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 service 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 register through the national website, will be members into The Association. Current membership is free.

SECTION 2. 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 ASSOCIATION BOARD

SECTION 1. The SkillsUSA Oklahoma Alumni and Friends Association Board hereinafter referred to as “The Board” will comprise the following voting members:

**Chair**: The 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 Chair or designated officer will act as its representative or spokesperson.

**Chair-Elect**: The Chair Elect assist the Chair, presides over meeting of The Board and The Association and conducts its business in an orderly fashion in the absence of the Chair. This position will serve for Four (4) years, two (2) years as Chair Elect and two (2) years as Chair.

**Secretary**: The Secretary assists the 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 Chair**: The Media Relations Chair works with various media for the purpose of informing the public of The Association’s mission, policies and practices in a positive, consistent and credible manner. The Media Relations Chair 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 Chair**: The Membership Chair 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.
**Industry Partner Representative:** The Industry Partner Representative is appointed and approved by The Board, reserved for those who have distinguished themselves with their service for The Association or Business and Industry.

**Regional North Central Representative:** Regional North Central Representative is appointed and approved by The Board, provide communications from their district to the Secretary (bi-annually); coordinate membership efforts with the District Advisors at Fall and Spring conferences; assist with program/mentorship within their respective district at Fall and Spring conferences; coordinate two leadership activities/events in conjunction with the respective District Advisors at the Fall and Spring conferences; assist Board officers with fundraising ideas and implementation; report on district alumni activities at the two Executive Councils; provide leadership as necessary to maintain an active alumni and friends connection statewide.

**Regional South Central Representative:** Regional North Central Representative is appointed and approved by The Board, provide communications from their district to the Secretary (bi-annually); coordinate membership efforts with the District Advisors at Fall and Spring conferences; assist with program/mentorship within their respective district at Fall and Spring conferences; coordinate two leadership activities/events in conjunction with the respective District Advisors at the Fall and Spring conferences; assist Board officers with fundraising ideas and implementation; report on district alumni activities at the two Executive Councils; provide leadership as necessary to maintain an active alumni and friends connection statewide.

**Regional Northwest Representative:** Regional North Central Representative is appointed and approved by The Board, provide communications from their district to the Secretary (bi-annually); coordinate membership efforts with the District Advisors at Fall and Spring conferences; assist with program/mentorship within their respective district at Fall and Spring conferences; coordinate two leadership activities/events in conjunction with the respective District Advisors at the Fall and Spring conferences; assist Board officers with fundraising ideas and implementation; report on district alumni activities at the two Executive Councils; provide leadership as necessary to maintain an active alumni and friends connection statewide.

**Regional Southwest Representative:** Regional North Central Representative is appointed and approved by The Board, provide communications from their district to the Secretary (bi-annually); coordinate membership efforts with the District Advisors at Fall and Spring conferences; assist with program/mentorship within their respective district at Fall and Spring conferences; coordinate two leadership activities/events in conjunction with the respective District Advisors at the Fall and Spring conferences; assist Board officers with fundraising ideas and implementation; report on district alumni activities at the two Executive Councils; provide leadership as necessary to maintain an active alumni and friends connection statewide.
**Regional Northeast Representative:** Regional North Central Representative is appointed and approved by The Board, provide communications from their district to the Secretary (bi-annually); coordinate membership efforts with the District Advisors at Fall and Spring conferences; assist with program/mentorship within their respective district at Fall and Spring conferences; coordinate two leadership activities/events in conjunction with the respective District Advisors at the Fall and Spring conferences; assist Board officers with fundraising ideas and implementation; report on district alumni activities at the two Executive Councils; provide leadership as necessary to maintain an active alumni and friends connection statewide.

**Regional Southeast Representative:** Regional North Central Representative is appointed and approved by The Board, provide communications from their district to the Secretary (bi-annually); coordinate membership efforts with the District Advisors at Fall and Spring conferences; assist with program/mentorship within their respective district at Fall and Spring conferences; coordinate two leadership activities/events in conjunction with the respective District Advisors at the Fall and Spring conferences; assist Board officers with fundraising ideas and implementation; report on district alumni activities at the two Executive Councils; provide leadership as necessary to maintain an active alumni and friends connection statewide.

**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. Meetings may consist of face-to-face or conference calls.

**SECTION 3.** A quorum shall be defined as no less than five (5) Voting Members of The Board.

**SECTION 4.** The Board shall appoint Industry Partner Representative and Regional Representatives through an application process.

**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 ASSOCIATION BOARD

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

SECTION 2. Terms of the officers: Chair, Chair Elect and Membership Chair shall be for two (2) years and shall be elected on odd-numbered years, except the Chair. The Chair Elect will succeed the Chair when the Chair’s term is over.

SECTION 3. Terms of the officers: Secretary, Treasurer and Media Relations and shall be for two (2) years and shall be elected on even-numbered years.

SECTION 4. Terms of the Industry Partner Representative and the six (6) Regional Representatives shall be for one (1) year and shall be appointed by application from the recognized SkillsUSA Oklahoma Districts. Industry Partner Representative and the Regional Representatives have the option to continue to serve after one year, with Board approval.

SECTION 5. The election of The Board Officers shall by the process of internal elections by The Board.

SECTION 6. All Board appointments of Industry Partner Representative and Regional Representatives shall be determined prior to the annual meeting.

SECTION 7. All nominees to The Board must have been an Annual 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, as the conference schedule allows.

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

ARTICLE IX - FINANCES

SECTION 1. The Board shall set dues for The Association’s Members. Current dues are free to properly registered alumni and friends.

SECTION 2. All lifetime memberships must be accompanied by a membership nomination
to The Association. All 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 or
designated officer at the nearest Board approved bank, to the account of SkillsUSA
Oklahoma Alumni Association.

SECTION 4. A minimum of two (2) members of The Board shall be on The Association’s
financial account consisting of the Treasurer and at least 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.

Updated
1/14/2016