

# **CONSTITUTION And BYLAWS OF SKILLSUSA MISSOURI**

REVISED January, 2009

## **ARTICLE I - NAME**

The official name of this organization shall be SkillsUSA Missouri.

## **ARTICLE II - PURPOSES**

The object of this Association is

- A. To unite in a common bond without regard to race, sex, religion, creed, disability, or national origin full time students enrolled in classes with vocational trade, technical, health occupations, and industrial objectives;
- B. To provide leadership for the local chapters;
- C. To provide recognition and prestige through an association of local chapters;
- D. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities;
- E. To foster a deep respect for the DIGNITY OF WORK;
- F. To assist students in establishing realistic vocational goals;
- G. To help students attain a purposeful life;
- H. To create enthusiasm for learning;
- I. To promote high standards in trade ethics, workmanship, scholarship, and safety;
- J. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process;
- K. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence;
- L. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

## **ARTICLE III - MEMBERSHIP**

SECTION 1. SkillsUSA Missouri is an association of local chapters organized in the State of Missouri and operating in accordance with a charter granted by SkillsUSA, Inc.

SECTION 2. Membership of SkillsUSA Missouri shall consist of eligible members of the chartered local chapters and members shall hold the same membership status in their respective local chapter.

SECTION 3. A local chapter must have at least ten members or 100% of the vocational class, if there are less than ten students eligible for membership. Members of the State Association must be members of the national organization to qualify for a charter.

SECTION 4. Each local chapter and state association shall be open for membership to all students regardless of race, sex, religion, creed, disability, or national origin.

SECTION 5. Membership classes recognized by SkillsUSA Missouri are:

**Active Membership:** Students enrolled in a state approved career education program of study that prepares them for further education and/or employment. These individuals must be earning credit towards a diploma, certificate or its equivalent.

**Professional Membership:** Persons associated with or participating in the professional development of Missouri SkillsUSA as approved by the policies of the state association. Such members shall include classroom teachers, teachers aides, counselors, teacher educators, supervisors or other professional or paraprofessional staff. Professional members will pay dues as established by SkillsUSA, Inc., but will be ineligible to hold office or vote.

**Associate Membership:** Cooperative employers and/or training station sponsors, advisory council members, students, and lay persons associated with and contributing to the improvement and development of the organization and vocational trade, industrial, technical and health occupations education. They are not eligible to hold office or vote.

**Alumni Membership:** Individuals who were former VICA, SkillsUSA-VICA or SkillUSA members who have graduated and are no longer eligible for membership in secondary or post secondary divisions. They are not eligible to hold office or vote in the student divisions.

**Honorary Life Membership:** Individuals who have contributed in an outstanding manner to the field of industrial, technical, or health occupations education to the local SkillsUSA chapter, District or State Association may be selected as honorary life members by the Executive Council in accordance with the approved membership policy.

SECTION 6. A membership year shall be from September 1 through August 31, inclusive.

SECTION 7. Dues shall be \$11.00 per membership year and shall be payable by February 1st to the National Association. The National Office will return \$3.00 of the dues per member to the State Association where \$2.50 shall be set aside for state operation and \$.50 shall be set aside for district operation.

SECTION 8. The State Treasurer shall report on or before March 1 of each school year as to which chapters have paid their membership dues or conference fees in full. These chapters shall be designated as chapters in good standing.

## **ARTICLE IV - OFFICERS**

SECTION 1. The student officers of SkillsUSA Missouri shall be the secondary and post secondary President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian, and Historian. A state student officer must maintain membership in good standing with the national and state levels of SkillsUSA with dues paid through their local chapter.

SECTION 2. A candidate for state office shall comply with all of the following minimum requirements:

- a) Maintain active membership status:
- b) Submit endorsements of Local Chapter and School Administration:

- c) Have at least one (1) school year remaining in a Career Education Program of study:
- d) Complete Level One and Two of the Professional Development Program:
- e) Participate at the district level as either an Officer Candidate or Leadership Contestant.

SECTION 3. Each year the officers for the following membership year shall be selected at the State Leadership and Skills Conference. Officer Candidates shall be nominated according to adopted policies. They shall be elected by voting delegates from local SkillsUSA chapters. Each member of the voting delegation shall have seven (7) votes, casting a single vote per qualified candidate by secret ballot. A member of the voting delegation may cast less than seven (7) votes if he or she feels that there are less than seven (7) qualified candidates on the final ballot.

SECTION 4. The newly elected state officers shall be comprised of those seven (7) candidates receiving the most electoral committee votes at the Missouri State Leadership Conference. The newly elected State Officers shall determine who fulfills which office after the Missouri State Officer Training and prior to the beginning of the school term.

SECTION 5. In the event a state officer resigns his or her office during the membership year, replacement of that officer shall be by the following method: The state officer candidate designated, as the first runner-up at the state election shall be offered the position. If that candidate declines, then the next highest-ranking officer runner-up candidate at the state election shall be offered the position, then the next highest-ranking officer runner-up candidate and so on until the position is accepted. If, however, the President resigns his or her position, the State Vice President shall assume the office and the Vice President shall be replaced according to the above method.

