

# **SAMPLE BYLAWS FOR LOCAL HOSA CHAPTERS**

## **ARTICLE I – NAME**

The name of this organization shall be **HOSA–Future Health Professionals – \_\_\_\_\_** (*School Name*) \_\_\_\_\_ **Chapter**.

## **ARTICLE II – PURPOSE**

The purposes of this organization are:

1. To unite students in a common bond, without regard to race, creed, or national origin, who are enrolled in Health Science Education (or other applicable programs) or who have an interest in health careers.
2. To develop leadership that is competent, ethical, and self-reliant.
3. To promote scholarship and develop skills necessary for effective participation in health science careers.
4. To increase awareness and understanding of diverse health career opportunities.
5. To engage in individual and group projects that benefit the school and community.
6. To recognize outstanding leadership and service among members.
7. To foster school pride and uphold democratic principles.

## **ARTICLE III – ORGANIZATION**

1. This chapter is open to all students at \_\_\_\_\_ (*School*) \_\_\_\_\_ School who are enrolled in a health science course or who have an interest in pursuing a career in health care.
2. Membership is unified at the state and national levels. Membership is established by the payment of annual dues by the deadline set by the chapter advisor. Minnesota State Dues are \$25 per year and \_\_\_\_\_ (*School*) \_\_\_\_\_ Local Dues are \$\_\_ for a total of \$\_\_\_\_.
3. The chapter will operate under the policies and procedures of HOSA–Future Health Professionals at the state and national level.

## **ARTICLE IV – MEMBERSHIP**

1. Active Members – Students currently enrolled in the health science program or who have an interest in a health career. Active members pay dues, may compete in events, vote, and hold office. Minnesota State Dues are \$25 per year and \_\_\_\_\_ (*School*) \_\_\_\_\_ Local Dues are \$\_\_ for a total of \$\_\_\_\_.

## **ARTICLE V – OFFICERS**

1. Officer Positions – The officers of the \_\_\_\_\_ (*School*) \_\_\_\_\_ Chapter shall consist of:
  - a. President
    - i. Creates agendas, leads chapter and officer meetings, delegates responsibilities, communicates with the advisor, and oversees registration.
  - b. President-Elect

- i. Learns the role of President for the following year, leads fundraising initiatives, and coordinates community service projects.
- c. Vice President of Communication
  - i. Manages all chapter communication (email, announcements, GroupMe, etc.), organizes guest speaker coordination, and ensures information is distributed to members.
- d. Vice President of Competitive Events
  - i. Provides members with competitive event instructions and deadlines, tracks progress, and arranges practice sessions or workshops.
- e. Secretary
  - i. Records meeting minutes, manages presentations and agendas, helps coordinate chapter activities, and tracks attendance.
- f. Treasurer
  - i. Collects and tracks payments, maintains financial records, and provides reports as requested.
- g. Public Relations Officer
  - i. Creates and manages social media posts, designs chapter graphics, and promotes events, fundraisers, and service activities.
- h. *Additional officers may be added if approved by the advisor and membership.*
- 2. Officer Duties – Officers will follow the responsibilities assigned by the chapter advisor and outlined in the officer handbook. Each officer will:
  - a. Complete and update a biweekly or monthly Homework Document to track tasks and progress.
  - b. Attend all chapter officer meetings unless excused by the advisor.
  - c. Assist in recruiting and mentoring members.
  - d. Represent the chapter positively at all events.
- 3. Election of Officers – Officers will be elected by a process that includes a written application and an interview with the outgoing officers and advisor.
- 4. Term of Office – Officers will serve for one school year.
- 5. Officer Accountability – Officers who fail to meet expectations may receive strikes, as determined by the advisor, and may be removed from office following the chapter's removal process.
  - a. After three strikes, an officer may be removed from their position following a discussion between the advisor and officer president.
    - i. If the strikes are obtained by the President removal is up to the Advisors discretion
  - b. If an officer is removed or resigns, the Advisor and Officer President may appoint a replacement or call for a special election.
- 6. Officer Transition – Outgoing officers shall provide training, resources, and assistance to incoming officers to ensure a smooth transition. This includes:
  - a. Sharing meeting notes, records, and materials from the previous year.
  - b. Reviewing responsibilities and expectations of the role.
  - c. Offering guidance during the first month of the new officer's term.

