# Constitution and Bylaws

## ARTICLE I - NAME, COLORS, EMBLEM and MOTTO

SECTION 1. The official name of this organization shall be the SkillsUSA Oklahoma Alumni and Friends Association, hereinafter referred to as "The Association."

SECTION 2. The colors and the emblem shall be the same as those adopted by SkillsUSA, Inc., and listed in the *SKILLSUSA Leadership Handbook*.

SECTION 3. The motto of The Association will be: "Commitment through ervice and Professional Development."

## ARTICLE II – MISSION

The mission of The Association shall be: "To empower SkillsUSA Oklahoma in terms of time, talent, and financial resources at all levels (local, district, state and national)."

## ARTICLE III - PURPOSES

SECTION 1. Purposes of The Association:

To assist in the professional, leadership, citizenship and character development of individual Association members.

**Service to our members:**

- To provide a professional network for our members.
- To encourage the pursuit of continuous education, consistent with the needs of the individual in his or her chosen occupation.
- To instill an interest in the democratic process and promote active involvement in democratic activities which affect our employers, schools, communities and nation.
- To encourage financial, in-kind and moral support of The Association from

individuals, corporations, foundations and civic leaders.

- To further the goals and purposes of the SkillsUSA organization.

- To conduct Alumni programs with fiscal responsibility and maintain a positive fund balance in the Alumni accounts.

**Service to current SkillsUSA students:**

- To provide leadership, mentoring and volunteer services for the secondary and postsecondary divisions of the SkillsUSA at local, district, state, and national levels.

- To provide volunteer support for the Oklahoma SkillsUSA Championships.

- To create and promote esteem within the education community for trade, industrial, technical, and health occupations.

- To foster a deep respect for the dignity of work and provide recognition and prestige for trade, industrial, technical and health occupations students.

- To identify and publicize examples of alumni whose leadership, professional achievement and service to community can serve to inspire current SkillsUSA students.

## ARTICLE IV - ORGANIZATION

SECTION 1. The Association is an organization of former students, professional members and friends of SkillsUSA Oklahoma, affiliating with The Association through direct membership.

SECTION 2. The administration and authority of The Association's affairs are to be vested in the SkillsUSA Oklahoma Executive Council.

SECTION 3. In accordance with the policy of the SkillsUSA Oklahoma Executive Council, all chartering authority resides within the SkillsUSA Oklahoma Alumni and Friends Association Board through the Chair.

## ARTICLE V - MEMBERSHIP

SECTION 1. The classes of membership recognized by The Association shall be:

- **Annual Membership**: Former students, educators and other friends of SkillsUSA, who meet the annual requirement into The Association.

- **Honorary Life Membership**: Individuals who have made significant contributions to the development of The Association and career and technical education whose membership has been approved by the SkillsUSA Oklahoma Alumni and Friends Association Board. Such membership shall not require the payment of annual dues.

SECTION 2. Lifetime memberships may be purchased for a one-time fee.

SECTION 3. Association membership shall be open to all eligible persons without regard to race, color, creed, sex or national origin.

## ARTICLE VI – SKILLSUSA OKLAHOMA ALUMNI AND FRIENDS ASSIOCIATION BOARD

SECTION 1. The SkillsUSA Oklahoma Alumni and Friends Association Board, hereinafter referred to as "The Board." will comprise the following voting and ex officio members:

Voting Members: Executive Chair: *The Executive Chair presides over meetings of The Board and The Association and conducts its business in an orderly fashion. When the group is not in session, the Executive Chair* ***or designated officer*** *acts as its representative* ***or*** *spokesperson.*
Executive Vice-Chair: *The Executive Vice-Chair assists the Executive Chair, presides over meeting of The Board and The Association and conducts its business in an orderly fashion in the absence of the Executive Chair.*
Secretary: *The Secretary assists the Executive Chair by sending out the notice of meetings, recording motions, assist with voting, preparing the order of business for the presiding officer, prepares and presents the minutes, correspondence and resolutions to the assembly. The secretary also keeps the official records of the group. These include the bylaws, special rules of order and standing rules, minute's membership rolls, and committee reports.*
Treasurer: *The Treasurer is entrusted with custody of The Association's funds, which can be spent only by authority of The Board or as the bylaws provide. Prepares and presents the Treasurer Report at all meetings.*

Media Relations: *The Media Relations works with various media for the purpose of informing the public of The Associations mission, policies and practices in a positive, consistent and credible manner. The Media Relations also prepares and presents press releases so that The Association gets a positive, timely, and widespread coverage, prepares and presents Media Relations Reports at all meetings.*

Membership: *The Membership is responsible for contact with the annual and honorary life members of The Association, planning and developing ways of increasing and retaining annual members of The Association, prepares and presenting membership reports at all meetings.*

Member at Large: *The Member at Large is appointed and approved by The Board, reserved for those who have distinguished themselves with their service for The Association or Business and Industry.*

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Oklahoma T&I Staff Member*: The Oklahoma T&I Staff Member is appointed and approved by the board to represent the Oklahoma T&I.*

SkillsUSA Oklahoma State Director: *The SkillsUSA Oklahoma State Director represents SkillsUSA Oklahoma.*

SECTION 2. The Board shall have a minimum of three (3) meetings per year.

SECTION 3. A quorum shall be defined as no less than four (4) Voting Members of The Board.

SECTION 4. The Board shall appoint Members at Large.

SECTION 5. In the event of a mid-term vacancy of any voting member of The Board, the remaining members will appoint a successor for the remainder of the affected term.

SECTION 6. A Board member may be removed for just cause by a unanimous vote of the remaining voting members of the Board.

## ARTICLE VII - NOMINATION AND ELECTION OF OFFICER OF SKILLSUSA OKLAHOMA ALUMNI AND FRIENDS ASSIOCIATION BOARD

SECTION 1. Nominations to The Board are to be submitted by each candidate, before the January Executive Council Meeting of each odd number year, to the SkillsUSA Oklahoma Alumni Board.

SECTION 2. Terms of officer shall be for two (2) years and shall be elected on odd-numbered years.

SECTION 3. The election of The Board Officers shall by the process of internal elections by The Board.

SECTION 4. All Board appointments shall be determined prior to the annual meeting.

SECTION 5. All nominees to The Board must have been an Annual, Lifetime or Honorary Life Member at least one year prior to the nomination.

## ARTICLE VIII - MEETINGS

SECTION 1. The Association shall hold an annual meeting to be at the SkillsUSA Oklahoma State Leadership and Skills Championships.

SECTION 2. A special meeting of The Association may be called by the Chair or by a quorum of The Board.

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## ARTICLE IX - FINANCES

SECTION 1. The Board shall set dues for The Association's Members.

SECTION 2. All lifetime membership dues must be submitted to The Association accompanied by a membership application or letter requesting membership. All other funds submitted to The Association shall be considered as a donation.

SECTION 3. All Association funds shall be deposited with the treasurer of the Board.

SECTION 4. A minimum of two (2) members of The Board shall be on The Association's financial account consisting of the Treasurer and one other member of The Board.

## ARTICLE X - PARLIAMENTARY AUTHORITY

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

## ARTICLE XI - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

SECTION 1. Constitutional and Bylaw amendments must be submitted in writing at least ninety (90) days prior to the Annual Meeting to the SkillsUSA Oklahoma Alumni and Friends Associations office for distribution to members.

SECTION 2. All amendments to The Association constitution and bylaws, is subject to the approval of The Board.

Revised 2/4/12

SkillsUSA
OKLAHOMA ALUMNI &
FRIENDS ASSOCIATION