



# **CONSTITUTION OF THE OKLAHOMA ASSOCIATION OF SkillsUSA**

(\*Amended 1/10/2019)

## **ARTICLE I--NAME**

Section 1. The official name of this organization shall be the Oklahoma Association of SkillsUSA and may be referred to as SkillsUSA Oklahoma.

Section 2. The colors, emblem, motto, and official dress shall be the same as those adopted by the national constitution.

## **ARTICLE II--PURPOSES**

The purposes of this Association are:

- To unite in a common bond full-time students enrolled in classes with trade and industrial objectives.
- To provide leadership for the local chapter.
- To provide recognition and prestige through an association of local chapters.
- To develop leadership abilities through participation in educational, career and technical, civic, recreational, and social activities.
- To foster a deep respect for the DIGNITY OF WORK.
- To assist students in establishing realistic career and technical goals.
- 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. The Oklahoma Association of SkillsUSA is an Association of local chapters of the state of Oklahoma operating in accordance with a charter granted by National SkillsUSA. To be chartered by the Oklahoma Association of SkillsUSA, a minimum membership of seven members is required.

Section 2. The administration of SkillsUSA Oklahoma shall be vested in the State Executive Council.

Section 3. Charters shall be issued to local chapters by the Oklahoma Association of the SkillsUSA.

\*Section 4. A State Advisory Board of Directors composed of the six district directors, one leader from education, three business and industry representatives, one alumni representative, and one state officer shall serve as special consultant group. The SkillsUSA State Director and the State Supervisor of the Trade and Industrial Education shall serve as state staff representatives.

### A. Purposes

- a. Bring to the attention to the Executive Council the needs, concerns, and problems of the State SkillsUSA Association.
- b. Present recommendations for the priorities and activities of the SkillsUSA organization.
- c. Act as a clearinghouse of the Executive Council.
- d. Advise the SkillsUSA organization staff by establishing and/or serving on committees to study and develop programs and competitive activities in the best interest of our SkillsUSA members.
- e. Advise and cooperate with teacher educators and teacher education institutions on matter relating to SkillsUSA.
- f. Review and oversee the SkillsUSA budget to be presented to the Executive Council.
- g. Create a strategic plan for the State SkillsUSA Association to be presented to the Executive Council.
- h. Shall conduct annually a formal evaluation of the SkillsUSA State Director.

### B. Term of Office

- a. Nominations to vacant seats on the board of directors and formal evaluation for reappointment of office shall be made by the SkillsUSA State Director and the State Trade and Industrial Education Supervisor.
- b. Board of Director Members shall take office at the conclusion of the Summer Leadership Institute.
- c. The representatives from education, business and industry, and the alumni may serve for three-year terms with a maximum of three (3) consecutive terms in the same office.
- d. The state officer representative shall serve a one-year term.
- e. The district director's terms shall be determined by the district advisors as indicated in Section 7.

Section 5. The State Supervisor of Trade and Industrial Education shall assume the responsibility of State SkillsUSA Director and executive secretary-treasurer or appoint one of his/her associates to fulfill this duty. He/she shall be recognized as the State SkillsUSA director. He/she shall receipt and/or expend funds as approved by the Executive Council.

Section 6. The state association shall be divided into six districts. The district boundaries will be regulated by the Trade and Industrial Education staff of the Oklahoma Department of Career and Technology Education.

\*Section 7: The District Directors shall be composed of selected district advisors and shall serve on the State Advisory Board of Directors.

- The District Advisors in each district shall select an advisor to serve as the District Director Elect for 1 year and the District Director for a term of 3 years. Each of the six districts will be on a 3-year rotation to select their District Director Elect. The combined term will be for 4 years.
- If a District Director is unable to fulfill the length of their term, the District Advisors from that district will select an advisor to serve the remainder of that term.
- The District Director selection process will be held during the Summer Leadership Institute.
- The committee shall meet a minimum quarterly. Additional meetings may be called by the State Director.

#### **ARTICLE IV--MEMBERSHIP**

Section 1. Membership of the Oklahoma Association of SkillsUSA shall consist of the total eligible members of the chartered local chapters. Members shall hold the same membership status as in their respective local clubs.

