee will be composed of the Chairperson of the Board of Directors, the State Advisor, the Student State President, and one other board member.
- Section 3.** Vacancies on the Executive Committee shall be filled by appointment by the Board of Directors for the remainder of the term.
- Section 4.** The Executive Committee is empowered by the Board of Directors to assure legal and ethical responsibilities of the corporation and will represent the corporation in all matters pertaining to the corporation.
- Section 5.** The Executive Committee has the power to take emergency action as required to meet the operational needs of the corporation.
- Section 6.** The Executive Committee may conduct business by telephone, internet or correspondence.

ARTICLE VII
Chapters

- Section 1. Charter to Chapters:**
- A. A Charter may be issued to each chapter.
 - B. Each chartered chapter shall be responsible for all operational activities within the chapter.
 - C. When more than one Chapter exists in a school, the Chapters shall be referred to by school and chapter name.
 - D. Each chapter shall select voting delegates as provided by the chapter constitution and/or bylaws.
- Section 2.** A school may apply for affiliation as a Chapter with National HOSA, Inc. using prescribed forms through Louisiana HOSA when:
- A. Chapter Bylaws have been adopted.
 - B. No provision of the Chapter Bylaws is in conflict with Louisiana HOSA Bylaws.
 - C. Chapter Officers (President, Vice President, Secretary, Treasurer, and Historian) have been elected.
 - D. Chapters may choose additional Chapter Officers.
 - E. Planned Chapter activities are in harmony with ideals and purpose of Louisiana HOSA
 - E. Application for Charter is made to National HOSA, Inc. through Louisiana HOSA. One permanent Charter will be issued to each Chapter by National HOSA, Inc.
- Section 3.** A chapter may collect funds in addition to state and national fees as necessary for Chapter operation.
- Section 4.** All chapter meetings shall be scheduled by the chapters.

ARTICLE VIII Finances

- Section 1.** The Chapter monetary assessment shall be determined by the Chapter consistent with any State Board of Education Rules.
- Section 2.** Each Chapter shall have autonomy in its fiscal affairs except that:
- A. The Chapter is responsible for the state and national associations monetary Assessments (Dues) which are paid by the chapter directly to National HOSA.
 - B. The National dues will be determined by National HOSA; State dues will be Recommended by the State Advisor and voted on by the Board of Directors.
 - C. State dues will be part of the National assessment and paid with the national dues.
 - D. Chapters may add a chapter fee.
- Section 3.** All state funds shall be deposited in a bank designated by the State Advisor and approved by the Board of Directors.
- Section 4.** All state funds shall be disbursed by check with a minimum of one signature which may be the signature of the Executive Director/State Advisor of Louisiana HOSA. All state funds in the amount Five Thousand dollars (\$5,000) and above shall be disbursed by check with a second signature or written email approval by another designated board member.
- A. Two Board members will be designated signers on the checking account.
- Section 5.** The State Advisor shall arrange for a compliance audit, at a minimum of every two (2) years, of the financial records by a qualified auditor. The audit report shall be available to any member of HOSA and a matter of public record for review by a state legislative auditor as required. Audits will be presented to the Board of Directors at the next scheduled meeting following any audit.
- Section 6.** The fiscal year shall commence on the first (1) day of July of each year and shall end on the thirtieth (30) day of June of the next calendar year.
- Section 7.** All books and records shall be available by request for review by any board member, advisor, committee members and/or the public.
- A. Books and records of Louisiana HOSA, Inc. may be reviewed at any reasonable time by appointment.

ARTICLE IX Parliamentary Authority

- Section 1.** The rules contained in Robert's Rules of Order, Newly Revised shall govern Louisiana 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 X
Amendment of Bylaws**

- Section 1.** These Bylaws may be approved for amendment by a two-thirds vote of the Board of Directors, provided that the proposed amendment(s) has been submitted in writing to each Board member at least thirty (30) days prior to consideration by the Board.
- Section 2.** Bylaw changes approved for amendment by the Board of Directors must then be submitted to a vote by the voting delegates and State Officers at the State Leadership Conference or any other state conferences, provided that the proposed amendment(s) has been submitted in writing to each Chapter at least fifteen (10) days prior to the conference.
- Section 3.** Bylaws amendments will be voted on by Articles and be approved by a plurality Of the delegates.

