

# **MICHIGAN ASSOCIATION OF SkillsUSA CONSTITUTION**

## **ARTICLE I – NAME**

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

## **ARTICLE II – PURPOSES**

The purposes of this Association are:

To unite in a common bond without regard to race, sex, religion, creed, or national origin, full-time students, enrolled in secondary and/or post secondary classes with approved Career Technical Education or CTE, trade, industrial, and technical occupation objectives.

To develop leadership abilities through participation in educational, approved Career Technical Education or CTE, civic, recreational, and social activities.

To foster a deep respect for the dignity of work.

To assist students in establishing realistic approved Career Technical Education or CTE 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 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 business and labor a sincere interest in and esteem for trade, industrial, and technical education.

To develop patriotism through a knowledge of our Nation's heritage and practice of democracy.

## **ARTICLE III – ORGANIZATION**

Section 1. The Michigan Association of SkillsUSA is an Association of local chapters in the State of Michigan operating in accordance with a charter granted by National SkillsUSA.

Section 2. The Administration of SkillsUSA Michigan shall be vested in the State Executive Council of the State Association Officers and the State SkillsUSA Director. Officers shall be elected for a term of one year.

Section 3. Charters shall be issued to local schools by the Executive Council of the Michigan Association of SkillsUSA. There shall be no more than two local charters per school.

Section 4. A chapter is defined as a group of seven or more trade, industrial, and technical occupation students who have met the following requirements:

1. Paid SkillsUSA annual dues and submitted official rosters.
2. Elected officers.
3. Organized a calendar of activities.

Section 5. A chapter may be composed of a number of sections. A chapter section is defined as the following:

1. Seven or more members in a single occupational or co-op class unless special permission is granted for a smaller section following application to the State Executive Council.
2. The teacher serving as the section Advisor.
3. Having elected a set of officers.
4. A planned calendar of activities.

Section 6. A State Advisory Board composed of leaders from education, business, labor unions, shall be appointed by the State SkillsUSA Director, to provide counsel, advice, and assistance to the State Association in carrying out its functions. Equal representation shall be given management and labor.

Section 7. A State Advisors' Council composed of the following shall be elected on an annual basis by the advisors of the State:

- President
- President-Elect
- Past- President
- Secretary
- Treasurer
- Parliamentarian
- A Senior and Junior Representative from each of the State's regions
- Two Members-At-Large (not from the same school)
- Two College/Postsecondary Representatives (not from the same school)
- Two Business and Industry Representatives (appointed by the State Director)
- Two Alumni Representatives (appointed by the State Director)

They shall provide counsel, advice, and assistance to the State Association in carrying out its functions. These functions shall include but are not limited to those of financial nature, competitive events, and over all general operation of the organization. The Council shall also

annually approve the submitted operating budget for the association and should review and approve association expenditures.

1. State Advisors' Council members must be a professional member of SkillsUSA.
2. Candidates for President-Elect shall have been a member of the State Advisors' Council for at least one year prior to such nomination.

Section 8. In the event of dissolution, all assets, real and personal shall be distributed to such organizations as are qualified as tax exempt under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue law.

## **ARTICLE IV – MEMBERSHIP**

Section 1. Membership of the Michigan Association of SkillsUSA shall consist of the total eligible members of the local chapter; and members shall hold the same membership status (active, associate, honorary, and professional) as in their respective local chapter.

Section 2. All members of the State Association must be members of the National Organization to qualify for a charter.

Section 3. It is the policy of SkillsUSA Michigan that no person on the basis of race, color, religion, national origin or ancestry, age, marital status, weight, sexual orientation, gender or disability, shall be discriminated against, excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination. This policy of non-discrimination shall also apply to otherwise qualified handicapped individuals.

Section 4. Classes of membership that will be recognized by the Michigan Association of SkillsUSA are:

**Active Membership:** Full-time preparatory students, enrolled in secondary or post-secondary approved Career Technical Education or CTE courses offered in trade, industrial, and technical education regardless of the type of institution in which they take their approved Career Technical Education or CTE training.

**Professional Membership:** Persons associated with or participating in the professional development of SkillsUSA, as approved by the State Association. Such members shall include chapter advisors, teacher-educators, and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as state and national voting delegates, hold state or national office, or otherwise represent their State Association in National SkillsUSA.

**Honorary Life Membership:** Individuals who have made significant contributions to the development of SkillsUSA and approved Career Technical Education; whose membership has been approved by the State Executive Council upon recommendation of the State Association. Such membership shall not require payment of dues by the individual. The State Association shall provide services to honorary members.

Section 5. A membership year shall be from July 1, through June 30, inclusive.

## **ARTICLE V – VOTING DELEGATES**

Section 1. The SkillsUSA member shall exercise his/her franchise, 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 House of Delegates business meeting. The number of delegates shall be determined as provided by the By-laws.

Section 3. The number of voting delegates to the National Leadership 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 newly elected President of the State Association is automatically a voting delegate.

## **ARTICLE VI – MEETINGS**

Section 1. A State Leadership and Skills Conference shall be held each year, and this shall serve as the official annual meeting of the Michigan Association of SkillsUSA.

