BYLAWS

DC HOSA — Future Health Professionals

District of Columbia Chartered Association

Version 2.2 — CURRENT

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TABLE OF CONTENTS

Article I	Name, Purpose, and Affiliation
Article II	Membership
Article III	Organization and Governance
Article IV	Advisory Council
Article V	Executive Council (Student Officers)
Article VI	Chapters
Article VII	Voting Delegates
Article VIII	Meetings
Article IX	Financial Management
Article X	Program of Work
Article XI	Amendments
Article XII	Dissolution
Certification	

ARTICLE I Name, Purpose, and Affiliation

Section 1.1 Name

The name of this organization shall be DC HOSA — Future Health Professionals, also known as District of Columbia HOSA or DC HOSA. This organization is a chartered association of HOSA — Future Health Professionals, Inc.

Section 1.2 Purpose

The purpose of DC HOSA is to serve the needs of its members and promote career opportunities in healthcare, and enhance the delivery of quality healthcare to all people by:

1. Cultivating programs and activities to develop physical, mental, and social well-being, leadership, character, citizenship, ethical practices, and community amongst members, stakeholders, and partners
2. Fostering self-actualization of each member which contributes to meeting psychological, social, and economic needs
3. Building confidence to lead by assuming responsibilities and developing personal, social, and professional competencies
4. Promoting a professional community that engages with local, regional, and national groups, businesses, industries, and organizations
5. Recognizing individual achievement in scholarship, occupational skills, and service
6. Promoting involvement in current healthcare issues, environmental concerns, and community needs

Section 1.3 Mission

DC HOSA—Future Health Professionals empowers the District's students to become leaders in the health community through education, collaboration, and experience. We are the student leadership expression of Washington, DC's Career and Technical Education health science programs.

Section 1.4 Vision

A District of Columbia where every student interested in health professions has access to meaningful leadership development, competitive skill-building, and real-world professional experiences—regardless of ward, school, or background.

Section 1.5 Guiding Pillars

DC HOSA's work is guided by four pillars:

1. BUILD: Constructing strong foundations for health leadership in every Ward of DC, designing systems and programs that last beyond any one year
2. EMPOWER: Creating spaces where students speak, decide, and lead, supported by advisors and partners who trust them with real responsibility
3. ADVANCE: Moving forward through service, leadership, and continuous improvement, earning skills, credentials, and experiences that prepare students for healthcare's future
4. CONNECT: Building relationships among students, advisors, professionals, and partners, knowing that real change happens when diverse people work together

Section 1.6 Affiliation

DC HOSA is a chartered association of HOSA — Future Health Professionals, Inc. and shall comply with all requirements of the national organization. DC HOSA operates under the sponsorship and oversight of the Office of the State Superintendent of Education (OSSE) for the District of Columbia.

ARTICLE II Membership

Section 2.1 Eligibility

Membership shall be open to individuals who are, or have been enrolled in health science programs or classes, those who have an interest in healthcare careers, persons associated with participating in or supporting Health Science Education in a professional capacity, and HOSA Alumni.

Section 2.2 Categories of Membership

A. Middle School Division

Consists of students in grades 6–8 who are interested in pursuing a career in health professions.

B. Secondary Division (High School)

Consists of students who have not received a high school diploma or equivalent and are enrolled in health science classes or programs and/or are interested in pursuing a career in health professions.

C. Postsecondary/Collegiate Division

Consists of students who are not enrolled in high school, have received a high school diploma or equivalent, and are enrolled in a healthcare-related field at the undergraduate level or are planning to pursue a career in health professions.

D. Alumni Division

Consists of persons who have been enrolled in health science programs and were members of HOSA. Alumni members shall pay no affiliation fees and may not vote, make motions, hold office, or compete in events unless affiliated as Postsecondary/Collegiate Division members.

E. Professional Division

Consists of persons who have been enrolled in health science programs or persons associated with or participating in health science education in professional capacities. May include health professionals, alumni, or other adult members of the community who wish to assist and support DC HOSA. Professional division members shall pay all affiliation fees but may not vote, make motions, hold state office, or compete in events.

