CONSTITUTION OF THE VERMONT ASSOCIATION OF SKILLSUSA

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

The purpose of this Association shall be:

To unite in a common bond without regard to gender, race, creed, color, national origin, sexual orientation or disabilities, full-time high school students enrolled in classes with trade and industrial, career, technical and/or health occupations objectives.

To provide leadership for the local chapters.

To provide a clearing house of information and activities.

To provide a recognition and prestige through an association of local chapters.

To develop leadership abilities through participation in education, vocation, 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 personal 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, career, technical and/or 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 Vermont Association of SkillsUSA is an Association of local chapters operating in accordance with a charter granted by National SkillsUSA. (*See definitions under BY-LAWS, Section 4).

SECTION 2. The administration of Vermont SkillsUSA shall be vested in a State Executive Council, comprised of State Association Officers and the State Director and/or State Executive Director. State officers shall be elected for a term of one membership year.

SECTION 3. Active chapters of SkillsUSA shall be chartered only in high schools and technical centers where systematic instruction in career and technical education programming has been approved by the State Board of Education.

SECTION 4. Students and their teachers who desire to form a local chapter requests a Petition for Charter from the State SkillsUSA Director or Executive Director. They meet, organize, adopt a constitution (must not be in conflict with the state or national constitution), elect officers, develop a program of work, collect state and national membership dues, submit membership rosters, dues and a completed petition to charter to the State Executive Council.

SECTION 5. Charters shall be issued to local chapters by the Executive Council of the Vermont Association of SkillsUSA.

SECTION 6. A State Advisory Committee of all local SkillsUSA advisors of active local chapters shall provide advice and counsel and assist Vermont SkillsUSA in carrying out its functions. This committee shall meet with the State Director/Executive Director a minimum of twice annually.

ARTICLE IV – MEMBERSHIP

SECTION 1. The membership of Vermont SkillsUSA shall consist of the total eligible members of the chartered local chapters. Members shall hold the same membership status as in their respective chapter.

SECTION 2. The membership year shall be from September 1st through August 31st.

SECTION 3. A local chapter shall have members who are also members of the State and National Organizations to qualify for a charter.

SECTION 4. Each local chapter and club shall be open for membership to all trade and industrial, career, technical and/or health occupations students, regardless of gender, race,

color, religion, creed, national origin, sexual orientation or disabilities as defined by the Americans with Disabilities Act. (See ARTICLE II - PURPOSE)

SECTION 5. Classes of membership which shall be recognized by Vermont SkillsUSA are as follows:

ACTIVE MEMBERSHIP: High School students enrolled in state approved career and technical education programming designed to provide instruction in the academic, workplace and occupational skills necessary for further education and/or employment in related vocational trade, industrial, technical or health occupations.

PROFESSIONAL MEMBERSHIP: Persons associated with or participating in the professional development of Vermont SkillsUSA as approved by the State Association. Such members shall include Chapter and Club Advisors, Teachers, Educators and Supervisors. Professional members shall pay dues as established by Vermont and National SkillsUSA but will be ineligible to serve as a National Voting Delegate, hold state office or otherwise represent their State Association at SkillsUSA events.

HONORARY LIFE MEMBERSHIP: Individuals who have made significant contributions to the development of SkillsUSA, trade and industrial, career, technical and/or health occupations education whose membership has been approved by a majority vote of the voting members present at a scheduled meeting of the local or state SkillsUSA. Honorary members shall be limited to the Honorary Chapter SkillsUSA and/or the Honorary Vermont SkillsUSA in the State Association. Such membership shall not require payment of dues.

ALUMNI MEMBERSHIP: Individuals who have completed their technical training at the secondary level, are not pursuing membership as a post-secondary member but would still like to be involved with Vermont SkillsUSA can apply to a local chapter for Alumni Membership. Such membership shall require the payment of state and national dues. Alumni members are not eligible to compete in any competition or hold any local,

state or national office. Alumni members are encouraged to participate as contest advisors, judges and chaperones.

ARTICLE V – VOTING DELEGATES

SECTION 1. The active Vermont SkillsUSA members shall exercise their franchise through official Voting Delegates at all State and National meetings.

SECTION 2. Each active chapter shall elect Delegates who shall be considered Voting Delegates at all Vermont SkillsUSA meetings. The number of Voting Delegates shall be determined as provided in the BY-LAWS. (Article XII, Section 3).

SECTION 3. The number of Alternate Voting Delegates to which each Chapter is entitled shall be the same number as Official Voting Delegates.

