

Suggested SkillsUSA Local Chapter Constitution

Constitution of The UT Dallas SkillsUSA Texas Association.

Article 1—Name

The official name of this organization shall be “UT Dallas SkillsUSA Chapter.”

Article II—Purposes

The purposes of this organization are:

- To assist local SkillsUSA members in their growth and development
- To unite in a common bond without regard to race, sex, religion, creed or national origin full-time students enrolled in classes with vocational trade and industrial, technical and health occupations education objectives
- To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic vocational goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in all phases of occupational endeavor including 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, industrial, technical and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy
- To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation

Article III—Organization

Section 1. The UT Dallas SkillsUSA Chapter shall be affiliated with the Texas Association of SkillsUSA. The chapter shall operate in accordance with its charter granted by the Texas association.

Section 2. *(For chapters organized into occupational sections)* The UT Dallas chapter shall be organized into occupational sections. The section is defined as 10 or more members in a single occupational or cooperative education class; whose teacher serves as the section advisor; having an elected set of section officers; and having planned a section calendar of activities.

Section 3. Section and chapter activities shall be coordinated by appropriate executive councils.

Section 4. A section advisory council composed of community leaders from education, management and labor shall be appointed by the appropriate school administrator upon recommendation of the section executive council. The advisory council shall provide counsel, advice, and assistance to the section in carrying out section’s functions. Equal representation shall be given management and labor. The advisory council shall assist in the administration of the Professional Development Program.

Section 5. All section advisors shall be members of a Section Advisor’s Committee. They shall meet periodically to discuss SkillsUSA as it relates to the instructional program. Their advice and counsel shall be transmitted to the section executive council(s) through the section advisor.

Article IV—Membership

Section 1. Membership in the chapter shall be open to students enrolled in college/technical preparatory courses in trade, industrial, technical and health occupations education in UT Dallas.

Section 2. Chapter membership shall be open to all students at UT Dallas regardless of race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act.

Section 3. State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.

Section 4. Classes of membership that will be recognized are:

Active Membership—Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a diploma/certificate or its equivalent.

Alumni Membership—Former active members who are no longer enrolled in vocational-technical education. Although alumni members pay dues and may participate at the national level through the SkillsUSA Foundation Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the state active association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Executive Board, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.

Professional Membership (*College/postsecondary only*)—Persons associated with or participating in the professional development of SkillsUSA, who pay dues as established by SkillsUSA, will be recognized as professional members.

Honorary Life Membership—Individuals who have made significant contributions to the development of SkillsUSA and vocational trade, industrial, technical and health occupations education whose membership has been approved by the chapter executive council upon the recommendation of the chapter. The chapter shall provide membership services.

Section 5. A membership year shall be from September 1 through August 31.

Article V—Executive Councils

Section 1. There shall be an executive council for each chapter consisting of president, vice president, secretary, treasurer, parliamentarian, and the president of each organized section.

Section 2. There shall be an executive council for each organized section with no less than three officers deemed appropriate by section members.

Section 3. The chapter and section officers of UT Dallas SkillsUSA will be selected by a nomination and election process.

- A. Officers shall be elected during the first two weeks of April and will serve a term of one academic year, beginning the following school year. Nominations will open two weeks prior to elections. The time between elections and the new term shall serve as a transition period for new Officers. Any member may nominate, and vote for, any other member, including himself or herself. Voting will occur by secret ballot and a simple majority vote is required to elect an Officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next regular meeting. There are no term limits.
- B. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation,

or veteran status. Equal opportunity must be given to all interested candidates. An Officer can be removed through vote of the other Officers, under the counsel of the organization's advisor, based on but not limited to the perception of the member's participation, dedication, teamwork, and attitude. All members will be notified of this pending action at least one week prior to the removal decision. A two-thirds majority vote of the voting membership (excluding the member in question) is mandatory in order to remove an Officer.

- C. Officers may at any time choose to resign from the organization by contacting both the Secretary and President by email.
- D. Any vacancy on the Executive Council shall be filled by appointment by the president pending ratification at the next group meeting.

