

SkillsUSA State Directors' Association Constitution and Bylaws

I. NAME

The name of this organization shall be SkillsUSA State Directors' Association (referred to as the Association)

II. PURPOSES

The purpose of this association shall be to:

- A. Bring to the attention of the Board of Directors the needs, concerns, and problems of the State SkillsUSA Associations.
- B. Present recommendations for the priorities and activities of the SkillsUSA organization.
- C. Act as a clearinghouse for SkillsUSA Board action.
- D. Advise the SkillsUSA organization staff by establishing and/or serving on committees to study and develop programs and competitive activities in the best interests of our SkillsUSA members.
- E. Advise and cooperate with teacher educators and teacher education institutions on matters relating to SkillsUSA.

III. MEMBERSHIP

Membership would be limited to those individuals serving as Directors or Assistants of State SkillsUSA Associations in high school and/or college/postsecondary divisions.

IV. DUES

The State Directors' Association will not assess dues. State Directors are required to retain a professional membership in SkillsUSA to maintain good standing in the Association.

V. OFFICERS

A. Positions

The officers of the State Directors' Association shall be the (a) Chair, (b) Chairelect, (c) Secretary, (d) Parliamentarian, (e) Regional Representatives (5: one per region), (f) Immediate Past Chair (Ex-officio) and (g) Alumni Representative.

B. Eligibility

Candidates for Chair-elect shall have been a member of the Executive Board for at least two years prior to such nominations. Candidates for Secretary and Parliamentarian must have been active members of the Association for at least one full year prior to nomination. All nominees must be members in good standing prior to such nomination.

C. Term of Office

All officers shall take office at the conclusion of the final business meeting of the membership year. The officers elected to serve as Chair and Chair-elect shall

serve for a two-year term and is ineligible to succeed him/herself. The officers elected to serve as Secretary, Parliamentarian, Alumni Representative and the Regional Representatives shall serve for a two year term. An elected officer other than Chair and Chair-elect may serve a maximum of three (3) consecutive terms in the same office.

D. Election of Officers

The officers shall be elected by secret ballot at the National Leadership and Skills Conference. Nominations for officers, except the Chair, and regional representatives may also be taken from the floor. Any member in good standing may vote for Secretary, Parliamentarian, Alumni Representative and Chair-elect. State Association Directors in each region shall vote for their Regional Representatives. Elections for the office of Representatives from regions of odd numbers (1, 3, and 5) shall be elected in the odd-numbered years and from regions of even numbers (2 and 4) shall be elected in even-numbered years. Elections for the office of Secretary, Parliamentarian, and Chair-elect shall be elected in the odd numbered years. Alumni Representative shall be elected in the even numbered years.

E. Succession of Officers

In the event the Chair is unable, as determined by the Executive Board, to discharge his/her duties, the office shall be assumed by the Chair-elect for the un-expired term. Should a vacancy occur in the position of Chair-elect, Secretary, Parliamentarian, or Alumni Representative, the members shall vote in a special election at the next official association meeting to fill that office for the un-expired term. Should a vacancy occur in the position of a Regional Representative, the State Association Directors in that region shall appoint a member in good standing to fill that office for the un-expired term.

VI. DUTIES OF THE OFFICERS

A. The Chair shall preside at meetings of the Executive Board and all business meetings of the Association. The Chair shall perform the duties of the Executive Officer including the appointment of committees to help execute the work and program of the Association. The Chair shall also serve as the official representative of the State Directors' Association to the Board of Directors of SkillsUSA, Inc., along with serving on the SkillsUSA Championships Steering Committee.

B. The Chair-elect shall assist the Chair in his/her duties and act for the Chair in case of the latter's resignation or absence. The Chair-elect shall serve as the Chair of the Nominating and Elections Committee.

C. The Secretary shall (1) keep a record of the proceedings of all business meetings of the Association; (2) keep an active, up-to-date list of members in good standing as obtained from SkillsUSA.