SECTION 4. The President shall be an Official Voting Delegate at all National meetings. The remaining Official Voting Delegates of Vermont SkillsUSA shall be appointed at the Annual Meeting according to the quota established by National SkillsUSA.

SECTION 5. It shall be the duty and function of voting delegates to:

Enact By-Laws, Rules and Regulations necessary for carrying out the affairs and activities of the Vermont SkillsUSA Association.

Elect state officers for the organization.

Act upon items of business as requested by the Vermont SkillsUSA Executive Council.

SECTION 6. No student delegates, contestants or participants at a state SkillsUSA meeting shall be recognized or seated unless they are accompanied by one or more adult advisors from their local chapters.

ARTICLE VI – MEETINGS

SECTION 1. An annual business meeting of Vermont SkillsUSA shall be held each year at such time and place as the State Association Executive Council shall determine.

SECTION 2. The State Executive Council shall be empowered to call special meetings when deemed necessary.

SECTION 3. The annual meeting of Vermont SkillsUSA shall be held no later than May 15th of each year.

SECTION 4. The Executive Council of Vermont SkillsUSA shall appoint the following working committees at the Annual Business Meetings of the Association:

Constitution Revisions
Public Relations
Awards and Recognition
Finance
Annual Meeting
Courtesy Corps

These committees shall meet for the purpose of deliberation and shall report their recommendations, in writing, to the Vermont SkillsUSA Executive council by the date(s) specified.

ARTICLE VII – STATE EXECUTIVE COUNCIL

SECTION 1. The State Executive Council shall consist of the duly elected officers of Vermont SkillsUSA and shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, and either a Historian, Sentinel or Chaplin. State Director and/or Executive Director shall serve in an advisory capacity with no voting privileges.

SECTION 2.
It shall be the duty and function of the state Executive Council to:
Conduct business pertaining to the members they serve.
Preside over the State Associated meetings and conferences.
Call special meetings and conference subject to approval by the State Director and/or Executive Director.
Propose and review proposed amendments to the Constitution and By-Laws of the State Association.

ARTICLE VIII – STATE OFFICERS

SECTION 1. The officers of Vermont SkillsUSA shall be the President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian and either a Historian, Sentinel or Chaplin. The Vermont Department of Education will provide for the services of a qualified State Director and/or Executive Director.

SECTION 2. The officers shall serve for a term of one year beginning on July 1 and ending on June 30 of the following year. Newly elected Officers will be identified as "Officer Elect" from the time they are installed at the Annual Business Meeting until July 1. Officers who are finishing their term shall be given priority to attend the National Leadership and Skills Conference.

SECTION 3. Upon election, the newly elected State Officers may not hold any local, regional, or national SkillsUSA office.

SECTION 4. Any active member of this Association, upon election to National Office shall be made an ex-officio member of the Executive Council.

SECTION 5. In the event a duly elected state Officer shall be unable to complete his/her term in office, the following procedure shall be followed:

All local chapters will be notified of the pending vacancy and encouraged to submit a nominee for the office being vacated.

All nominees must submit a complete Officer Application including a personal essay and letters of recommendation as outlined in the application.

Local chapters will have two weeks to submit a nominee from the date the vacancy is announced.

A special Executive Council meeting will be held at which time all nominee will be interviewed by the remaining State Officers.

The State Officers will select a replacement from the candidates they interview.

vi. The newly appointed officer will be installed at the next delegate or full- state meeting.

ARTICLE IX – QUALIFICATIONS FOR STATE OFFICE

SECTION 1. Candidates for state office shall have:

Active membership status

Endorsement of their local chapter

Submitted a complete state officer application.

Definition of present active membership status and endorsement of local chapter to read as follows:

Active membership status and be currently enrolled in a trade, industrial, technical or health career programming at the time of application and must plan to continue at least one more year.

SECTION 2. Candidate shall file for office with the State Director or Executive Director no later than 30 days prior to the date of the annual meeting.

SECTION 3. The State Director and/or Executive Director will review applications to certify minimum qualifications outlined above and notify chapters of any deficiencies.

SECTION 4. The election process will include the following:
Candidates for each office will give a two minute speech before the voting delegates.
Delegates will have two minutes to question each candidate.
In the event none of the candidates for an office receive a majority of the votes cast, the two candidates with the highest number of votes shall be listed on the final ballot.
All voting for state officers shall be by secret ballot.

ARTICLE X – DUTIES OF STATE OFFICERS

SECTION 1. *President.* The President provides the key leadership role for Vermont SkillsUSA. He/she must work well with everyone to accomplish the goals of the organization. The President is responsible for keeping the organization focused on moving ahead. She/he must delegate authority to fellow officers and committees. The President provides over all State Association meetings and the Executive Council. He/she is committed to using proper parliamentary procedures and practices. The President shall participate in the meetings and events listed in Section 10.