## **ARTICLE V - MEETINGS**

SECTION 1. A State Leadership and Skills Conference shall be held each year and this shall serve as the official annual meeting of SkillsUSA Missouri.

SECTION 2. The State Executive Council shall be empowered to call special meetings.

SECTION 3. The SkillsUSA member shall exercise his or her franchise through voting delegates at state and national meetings or through voting by mail when, if, and as authorized by the Executive Council on SkillsUSA Missouri matters.

SECTION 4. Each local chapter shall have voting delegates based on membership at the time of the State Conference, determined by the following scale: Secondary shall have two (2) voting delegates for the first 100 members and one additional voting delegate for each 100 additional members or fraction thereof. Postsecondary shall have one voting delegate for the first 20 members and one additional voting delegate for each 20 members or fraction thereof.

SECTION 5. The number of delegates to national meetings shall be determined by directives of the national organization. Missouri delegates shall be the state officers beginning with the President and continuing in the order as listed in Article IV, Section 1. Alternatives to replace a higher ranking officer shall be the next officer in the same order.

## **ARTICLE VI - EXECUTIVE COUNCIL**

SECTION 1. The administration of SkillsUSA Missouri shall be vested in the Executive Council. This council shall be composed of the seven (7) secondary state officers, seven(7) post secondary state

officers, and the President and next ranking officer from each of the nine (9) districts, and the Junior and Senior District Advisors. Serving as ex-officio members of the council are one (1) representative from Missouri Council of Career and Technical Administrators, one (1) representative from Missouri Trade and Technical Association, two (2) representatives from Missouri Health Sciences and Technology Education. Each organization is responsible for appointing their representatives.

SECTION 2. The Executive Council shall meet in November and in January and other such times as deemed necessary to conduct the activities of the organization.

SECTION 3. Charters shall be issued to local chapters by the SkillsUSA Missouri Executive Council.

SECTION 4. A state advisory council composed of leaders from education, business and labor unions shall be appointed by the state program supervisor to provide counsel, advice and assistance to the State Association in carrying out its functions. Equal representation shall be given to business and labor.

## **ARTICLE VII - DISTRICTS**

SECTION 3. SkillsUSA Missouri shall be divided into nine (9) districts with district lines having consideration for population distribution and geography.

Each district shall have its own bylaws, which shall not be in conflict with either the State or National Articles of Incorporation, Constitutions and bylaws.

Each district shall have a full set of student officers. These officers shall be elected in accordance with the district bylaws. The district bylaws shall state that an officer, when elected, shall have at least one full year remaining within a career education program prior to graduation.

Each district shall have a senior district advisor and a junior district advisor, each of who shall be a Professional Member in one of the school chapters in the district. The junior advisor shall be elected at a district advisors meeting, by the chapter advisors in the district, to serve one (1) year as junior advisor and advance to the senior advisor position to serve one (1) year. If the junior advisor is unable to advance to the senior advisor position, a senior advisor will also be elected at a district advisors meeting, by the chapter advisors in the district. The past senior advisor may assume the position.

## **ARTICLE VIII - COMMITTEES**

SECTION 1. Committees, standing or special, as deemed necessary by the Executive Council shall be appointed by the President to carry on the work of the organization. The presidents shall be an ex officio member of all committees.

SECTION 2. The accounts of the State Treasury shall be audited each year by an outside auditing committee.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which may be adopted.

## **ARTICLE X - EMBLEMS AND COLORS**

The emblem of the SkillsUSA Missouri and its colors shall be the same as those adopted by the national organization of SkillsUSA.

## **ARTICLE XI - AMENDMENTS**

SECTION 1. These bylaws may be amended by a two-thirds affirmative vote of the voting delegates present at the State Leadership Conference or at a special meeting called by the State Executive Council for this purpose. All proposed amendments shall be presented in the following manner:

- A proposed amendment must be submitted in writing to the State SkillsUSA Director no less than 60 days prior to the State Leadership Conference or special meeting.
- The proposed amendment shall be reviewed by the State Executive Council.
- The proposed amendment shall be made known to each local chapter no less than 30 days prior to the State Leadership Conference or special meeting.
- When a special meeting is called to consider a proposed amendment, the meeting shall be announced at the same time that the proposed amendment is submitted to the local chapter.

SECTION 2. Only such amendments shall be made as are in keeping with the object stated in Article II of these bylaws.

## **ARTICLE XII - RULES, REGULATIONS AND POLICIES**

SECTION 1. Such rules, regulations and policies as are deemed necessary for proper conduct of this organization may be adopted by the Executive Council.

SECTION 2. No rules, regulations or by-laws shall be adopted which are in conflict with these bylaws.

## **ARTICLE XIII – AWARDS**

SECTION 1. Active SkillsUSA members who meet their local school criteria may wear any of the following SkillsUSA graduation-themed items (graduation stole, tassel or double honor cord) at their graduation commencement. They can be purchased from Midwest trophy.