F. Honorary Life Division

Consists of individuals on whom DC HOSA confers honorary lifetime membership in recognition of significant and sustained contributions to DC HOSA or to health science education. Honorary Life members pay no affiliation fees and may not vote, make motions, hold office, or compete in events.

Section 2.3 Affiliation Requirements

All members must be affiliated through the HOSA national registration system and pay all required affiliation fees by established deadlines to participate in DC HOSA activities, conferences, and competitive events.

Section 2.4 Rights and Responsibilities

Members in good standing have the right to: participate in DC HOSA conferences and events; compete in competitive events (where eligible); serve as voting delegates (where eligible); and access DC HOSA resources and programs.

Members have the responsibility to: uphold HOSA's core values and code of conduct; represent DC HOSA with integrity and professionalism; participate actively in chapter and state activities; and pay all required fees by established deadlines.

ARTICLE III Organization and Governance

Section 3.1 Governance Model

DC HOSA shall be governed through a three-body model consisting of:

1. State Advisor: Appointed by OSSE, responsible for day-to-day operations and management
2. Advisory Council: Appointed by State Advisor, provides expertise, guidance, and strategic support
3. Executive Council: Elected student officers, leads student programming and Program of Work implementation

Section 3.2 State Advisor

A. Appointment and Authority

The State Advisor shall be appointed by the OSSE Director of Career and Technical Student Organizations. The State Advisor serves at the pleasure of OSSE and is responsible for overall management and operations of DC HOSA.

B. Responsibilities

The State Advisor shall manage day-to-day operations of DC HOSA; serve as primary liaison with OSSE and HOSA national; support and supervise the Executive Council; facilitate Advisory Council meetings and activities; manage chapter chartering and support; oversee financial operations within established authority; ensure compliance with OSSE and HOSA national requirements; develop and implement strategic initiatives; coordinate conferences and state-level events; and report regularly to OSSE on DC HOSA activities and finances.

C. Spending Authority

Up to $2,000: State Advisor may approve with documentation. $2,001–$5,000: Requires Advisory Council notification and approval. Over $5,000: Requires OSSE approval.

D. Delegation of Authority

The State Advisor may delegate specific operational responsibilities to officers, advisors, or volunteers while retaining overall accountability.

Section 3.3 Relationship Between Governance Bodies

The State Advisor reports to OSSE. The Advisory Council advises the State Advisor. The Executive Council executes the Program of Work under State Advisor supervision. All three bodies work collaboratively to advance DC HOSA's mission.

ARTICLE IV Advisory Council

Section 4.1 Purpose

The Advisory Council shall provide expertise, guidance, strategic support, and community connections to strengthen DC HOSA's programs and sustainability.

Section 4.2 Composition

A. Structure

The Advisory Council shall consist of an Executive Advisory Committee (8–10 members) and a Full Advisory Council (up to 30 members).

B. Executive Advisory Committee Membership

The Executive Advisory Committee shall include: OSSE Director of CTSOs (or designee); two healthcare industry professionals; two education representatives; DC HOSA State Advisor (ex-officio, non-voting); DC HOSA President (ex-officio, non-voting when student); DC HOSA President-Elect (ex-officio, non-voting when student).

C. Full Advisory Council Membership

The Full Advisory Council may include healthcare professionals and industry representatives, academic institution representatives, community organization leaders, former HOSA members (alumni), chapter advisors, business and community partners, OSSE representatives, and student representatives (state officers).

Section 4.3 Selection and Terms

A. Appointment

Advisory Council members shall be appointed by the State Advisor based on expertise in healthcare, education, or youth development; commitment to DC HOSA's mission; ability to provide meaningful support and connections; and diversity of perspectives and backgrounds.

B. Terms

Advisory Council members serve two-year terms. Members may be reappointed for up to three consecutive terms (six years total). Terms are staggered to ensure continuity.

C. Removal

Advisory Council members may be removed by majority vote of the Executive Advisory Committee for failure to attend meetings (three consecutive absences), actions contrary to DC HOSA's mission or values, or conflicts of interest that cannot be resolved.