SECTION 2. *Vice President*. The Vice President is the first assistant to the President and acting under directive of the President, shall look after the welfare of the organization in all chapters of the state. He/she presides at meetings and other events in the absence of the President. The Vice President shall other responsibility as listed in Section 10.

SECTION 3. *Secretary*. The Secretary is responsible for keeping accurate minutes of all Vermont SkillsUSA meetings. She/he has custody of the State Association Constitution and by-laws and shall have them available at each meeting for reference. The Secretary conducts correspondence for the association and provides the President with an agenda for meetings. He/she shall have other responsibilities as listed in Section 10.

SECTION 4. *Treasurer*. The Treasurer shall act as custodian of the funds of Vermont SkillsUSA. He/she will ensure there are accurate records of all receipts, bank deposits, and disbursements. The Treasurer shall submit an annual financial statement and an audit report as specified in Article XI. She/he shall serve as Chair of the Finance Committee and will submit a budget of proposed expenditures to be acted on at the annual meeting. The Treasurer shall have other responsibilities as listed in Section 10.

SECTION 5. *Reporter*. The Reporter shall represent the State Association in all matters relating to public relations. She/he shall work closely with the State Director/Executive Secretary to publicize State SkillsUSA activities. The Reporter shall greet members of the press at all state events and assist them in obtaining accurate information for the public. He/she shall assist in editing any of the Association's publications. The Reporter will seek news items of interest from local chapters. She/he will have other responsibilities as listed in Section10.

SECTION 6. *Sentinel/Historian*. The Sentinel/Historian shall be in charge of arranging, caring for, and closing the meeting room at the annual Business meeting and other Vermont SkillsUSA events. He/she shall distribute all copies of printed materials to the voting delegates and others as required. The Sentinel/Historian shall be stationed at the entrance of the Annual Business meeting to prevent distractions. She/he shall greet guests, taking their names and positions and arrange with the President for their introduction. The Sentinel/Historian is responsible for keeping and updating a formal Scrapbook of State Association Activities, for the duration of his/her term. The additional responsibilities are listed in Section 10.

SECTION 7. *Parliamentarian*. The Parliamentarian serves as the Vermont SkillsUSA authority and consultant to the President on procedural matters. He/she must possess at all times Robert's Rules of Order (most recent edition), the SkillsUSA Leadership Handbook and the state and national SkillsUSA constitutions. The Parliamentarian shall call attention

to errors in procedure, but has no authority to enforce ideas or rulings. His/her additional responsibilities are listed in Section 10.

SECTION 8. *State Director*. The State Director shall be responsible for administering the Vermont SkillsUSA program according to the dictates of the Association Executive Council, the voting delegates in the Annual Business meeting and the policies of the State Department of Education. She/he shall assign duties and responsibilities to the officers of the Association. It is the State Director's duty to advise the Executive Council, delegates, and committees on matters of policy and assist the State Officers in conducting meetings and carrying out programs. The State Director is empowered to act as agent for the Association in investing funds, purchasing or selling property when said purchase or sale is authorized by a majority vote of the delegates at an Annual Business meeting or by the officers of the Association. The Vermont Department of Education will assign a program consultant to serve as State Director or contract for the services.

SECTION 9. *State Executive Director*. An Executive Director may be appointed by the State Director with the approval of the State Officers and the Vermont Department of Education. He/she shall carry out duties assigned by the State Director and State Officers from the following responsibilities:

Coordinate, train, and supervise the State Officer Team.

Serve as liaison for communications between national, state and local chapters.

Coordinate leadership training events.

Coordinate the Annual State SkillsUSA Leadership and Career Development Conference.

Facilitate participation of Vermont attendees at the Annual National Leadership Skills Conference.

Publicize activities and achievements of SkillsUSA students.

Manage the Vermont SkillsUSA Association financial accounts in accordance with the requirements of DOE and of the members.

Assist with aligning SkillsUSA activities with academic and industry standards, best practices, certifications, and post-secondary linkages.

Work cooperatively with related career and technical education teachers, technical center directors, State curriculum consultant/advisor and the State CTSO Coordinator. Serve on the State CTSO Coordinating Council.

SECTION 10. All State Officers shall participate in an Annual Program of Work as adopted by the Vermont SkillsUSA Executive Council.

