

# CONSTITUTION OF THE SOUTH CAROLINA ASSOCIATION OF SKILLSUSA

## ARTICLE I. Name

The official name of this organization shall be South Carolina Association of SkillsUSA.

## ARTICLE II. Purpose and Functions

The South Carolina Association of SkillsUSA is a state organization of affiliated local chapters in schools having organized instruction in technical, skilled, and service careers, including health careers, in accordance with a charter granted by SkillsUSA, Inc. and the South Carolina Department of Education under the provisions of the State Plan for Career and Technology Education.

### A. Purpose

The purposes of this organization are as follows:

1. To unite students enrolled in classes with Career and Technical Education, hereafter referred to as CTE, objectives in common bond without regard to race, creed, sex, national origin or disability.
2. To promote high standards in all phases of career development endeavors including ethics, workmanship, scholarship, safety and academic excellence.
3. To develop student leadership through participation in educational, career and technical, civic, recreational and social activities.
4. To foster proper respect for the dignity of work.
5. To develop in students the ability to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
6. To create among students, faculty members, patrons of the schools, the community and persons in local industry a sincere interest in and esteem for CTE.
7. To develop in the individual wholesome attitudes toward useful citizenship in the school and community.

### B. Functions

The functions of this organization shall be as follows:

1. To act as an integral part of the organized instructional programs in CTE to qualify for assistance under state and federal career and technical education legislation.
2. To build confidence in students and their work by developing desirable work habits and the effective use of time by learning to assume responsibilities and by developing personal and occupational competencies in communications, human relations and social abilities leading to intelligent choices of careers and successful employment.

3. To foster programs and activities that will develop leadership, character, scholarship, occupational pride, and training for useful life. To foster programs that encourage members to improve the home and its surroundings. To develop and improve the community including its economic, environmental and human resources.
4. To recognize individual achievements in scholarship and career opportunities for success in life.

## **ARTICLE III. Structure and Control**

### **A. Establishment of the Board; Roles and Duties**

The authority and administration of South Carolina Association of SkillsUSA affairs shall be vested in the South Carolina Association of SkillsUSA State Board of Directors, henceforth referred to as "Board of Directors." The roles and duties of the Board of Directors shall be as follows:

1. Select, direct, supervise, and issue annual performance appraisals of the Executive Director;
2. Establish and amend, as necessary, the goals of the Regional Advisory Committee;
3. Implement checks and balances to ensure financial accountability;
4. Oversee operations of the organization, including the execution of all contracts, deeds, mortgages, or other obligations incurred;
5. Develop and implement a statewide strategic plan for the organization at least once every three years;
6. Any other activities that are consistent with the purpose and functions of the organization as set forth in Article II of this Constitution.

### **B. Board Member Composition, Selection and Terms**

**Composition:** The Board of Directors shall consist of the following fourteen (14) members, each of whom shall have the authority to cast one (1) vote:

- One (1) Business and Industry appointee
- One (1) Technical College System appointee
- One (1) CTE Directors Association appointee
- Eight (8) Regional Representatives, two (2) from each of the following regions:
  - Region I: Oconee, Pickens, Greenville, Spartanburg, Cherokee, Anderson, Laurens, Abbeville, Greenwood, McCormick, Saluda, and Edgefield counties
  - Region II: York, Union, Chester, Lancaster, Fairfield, Newberry, Lexington, and Richland counties
  - Region III: Kershaw, Chesterfield, Lee, Marlboro, Darlington, Sumter, Clarendon, Florence, Dillon, Marion, Williamsburg, Georgetown, and Horry counties
  - Region IV: Calhoun, Aiken, Orangeburg, Bamberg, Barnwell, Allendale, Dorchester, Hampton, Colleton, Jasper, Beaufort, Charleston, and Berkeley counties

- One (1) South Carolina Department of Education, Office of Career and Technology Education appointee
- One (1) President of the Student Secondary Council
- One (1) Alumni Representative

**Terms of Board Members:** The terms of all appointed members of the Board of Directors shall be determined by the organization selecting and appointing those members.

The terms of the Regional Representatives shall be three (3) years. The terms shall be staggered such that Regions I and III shall be elected at the same time, and Regions II and IV shall be elected at the same time.

The term of the President of the Student Secondary Council shall be one (1) year.

**Officers:** Every two years, the Board of Directors shall elect new officers at the annual Board Retreat. These officers shall be chairperson, vice-chairperson, secretary and financial director.

