

# Virginia Association of SkillsUSA Virginia, Inc. Constitution and Bylaws

## Article I—Name

The official name of this organization shall be the Virginia Association of SkillsUSA, Inc. and may be referred to as SkillsUSA Virginia.

## Article II—Purposes

The purposes of this Association are:

- To unite in a common bond without regard to race, color, creed, sex, national origin, sexual orientation, or disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in trade and industrial education courses.
- To provide leadership for the local chapters.
- To provide a clearinghouse for information and activities.
- To provide recognition and prestige through an association of local chapters.
- To develop leadership abilities through participation in career and technical education (CTE), civic, recreational, and social activities.
- To foster a deep respect for the DIGNITY OF WORK.
- To assist students in establishing realistic vocational goals.
- To help students attain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship, and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects using the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for Trade and Industrial Education.
- To develop patriotism through a knowledge of our nation's heritage and the practice of DEMOCRACY.

## Article III—Organization

### **Section 1:**

(A) The Virginia Association of SkillsUSA is an association of local chapters of the Commonwealth of Virginia operating in accordance with a charter granted by National SkillsUSA.

(B) Active local chapters of SkillsUSA Virginia shall be organized in schools where trade and industrial education courses are functioning under the State Plan for Career and Technical Education.

(C) SkillsUSA Virginia shall operate according to the existing Virginia Board of Education and local division regulations and policies.

**Section 2:** The assets of SkillsUSA Virginia shall be turned over to the Virginia Board of Education upon dissolution. These funds are to be used in connection with the promotion of co-curricular activities in Virginia.

**Section 3:** The Administration of SkillsUSA Virginia shall be vested in the State Executive Council comprised of State Association officers, the State Advisor, and the Trade and Industrial Education Specialist, and other members as designated in Article IX, Section 1.

**Section 4:** Charters and/or charter seals shall be issued by the Executive Council of the Virginia Association of SkillsUSA to new local chapters in accordance with the following requirements:

(A) Charters shall be issued in the name of the school and only one SkillsUSA Chapter may be organized in any school.

(B) The SkillsUSA Chapter in any school shall be organized into sections with separate officers and advisors for each trade and industrial education program.

(C) One of the advisors at the local level shall be designated as the chapter advisor of the Organization.

(D) Local chapters of SkillsUSA Virginia shall be named (\_\_\_\_\_) School SkillsUSA and may be referred to as (\_\_\_\_) SkillsUSA.

**Section 5.** The Board of Directors shall include trade and industrial education regional representatives appointed by the Trade and Industrial Education Specialist to provide counsel, advice, and assistance to the State Association in carrying out its functions. Equal representation shall be given to Chapter Advisors and CTE Administrators.

**Section 6.** The SkillsUSA Virginia Foundation with a Board of Directors comprised of leaders from education and business and industry shall provide financial oversight for fundraising activities associated with Official SkillsUSA Virginia business. One of the SkillsUSA Virginia Foundation Officers shall serve as a SkillsUSA Virginia Board of Directors Foundation Member.

All SkillsUSA Virginia Foundation proceeds shall revert to SkillsUSA Virginia in the event that the SkillsUSA Foundation is dissolved.

**Section 7.** A SkillsUSA Virginia Alumni Association with a Board of Directors comprised of former SkillsUSA Members shall be established for the purpose of supporting Official SkillsUSA Virginia Business. One of the SkillsUSA Virginia Alumni Association Officers shall also serve as a SkillsUSA Virginia Board of Directors Alumni Association Member. All SkillsUSA Virginia Alumni Association proceeds shall revert to SkillsUSA Virginia in the event that the SkillsUSA Alumni Association is dissolved.

## **Article IV—Membership**

**Section 1:** Membership of the Virginia Association of SkillsUSA shall consist of the total eligible members of the chartered local chapter and members shall hold the same membership status as in their respective local chapter.

**Section 2:** The local chapter must have at least six members and all must be members of the State Association and the National Organization of SkillsUSA to qualify for a charter.

**Section 3:** Each local chapter and State Association will be open for membership to all students regardless of race, color, sex, religion, creed, national origin, sexual orientation, or disabilities, as defined by the Americans with Disabilities Act.

**Section 4:** Classes of membership that will be recognized by the Virginia Association of SkillsUSA are:

**Active Membership**—Students enrolled in a trade and industrial education coherent sequence of courses or career major that prepares the student for post-secondary education and/or employment and is earning credit toward a diploma/certificate or its equivalent.

**Alumni Membership**—Former active members who are no longer enrolled in trade and industrial education programs. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the State Active Association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Coordinating Committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.

**Professional Membership**—Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in national SkillsUSA.

**Honorary Life Membership**—Individuals who have made significant contributions to the development of SkillsUSA and Trade and Industrial Education whose membership has been approved by the National Executive Council upon the recommendation of the State Association. Such membership shall not require payment of either State or National dues. Honorary members shall not vote, hold office or serve on committees but shall be eligible to attend all meetings and wear official emblems of SkillsUSA.