**ARTICLE XI
Communications Between Components**

- Section 1.** Each Chapter shall submit each year the following information to the Louisiana HOSA State Advisor.
- A. A list of elected Chapter Officers by November 1st.
 - B. New chapters must submit a copy of the chapter bylaws by November 1st.
 - C. A report of any amendments to the Chapter Bylaws within thirty days following such Chapter action.
 - D. A completed copy of the Advisor Information Form and Chapter profile must be submitted by November 1st.
- Section 2.** The Board of Directors may designate publications, memos, audiovisual productions and other methods of communication necessary to distribute information about the corporation.

**ARTICLE XII
State Officers**

- Section 1.** The State Officers may consist of the following eight officers; additional positions may be added or positions deleted as needed with approval by the Board of Directors:

President - either secondary or postsecondary/collegiate member
President-Elect - either secondary or postsecondary/collegiate member
Region 1 Vice-President – secondary member
Region 2 Vice-President – secondary member
Region 3 Vice-President – secondary member
Middle School Vice-President – Middle School (Grade 6-8) member
Collegiate/Postsecondary Vice President – postsecondary/Collegiate member
Secretary/Historian – secondary member
Parliamentarian - either secondary or postsecondary/collegiate member

Section 2. Each Active Chapter may endorse a maximum of three (3) active HOSA members as a candidate for any State Officer positions. The Officer Candidates shall attend the State Leadership Conference at which elections are held to seek election as a State Officer.

Section 3. Candidates for State Office shall be eligible for office when they:

- A. Are Active Members;
- B. Are endorsed by the Chapter, Chapter Advisor, School Principal, and parent if enrolled in a secondary program;
- C. Are endorsed by the Chapter and Chapter Advisor if enrolled in a post-secondary program;
- D. Satisfactorily pass a Qualifying Examination;
- E. Submit all required forms to the State Advisor by the designated deadline;
- F. Have met all requirements including a minimum 2.5 GPA.
- G. Are elected by ballot at the State Leadership Conference. A plurality shall elect.
- H. Their term of office shall begin immediately after election and continue through following year's election.

Section 4. Vacancies:

- A. A vacancy in the office of State President shall be filled by the President-elect.
- B. A vacancy in an office other than the President or President-Elect shall be filled by an active member, appointed by the State Advisor and the State Officer Team, who was slated for office at the previous State Leadership Conference and was not elected.

Section 5. A Member may hold office as a Chapter Officer or State Officer concurrently during the same term of office. The higher office takes precedence over the lower office when duties conflict.

Section 6. All the State Officers, except the President, will be elected at the annual State Leadership Conference. The President's position will be filled by the President-Elect, elected at the prior State Leadership Conference.

Section 7. The President, President-Elect, and Parliamentarian may be a secondary or postsecondary/collegiate student.

Section 7. All the State Officers will be elected by the entire delegate assembly.

Section 8. The state shall be divided into a minimum of three regions. The area division shall be determined by membership and approved by the Board of Directors. The elected Vice-Presidents will be named as the Regional Vice-Presidents. These officers will be responsible for communicating with their respective region. Regions will be shown in the attached map.

- A. The northern area shall be Region 1.
- B. The central and southwest areas shall be Region 2.
- C. The southeast area of the state shall be Region 3.

- Section 9.** The State Officers shall meet the following criteria:
- A. are active members
 - B. are endorsed by the Chapter, Chapter Advisor, school principal, and parent if enrolled in a secondary program
 - C. are endorsed by the Chapter and Chapter Advisor if enrolled in a Postsecondary/collegiate program
 - D. satisfactorily pass a qualifying exam according to policies adopted by the Board of Directors
 - E. submit a State Officer Candidate Application including all forms listed in the application packet to the State Advisor by the designated deadline
 - F. Have a cumulative GPA of 2.5
 - G. Submit to a qualifying process as established in policies and procedures
 - H. The Vice Presidents must attend school in the area they represent. If no one is a candidate for a region, one of the three elected vice-presidents will be assigned to that region.
 - I. If elected must sign contract of duties.
 - J. Members of the State Officer Team are limited to two terms with the exception of the president.
 - K. If there is no one running for President-Elect officer position, a member who has held one term may run for president-elect and therefore have a third term as president with approval from the State Advisor and Executive Council.
 - L. In the event there is no one to fill any other officer position, a student who has already held two terms may run for that position and therefore serve a third term, with approval from the State Advisor and Executive Council.

