



# SkillsUSA Washington, Incorporated

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## Secondary Division Constitution

Approved April 21, 2018

# SkillsUSA Washington Secondary Division Constitution

## **Article I—NAME**

The official name of this organization shall be “SkillsUSA Washington” Secondary Division

## **Article II—PURPOSES**

**Section 1** – The purposes of this organization are:

- a. To unite in a common bond without regard to race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in programs with skilled and technical sciences, vocational trade, industrial, technical and health occupations objectives
- b. To provide leadership for the state of Washington secondary organization
- c. To provide a clearinghouse for information and activities
- d. To provide national recognition and prestige through an association and affiliated organizations
- e. To provide a vehicle, national in scope, for organizations to work articulately with skilled and technical sciences, trade & industrial, technology and health occupations student groups
- f. To develop leadership abilities through participation in educational, occupational, civic, recreational and social activities
- g. To foster a deep respect for the dignity of work
- h. To assist students in establishing realistic career goals
- i. To help students attain a purposeful life
- j. To create enthusiasm for lifelong learning
- k. To promote high standards in trade ethics, workmanship, scholarship and safety
- l. To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- m. To foster a wholesome understanding of the functions of labor management organizations and a recognition of their mutual interdependence
- n. To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, technology and health occupations education
- o. To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy

## **ARTICLE III—ORGANIZATION**

**Section 1** – SkillsUSA Washington is an organization of school chapters, each operating in accordance with a charter granted to SkillsUSA Washington, Inc. and SkillsUSA Inc.

**Section 2** – The administration and authority in SkillsUSA Washington affairs will be vested in the Board of Directors of SkillsUSA Washington, Inc. and OSPI Skilled and Technical Sciences and STEM programs supervisor.

**Section 3** – The Washington Executive Director is the administrator of the state headquarters. The Executive Director shall be appointed by and responsible to the OSPI Skilled and Technical Sciences program supervisor and Board of Directors for conducting the work of the state program.

**Section 4** – The OSPI Skilled and Technical Sciences program supervisor will serve as State Director as stated in RCW 28A.700.010(4) and is responsible to the Board of Directors for oversight of the State Executive Director and work of the state program.

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## ARTICLE IV—MEMBERSHIP

**Section 1** – Membership shall be open to all students in skilled and technical sciences education which shall be inclusive of CTE and Skilled and Technical Sciences education.

**Section 2** – Each local chapter and SkillsUSA Washington shall be open for membership to all students regardless of race, sex, color, creed, or national origin.

**Section 3** – Membership in SkillsUSA Washington shall consist of members of a local chartered chapter who have paid SkillsUSA Washington and national dues.

**Section 4** – All local chapters of the SkillsUSA Washington must be members of the national organization to qualify for a charter.

**Section 5** – Classes of membership which will be recognized by SkillsUSA Washington are:

- a. **Active Membership:** Students enrolled in a coherent series of courses or career major that prepares them for further education and/or employment related to Skilled and Technical Sciences and who are earning credit toward a high school diploma/certificate or its equivalent.
- b. **Alumni Membership:** Former active members who are no longer enrolled in industrial education courses. Alumni members will have all rights and privileges of active membership, except: (a) the right to vote; (b) the right to hold elective office; (c) the right to participate in SkillsUSA Washington contests. Alumni members will organize and elect their own officers and develop their own program for participation in their SkillsUSA Washington programs.
- c. **Direct Membership:** Students enrolled in secondary CTE education courses meeting the requirement of state plans for education and residing in an area without a local chapter to serve them. Direct members may not serve as a state or national voting delegates, or hold state or national office.
- d. **Professional Membership:** Persons associated with or participating in the professional development of SkillsUSA as approved by SkillsUSA Washington. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA Washington, but members will be ineligible to hold office of vote or serve as a national voting delegate, hold national office, or otherwise represent SkillsUSA Washington in SkillsUSA.
- e. **Honorary Life Membership:** Individuals who have made significant contributions to the development of SkillsUSA and industrial education whose membership has been approved by the Board of Directors upon recommendation of SkillsUSA Washington. Such membership shall not require payment of state or national dues.

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## **ARTICLE V—STATE OFFICER TEAM**

**Section 1** – The officer team may consist of two representatives from each region.

**Section 2** – The State Executive Council shall consist of all officers and includes the titles of State President, Vice President, Secretary, Treasurer and Parliamentarian. Historian/ Reporter, and Sergeant at Arms.

