

COLLEGE/POSTSECONDARY LOCAL CHAPTER CONSTITUTION AND BYLAWS OF THE *(SCHOOL)* SKILLSUSA *(STATE)* ASSOCIATION

ARTICLE I—NAME

The official name of this organization shall be the “*(SCHOOL)* SkillsUSA Chapter.”

ARTICLE II—PURPOSES

The purposes of this organization are:

- To assist local SkillsUSA members in their growth and development.
- To unite in a common bond without regard to race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression, students who are enrolled in classes with career trade, industrial, STEM and health science objectives.
- To develop leadership abilities through participation in educational, occupational, civic, recreational and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic career goals.
- To help students attain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in all phases of occupational endeavor including, 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 use of 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, industrial, STEM and health science education.
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy.
- 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—ORGANIZATION

Section 1. The *(SCHOOL)* SkillsUSA Chapter shall be affiliated with the *(STATE)* Association of SkillsUSA. The chapter shall operate in accordance within its charter granted by the *(STATE)* association.

Section 2. *(For chapters organized into morning and afternoon units)* The *(SCHOOL)* chapter shall be organized into two units, one for morning students and one for afternoon students. Each unit shall have an executive council and a calendar of activities.

Section 3. *(For chapters organized into occupational sections)* The *(SCHOOL)* chapter shall be organized into occupational sections. The section is defined as 10 or more members in a single occupational or cooperative education class; whose teacher serves as the section advisor; having an elected set of section officers; and having planned a section calendar of activities.

Section 4. Section and chapter activities shall be coordinated by appropriate executive councils.

COLLEGE/POSTSECONDARY LOCAL CHAPTER CONSTITUTION AND BYLAWS OF THE *(SCHOOL)* SKILLSUSA *(STATE)* ASSOCIATION

Section 5. A section advisory council composed of community leaders from education, management and labor shall be appointed by the appropriate school administrator upon recommendation of the section executive council. The advisory council shall provide counsel, advice and assistance to the section in carrying out the section's functions. Equal representation shall be given to management and labor. The advisory council shall assist in the administration of the SkillsUSA Career Essentials suite.

Section 6. All section advisors shall be members of a section advisor committee. They shall meet periodically to discuss SkillsUSA as it relates to the instructional program. Their advice and counsel shall be transmitted to the section executive council(s) through the section advisor.

ARTICLE IV—MEMBERSHIP

Section 1. Membership in the chapter shall be open to students enrolled in in a coherent sequence of courses or career major that prepares the student for further education and/or employment, and who are earning credit toward a diploma/certificate or its equivalent in *(SCHOOL)* that prepares them for a career, industrial, STEM or health science pathway.

Section 2. Chapter membership shall be open to all students without regard to race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

Section 3. State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.

Section 4. A membership year shall be from Aug. 1 through July 31.

Section 5. Classes of membership which will be recognized are:

Active—Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment and who are earning credit toward a diploma/certificate or its equivalent.

Professional—*(High School Only)* Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include but not be limited to: 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 SkillsUSA.

Professional—*(College/Postsecondary Only)* Persons associated with or participating in the professional development of SkillsUSA, who pay dues as established by SkillsUSA, will be recognized as professional members.

Honorary Life—Individuals who have made significant contributions to the development of SkillsUSA and trade, industrial, STEM and health science education whose membership has been approved by the SkillsUSA board of directors, upon the recommendations of a state association. Such membership shall not require payment of national dues.

**COLLEGE/POSTSECONDARY
LOCAL CHAPTER CONSTITUTION AND BYLAWS
OF THE (SCHOOL) SKILLSUSA (STATE) ASSOCIATION**

ARTICLE V—EXECUTIVE COUNCILS

Section 1. There shall be an executive council for each chapter consisting of president, vice president, secretary, treasurer, parliamentarian, and a president of each organized section.

Section 2. There shall be an executive council for each organized section with no less than three officers deemed appropriate by section members.

Section 3. The chapter and section officers of (SCHOOL) SkillsUSA shall be nominated and elected by ballot at the first regular business session or chapter meeting of each school year. A majority vote of the active members shall be necessary to elect an officer.

Section 4. The presidents and vice presidents of the sections and the chapter advisor shall be the chapter executive council and shall coordinate overall chapter activities. They shall elect their own officers.

ARTICLE VI—CHAPTER MEETINGS

Section 1. Regular section meetings shall be held during the school year.

Section 2. Several section and chapter meetings shall be held during the school year.

Section 3. The appropriate executive council shall meet in advance of every section or chapter meeting.

Section 4. Parliamentary procedure at all meetings will be governed by the current version of *Robert's Rules of Order, Newly Revised*.

ARTICLE VII—VOTING

Section 1. (SCHOOL) SkillsUSA members shall exercise their franchise through voting delegates at state conferences if allowable by their state association. Each organized section shall elect one delegate and one alternate to the (STATE) SkillsUSA House of Delegates.

Section 2. Each active member in good standing shall have the right to cast his or her vote concerning all section and chapter business and election of officers.

ARTICLE VIII—FINANCES

Section 1. The chapter will be responsible for state and national SkillsUSA dues, according to the number of individual members claimed in each membership classification.

**COLLEGE/POSTSECONDARY
LOCAL CHAPTER CONSTITUTION AND BYLAWS
OF THE (SCHOOL) SKILLSUSA (STATE) ASSOCIATION**

Section 2. The chapter advisor and the section advisor shall be responsible for the finances and will furnish an annual audit to the state SkillsUSA director and the membership.

ARTICLE IX—LOGO, EMBLEM AND COLORS

The logo, ceremonial emblem and colors of (SCHOOL) SkillsUSA shall be that of the national organization. The wearing or use of the logo, emblem and colors will be governed by the national organization.

ARTICLE X—AMENDMENTS

Section 1. The chapter constitution shall be amended as follows:

- All proposed amendments to the constitution shall be submitted in writing to the chapter executive council.
- If the executive council passes the proposed amendment or an amended form of the proposed amendment by a majority vote, and the membership votes by two-thirds majority for the amendment, it shall be effective.

ARTICLE XI—RULES, REGULATIONS AND BYLAWS

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

Section 2. No rules, regulations or bylaws shall be adopted that are contrary to this constitution.

(Items to include in the chapter bylaws include the names of the sections, amount of local, state and national dues, committees and their duties, and the function of the advisory council.)