

# **CONSTITUTION OF THE VIRGINIA ASSOCIATION OF SkillsUSA, Inc.**

## **ARTICLE I -NAME**

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

## **ARTICLE II -PURPOSES**

The purposes of this Association are:

To unite in a common bond without regard to race, creed, sex, or national origin fulltime students enrolled in classes with vocational trade and industrial objectives.

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 education, vocational, 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 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 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, Inc. 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 Virginia SkillsUSA, Inc. shall be organized in schools where Trade and Industrial Education classes are functioning under the State Plan for Vocational Education.
- (c) Virginia SkillsUSA, Inc. shall operate according to the existing State Board of Education and local division regulations and policies.

### Section 2.

The assets of Virginia SkillsUSA shall be turned over to the Virginia State 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 Virginia SkillsUSA, Inc. shall be vested in the State Executive Council comprised of State Association officers, the State Director, State Advisor 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, Inc. to the local chapters each year 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 section. Example: The ICT section or the Electronics section.
- (c) One of the advisors at the local level shall be designated as the chapter advisor of the Organization.
- (d) Local chapters of Virginia SkillsUSA, Inc. shall be named (\_\_\_\_\_) School SkillsUSA and may be referred to as (\_\_\_\_) SkillsUSA.

Section 5.

A State Advisory Council comprised of leaders from Education, Business, and Labor Unions shall be appointed by the Head State 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 IV -MEMBERSHIP**

Section 1.

Membership of the Virginia Association of SkillsUSA, Inc. 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 or national origin.

Section 4.

Classes of membership which will be recognized by the Virginia Association of SkillsUSA, Inc. are:

**Active Membership:** Full-time students enrolled in secondary or post-secondary Career and Technical Education programs offered in Trade and Industrial education meeting the requirements of the State Plan for Career and Technical Education.

**Professional Membership:** Persons associated with or participation in the professional development of SkillsUSA as approved by a State Association. Such members include Chapter Advisors, Teacher Educators and Supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as a national Voting Delegate, hold national office or otherwise represent his/her State Association in National SkillsUSA.

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

**Honorary Life Membership:** Individuals who made significant contributions to the development of SkillsUSA and vocational 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 ArticleV-Section2 of the State SkillsUSA--VICA 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 Director 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, Inc., the time and place to be determined by the State Executive Council.

### Section 2

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

### Section 3

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

## **ARTICLE VII-OFFICERS**

### Section 1. Definitions of Officers

- (a) The officers of the Virginia Association of SkillsUSA, Inc. shall be the President) Vice-President, Secretary, Treasurer, Reporter, Parliamentarian and a regional Vice-President 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 program.
- (d) There shall be only one state officer from any local chapter.
- (e) The administrative officer of Virginia SkillsUSA Inc. shall be the State Director.

## 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 Director 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 Director 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 Virginia SkillsUSA, Inc. 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 Virginia SkillsUSA, Inc. 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 Virginia SkillsUSA, Inc. officially in school- community relations.

### (2) The vice-president:

- (a) shall preside at all meetings in the absence of the president.
- (b) shall be chair person 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 Virginia SkillsUSA, Inc.
- (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) A copy of the Virginia SkillsUSA, Inc. Constitution and By-Laws
  - (4) A copy of the Official Guide for SkillsUSA

(4) The treasurer:

- (a) shall cooperate with the State SkillsUSA Director 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 SkillsUSA Director all checks disbursed in the name of the Virginia SkillsUSA 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 Virginia SkillsUSA, Inc. before the public.
- (b) shall prepare news articles for newspapers, state bulletins, etc.
- (c) shall file pictures, programs, clippings, and Virginia SkillsUSA, Inc. activities, and maintain a scrapbook.

(6) The parliamentarian:

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

## **ARTICLE VIII-DUES**

### Section 1.

Dues to be paid by members of Virginia SkillsUSA, Inc. 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 Director. The amount, which has been set by the National SkillsUSA as National dues, shall be set aside from this amount, to be forwarded by the State Director, to the National Office. In the event that the National Conference increases the National Dues beyond that expected at the time at the State Leadership Conference, the Executive Council shall be empowered to increase the dues to be paid by members of Virginia SkillsUSA for the year involved by a like amount.

#### Section 2.

The state Director 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., certain District presidents, the State Director, (and/or the State Supervisor of Trade and Industrial Education), one ICT Coordinator and the trade or technical education instructor shall constitute the Executive Council. The ICT Coordinator and the trade or technical education instructor shall be appointed by the State Director or selected in some manner at the Director's discretion.

(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) (1) call special meetings

(2) (2) Make decisions regarding the expenditures of funds.

(3) (3) Appoint Standing Committees:

(a) Resolutions

(b) Constitution

(c) (c) Budget Committee

(d) Special Committees

#### Section 2.

The State Director shall be one of the members of the staff of the Trade and Industrial Education Service as designated by the Head State Supervisor.

## **ARTICLE X-DISTRICT ORGANIZATION**

### Section 1. Structure

(a) Virginia SkillsUSA, Inc .shall be organized into districts according to the recommendations of the Executive Council.

(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 Director on or before December1.

## **ARTICLE XI -AUDIT**

### Section 1.

Accounts of the State Treasurer shall be audited each year by an Auditing Committee appointed by the Director.

## **ARTICLE XII -AMENDMENTS**

### Section 1.

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

### Section 2.

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

### Section3

Proposed amendments shall be submitted to the Constitution Committee prior to the date announced by the State Director.

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, regulation or bylaw shall be adopted which are contrary to this Constitution.

Section3. Robert's Rules of Order. Newly Revised shall serve as standard procedures in all meetings.