## **ARTICLE VI – MEETINGS**

1. The following types of meetings will be offered throughout the year:
  - a. Informational Meetings – At least one informational meeting shall be held each semester to introduce new members, explain competitive events, and review upcoming deadlines.
  - b. Mandatory Meetings – Held monthly. These meetings include officer reports, chapter updates, announcements, voting on chapter decisions, and reminders about upcoming deadlines or events.
  - c. Officer Meetings – Officer meetings will be scheduled by the President and advisor, typically biweekly or monthly.
  - d. Competitive Event Preparation Meetings – These meetings will be held leading up to conferences to prepare members for competitions. Each member registered for a competitive event must attend at least one preparation meeting prior to the conference.
  - e. Fundraising Meetings/Events – The chapter will organize fundraising events to support activities and conference participation. Members are required to participate in at least one fundraising event per school year.
  - f. Chapter Activities/Social Events– The chapter will hold activities outside of business meetings (examples: socials, workshops, team-building events).
  - g. Guest Speaker Meetings – Meetings include a guest presentation from a healthcare professional or related field, with time for member questions and discussion.
  - h. Community Service Events/Meetings – May occur during or outside of school hours. These focus on hands-on volunteer projects, reflection on service experiences, and planning upcoming service initiatives.
2. Absences - All attendance will be recorded and approved by the Secretary. The Secretary is responsible for maintaining accurate records of member participation.

## **ARTICLE VII – GOVERNING AUTHORITY**

1. The chapter advisor, in consultation with school administration, has the authority to make final decisions on behalf of the chapter.
2. All decisions must comply with school policy and the guidelines of HOSA–Future Health Professionals at the state and national levels.

## **ARTICLE VIII – AMENDMENTS**

1. These bylaws may be amended by a two-thirds vote of members present at any regular meeting.
2. Proposed amendments must be submitted in writing at least one month prior to the vote.

## **ARTICLE IX – CHAPTER RULES & PROCESSES**

### ***Officer Processes***

1. Homework Documents – All officers must complete a biweekly or monthly progress report documenting tasks completed, upcoming plans, and any assistance needed.
2. Strike Policy – Officers who fail to complete assigned tasks or meet expectations will receive a strike. Three strikes in a school year may result in removal from office.
3. Officer Attendance – Officers are required to attend all officer meetings and chapter business meetings unless excused by the advisor.

### **Member Processes**

1. Attendance Requirements – All members must attend at least one official chapter business meeting each month.
2. Participation Requirements – Each semester members of \_\_\_\_\_ (School) HOSA must participate in at least:
  - a. One guest speaker event
  - b. One community service event
  - c. One fundraising event
  - d. One chapter activity (non-meeting event)
  - e. One competitive event preparation meeting
3. Conference Travel & Behavior – Members attending conferences must follow all school rules, remain with the group, and participate in all required sessions.
4. Event Registration – Members must submit event selection forms by the deadline set by the advisor. Registration fees must be paid in full before registration is submitted.

## **ARTICLE X – CONFERENCES**

1. General Eligibility
  - a. All members must be in good standing with dues paid in full by the conference registration deadline.
  - b. Members must receive Advisor approval to attend.
  - c. Members must follow all school rules, HOSA dress code, and Advisor expectations at all conferences.
  - d. Fall Leadership Conference (FLC)
    - i. Held in late October/early November.
    - ii. Open to all due paying members of the \_\_\_\_\_ (School) Local Chapter.
    - iii. Members are strongly encouraged to attend as an introduction to HOSA.
  - e. Medical Reserve Corps Camp
    - i. Held in December with limited registration spots.
    - ii. Open to members in good standing who:
      1. Have dues paid in full.
      2. Submit registration and payment before the deadline (first come, first served until spots are filled).
      3. Commit to attending the full camp and completing CPR and First Aid certification during the program.
    - iii. Because of the selective nature of this event, members must demonstrate consistent participation in chapter meetings and activities prior to the registration deadline.