**Section 5:** A membership year shall be from September 1 through August 31, inclusive.

## **Article V—Voting Delegates**

**Section 1:** The SkillsUSA member shall exercise his/her franchise through Voting Delegates at State and National meetings.

**Section 2:** Each chapter shall elect delegates who shall be considered voting delegates at the State Leadership Conference. The number of delegates shall be determined in accordance with the following apportionment:

- 6–12 Members—1 Delegate
- 13–24 Members—2 Delegates
- 25–49 Members—3 Delegates
- 50–79 Members—4 Delegates
- 80–200 Members—5 Delegates

In addition, one delegate shall be granted for each segment of hundred SkillsUSA members thereafter.

**Section 3:** Six district officers (President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian) shall be considered voting delegates at large. Chapters from which the six district officers are elected will be entitled to their regular delegation as indicated in Article V-Section 2 of the State SkillsUSA Constitution. The six district officers will not be counted as his/her chapter's delegates.

**Section 4:** (A) The number of Voting Delegates to the National Conference shall be variable with the directives of the National Constitution. The number of alternates shall be the same as the number of delegates. The State officers are automatically Voting Delegates.

(B) The remaining delegates shall be elected during the delegate session at the State Leadership Conference.

(C) Each delegate candidate must submit the Official National Delegate Candidate Form directly to the State Advisor by the designated date.

(D) The voting shall be done by ballot and delegates shall be elected by plurality vote of the delegates.

(E) The Executive Council will prescribe the conditions under which vacancies will be filled.

## **Article VI—Meetings**

**Section 1:** A State Leadership Conference shall be held each year and this shall serve as the official annual meeting of the Virginia Association of SkillsUSA, the time and place to be determined by the State Board of Directors.

**Section 2:** A quorum at the State Leadership Conference shall constitute two-thirds of the duly elected voting delegates present.

**Section 3:** The State shall be empowered to call special meetings with the notification of the Board of Directors.

## **Article VII—Officers**

### **Section 1: Definitions of Officers**

(A) The officers of the Virginia Association of SkillsUSA shall be the President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian from each of the regions established by the Board of Directors. These Officers are ex-officio voting delegates at the State Leadership Conference. If a state officer-elect fails to attend state officer training, the officer will forfeit the privileges of being a state officer for that year. Replacements for state offices will continue to follow the set guidelines, but only before state officer training. Vacancies occurring after state officer training will not be filled.

(B) Officers shall serve for a term of one year.

(C) All officers must be in their sophomore or junior year at the time of the election and have one remaining year in their trade and industrial education program.

(D) There shall not be more than two state officers from any local chapter.

(E) The administrative officer of SkillsUSA Virginia shall be the State Advisor.

### **Section 2: Election**

(A) All District and State officers shall be elected annually, and unless otherwise designated by the Executive Committee, the election shall take place at the District and State Leadership Conferences, respectively.

(B) The nominating committee shall be appointed by the State president. At the last regular scheduled meeting before the annual State convention, it shall draw up a slate of officers to be presented to the delegate body.

(C) Each local chapter shall be informed of the date of these meetings of the Nominating Committee and shall submit the Official Candidate Form for Officers for each candidate directly to the State Advisor by the designated date.

(D) The slate of officers shall be presented at a designated time during the State Leadership Conference. Nominations may be made from the floor provided an Official Candidate Form for Officers has been submitted to the State Advisor prior to the last regular scheduled meeting of the Nominating Committee.

(E) The voting shall be done by ballot and officers shall be elected by plurality vote of the delegates. If a candidate is unopposed, he/she must receive a majority vote to be elected to office.

(F) All officers shall serve for one year in the same office. No local chapter shall have a student serving as State president more than one year in succession. The newly elected officers of SkillsUSA Virginia shall assume office and be installed at the time of the annual State Leadership Conference.

(G) In the event the presidency is vacated, the vice-president shall assume the presidency.

### **Section 3: Duties of Officers**

#### **(1) The President:**

- (a) shall preside at all meetings of SkillsUSA Virginia in accordance with accepted parliamentary procedure
- (b) shall be chairman of the Executive Council
- (c) shall carry out such other duties vested in the presidency by the organization
- (d) shall appoint committees and serve as ex-officio member of them
- (e) shall coordinate chapter activities and maintain contact with local officers and members
- (f) shall represent SkillsUSA Virginia officially in school-community relations

#### **(2) The Vice-President:**

- (a) shall preside at all meetings in the absence of the president
- (b) shall be chairperson of the program committee
- (c) shall assist the President

#### **(3) The Secretary:**

- (a) shall keep records of all regular meetings and Executive Council meetings of SkillsUSA Virginia
- (b) shall have available for the president the agenda for all meetings
- (c) shall write the communications authorized by the President
- (d) shall count and record the rising votes of the delegates or committee members
- (e) shall cooperate with the Treasurer by keeping an accurate membership roll
- (f) shall read communications at meetings
- (g) shall have available for each meeting the following:
  - 1. record and minutes of previous meetings