Section 4.4 Meetings

A. Executive Advisory Committee

Meets at least twice per year (fall and spring). Additional meetings as called by State Advisor. Quorum: 5 members. Decisions by majority vote.

B. Full Advisory Council

Meets at least once per year. Additional meetings as called by State Advisor or Executive Advisory Committee. Quorum: One-third of members.

C. Notice

Regular meetings: 14 days advance notice. Special meetings: 10 days advance notice. Emergency meetings: 48 hours advance notice.

Section 4.5 Responsibilities

A. Executive Advisory Committee

Review and advise on budget and financial matters; approve spending requests $2,001–$5,000; advise on strategic initiatives and partnerships; support fundraising and resource development; exercise emergency powers when authorized; evaluate State Advisor performance in coordination with OSSE.

B. Full Advisory Council

Provide expertise and guidance on programs and initiatives; support partnership development and community connections; assist with judge recruitment and competitive events; contribute to leadership development programming; support scholarship and resource development; advocate for DC HOSA with stakeholders.

Section 4.6 Emergency Powers

A. Emergency Amendment Authority

The Executive Advisory Committee may approve emergency amendments when immediate action is required to protect member safety, organizational integrity, or legal compliance. Required: 4 of 5 voting members approve. Emergency amendments take effect immediately. All emergency amendments must be ratified by voting delegates within 60 days or automatically expire.

B. Emergency Definition

Emergencies include: safety policy needs due to incidents, legal compliance issues, National HOSA requirement changes, or conference crisis management.

C. Restrictions

Emergency powers may not be used for: financial decisions outside normal budget, officer elections or removal, chapter discipline, or bylaw amendments beyond immediate compliance needs.

ARTICLE V Executive Council (Student Officers)

Section 5.1 Officer Positions

The elected officers of DC HOSA shall be:

1. President
2. President-Elect (two-year role)
3. Vice President of Membership
4. Vice President of Community Outreach
5. Vice President of Public Relations
6. Vice President of Middle School Development

Section 5.2 Eligibility Requirements

A. General Requirements

To be eligible for state office, a candidate must: be an affiliated DC HOSA member in good standing; maintain a minimum 3.0 unweighted GPA; not serve simultaneously as a local chapter officer; attend the mandatory officer interest session at MWLC; commit to attending International Leadership Conference (ILC); obtain chapter advisor endorsement; and be available for officer training and meetings throughout the term.

B. Division-Specific Requirements

President and President-Elect: Secondary Division members. Vice President of Middle School Development: Secondary Division member (high school student). All other VP positions: Secondary Division members.

C. President-Elect Specific

Must be a rising junior (entering 11th grade) when elected. Commits to two-year term (Year 1 as President-Elect, Year 2 as President).

Section 5.3 Election Process

A. Timeline

Applications open immediately following MWLC. Application deadline: First Friday in February. Advisor recommendations due: Second Monday in February. Application review: By third Friday in February. Interviews: Last week of February through first week of March. Slate announcement: First week of March. Delegate voting: State Leadership Conference (second week of March).

B. Interview Panel

The interview panel shall consist of: State Advisor (required); Officer Advisor (required); Officer Coach (required); current President-Elect (required); other current officers (as available, minimum 1).

C. Slate Formation

Interview panel reviews all applications and conducts interviews. Panel forms slate by majority vote. Panel may assign candidates to positions different from their application based on best fit. Candidates may accept or decline reassignment. Final slate includes at least one candidate for each officer position.

D. Delegate Vote

Voting delegates will Rank Choice Vote on a pre-determined complete slate. Simple majority required for each position. In the case of a candidate winning more than one position, select members of the interview panel will convene and make an ultimate decision based on best fit. Detailed election procedures shall be maintained in Standing Rules.

Section 5.4 Terms of Office

A. Standard Term

Officers serve one-year terms. Term begins: April 1. Term ends: March 31 of the following year. Officers transition during March–April.

B. President-Elect Exception

Serves two-year term. Year 1 (April 1 – March 31): President-Elect. Year 2 (April 1 – March 31): President. Automatic succession to President (no re-election required).