The Board of Directors may also elect other officers as necessary to conduct business in accordance with the Constitution and Bylaws of this organization.

**Committees:** The Board of Directors may elect board members, the Executive Director, and/or individual volunteers to advisory committees as necessary and appropriate to conduct business in accordance with the Constitution and Bylaws of this organization. These committees may include, but are not limited to, a Business and Industry Advisory Committee. These committees shall be formed by a majority vote of the Board of Directors and shall have a specific purpose that is directly related to the execution of the roles and duties of the Board of Directors. When appropriate, these committees shall not be permanent and shall be dissolved by majority vote of the Board of Directors when their directives have concluded.

**Removal of Board Members:** Board members are expected to fulfill their duties as members of the Board of Directors, including attending all meetings of the Board of Directors.

If any Board member fails to attend two (2) meetings of the Board of Directors or fails to perform the duties of the office to which he/she is elected, as described in the Bylaws of this Constitution, the Board of Directors may call for a removal hearing. A written notice must be mailed to the Board member in question no less than 10 days prior to such hearing. The Board member will be asked to submit a letter stating valid reasons for absences. After a fair hearing is conducted by the Board of Directors, a vote of removal shall require a two-thirds vote in order to remove the Board member in question. The vacated office shall then be either assigned by the appropriate organization or elected by the respective Regional Advisory Committee.

**Meetings:** The Board of Directors shall meet at least once per quarter. All Board meeting dates will be posted on the website. The minutes for each meeting of the Board of Directors shall also

be posted on the website of this organization. At all meetings, where this Constitution and Bylaws are silent on matters of procedure, Robert's Rules of Order, Newly Revised, shall govern.

No meeting shall be held without a quorum, as defined by the Bylaws.

### **C. Executive Director**

The organization shall employ an Executive Director whose duties and responsibilities shall be determined by the Board of Directors and who shall attend all meetings of the Board of Directors.

## **Article IV. Regional Representatives**

### **A. Establishment; Purpose and Objectives**

Each of the four geographic regions set forth above shall be represented by two Regional Representatives who serve as members of the state Board of Directors. The purpose and objectives of the Regional Representatives shall be as follows:

1. To hold a minimum of three public forums within the respective region allowing members of the business, education, and SkillsUSA community to express opinions, concerns, and ideas regarding these objectives;
2. Other objectives as directed by the Board of Directors.

### **B. Selection**

At least two (2) individuals shall be elected to each region as Regional Representatives by members of the Board of Directors. Regional Representatives will be nominated by their CTE Director/Principal. The nominees shall be voted on by the members of each region of the organization in a meeting whose date, time and location are posted publicly on the organization website at least ten (10) calendar days prior to the date of the meeting. The nominee receiving the most votes will serve as that region's representative. This process will be completed by the last regional meeting.

### **C. Meetings**

Regional meetings shall be held to a minimum of three. A schedule for all meetings shall be posted on the website of this organization. Members of the business, education, and SkillsUSA community shall be encouraged to attend, and a forum for these individuals to speak at the meeting shall be offered. Minutes shall be kept by the secretary and provided to the Executive Director.

### **D. Officers**

The Regional Representatives shall serve as the chairperson and secretary.

## **ARTICLE V. Organization**

### **A. Charter**

Active chapters of South Carolina Association of SkillsUSA for students enrolled in public secondary and postsecondary school programs shall be chartered only in such schools where recognized systematic instruction in technical, skilled and service careers including health careers are offered under provisions of the state plan for Career and Technology Education.

### **B. Local Chapters**

Members of local chapters shall meet, organize and adopt a local Constitution not to be in conflict with the state or the national Constitutions, elect officers, set up a program of activities, pay state and national dues, and then apply to the National Association. After this application has been approved by the state Board of Directors, the members of the local chapters may then be known as members of SkillsUSA.

1. A chapter of the South Carolina Association of SkillsUSA shall be organized by a school and may be composed of one or more sections as defined in the National SkillsUSA Leadership Handbook and which is approved to operate and is designated as a CTE course by the State Department of Education (SDE).
2. Charters will be issued to a school by the South Carolina Association of SkillsUSA State Director upon receipt of:
  - a. A properly executed petition which clearly establishes the eligibility of the group, and
  - b. State and National SkillsUSA dues for all members listed on the roster as verified by SkillsUSA, Inc.
3. One local chapter may be operated in each secondary and postsecondary education institution functioning under a principal, center director, or where one or more technical, skilled and service careers including health careers courses are offered. This does not preclude two institutions joining together to form one chapter.