Section 2. All members of the state association must be members of the national organization to qualify for a charter.

Section 3. Each local chapter and state association shall be open for membership to all students regularly enrolled in classes with career and technical, trade and industrial or technical education objectives.

Section 4. Classes of membership which will be recognized by the Oklahoma Association of SkillsUSA are:

- **ACTIVE MEMBERSHIP:** Full-time preparatory students, secondary and post-secondary, enrolled in courses offered in Trade and Industrial Education or Technical Education meeting the requirements of the state plan for career and technology education.
- **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, supervisors, and

potential Trade and Industrial Education and Technical Education Educators. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as a national voting delegate, hold a national office, or otherwise represent his/her state association in National SkillsUSA.

- ASSOCIATE MEMBERSHIP: Employers, training sponsors, advisory council members, and lay-persons associated with and contributing to the improvement and development of the organization and career and technical education. They are not eligible to hold office or vote.
- HONORARY LIFE MEMBERSHIP: Individuals who have made significant contributions to the development of SkillsUSA and career and technical education whose membership has been approved by the National Executive Council upon the recommendation of a state association.
- DIRECT MEMBERSHIP: Full-time preparatory students, secondary and post-secondary, enrolled in career and technical courses offered in Trade and Industrial Education or Technical Education meeting the requirements of the state plan for career and technology education. This classification will only be recognized if application cannot be made by a chartered local chapter. Direct members may not serve as district, state, or national officers or delegates.
- ALUMNI MEMBERSHIP: Membership to the SkillsUSA Oklahoma Alumni and Friends Association is available for former active or professional members who are no longer eligible for membership in the secondary, post-secondary, or collegiate divisions of SkillsUSA and business and industry supporters of SkillsUSA.

Section 5. National SkillsUSA dues shall be variable with the directives of National SkillsUSA. When National SkillsUSA dues increase, State SkillsUSA dues shall increase by the same increment, with the exception of Alumni Membership. All classes of membership shall pay dues with the exception of Honorary Life Membership.

Section 6. 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 school shall select delegates who shall be considered voting delegates at the district and state leadership conferences.

- Secondary (high school): The number of delegates shall be two per chartered school plus one for each 50 active members above and beyond the first 50, plus one for 100 percent of the total possible membership as defined in Article IV, Section 3. Each school must have either its delegate or its alternate delegate vote at the state election.
- Postsecondary (adult): The number of delegates shall be two per chartered school plus one for each 50 active members above and beyond the first 50, plus

one for 100 percent of the total possible membership as defined in Article IV, Section 3. Each school must have either its delegate or its alternate delegate vote at the state election.

Section 3. The number of national voting delegates shall be variable with the directives of the national constitution.

Section 4. Voting delegates for national conference shall include newly elected secondary and post-secondary state officers, except those who are contest participants and/or national officer candidates. The state SkillsUSA director will appoint all other delegates and alternates.

Section 5. The state officer candidates, post-secondary officer candidates and the national officer candidates will be required to participate in an officer screening process. The officer screening will be conducted prior to the conference at which the delegate voting takes place. The officer screening process will account for 50% of the total vote with the delegate votes accounting for the other 50%. The officer candidates will be required to pass a PDP test to be taken at the officer screening with a score of 80% or above to be an officer candidate.

#### **ARTICLE VI--OFFICERS**

Section 1. At the annual state meeting, the secondary delegates of the Oklahoma Association of SkillsUSA shall elect a secondary state officer team consisting of the eight candidates with the highest votes. The respective delegates will also elect post secondary national officer candidate(s). The eight members elected to the State Officer Team will be interviewed during the first officer training session following the state conference to determine President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, Historian, and National Officer Candidate(s). The State SkillsUSA Director and the State Officer Advisor will conduct the interview. State Officer Team, State SkillsUSA Director and the State Officer Advisor will determine the specific offices. If the national officer candidates are not elected to a national officer, he/she will become part of the state officer team.