Section 5.5 Officer Duties and Responsibilities

A. President

The President shall: serve as chief student leader of DC HOSA; lead the Executive Council; ensure progress on the Program of Work; represent DC HOSA at statewide and national events; communicate with advisors, partners, and administrators; collaborate with President-Elect on long-term planning; support all Vice Presidents to ensure deliverables are met; preside at all Executive Council meetings and state-level events; make committee appointments with VP input; and serve on Advisory Council (ex-officio, non-voting).

B. President-Elect

The President-Elect shall: learn and observe during Year 1, preparing to assume the presidency; assist the President in all duties; support cabinet projects and initiatives; develop proficiency in meeting documentation and record-keeping; shadow President in partner and stakeholder communications; lead specific pilot initiatives as assigned; ensure smooth transition between officer terms; serve as secretary during all monthly state officer meetings; serve on Advisory Council (ex-officio, non-voting); and assume President duties in the President's absence.

C. Vice President of Membership

The Vice President of Membership shall: strengthen communication systems and support local chapters; lead chapter recruitment and onboarding efforts; provide monthly communication updates to chapters; develop advisor support systems and resources; plan and execute Presidents Reception; coordinate Affiliation Month initiatives; conduct chapter health checks and communication audits; coordinate Chapter Delegate program and communications; develop chapter resource library and advisor toolkits; and track chapter health metrics and provide support interventions.

D. Vice President of Community Outreach

The Vice President of Community Outreach shall: oversee statewide service and health education initiatives; coordinate the Fill the Fridge state service project; manage the Book Drive fundraiser and assist in continuing partnership with SafeKids Washington, DC and Children's National Hospital; support local chapters' service activities; develop community health education resources; collaborate with partners to expand service opportunities; build relationships with community health organizations; track and report service hours and community impact; and create service project toolkits for local chapters.

E. Vice President of Public Relations

The Vice President of Public Relations shall: serve as digital communications leader; manage all DC HOSA social media platforms; create promotional materials and marketing content; oversee event media coverage (FLC, MWLC, SLC, ILC, and additional ad hoc events); support website and form infrastructure; lead storytelling and digital branding initiatives; develop DC HOSA brand standards and templates; train chapter officers on effective social media strategies; and create quarterly media highlights and member spotlight features.

F. Vice President of Middle School Development

The Vice President of Middle School Development shall: build pathways and programs for middle school members; serve as primary liaison between DC HOSA and middle school chapters; coordinate Middle School Representatives (8th grade student leaders) with support from DC HOSA administration, staff, and local chapter advisors; develop age-appropriate leadership workshops and skill-building sessions; create middle school-specific content for conferences; support middle school chapter recruitment and onboarding; facilitate middle school to high school transition programming; coordinate mentorship connections between MS and HS members; manage middle school social media engagement and storytelling; collaborate with VP of Membership on MS recruitment strategies; and lead quarterly virtual MS leadership meetups.

G. All Officers

All officers shall: contribute to recognition and awards development for events and programs; submit monthly progress reports to President and State Advisor; participate in officer training and development activities; attend Executive Council meetings (monthly minimum); serve on committees as assigned; represent DC HOSA with professionalism and integrity; and support all DC HOSA conferences and major events. Attendance at all four major conferences during the calendar year is a non-negotiable part of the state officer obligation.

Section 5.6 Executive Council Meetings

The Executive Council shall meet at least monthly during the academic year. Additional meetings may be called by the President or State Advisor. Quorum: Four officers including President or President-Elect. Meetings presided over by President (or President-Elect in their absence).

Section 5.7 Vacancies

A. President Vacancy

President-Elect assumes President role immediately. Interview panel may appoint interim President-Elect or leave position vacant until next election. If both President and President-Elect are unable to serve, most senior VP (by grade level, then by date of election) serves as Acting President.

B. Other Officer Vacancies

State Advisor, in consultation with remaining Executive Council, may: appoint replacement from previous year's applicant pool; leave position vacant until next election; or redistribute responsibilities among remaining officers. Appointed officers serve remainder of term.