D. The Parliamentarian serves as a consultant to the Chair on conduction of meetings according to parliamentary procedure as written in the current edition of Robert's Rules of Order, Newly Revised.

E. The Alumni Representative shall serve as the liaison between the State Directors' Association and the Alumni Coordinator representative on the National Staff.

F. The Regional Representatives shall serve as a liaison between the State Directors in their respective regions and the Association. They shall also serve as the Nominations and Elections Committee.

VII. EXECUTIVE BOARD

A. The Executive Board shall consist of the Officers and the elected Regional Representatives.

B. The Executive Board shall be the administrative body of the Association and direct its activities to include (1) the general planning of annual meetings, (2) the planning and approval of all committee work, (3) the dissemination of current information relative to all Association members, and (4) the maintaining of cooperation and public relations with SkillsUSA and the State SkillsUSA Associations.

C. Executive Board members are required to attend the January Executive Board meeting, NLSC and annual Board meetings.

VIII. MEETINGS

A. There shall be two official business meetings of the Association each year to conduct the business of the Association and for professional development. The first to be held at the NLSC for electing Association officers and the second during the State Directors' Conference.

B. The Nominating and Elections Committee shall meet on Sunday evening preceding the National Leadership and Skills Conference.

C. Special meetings may be called by the Chair.

D. A quorum for the purpose of transacting business shall consist of those members present at a meeting that has been set at least 30 days prior to proposed meeting date, with proper notification.

E. All motions must be presented in writing to the chair at the time it is introduced on the floor at any business meeting.

IX. VOTING

A. Voting privileges shall be exclusive to those members holding a professional

SkillsUSA membership and designated by the state as the SkillsUSA Director. Each state association shall receive one vote per division, high school and college/postsecondary, regardless of whether or not there is a Director for each division or one that handles both divisions.

B. Any member in good standing (meaning SkillsUSA professional dues paid to date) may exercise his/her voting privileges in person or by proxy through the submission of signed documentation presented to the Chair prior to the meeting.

X. COMMITTEES

A. Standing Committees

Standing Committees of the Association shall be:

Advisor of the Year

Mentor

Nominating and Elections

SkillsUSA Championships Clothing Assessment

SkillsUSA Championships Technical Standards

Vendor Relations

Constitution and Bylaws

Certification and Professional Development

Long Range Planning

Members shall be appointed by the Chair with the approval of the Executive Board of the Association.

B. Special Committees

Special Committees shall be formed and members appointed by the Chair with the approval of the Executive Board of the Association.

C. Nominating and Elections Committee

The Chair-elect shall serve as Chair of the Nominating and Elections Committee. The Regional Representatives shall serve as the committee members. The Nominating Committee shall meet on Sunday evening preceding the National Leadership and Skills Conference. The Nominating Committee shall prepare the ballots, and give results to the Chair of the State Directors' Association.

D. Ex-Officio Members

The Executive Director of SkillsUSA, Inc. shall appoint members of the national staff to serve as ex-officio members of the committees of the Association.

XI. MEMBERSHIP YEAR

The membership year shall be September 1 through August 31.

XII. AMENDMENTS

The Operating Procedures of the Association may be amended through the

following procedures:

A. Proposed amendments sponsored by members of this Association shall be submitted to the Chair no later than sixty (60) days prior to the official business meeting.

B. It shall be the Chair's responsibility to supply each member of this Association with a copy of the proposed amendments no later than thirty (30) days prior to any business meeting.

C. At a business meeting a two-thirds (2/3) majority vote of those members present will be required to adopt a proposed amendment.

D. The adopted amendment will go into effect at the termination of the conference hosting a business meeting.

XIII. ORDER OF TRANSACTING BUSINESS

The business of this Association shall be conducted according to the current edition of Robert's Rules of Order, Newly Revised unless otherwise specified in the Constitution.

Revised – June 28, 2014