Section 2. The State Executive Council shall hold two regular meetings in advance of the State Leadership and Skills Conference. They shall be empowered to call special meetings with the approval of the State SkillsUSA Director.

Section 3. In all meetings, Robert’s Rules of Order, Newly Revised, shall serve as standard procedure.

## **ARTICLE VII – STATE OFFICERS**

Section 1. The officers of the Michigan Association of SkillsUSA shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, and Regional Officers (up to the number of regions provided for in the Bylaws).

Section 2. These officers shall be elected by a majority vote of the voting delegates at the annual State Leadership and Skills Conference.

Section 3. Officers shall serve for a term of one year, from July 1, to June 30.

Section 4. The State Executive Council shall have the power to appoint an officer of the Michigan Association of SkillsUSA to fill any office, which becomes vacant between State Leadership Conferences.

## **ARTICLE VIII – QUALIFICATIONS FOR STATE OFFICE**

Section 1. Eligibility for holding a state office shall be:

1. Active dues paying membership status
2. Endorsement of the local chapter
3. Shall have at least one full school year remaining in their state approved Career Technical Education program.

Section 2. All candidates for state office must file their candidacy for office with the State SkillsUSA Director by the due date as established by State Executive Council.

Section 3. No chapter shall be allowed to provide more than one ceremonial officer per year. An exception will be allowed if:

1. There are less than 6 candidates or
2. There are less than 6 chapters represented

Officers are be elected as follows:

1. The 6 candidates with the most votes will be the ceremonial officers (President, Vice President, Secretary, Treasurer, Reporter and Parliamentarian). Each person's actual position will be determined after intensive state officer training and evaluation.
2. The next 6 candidates with the most votes will make up the rest of the state officer team.
3. The top College/Postsecondary candidate with the most votes will be the College/Postsecondary Representative.

## **ARTICLE IX – FINANCES**

Section 1. State dues shall be payable on or before the date specified on the yearly membership forms. State and national dues are established by the Bylaws.

Section 2. Dues or any contributions shall be paid to the State SkillsUSA Director or Executive Treasurer. The State Director or Executive Treasurer's duties shall be:

1. Membership dues and rosters shall be submitted to the National Association.
2. To receive local chapter state dues from the National Office.
3. To receive all contributions from donating individuals, businesses, organizations, or foundations.
4. To pay, or have paid all bills incurred by the State Association.
5. To keep financial records of the Association.
6. To submit a financial report of the condition of the State Association at regular intervals to both the executive and advisors' councils and annually to the local chapters.
7. To submit the annual state financial report to the National Office for inclusion in the National report to the Internal Revenue Service (IRS).
8. To have a recognized bookkeeping system set up and have the accounts kept in order, and once a year an audit shall be made by persons qualified to perform this service.

Section 3. The State SkillsUSA Director or Executive Treasurer shall keep a record each year as to which chapter have paid their membership dues in full. These chapter shall be designated as chapter in good standing and the report will be made available to interested parties.

## **ARTICLE X – EMBLEMS AND COLORS**

Section 1. The emblem of SkillsUSA Michigan and its colors shall be the same as those adopted by National SkillsUSA.

## **ARTICLE XI – AMENDMENTS**

Section 1. Amendments to the State Constitution may be offered in writing by any chapter, official delegate, or officer of the State Association to the State Executive Council at least sixty (60) days prior to the State Leadership and Skills Conference. Proposed amendments must be reviewed by the State Executive Council, which will submit them to the delegates of the State Leadership and Skills Conference with a recommendations at least fifteen (15) days prior to the State Leadership and Skills Conference. A two-thirds (2/3) vote of the delegates present at the meeting is required for the adoption of an amendment to this constitution.

## **ARTICLE XII – RULES, REGULATIONS, AND BYLAWS**

Section 1. Such rules, regulations, and Bylaws as are deemed necessary of the proper conduct of this organization shall be adopted.

Section 2. No rules, regulations, or Bylaws shall be adopted which are contrary to this constitution.

Revised 7-2014

**MICHIGAN ASSOCIATION OF SKILLSUSA  
BYLAWS**

**ARTICLE I – RELATIONSHIP TO CONSTITUTION**

All provisions contained in the constitution of the Michigan Association of SkillsUSA shall be considered to be a part of these Bylaws, to the same extent as though fully set forth herein.

**ARTICLE II – LOCATION OF PRINCIPAL OFFICE**

The principal office of the Michigan Association of SkillsUSA shall be in the City of Lansing, Michigan, State Department of Education, Career-Technical Education service, or where the operations project is housed.

**ARTICLE III – NUMBER OF REGIONS AND REGIONAL PRESIDENTS**

The number of regions and State Regional Officers will be determined by a vote of the State Advisor Council. The State Advisor Council will determine the number and boundary lines of districts within a region.

**ARTICLE IV – STATUS OF CHAPTERS AND MEMBERS**

Section A

State Affiliation of Local Chapter - To receive state affiliation a local chapter must file application with the SkillsUSA Michigan Director. The application must include the following:

A copy of the local constitution and bylaws.  
Form 10b (membership roster) correctly filled out and accompanied by State and National dues.  
An application for a local SkillsUSA charter.