Section 5.8 Removal and Accountability

A. Performance Standards

Officers are expected to: attend all required meetings and events; complete assigned tasks and deliverables on time; communicate proactively with State Advisor and fellow officers; maintain academic eligibility (3.0 GPA minimum); and uphold HOSA code of conduct and values.

B. Progressive Accountability Process

First Issue: One-on-one conversation with State Advisor, Officer Advisor, or Officer Coach; verbal warning with action plan.

Second Issue: Formal written warning with specific improvement plan and timeline; meeting with State Advisor, Officer Advisor, and Officer Coach.

Third Issue: Probationary status with clear expectations; may include reduced responsibilities.

Continued Non-Performance: Removal consideration by State Advisor in consultation with Officer Advisor, Officer Coach, and remaining Executive Council.

C. Immediate Removal

An officer may be removed immediately for: violation of HOSA code of conduct; academic ineligibility (below 3.0 GPA); criminal activity or behavior endangering others; misuse of DC HOSA funds or resources; or misrepresentation of DC HOSA.

D. Removal Process

State Advisor recommends removal to OSSE Director of CTSOs. Officer has opportunity to respond before final decision. OSSE Director makes final determination. Removal decisions are not subject to appeal except for procedural errors.

E. Restoration

Officers on probation may be restored to full standing by demonstrating consistent improvement over 30 days and meeting all conditions of the improvement plan.

ARTICLE VI Chapters

Section 6.1 Chapter Formation

Any school or institution in the District of Columbia may establish a DC HOSA chapter by: having a minimum of five (5) affiliated HOSA members; designating a chapter advisor; submitting a chapter charter application to the State Advisor; developing local chapter bylaws; developing an annual Program of Work; and paying all required affiliation fees.

Section 6.2 Chapter Advisor Requirements

Each chapter must have a designated advisor who: is affiliated with the school or institution; completes Chapter Advisor Code of Conduct acknowledgment; attends or views recordings of Advisor Huddle meetings; serves as primary contact for DC HOSA communications; is financially responsible for chapter invoices and fees; and supports chapter leadership and activities.

Section 6.3 Chapter Requirements

A. Membership: Maintain minimum five (5) affiliated members (National HOSA requirement). Target: 10–15 members for chapter sustainability.
B. Financial: Pay all affiliation fees by established deadlines. Submit payment according to LEA or school protocols. Maintain payment plan agreements if granted.
C. Documentation: Submit annual Chapter Program of Work (due November 1). Submit Chapter Leadership Contact Form (due September 1). Submit Chapter Advisor Responsibilities and Code of Conduct Form (due September 1). Submit Local Administration Support Form (due November 1). Maintain local chapter bylaws.
D. Activity Requirements: Submit evidence of chapter meetings (minimum 1 per month). Submit evidence of chapter events and activities. Maintain active chapter social media or provide monthly updates to DC HOSA. Participate in at least one state conference per year (FLC, MWLC, or SLC).
E. Communication: Advisor must attend Advisor Huddles or view recordings. Respond to state communications within 10 business days. Participate in state initiatives aligned with DC HOSA pillars.
F. Standards of Excellence: Participation in the Standards of Excellence program is encouraged and recognized. Not required for charter status but highly recommended.

Section 6.4 Chapter Support

DC HOSA shall provide chapters with: advisor training and professional development; chapter resources and toolkits; monthly communications and updates; access to state conferences and events; competitive event support and training; and recognition programs.

Section 6.5 Non-Compliance and Consequences

A. Progressive Support Approach:
    a. 30 Days Past Due (any requirement): Friendly reminder with offer of support. Resources provided. Payment plan options discussed for financial obligations.
    b. 60 Days Past Due: Formal notice to chapter advisor and school administrator. State Advisor outreach call to understand barriers. Written support plan offered.
    c. 90 Days Past Due: Chapter placed on Provisional Status. Cannot register for upcoming conferences. Cannot compete at SLC. Chapter delegates cannot vote. Specific restoration plan with timeline required.

   d. 120 Days Past Due: Cease and desist letter sent to chapter advisor and school administration. Charter suspended (not revoked). Must complete restoration plan to reinstate.
   e. 180 Days Past Due: Charter revoked. Must reapply as new chapter. All outstanding obligations must be resolved before new charter granted.