2. list of all committees
3. copy of the SkillsUSA Virginia Constitution and Bylaws
4. copy of the Official Guide for SkillsUSA

**(4) The Treasurer:**

- (a) shall cooperate with the State Advisor in the collection of all State dues and assessment and will keep accurate records thereof
- (b) shall be a member of the budget committee
- (c) shall counter-sign with the State Advisor all checks disbursed in the name of the SkillsUSA Virginia Association
- (d) shall cooperate with the secretary by keeping an accurate membership roll
- (e) shall prepare adequate financial statements and reports

**(5) The Reporter:**

- (a) shall keep the activities of SkillsUSA Virginia before the public
- (b) shall prepare news articles for newspapers, state bulletins, etc.
- (c) shall file pictures, programs, clippings, and SkillsUSA Virginia activities, and maintain a scrapbook

**(6) The Parliamentarian:**

- (a) shall assist in conducting state meetings, according to parliamentary law and procedure
- (b) shall be a member of the constitution committee

**Article VIII—Dues**

**Section 1:** Dues to be paid by members of SkillsUSA Virginia shall be determined at the State Leadership Conference for the school year that follows and shall be payable by the date announced by the State Advisor. The amount, which has been set by the National SkillsUSA as National dues, shall be set aside for this amount, to be forwarded by the State Advisor, to the National Office. In the event that the National Conference increases the National dues beyond that expected at the time of the State Leadership Conference, the Board of Directors shall be empowered to increase the dues to be paid by members of SkillsUSA Virginia for the year involved by a like amount.

**Section 2:** The State Advisor shall report to the Executive Council on or before March 1 of each school year as to which chapters have paid their membership dues in full. These chapters shall be designated as chapters in good standing.

## **Article IX—Committees**

### **Section 1. The Executive Council**

- (a) The State Officers of the Virginia Association of SkillsUSA, Inc., District Presidents, the State Advisor, Trade and Industrial Education Specialist, and the Lead State Officer Trainer. The State Officer Trainers are appointed by the State Advisor.
- (b) Ex-officio members of the Executive Council shall include the Advisors of the Executive Council members. They shall serve in an advisory capacity without voting privileges.
- (c) The Executive Council shall hold its first meeting at least one month prior to the National SkillsUSA Conference. It shall also hold other meetings as needed.
- (d) The Executive Council shall be empowered to do the following:
  - (1) Call special meetings, with the notification of the Board of Directors
  - (2) Appoint Standing Committees:
    - (a) Nominations
    - (b) Conference Planning
    - (c) Training and Program Development
    - (d) Administration
    - (e) Special Committees

**Section 2.** The Trade and Industrial Education Specialist shall be one of the members of the staff of the Office of Career, Technical, and Adult Education.

## **Article X—District Organization**

### **Section 1: Structure**

- (A) SkillsUSA Virginia shall be organized into districts according to the recommendations of the Board of Directors.
- (B) These districts may be adjusted from year to year to meet changing conditions as they may occur.

### **Section 2: District Officers**

- (A) The District Officers shall be elected in whatever manner the SkillsUSA Chapter members of the district choose.
- (B) The names of the District Officers shall be presented to the State President and the State Advisor on or before December 1.



### **Article XI—Audit**

**Section 1:** Accounts of the State Treasurer shall be audited each year by an Auditing Committee appointed by the State Advisor.

### **Article XII—Amendments**

**Section 1:** The Constitution may be amended by a two-thirds vote of the authorized delegates to any annual State Leadership Conference.

**Section 2:** Only such amendments shall be made as are in keeping with the purposes stated in Article II of this Constitution.

**Section 3:** Proposed amendments shall be submitted to the Board of Directors prior to the date announced by the Advisor.

**Section 4:** Amendments shall be in effect on the first day of July following their adoption.

### **Article XIII—Rules, Regulations, and Bylaws**

**Section 1:** Such rules, regulations and bylaws are deemed necessary for the proper conduct of this organization shall be adopted.

**Section 2:** No rules, regulations, or bylaws shall be adopted which are contrary to this Constitution.

**Section 3:** *Robert's Rules of Order, Newly Revised* shall serve as standard procedure in all meetings.

**Section 4:** This constitution and bylaws shall be reviewed every three years or whenever appropriate.

### **Article XIV – Policies and Procedures**

**Section 1:** Policies and procedures shall be maintained by SkillsUSA Virginia to ensure the safe execution of official SkillsUSA Virginia business.

(A) Policies and procedures regarding official business shall be maintained, and implemented by the State Advisor with the support of the Trade and Industrial Education Specialist and the Board of Directors.

- a. Policies – A SkillsUSA Virginia Policy Manual will be maintained by the SkillsUSA Virginia Advisor in accordance with the Board of Directors.
- b. Procedures – A SkillsUSA Virginia Standard Operating Procedures (SOP) Manual will be maintained by the State Advisor with the support of the Trade and Industrial Education Specialist and the Board of Directors.