Section B

After the initial affiliation, a local chapter shall be considered continuously affiliated unless:

The local chapter constitution is found by the Executive Council to be in conflict with the State or National constitution.  
The local chapter fails to submit dues by the deadline date each year.  
The local chapter fails to submit reports as requested by the Executive Council.  
The local chapter's activities are not in harmony with the purposes of the National Organization and State Association.

Section C

Active members shall be considered in good standing when:

- They attend local chapter meetings with reasonable regularity.
- They show interest in and take part in the affairs of the chapter.
- They pay dues annually.
- They conduct themselves in a manner that follows the ideals of the SkillsUSA organization.

**ARTICLE V – MEMBERSHIP CLASSES AND DUES**

Member	State Dues	National Dues
Alumni	\$ 0.00	Current Dues
Active	6.00	Current Dues
Professional	6.00	Current Dues

**ARTICLE VI – REPRESENTATION**

Each chapter is entitled to at least two (2) voting delegates.  
 The number of delegates a chapter is entitled to shall be determined by the following:  
 Two (2) voting delegates plus a percentage of the state maximum of 300 delegates  
     based on chapter membership percentage of total state membership.  
 Each delegate is entitled to one vote and must be present to cast that vote.  
 Each chapter is entitled to at least two (2) votes and official delegates must be present to cast said votes.  
 A list of delegates, alternates and other conference participants must be forwarded to the State SkillsUSA Director as requested prior to the State Leadership and Skills Conference in order that a chapter be entitled to cast their votes.

**ARTICLE VII – ELECTION OF STATE OFFICERS**

Election of officers shall take place by secret ballot at the annual House of Delegates’ business meeting. Only delegates may vote.

**ARTICLE VIII – STANDING COMMITTEES**

The President of the Michigan Association of SkillsUSA Advisor Council shall appoint the following regular committees annually:  
the Resolutions Committee, the Budget Committee, the State Program of Activities Committee.  
Other committees may be appointed as necessary.



## **ARTICLE IX – DUTIES OF STATE OFFICERS AND EXECUTIVE COUNCIL**

### **Section A – Executive Council**

The Executive Council of the Michigan Association of SkillsUSA shall consist of the State Officers. This Council shall perform the usual duties of an Executive Council. The Executive Council shall formulate a program of activities and policies for the State Association and be the governing body of the Association. The acts of the council are subject to approval at the annual State Leadership Conference. State Officers are excluded from competition in leadership skills during their term of office.

#### **1 - President**

It shall be the duty of the President to preside over the State Leadership Conference of the Michigan Association of SkillsUSA and over all meetings of the State Executive Council; to appoint all committees and be an ex-officio member of each committee; to issue the call for the annual State Leadership Conference and such other meetings of the State Association as approved by the majority vote of the State Executive Council; the President shall issue the call for the meetings of the State Executive Council upon approval of the State SkillsUSA Director.

#### **2 - Vice President**

It shall be the duty of the State Vice President to perform the duties of the President whenever the President is incapacitated or absent from a meeting. The Vice President will assume the office of President in the event the President leaves the office. The Vice President shall also be an ex-officio member of all committees.

#### **3 - Regional Officers**

It shall be the duty of the Regional Officers to preside over all official meetings within their respective regions. They will also be the official meeting representative within their regions when so requested by the State Association.

#### **4 - Secretary**

It shall be the duty of the Secretary to keep an accurate record of the sessions of the State Executive Council and the State Leadership and Skills Conference and to furnish a copy of the same to the State SkillsUSA Director for his/her permanent records. He/she shall perform such other duties as may be directed by the members of the Executive Council and the State SkillsUSA Director.

#### **5 - Treasurer**

It shall be the duty of the student Treasurer to report all of the finances of the Michigan Association of SkillsUSA at the meetings of the Executive Council and to the delegates at the annual State Leadership and Skills Conference.

#### 6 - Reporter

It shall be the duty of the Reporter to supply public information, gather and submit all interesting news to local and state papers and radio stations, assist the State SkillsUSA Director in keeping scrapbooks of pictures and articles published concerning the State Association and its program of activities and to compile the State Association history.

#### 7 - Parliamentarian

It shall be the duty of the Parliamentarian to advise the presiding officer and members of questions relative to parliamentary procedure. It shall also be the duty of the Parliamentarian to welcome guests, set up the meeting room, take care of all equipment, and assist the President and State SkillsUSA Director in any manner which they request.

#### 8 - State Director

The State SkillsUSA Director is an ex-officio member of the State Executive Council. It is his/her duty to advise the Executive Council, the delegates and the committees on matters of policy and to assist the State Officers in conducting meetings and carrying out programs.

### **ARTICLE X – AMENDMENTS TO BYLAWS**

The delegates at the Annual State Leadership and Skills Conference may amend these Bylaws by a two-thirds vote of the delegates present. The amendment to the Bylaws must be submitted to the delegates fifteen (15) days prior to the State Leadership and Skills Conference.

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