B. Grace Provisions: The State Advisor may grant extensions or modified requirements for documented hardship, schools transitioning advisors (automatic 60-day extension), or extraordinary circumstances beyond chapter control. Extensions must be documented in writing.
C. Payment Plans: Chapters experiencing financial difficulty may request payment plans. Must submit written request with proposed timeline, approved by State Advisor, documented in writing with both parties' signature. Failure to meet payment plan terms results in progression of consequences.
D. Appeals Process: Chapters may appeal non-compliance decisions via written appeal to State Advisor within 10 business days. If unresolved, appeal to Advisory Council Executive Committee. Advisory Council decision is final.

Section 6.6 Charter Suspension and Revocation

A. Suspension: Charter may be suspended for non-payment of fees (120+ days), repeated violations of DC HOSA policies, violation of HOSA code of conduct, or misrepresentation of DC HOSA.
B. Restoration from Suspension: Suspended chapters may be restored by resolving all outstanding obligations, completing a restoration plan approved by State Advisor, and demonstrating commitment to compliance going forward.
C. Revocation: Charter may be revoked for extended non-compliance (180+ days), serious violations of HOSA values or conduct, fraudulent activity or misuse of funds, or endangerment of members.
D. Reapplication After Revocation: Schools whose charters have been revoked may reapply after one full academic year has passed, all previous obligations are resolved, a new chapter advisor is appointed, and a written plan is submitted demonstrating how issues will be prevented.

ARTICLE VII Voting Delegates

Section 7.1 Purpose

Voting delegates serve as the official voice of their local chapters in state-level governance decisions.

Section 7.2 Delegate Selection and Allocation

A. Number of Delegates: Each chapter in good standing may designate up to three (3) voting delegates and up to two (2) voting delegate alternates.
B. Eligibility: Voting delegates must be affiliated DC HOSA members in good standing, be from Secondary or Postsecondary/Collegiate Division, preferably be non-competitors (to avoid scheduling conflicts), and be selected by their local chapter.
C. Selection Process: Chapters determine their own delegate selection process, which should be fair, transparent, documented in chapter bylaws or procedures, and provide opportunity for interested members.

Section 7.3 Delegate Responsibilities

A. Pre-Conference: Survey chapter members on interests, needs, and priorities. Collect input on desired programs, initiatives, and improvements. Prepare summary of chapter feedback for Delegate Assembly. Review all materials related to votes (officer candidates, bylaw amendments, etc.).
B. At Conference: Attend all required voting sessions. Present chapter input during policy discussions. Vote on officer slate and bylaw amendments. Participate in Program of Work input sessions. Maintain professionalism and represent chapter with integrity.
C. Post-Conference: Report election results and decisions to chapter. Share new initiatives and opportunities with chapter members. Gather chapter feedback on conference experience. Complete delegate report form.

Section 7.4 Delegate Authority

A. Delegates MUST Vote On: Officer slate approval (elections); bylaw amendments; and major policy changes affecting member rights and responsibilities including affiliation fee changes, conference requirements, code of conduct changes, and competitive event eligibility rules.
B. Delegates Provide Advisory Input On (non-binding): Program of Work priorities; new initiatives and programs; conference improvements; and strategic direction.
C. No Delegate Vote Required For: Budget approval (State Advisor to Advisory Council to OSSE); operational procedures; chapter management decisions; conference logistics; and partnership agreements.

Section 7.5 Delegate Assembly

The Delegate Assembly shall convene during State Leadership Conference to hear officer candidate presentations, vote on officer slate, consider bylaw amendments, provide input on Program of Work, and discuss and vote on policy matters requiring delegate approval.

Section 7.6 Voting Procedures

Each delegate present casts one vote. Alternates vote only when primary delegate is absent. Voting is by ballot (paper or electronic). Simple majority required unless otherwise specified. Bylaw amendments require 2/3 majority. Quorum: One-third of eligible delegates.