### **C. Postsecondary Chapters**

Postsecondary chapters may be established in two or four year institutions where technology, technical, skilled and service careers, including health careers courses, are offered. Membership shall be open to students enrolled in technology, technical, skilled and service courses, including health education courses, which are offered. Such chapters shall be primarily designed for training their members in the knowledge and skill of their profession, and they can assist in advising and maintaining local secondary SkillsUSA chapters.

Each Postsecondary chapter shall be chartered and maintained under the authority of this association. All activities of the Postsecondary SkillsUSA chapter shall be in harmony with the

purposes, principles, and ideas of the SkillsUSA organization. Postsecondary students may hold offices for the postsecondary level in the South Carolina Association of SkillsUSA.

## **ARTICLE VI. Student Council, Business and Industry Advisory Board**

### **A. Student Council**

There shall be a Student Council consisting of 24 voting members and 1 non-voting member as follows:

- 16 student members consisting of the South Carolina Association of SkillsUSA student officers (4 students from each of the 4 districts)
- 8 South Carolina Association of SkillsUSA Advisors\* (minimum of 1 advisor from each district)
  - \* It is recommended that the advisors of the student officers serve on the Student Council.
- South Carolina Association of SkillsUSA Executive Director (non-voting)

Duties of the Student Council of the state organization shall include:

- Develop the Program of Work with the state officers;
- Train and develop the State Officers;
- Those duties listed in the Official Guide (Leadership Handbook) of SkillsUSA.

The Student Council is charged with presenting a slate of officer candidates to the House of Delegates at the State Leadership Conference. Elections will be held at the Leadership Conference.

#### **1. State Officers**

State officers of the Student Council of South Carolina Association of SkillsUSA shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Reporter
- Chaplain or Sergeant-at-Arms
- Officer-at-Large

In addition, eight alternates will be elected for secondary/high school students. State postsecondary officers of the South Carolina Association of SkillsUSA and duties shall be the same as the secondary officers. The duties of each officer are as stated in the SkillsUSA Leadership Handbook. The slate of sixteen officers is elected at the State Leadership Conference for the upcoming school year. The term of the state officers will be a one year term and they will hold

office from the time of election at the Leadership Conference until the closing of the Leadership Conference the following year. Advisors of the Student Council will place elected officers in positions of leadership best suited for each individual.

## **2. Eligibility**

The minimum qualifications for all the officer candidate(s) are that they shall be an active member(s) in good standing in the South Carolina Association of SkillsUSA and that they have and maintain a minimum of a 2.0 overall cumulative grade point average based on a 4 point system for the semester and a 3.0 in their career and technology education course(s). Officer candidates must successfully complete Level 1 of the SkillsUSA Professional Development Program prior to interview. The Student Council shall present a slate of 16 officer candidates. These nominations shall be based on the overall scores given to the candidates from a test on SkillsUSA knowledge and an interview. A minimum score of 80% will be required on the written test. Candidates will be tested and interviewed at a scheduled meeting of the Student Council prior to the State Leadership Conference. There will be no nominations from the floor.

## **3. Recommendations/Nomination**

- a. Candidates for state office must be recommended by their advisor to the State Executive Director according to the procedures for the election of state officers. Such recommendations must be submitted to the State Executive Director no later than January 31 prior to the State Leadership Conference. Each chapter may recommend no more than two officer candidates to the State Executive Director.
- b. Each of the candidates for state office shall be given a maximum of three minutes for a campaign speech at the State Leadership Conference. Officer candidates shall respond to a problematic oral question before the members of the State Leadership Conference. The question shall be the same for all candidates for the slate of officers.
- c. Local chapters providing the state president for two consecutive years must be approved by the Board of Directors.
- d. Nominations and recommendations shall be made without regard to race, creed, sex, national origin or disability.

## **4. Election**

The slate of officers for the South Carolina Association of SkillsUSA shall be elected by a simple majority vote of the House of Delegates present at the annual State Leadership Conference. Voting will be by secret ballot of the voting delegates and each delegate may vote for 8 of the 16 candidates who will serve as officers and the remaining 8 will serve as alternates. Ties will be broken by the SkillsUSA knowledge test scores.

Once the slate of officers is chosen by the House of Delegates, the specific positions are assigned by the Nominating Committee and presented to the Executive Director for final approval.