Section 10. Each active chapter may endorse a maximum of three (3) active HOSA member as State Officer candidates. The officer candidates shall attend the annual State Leadership Conference to seek election as a state officer. Any active member is eligible to seek election as a State Officer.

Section 11. State Officers shall be elected by ballot at the annual State Leadership Conference. Members elected to a state office maintain their active membership for the term of office. In the event of a tie vote, the scores of the interview committee will be used to break a tie.

Section 12. A plurality shall elect. The term of office for State Officers shall begin with the last gavel tap of the state conference at which they were elected and will continue until the last gavel tap of the state conference the following year.

Section 13 All elected officers must fulfill their duties of office as agreed upon at the beginning of Their term. Failure to do so will result in termination of office.

Section 14. Any State Officer may be removed from office if they fail to complete their duties of office as outlined in the State Officer Handbook. Removal must receive a 2/3 vote from the Board of Directors.

ARTICLE XIII

State Meetings/Conferences

Section 1. There shall be at least one Fall Leadership Development Conference (Fall Forum) in each geographic region annually. In the event of unavoidable circumstances, these conferences may be held virtually.

- A. The majority of the Chapter members registered at the conference shall constitute a quorum, should any votes be required.
- B. Plurality shall determine voting decisions.

Section 2. There shall be an Annual State Leadership Conference with the location and date established and approved by the Board of Directors and State Advisor.

- A. Those eligible to attend the Annual State Leadership Conference shall be: Chapter Advisors, State Officers, State Officer Candidates, students with assigned specific responsibilities, Louisiana Department of Education Staff, HOSA State Advisor, all members, and invited guests.
- B. Assistance in planning and implementation for the State Conference shall be provided by the: Board of Directors; State Advisor; HOSA Members; Chapter Advisors; Louisiana Department of Education State Staff, and guests invited to assist.
- C. The Chapters of Louisiana HOSA shall exercise their membership voting privileges through voting delegates. Each chapter will be allowed two Voting Delegates.
- D. The apportionment of the voting delegates shall be made according to membership reported to Louisiana HOSA by February 1. In addition to the voting delegates, the Louisiana HOSA State Officers may also vote.
- E. A Credentials/Tellers Committee shall be appointed by the Executive Board in advance of each State Leadership Conference. The committee shall be composed of 2 secondary students and 2 secondary advisors and 1 postsecondary student and advisor, if available.
- F. The Credentials/Tellers Committee shall review and approve the list of voting delegates compiled by Louisiana HOSA, shall supervise registration of the voting delegates, shall submit a report at the beginning of the session on the number of voting delegates present and shall distribute ballots and tally votes for any ballot vote.
- G. The majority of the voting delegation registered at the conference shall constitute a quorum.
- H. All Voting Delegates at the State Leadership Conference will be required to cast their ballots properly dressed in either the official HOSA uniform or standard business attire.
- I. Plurality shall determine voting decisions.
- J. A copy of the minutes of all meetings and conferences shall be submitted to the State Advisor within two weeks after the end of the conference.
- K. In the event of unavoidable circumstances, this conferences may be held virtually.

ARTICLE XIV Dissolution

Section 1. Upon final dissolution or liquidation of this state organization and after final discharge or satisfaction of all outstanding obligations and liabilities, its remaining assets shall be disbursed by the Louisiana HOSA Board of Directors in accordance with one or more of the purposes of this organization or to be transferred to a

government instrumentality or a qualified exempt organization within the meaning of Section 501 (3c) of the Internal Revenue code.

Section 2. Upon final dissolution, all active chapters prior to the year of dissolution shall receive an equal share of any monies remaining after all obligations of the organization have been met.