ARTICLE VIII Meetings

Section 8.1 State Leadership Conference (SLC)

Held annually in March. Primary conference for competitive events, recognition, and delegate assembly. All chapters encouraged to participate.

Section 8.2 Fall Leadership Conference (FLC)

Held annually in September / October. Focus on leadership development and officer training. All chapters encouraged to participate.

Section 8.3 Midwinter Leadership Conference (MWLC)

Held annually in January. Focus on competitive event training, partnerships, and leadership development. Mandatory officer interest session for state officer candidates. All chapters encouraged to participate.

Section 8.4 Advisor Huddles

Held monthly during academic year. Provide updates, training, and support for chapter advisors. Attendance or viewing of recording required for chapters in good standing.

Section 8.5 Executive Council Meetings

Held monthly during academic year (September–May). Additional meetings as needed. Officers required to attend.

Section 8.6 Advisory Council Meetings

Executive Advisory Committee: Minimum twice per year. Full Advisory Council: Minimum once per year. Additional meetings as called by State Advisor.

Section 8.7 Notice Requirements

Regular meetings: 14 days advance notice. Special meetings: 10 days advance notice. Emergency meetings: 48 hours advance notice.

Section 8.8 Parliamentary Authority

Meetings shall be conducted according to the current edition of Robert's Rules of Order Newly Revised, except where these bylaws provide otherwise.

ARTICLE IX Financial Management

Section 9.1 Fiscal Year

The fiscal year of DC HOSA shall be July 1 through June 30.

Section 9.2 Revenue Sources

DC HOSA may receive revenue from: state affiliation fees; OSSE allocations; grants and sponsorships; donations; fundraising activities; conference registrations; and other sources aligned with DC HOSA mission.

Section 9.3 Affiliation Fees

A. State Affiliation Fees (in addition to National HOSA fees): Middle School Division: $15.00. Secondary Division: $15.00. Collegiate Division: $15.00. Postsecondary Division: $15.00. Advisor: $25.00. Professional: $25.00. Alumni: $0.00. Honorary Life: $0.00.
B. Fee Changes: Changes to state affiliation fees require recommendation by State Advisor, review by Advisory Council Executive Committee, approval by OSSE, notification to delegates at next SLC, and minimum 60 days notice before effective date.
C. Local Chapter Fees: Local chapters may assess additional chapter dues at their discretion.

Section 9.4 Budget Process

A. Annual Budget Development: State Advisor drafts annual budget (April–May). Advisory Council Executive Committee reviews and provides recommendations (May). OSSE reviews and approves budget (June). Final budget effective July 1.
B. Budget Amendments: Mid-year budget amendments follow same process as annual budget.

Section 9.5 Spending Authority

A. State Advisor Authority: Up to $2,000: State Advisor approval with documentation. $2,001–$5,000: Advisory Council notification and approval required. Over $5,000: OSSE approval required.
B. Documentation Requirements: All expenditures require purpose and justification, receipts or invoices, approval documentation per thresholds above, and entry in financial tracking system.
C. Reimbursements: Reimbursement requests must be submitted within 30 days of expense, with original receipts, with completed reimbursement form, and approved according to spending thresholds.

Section 9.6 Financial Management

A. Account Management: Funds maintained in accordance with OSSE policies. All DC HOSA revenues deposited in designated account(s). All expenditures made through approved processes. Financial records maintained according to OSSE requirements.
B. Financial Reports: State Advisor shall provide quarterly financial reports to OSSE and Advisory Council Executive Committee, annual financial report to OSSE and Advisory Council, and financial reports to HOSA National as required.
C. Audit and Review: Financial records subject to audit by OSSE. Financial records open to Advisory Council Executive Committee review. All financial records maintained in compliance with OSSE and federal requirements.

Section 9.7 Prohibited Financial Activities

The following are strictly prohibited: use of DC HOSA funds for personal purposes; commingling of DC HOSA funds with personal funds; cash payments or cash reimbursements; expenditures outside approved budget without proper authorization; and debit card use (credit cards only, with proper controls).