**Section 3** – The state officer team will be elected at the Spring State Conference by the delegates at the State Delegate Session. No more than two (2) officers can be elected from a single region.

**Section 4** – During the time period between state officer elections and training, vacancies in any state office shall be filled by appointment by State Executive Director and officer advisors. 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. Priority will be given to seek a candidate from the under-represented region. Vacancies occurring after state officer training will not be filled. If an elected officer resigns his/her position, he/she will not be allowed to run for any office at the next scheduled election.

**Section 5** – State Executive Council and other Officer titles will be elected from the core state officer team during State Officer training. Officers, advisors and trainers will all have a single vote.

**Section 6** – To be a candidate for President an individual must have been a member of the state officer team for a full SkillsUSA Washington term and must be enrolled in a career and technical education class with a SkillsUSA Washington chapter in the year of his/her presidency term. If there is no returning state officer desiring to be a candidate for the office of President, an individual who is an active SkillsUSA participant in the Fall, has his/her SkillsUSA Washington dues paid by the December 1<sup>st</sup> deadline of the State Conference year, and will be enrolled in a career and technical education class with a SkillsUSA Washington chapter the year of his/her term may run for the office.

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## ARTICLE VI—QUALIFICATIONS FOR STATE OFFICE

**Section 1** – Candidates for state office shall have:

- a. Active membership status
- b. Endorsement of their Regional Coordinators
- c. At least one full school year remaining in a High School preparatory career-technical program.
- d. Been elected by their state delegates as a state officer candidate
- e. 2.5 or better GPA

**Section 2** – The Board of Directors has defined the present active membership status and endorsement of the state association to read as follows: “Active membership status and be enrolled in related career-technical program, and must plan to continue in the training program at least one more year. If a student is elected to serve and is unable to fulfill the obligation, the state may forfeit the right for officer candidates in their division the following year. The Board of Directors will review the situation, listen to the concerned parties, and make the final recommendation/decision.”

## ARTICLE VII—ELECTIONS

**Section 1** – All chapter must register their membership with the State Executive Director or designee. Officer candidates must be official members at time of election. Voting delegates will be allocated based on the previous year’s membership for Fall Leadership Conference and on the current year membership for Spring State Conference.

**Section 2** – The method of election for regional/state officers shall be by secret ballot, of candidates present, whose qualifications have been approved by the Nominations Committee.

**Section 3** – Nomination should be made and approved through the Nomination Committee. If no nominations have been made in advance, then nominations may be made from the floor.

**Section 4** – The Executive Director shall appoint a nominations/elections committee consisting of two officer advisors and two state officers. This committee shall review officer applications to assure compliance with officer requirements and conduct the election of officers at the state conference.

**Section 5** – All Regional/state officer candidates must take the SkillsUSA Washington Professional Test.

## ARTICLE VIII—STATE EXECUTIVE COUNCIL

**Section 1** – The State Executive Council shall consist of all ten officers, and include the titles of State President, Vice President, Secretary, Treasurer and Parliamentarian. Historian/ Reporter, and Sergeant at Arms. The State Executive Director shall serve in an advisory capacity, with no voting privileges. It shall be the duty and function of the State Executive Council to:

- a. Advise the Board of Directors concerning the execution of the decisions of the House of Delegates.
- b. Conduct business pertaining to the students they serve.
- c. Preside over the state meetings and conference.
- d. Call special meetings and conferences, subject to the approval of the Board of Directors
- e. Propose, review proposed amendments to the Constitution.
- f. Create, design or select an emblem, colors, motto, creed, jewelry, wearing apparel and other items it may wish to adopt as official property of the organization with approval of the Board of Directors.

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## **ARTICLE X—REGIONAL CHARTERS**

**Section 1** – A region must survey local chapters about geographical changes to a region. Upon approval by the State Executive Director and the SkillsUSA Washington Board of Directors changes or additional regions may be granted.

- a. Charters shall be issued in the name of the region and only one region may be organized in the geographical area set forth by the State Board of Directors.
- b. The region must designate one or more advisor as regional coordinator(s) to administrate and coordinate the region.
- c. The charter of a region may be revoked upon failure to provide the regional coordinator(s), failure to follow required accounting practices set forth in the state by-laws and carry out local, state, or national constitutions, bylaws, and operating policies requirements. A region which has had its charter revoked may only be reinstated through favorable action of the Board of Directors upon recommendation of Executive Director.