Section 3. The Oklahoma Association of SkillsUSA shall elect annually one member to each of the state offices. Each school is allowed two candidates for district; two candidates for state secondary officer candidate, and one candidate for post-secondary national officer candidate.

\*Section 2. At the fall leadership conference, the postsecondary delegates of the Oklahoma Association of SkillsUSA shall elect the postsecondary state officer team consisting of the four candidates with the highest votes. The four members elected to the State Officer Team will be interviewed during the first officer training session following the postsecondary fall leadership conference to determine President, Vice President, Secretary, and Treasurer. The State SkillsUSA Director and the State Officer Advisors will conduct the interview. State Officer Team,

State SkillsUSA Director and the State Officer Advisors will determine the specific offices.

\*Section 3. The Oklahoma Association of SkillsUSA shall elect annually one member to each of the state offices.

\*Section 4. Officers shall serve a maximum of (2) two terms. An officer has the opportunity to serve (2) two terms in a secondary position; or (2) two terms in a postsecondary position; or (1) one term secondary and (1) one term post secondary. The following year will be served in an advisory capacity.

Section 5. Any person elected to a national, state, or district office must resign any lesser office except the unit office.

Section 6. Upon resignation or removal of any secondary state officer prior to the new State Officer training:

- The office will go to the next runner-up.
- If the next runner-up is not available, the office will be filled by the second runner-up.

Upon resignation or removal of any secondary state officer after the new state officer training:

- Any state officer will be replaced at the discretion of the State SkillsUSA Director.

Section 7. Upon resignation or removal of any post-secondary state representative prior to the new State Officer training:

- The office will be filled with the next runner-up. If the next runner-up is not available, the office will be replaced at the discretion of the State SkillsUSA Director.

Upon resignation or removal of any national officer candidate after the National Leadership Conference deadline date:

Any state post secondary officer will be replaced at the discretion of the State SkillsUSA Director.

## **ARTICLE VII--MEETINGS**

Section 1. The SkillsUSA Oklahoma State Conference shall be held each spring, and this conference shall serve as the official annual state meeting of the Oklahoma Association of SkillsUSA.

Section 2. The State Executive Council shall be empowered to call special meetings.

Section 3. A state leadership training conference shall be held each summer.

Section 4. District leadership conferences will be held each fall as planned by each individual district.

Section 5. Postsecondary regional leadership conferences will be held each fall as planned by each region.

#### **ARTICLE VIII--EXECUTIVE COUNCIL**

Section 1. The Executive Council shall be made up of all state officers and their local advisors, district presidents, one additional district officer from each district and their local advisors, four post-secondary representatives (two from the Western Region and two from the Eastern Region) and their local advisors, any SkillsUSA Oklahoma national officers and their local advisors, district advisors, state officer advisors, SkillsUSA Oklahoma Alumni and Friends Association board members, a representative of the Alumni state officers, a member of the State Advisory Council, State SkillsUSA Director, and staff members of the Oklahoma Department of Career and Technology Education, Trade and Industrial Education Division.

Section 2. A total of 20 members of the Executive Council will constitute a quorum for conducting business.

Section 3. A minimum of two meetings shall be held annually. Additional meetings may be called by the State SkillsUSA Director.

#### **ARTICLE IX-AUDIT**

Section 1. The accounts of the state SkillsUSA financial officer shall be audited each year by the Finance division of the Oklahoma Department of Career and Technology Education..

Section 2. The results of the audit will be reported to the SkillsUSA Executive Council by the State SkillsUSA Director.

#### **ARTICLE X--PARLIAMENTARY AUTHORITY**

Section 1. In all meetings, "Robert's Rules of Order, Revised" shall serve as standard procedure.

Section 2. Such rules, regulations, and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 3. No rules, regulations, or bylaws shall be adopted which are contrary to this constitution.

**ARTICLE XI--AMENDMENTS**

Section1. This constitution may be amended at any Executive Council Meeting by a two-thirds vote, provided that the proposed amendment in writing has been submitted and sent to Executive Council members at least six weeks prior to the Executive Council Meeting. Once approved by the Executive Council, a written copy of the changes will be sent to all local chapters.

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