ARTICLE X Program of Work

Section 10.1 Purpose

The Program of Work is DC HOSA's annual plan for activities, initiatives, and goals aligned with the mission, vision, and Four Pillars.

Section 10.2 Development Process

A. Timeline: April–May: Delegate input gathered at SLC. May–June: Officers develop draft Program of Work. June: Advisory Council reviews and provides input. July: State Advisor approves final Program of Work. August: Program of Work communicated to all chapters.
B. Development Team: Executive Council leads development. Delegate input incorporated from SLC. Advisory Council provides guidance. State Advisor approves.

Section 10.3 Components

The Program of Work shall include: goals and objectives aligned with DC HOSA pillars; major initiatives and programs for the year; conference plans and timelines; leadership development activities; service and community engagement projects; competitive event support plans; officer-specific initiatives; timeline and milestones; and assessment measures.

Section 10.4 Officer Responsibilities

Each officer is responsible for: leading initiatives in their portfolio area; developing recognition and awards for their programs; reporting monthly on progress; collaborating with other officers on cross-functional initiatives; and adjusting plans as needed with State Advisor approval.

Section 10.5 Progress Monitoring

Officers submit monthly progress reports. Executive Council reviews progress at monthly meetings. State Advisor monitors implementation. Advisory Council receives quarterly updates. Annual evaluation conducted at end of year.

ARTICLE XI Amendments

Section 11.1 Standard Amendment Process

A. Proposal: Bylaw amendments may be proposed by any local chapter, any Executive Council member, any Advisory Council member, or the State Advisor.
B. Notice Requirements: Proposed amendments must be submitted in writing, distributed to all chapters and voting delegates at least 30 days before vote, include rationale and explanation, and specify current text and proposed changes.
C. Review Process: State Advisor reviews for compliance with OSSE and HOSA National requirements. Advisory Council reviews and provides recommendation. Proposed amendments shared with delegates.
D. Voting: Voting delegates vote at State Leadership Conference. 2/3 majority of delegates present required for approval. Approved amendments take effect on specified date (or July 1 if not specified). All amendments communicated to OSSE within 10 days of approval.

Section 11.2 Emergency Amendment Process

A. Emergency Definition: Emergency amendments address issues requiring immediate action to protect member safety, organizational integrity, legal compliance, or response to National HOSA requirement changes.
B. Emergency Process: State Advisor identifies emergency need. Advisory Council Executive Committee convenes within 48 hours. 4 of 5 Executive Committee voting members must approve. Emergency amendment takes effect immediately. Must be ratified by voting delegates within 60 days or automatically expires. OSSE notified within 24 hours.
C. Restrictions: Emergency amendments may NOT be used for financial decisions outside normal budget process, officer elections or removal, chapter discipline matters, or changes to delegate voting authority.

Section 11.3 Standing Rules Amendments

Standing Rules (operational procedures) may be amended by: State Advisor recommendation; Advisory Council review and input; simple majority of Advisory Council Executive Committee. Takes effect immediately upon approval. Does not require delegate vote. OSSE notified within 10 days.

Section 11.4 Amendment History

All amendments shall be documented including: date proposed, proposing party, text of amendment, vote count, effective date. Amendment history maintained by State Advisor.

ARTICLE XII Dissolution

Section 12.1 Dissolution Process

DC HOSA may be dissolved by decision of OSSE to discontinue the program; vote of 3/4 of voting delegates at a meeting called for that purpose; with approval of OSSE and compliance with HOSA National requirements.

Section 12.2 Asset Distribution

Upon dissolution, all assets shall be distributed to OSSE for use in career and technical education programs, or another qualified educational organization serving DC students, as determined by OSSE in consultation with Advisory Council.

Section 12.3 Records Disposition

All records shall be transferred to OSSE for retention according to DC government requirements.

CERTIFICATION

These Bylaws were adopted by the DC HOSA Voting Delegates on March 10, 2026 and are effective as of July 22, 2026.

Voting Delegates, DC HOSA

Date: _____

State Advisor, DC HOSA

Date: _____

Director of CTSOs, OSSE

Date: _____