Annual Vermont CTSO Leadership Institute for State Officers	2 days
Chapter visitation (3 or 4 chapters per officer)	
Annual Fall Leadership training conference including necessary preparatory sessions.	2+ days
Career & Technical Education Legislative Day	1 day
Annual State Conference & Business meeting including necessary preparatory sessions.	3+ days
State Executive Council Meetings	1 per month
Out-of-state conferences and meetings as voted by the Executive Council	TBA

ARTICLE XI – FINANCES

SECTION 1. Annual membership dues in the State Association shall be fixed by a majority vote of the delegates present at the Vermont SkillsUSA Annual Business meeting.

SECTION 2. Professional members shall be assessed state dues in the same manner as active members.

SECTION 3. The State SkillsUSA Treasurer shall report by March 1 each year, which chapters have paid their annual state and national membership dues in full. These Chapters shall be designated as Chapters in good standing. Vermont membership deadline shall be the first Friday in February each calendar year.

SECTION 4. The State Director and/or Executive Director shall inform each chapter of the Total State and National dues at the beginning of the school year and the process to be followed for dues payment.

SECTION 5. Students must have a valid membership if they are to participate in any Vermont or National SkillsUSA sponsored event that occur after the first Friday in February.

SECTION 6. The voting delegates at the Annual business meeting of the State Association, shall adopt a budget to guide the State Association's expenditures for the ensuing fiscal year.

SECTION 7. Annually the State Treasurer shall present a financial statement for the previous fiscal year for the purpose of informing each member of the State Association's sources, distribution and uses of income.

SECTION 8. The fiscal year of Vermont SkillsUSA shall be the same as the membership year which runs from July 1 through June 30.

ARTICLE XII – EMBLEMS AND COLORS

SECTION 1. The emblem of the Vermont Association of SkillsUSA colors shall be the same as those adopted by National SkillsUSA.

ARTICLE X<u>III</u> – AUDIT

SECTION 1. The accounts of the State Treasurer shall be audited prior to the Annual Business Meeting of Vermont SkillsUSA. An Audit committee consisting of a State Department of Education representative and a member of the State Association Finance Committee and a local chapter advisor to be appointed by the Executive Committee.

SECTION 2. The report of the Auditing Committee shall be brought before the Voting Delegates to be acted upon at the Annual Business Meeting of Vermont ~~VICA~~ SkillsUSA.

ARTICLE XIV – AMENDMENTS

SECTION 1. This Constitution and attached Rules, Regulations and By-Laws may be amended only by a two-thirds vote of the present Official Voting Delegates quorum at the Annual Business Meeting of Vermont SkillsUSA, or a special meeting called for this expressed purpose.

SECTION 2. Only such amendments shall be made as are in keeping with the purpose stated in Article II of this Constitution and not in conflict with the National SkillsUSA Constitution.

SECTION 3. Proposed Amendments to the State Constitution must be submitted in writing by members of local chapters to the State Executive Committee for review or brought up for discussion in a meeting where the state Executive Committee is present.

SECTION 4. Proposed changes or amendments to this Constitution must be warned not less than 30 days prior to the Annual Business Meeting of Vermont SkillsUSA.

ARTICLE XV – RULES, REGULATIONS AND BY-LAWS

SECTION 1. Such rules, regulations, and by-laws as are deemed necessary for the proper conduct of the business of Vermont SkillsUSA and which are in keeping with the purposes stated in Article II of this Constitution, shall be adopted by majority vote of the official voting delegates.

SECTION 2. Parliamentary Procedures at all meetings, shall be governed by Roberts Rules of Order~~,~~ (Newly Revised).

SECTION 3. Each local Chapter shall be entitled to two (2) Official Voting Delegates.

SECTION 4. DEFINITIONS

CHAPTER: A Chapter is a major division of the State Association having been duly chartered and representing an Area Technical Center or High School with state approved career and technical education programming. It may contain as many sub-divisions (Clubs and Sections) as there are Vocational Trade, Industrial, Technical and Health Occupations offerings within the school.

CLUB: A Club is a sub-division of the Chapter having its own slate of Officers and which holds regular meetings. It may consist of an A.M., P.M. and late P.M. group.

SECTION: A section is a further breakdown of a Chapter and/or Club representing as many separate Vocational, Trade, Industrial, Technical and Health Occupations programs as are offered by the school.

SECTION 5. Annual Business Meeting and Leadership and Skills Conference:

(1): It shall be the responsibility of the Vermont SkillsUSA Director and/or Executive Director and the Executive Council ~~of Vermont VICA~~ to announce the date and location of the following year conference site, at the Annual State Conference each year.

(2): Specific Vermont Skill competition areas will be announced by the Executive Council no later than 15 January of each year. Dates and locations will be announced to each Technical Center and/or school with local chapters in good standing as soon as they become available.