## **5. State Officers--Removal**

If any student officer fails to perform the duties of the office to which he/she is elected, as described in the Bylaws of this Constitution, the Executive Director and/or student advisor shall counsel the student. If the failure continues, the Executive Director shall consult with the Regional Representatives and appoint a different student to that position.

## **6. Local Officers**

Local officers shall consist of a President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian, and Chaplain. The local teacher shall be the local advisor. Officers of the local chapters shall be elected annually at one of its regular meetings. To qualify for an election, all officers must be active members.

## **ARTICLE VII. Membership**

- A.** Membership of the South Carolina Association of SkillsUSA shall consist of all state members as verified by SkillsUSA, Inc.
- B.** All members of the State Association must be members of the National Organization to qualify for a charter.
- C.** Each local chapter and state association shall be open for membership to all students regardless of race, color, sex, national origin, or disability.

Membership classes recognized by the South Carolina Association of SkillsUSA are:

1. **Active Membership:** Students enrolled in career and technology education courses offered in technical, skilled and service careers, including health careers, meeting the requirements of the state plan for Career and Technology Education are considered active members. All active members have full voting privileges, right to hold elective chapter offices and to participate in district, state and national SkillsUSA contests and events as specified by contest rules.
2. **Alumni Membership:** Former active members who are no longer enrolled in career and technology education. Although they may participate at the national level, Alumni members are not eligible to serve as national voting delegates. They may hold national office and otherwise represent the State Active Association membership in SkillsUSA.
3. **Professional Membership:** Persons associated with or participating in the professional development of SkillsUSA as approved by the South Carolina Association of SkillsUSA.

Such members shall include chapter advisors, teacher educators, state director, school administrators, district consultants and business and industry representatives. Professional members will pay dues as established by SkillsUSA.

4. **Honorary Life Membership:** Individuals who have made significant contributions to the development of SkillsUSA, to technical, skilled and service careers, including health careers whose membership has been approved by the Board of Directors. Such membership shall not require payment of either state or national dues.

#### **ARTICLE VIII. Annual Meetings**

- A. The South Carolina Leadership Training Institute shall be held annually in the fall of the year. The State Leadership Conference shall, except in the case of extreme emergency, be held annually prior to the National Leadership Conference at a time and place to be determined by the Board of Directors.
- B. The South Carolina Association of SkillsUSA will participate in the national meeting as set forth by National Skills USA.

The voting delegates are the newly elected state officers. The number of voting delegates from South Carolina is determined by the total number of members in the state association.

- C. Local chapters shall hold their meetings at such time and place as may be decided upon by the Executive Committee of the local chapter.
- D. Each active local chapter shall be entitled to representation in the State House of Delegates on the following basis:
  1. One delegate vote for each club
  2. One delegate vote for each 50 members (see Bylaws, Article IV, House of Delegates, Section A)
- E. At all meetings, where this Constitution and Bylaws are silent on matters of procedure, Robert's Rules of Order, Newly Revised, shall govern.

#### **ARTICLE IX. Dues**

- A. Membership dues in the State Association shall be determined by the recommendation of the State Board of Directors subject to approval by a majority of the State House of Delegates present at the State Leadership Conference and will go into effect the following year.
- B. The dues of any local chapter shall be fixed by a majority vote of its membership.

#### **ARTICLE X. Amendments**

- A.** Amendments to the state Constitution shall be submitted in writing from any chapter to the Board of Directors. Proposed amendments may be adopted by a majority vote of the Board of Directors.
- B.** In order to ensure flexibility, Bylaws may be adapted to fit the needs of the State Association.

#### **ARTICLE X. Bylaws**

- A.** Such Bylaws as are deemed necessary for the proper conduct of the organization shall be adopted by majority vote of the Board of Directors.
- B.** No Bylaws shall be adopted which are contrary to the Constitution.

# **BYLAWS OF THE SOUTH CAROLINA ASSOCIATION OF SKILLSUSA**

## **ARTICLE I. Governance**

The structure, terms, and makeup of the governance of this organization are set forth in its Constitution. Clarifications and addenda to the governance of this organization, if and when adopted, shall be set forth in this article.

## **ARTICLE II. Dues**

The structure, terms and manner in which dues are required of members of this organization are set forth in its Constitution. Clarifications and addenda to the terms and manner in which dues are applied, if and when adopted, shall be set forth in this article.