- f. Mid-Winter Competitions
    - i. Held in January.
    - ii. Members must:
      - 1. Attend one mandatory chapter meeting per month since joining.
      - 2. Complete participation requirements for the Fall Semester, including:
        - a. One guest speaker event
        - b. One community service event
        - c. One fundraising event
        - d. One chapter activity (non-meeting event)
        - e. One competitive event preparation meeting
        - f. Be registered for at least one competitive event.
      - 3. Be current on dues and any required payments.
  - g. State Leadership Conference
    - i. Held in April or March.
    - ii. Members must:
      - 1. Attend one mandatory chapter meeting per month since joining.
      - 2. Complete participation requirements for the Fall and Spring Semesters, including:
        - a. One guest speaker event
        - b. One community service event
        - c. One fundraising event
        - d. One chapter activity (non-meeting event)
        - e. One competitive event preparation meeting
        - f. Be registered for at least one competitive event.
      - 3. Be current on dues and any required payments.
  - h. International Leadership Conference
    - i. Held in June.
    - ii. Members must:
      - 1. Qualify through competitive events at the State Leadership Conference OR be selected for another approved role (e.g., voting delegate, recognition event).
      - 2. Remain in good standing with the chapter and school throughout the year.
      - 3. Demonstrate professional conduct and responsibility at prior conferences to remain eligible.
2. Financial Responsibility
- a. Members must pay all conference fees (registration, travel, lodging) by the deadlines set by the Advisor.
  - b. Fundraising opportunities may be provided to offset costs, but unpaid balances result in ineligibility to attend.
    - i. The Advisor or Chapter President may add fundraising requirements in order to attend conferences.

### 3. Conference Dress Code

Members attending any HOSA conference—Fall Leadership, State Leadership, International Leadership, or similar events—must follow the official HOSA dress code as outlined by HOSA Future Health Professionals.

1. General Sessions and Award Ceremonies require either:
  - a. The Official HOSA uniform, which means a tailored navy blazer with the HOSA emblem over the heart, matching navy slacks or a navy knee-length skirt, a white closed-neck, tailored dress shirt suitable for a tie or scarf, maroon HOSA scarf or maroon/navy long tie, closed-toe blue or black shoes, and a matching belt; head covers for religious or cultural reasons are allowed  
OR
  - b. A suit alternative, in black or navy blue, with a white closed-neck tailored dress shirt (maroon or navy long tie optional), or a white blouse; skirt or slacks of the same color as the jacket, closed-toe blue or black shoes, matching belt, and head covers are allowed
2. Official functions—like workshops, the HOSA Expo, or professional socials—also require the official uniform or proper business attire
3. Social activities (dances, informal gatherings) must avoid athletic clothing, swimwear, sheer or mesh items, tank tops, muscle shirts, crop tops, or anything with obscene or suggestive prints. Straps must be at least two inches wide, and shorts or skirts must be fingertip length or longer
4. Competitive event dress varies by event category, but generally includes:
  - a. Official HOSA uniform or business attire as described above;
  - b. Or clinical uniform, such as scrubs, EMS or CERT attire, khaki pants with a polo top, and closed-toe clinical or tennis shoes—depending on the occupational area
  - c. Bonus dress points may be awarded—typically five—per competitor or team, provided all members are properly dressed. Judges don't award these points; competitive event staff do, and any violations must be documented
5. Sneakers may be acceptable as part of business casual footwear—provided they are clean, professional in appearance, and in blue, black, or brown—especially during general sessions