

Suggested SkillsUSA Local Chapter Constitution

Constitution of the (school) SkillsUSA (state) Association.

Article I—Name

The official name of this organization shall be “(name of 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, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in exploratory courses that prepare for future study in a career and technical education pathway
- 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 through 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, technology and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy

Article III—Organization

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

Section 2. *(For chapters organized into sections)* The (School) chapter shall be organized into classroom sections. The section is defined as 10 or more members in a single class; whose teacher serves as the section advisor; having an elected set of section officers; and having planned a section calendar of activities.

Section 3. Section and chapter activities shall be coordinated by appropriate executive councils.

Section 4. 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 section’s functions. Equal representation shall be given to management and labor. The advisory council shall assist in the administration of the Professional Development Program.

Section 5. All section advisors shall be members of a Section Advisor’s 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 who have been or are currently enrolled in a middle-school exploratory course in (name of school) that prepares for future study in a career and technical education pathway.

Section 2. Chapter membership shall be open to all students regardless of race, sex, religion, creed, national origin or disabilities, as defined by the American with Disabilities Act.

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. Classes of membership to be recognized are:

Active Membership—Students who have been or are currently enrolled in a middle-school exploratory course that prepares for future study in a career and technical education pathway.

Alumni Membership—Former active members who are no longer enrolled in trade, industrial, technology and health occupations education and are no longer eligible for membership through high school or college/postsecondary membership. Although alumni members may participate at the national level through the SkillsUSA Foundation 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 national Alumni and Friends Executive Board oversees contributions to the SkillsUSA Alumni Fund, which 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, compete or otherwise represent the state association in SkillsUSA.

Honorary Life Membership—Individuals who have made significant contributions to the development of SkillsUSA and trade, industrial, technology and health occupations education whose membership has been approved by the National Executive Council upon the recommendation of a state association. Such membership shall not require payment of national dues.

Section 5. A membership year shall be from September 1 through August 31.

Article V—Executive Councils

Section 1. There shall be an executive council for each chapter consisting of president, vice president, secretary, treasurer, parliamentarian, and the 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 of all meetings will be governed by *Robert's Rules of Order, Newly Revised*.

Article VII—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.

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 VIII—Voting

Section 1. (School) SkillsUSA members shall exercise their franchise through voting delegates at state conferences if allowable by their state association.

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 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

The chapter constitution shall be amended as follows:

- A. All proposed amendments to the constitution shall be submitted in writing to the chapter Executive Council.
- B. 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.)