## **ARTICLE III. Initiations**

### **Section A**

No candidate for membership or office will be subjected to any treatment which is part of or incidental to the initiation into SkillsUSA that would be intended to humiliate or discomfort that person.

### **Section B**

No activities on the part of the SkillsUSA members which may be construed as hazing will be permitted.

## **ARTICLE IV. House of Delegates**

### **Section A**

The State House of Delegates meets annually in conjunction with the State Leadership Conference. There will be one delegate per chapter and an additional delegate for every 50 members. For example, if a chapter has 1-49 members, it will have one delegate. If a chapter has 50-99 members, it will have two delegates and so on. Each delegate to the State House of Delegates may only cast one ballot for election of state officers.

### **Section B**

To be eligible, a list of delegates must be forwarded to the State Executive Director along with the registration for the State Leadership Conference and confirmed in writing upon arrival at the Leadership Conference.

## **ARTICLE V. Contests and Awards**

The State Executive Director or a duly designated committee may:

1. Set up such district and state contests as directed by the Board of Directors;
2. Designate awards for district and state contest winners;

3. Designate certain of its members to serve on technical committees and to contact donors.

## **ARTICLE VI. Finances**

### **Section A**

All South Carolina Association of SkillsUSA funds shall be deposited in a bank designated by the state Board of Directors.

### **Section B**

All funds shall be disbursed by check requiring two signatures. The South Carolina Association of SkillsUSA Executive Director and Treasurer of the Board of Directors shall sign the checks.

### **Section C**

A financial report of the previous fiscal year shall be posted on the website or sent by request. The state Board of Directors will annually approve a budget and the financial reports.

### **Section D**

All books and records of the South Carolina Association of SkillsUSA may be inspected by any member, advisor, or committee person.

### **Section E.**

Non-payment policy - Outstanding invoices are invoices that remain unpaid for 90 days. If a chapter has outstanding invoices to the South Carolina Association of SkillsUSA, that chapter will be unable to attend any district, state or national event unless full payment is received for that event at least ten days prior to the time of the event.

## **ARTICLE VII. Fiscal Year**

The fiscal year of the South Carolina Association of SkillsUSA shall commence on the first day of July in each year and shall end on the thirtieth day of June of the next calendar year.

## **ARTICLE VIII. Quorum**

A quorum will be defined as a majority of eligible voters present except where stated otherwise.

## **ARTICLE IX. Emblem and Equipment**

### **Section A**

The SkillsUSA emblem in its entirety shall not be used on any clothing other than official SkillsUSA dress as approved by the Board of Directors.

### **Section B**

Each chapter shall acquire the equipment necessary to carry on an effective program of work. Such equipment shall include:

- SkillsUSA Leadership Handbook
- Ceremonial emblem
- American flag
- Treasurer's and secretary's record books
- Reporter's publicity and scrapbook
- Gavel

## **ARTICLE X. Officer Qualifications**

All members running for South Carolina Association of SkillsUSA officer must have the following qualifications:

### **Section A**

All officers must complete an application packet which includes the following:

1. An essay describing what SkillsUSA means to him/her and what he/she has to offer South Carolina SkillsUSA as a member of the officer team.
2. A letter of approval and support from the school's SkillsUSA Chapter Advisor.
3. A letter of approval and school support from the school's Director/Principal.
4. A letter of approval and support from the parent or guardian.
5. A grade verification from the school.

### **Section B**

**Grades** – Grade verification of the immediate past semester must be submitted with the application for office. All officers must have a minimum of a 2.0 overall cumulative grade point average, based on a 4 point system, for the semester and a 3.0 in their career and technology education course(s).

### **Section C**

**Character** - must be of good character as shown by an appropriate official communication from the local school administrator.

### **Section D**

**Communication** - must be able to deliver a message before an audience in an effective manner.

### **Section E**

**Initiative** - must be capable of performing the duties of a state office.

### **Section F**

**Reliability** - must be honest and dependable.

**Section G**

**Knowledge** - Officer candidates must successfully complete Level 1 of the SkillsUSA Professional Development Program prior to interview. A minimum score of 80% will be required on the written SkillsUSA Knowledge test.

**ARTICLE XI. Amendments**

**Section A**

The Bylaws for the Constitution may be amended by a majority vote of the State Board of Directors.

**Section B**

Amendments to the Bylaws must be reported to all local chapters at the next State Leadership Conference.

**ARTICLE XII. Membership**

All chapters must organize and submit memberships on or before March 1.

*Approved and adopted at July 20, 2016.*