## **ARTICLE XI—LOCAL CHAPTER CHARTERS**

**Section 1** – A local chapter must submit a copy of their Constitution, **By-Laws** and application to the State Executive Director. Upon approval by the State Executive Director, SkillsUSA Washington shall grant the local chapter a charter.

**Section 2** – The charter of a local chapter may be revoked upon failure to remit dues to SkillsUSA Washington or failure to carry out local, state, or national constitutions, bylaws, and operating policies.

**Section 3** – A chapter which has its charter revoked may only be reinstated through favorable action of the Board of Directors upon recommendation of the Student Officer Executive Committee.

## **ARTICLE XII—DISSOLUTION**

**Section 1** – Upon the dissolution of SkillsUSA Washington, the Board of Directors shall, After paying or making provisions for payment of liabilities, dispose of the remaining assets in accordance with Section IV, Paragraph B of the SkillsUSA, INC. Articles of Incorporation.

## **ARTICLE XIII—HOUSE OF DELEGATES**

**Section 1** – The SkillsUSA Washington members shall express their will through voting delegates at state and national meetings.

**Section 2** – Each chapter shall elect delegates. The number of delegates shall be one for every eleven paid active members of fraction thereof, up to a maximum of six delegates per chapter. The delegates shall represent the local chapter at Regional and State Leadership Conferences.

**Section 3** – A chapter which has its charter revoked may only be reinstated through favorable action of the Board of Directors upon recommend of the Student Officer Executive Committee.

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## ARTICLE XIV—MEETINGS

- Section 1** – An annual meeting of SkillsUSA Washington shall be held at such time and place as the State Executive Council and Board of Directors may decide.
- Section 2** – The State Executive Council, with approval of the Board of Directors, shall be empowered to call special meetings.
- Section 3** – Parliamentary procedures at all meetings will be governed by *Robert's Rules of Order, Newly Revised*

## ARTICLE XV—FINANCES

- Section 1** – State association shall be responsible for annual national dues according to the number of individual members claimed in each membership classification.
- Section 2** – All organization monies from the state associations shall be deposited with the corporate treasurer of the Board of Directors or designee.
- Section 3** – Annual dues shall be established and determined by the state board of directors, with the proviso that increases shall be no more than \$0.50 increments for student dues and no more than \$1 professional dues and documented by actual “proof of need.”
- Section 4** – Upon final dissolution or liquidation of SkillsUSA Washington, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the Board of Directors for the benefit of students of Skilled and Technical Sciences education, or be transferred to some recognized educational foundation.
- Section 5** – The fiscal year of SkillsUSA Washington shall be September 1 through August 31.

## ARTICLE XVI—AMENDMENTS

- Section 1** – The Constitution and Bylaws may be amended as follows:
- a. A proposed amendment must be presented in writing to the State Executive Director 90 days prior to a state meeting
  - b. The Amendments shall be reviewed by the State Executive Council and the Board of Directors.
  - c. Amendments must be posted as soon as possible, but not less than 30 days before the annual meeting.
  - d. It must then be presented for vote at an official business meeting of the House of Delegates at the state meeting. Amendments to the constitution shall be adopted upon two-thirds affirmative vote of the House of Delegates. Amendments to the Bylaws shall be adopted by a majority of the State Board of Directors.

## ARTICLE XVII—BYLAWS AND OPERATING POLICIES

- Section 1** – Bylaws shall be adopted by majority vote of the Board of Directors.
- Section 2** – Operating policies shall be adopted as determined by the Board of Directors.
- Section 3** – A student elected to a national office must remain in active membership status until the completion of the term of office.
- Section 4** – All business to be brought before the House of Delegates must first be reviewed by the appropriate committee before presentation to the House of Delegates.

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## **ARTICLE XVIII—RULES and REGULATIONS**

**Section 1** – Such rules and regulations as are deemed necessary for proper conduct of this organization may be adopted or amended by a majority vote at any State Leadership conference.

**Section 2** – No rules or regulations shall be adopted which are contrary to this Constitution and **By-Laws** or the Articles of Incorporation of SkillsUSA Washington.

**Section 3** – In all business meetings, Robert’s Rules of Order, Newly revised, shall serve as standard procedure.

**Section 4** – A quorum at Board of Director Meetings would be 50% plus one.