Section 4. The presidents and vice presidents of the sections and the chapter advisor shall be the chapter executive council and shall coordinate overall chapter activities. They shall elect their own officers.

Article VI—Chapter Meetings

Section 1. Regular section meetings shall be held during the school year.

Section 2. Several section and chapter meetings shall be held during the school year.

Section 3. The appropriate executive council shall meet in advance of every section or chapter meeting.

Section 4. Parliamentary procedure of all meetings will be governed by *Robert's Rules of Order, Newly Revised*.

Article VII—Finances

Section 1. The chapter will be responsible for state and national SkillsUSA dues, according to the number of individual members claimed in each membership classification.

Section 2. The chapter advisor and the section advisor shall be responsible for the finances and will furnish an annual audit to the state SkillsUSA director and the membership.

Article VIII—Voting

Section 1. UT Dallas SkillsUSA members shall exercise their franchise through voting delegates at state conferences. Each organized section shall elect one delegate and one alternate to the Texas SkillsUSA House of Delegates.

Section 2. Each active member in good standing shall have the right to cast his or her vote concerning all section and chapter business and election of officers.

Article IX—Logo, emblem and colors

The logo, ceremonial emblem and colors of UT Dallas SkillsUSA shall be that of the national organization. The wearing or use of the logo, emblem and colors will be governed by the national organization.

Article X—Amendments

The chapter constitution shall be amended as follows:

- A. All proposed amendments to the constitution shall be submitted in writing to the chapter Executive Council.
- B. If the Executive Council passes the proposed amendment or an amended form of the proposed amendment by a majority vote, and the membership votes by two-thirds majority for the amendment, it shall be effective.

Article XI—Rules, regulations and bylaws

Section 1. Such rules, regulations and bylaws as are deemed necessary for the proper conduct of this

organization shall be adopted.

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

Article XII—UT Dallas Club Membership

Section 1. Membership shall be open to students of The University of Texas at Dallas regardless of sex (unless specifically exempt by law), race, color, religion, age, national origin, disability, or veteran status.

Section 2. Membership must be limited to UT Dallas students, faculty, and staff.

Article XIII—Dues

UT Dallas students will be charged a membership fee of \$20 per membership year per student. These dues are subject to change if the Officers deem necessary.

Article XIV—Expulsion

Members will be expelled for violating the UT Dallas Code of Conduct, illegal conduct, and/or conduct deemed deleterious to the club by the advisor(s) and Officers. At the discretion of the advisor(s), the Officers can vote to expel the member. A two-thirds majority of the Officers' vote must be met to expel the member.

Article XV—Competition requirements

Any UT Dallas student can join the club, but for competition purposes, UT Dallas students must meet the requirements stated in Article IV, Section 6, A. Active Membership. The member's level of participation in previous club meetings, local/friendly competitions, and the member's prior knowledge/experience in the subject area will determine who will participate in that particular competition and who won't.

Article XVI—Officers (Executive Council)

Section 1. Being an officer in a SkillsUSA chapter is an honor that carries specific responsibilities. SkillsUSA officers must be concerned about the organization's purposes and its successful and efficient functioning. They must prepare themselves for these responsibilities by:

- A. Studying and practicing to become more skillful in their duties
- B. Developing a complete knowledge of SkillsUSA's constitutions and bylaws
- C. Approaching issues objectively to make decisions for the good of all members
- D. Carrying out duties thoroughly, on time and to the best of their abilities
- E. Working cooperatively to make their leadership strong and effective and to ensure the chapter's success
- F. Officers should remember that they were selected to lead their chapter for one year. In accepting their offices, they assume the responsibility of doing everything they can to make the chapter better and stronger.

Section 2. President

- A. Key to the whole SkillsUSA chapter
- B. Must be selected for good leadership qualities
- C. Must be able to work with people and encourage them to work for the chapter's benefit
- D. Knows what work has to be done and when to delegate it
- E. Must be an impartial judge of the abilities of others and determine where they can make the best contributions
- F. Keeps informed of the members' progress and sees that the chapter is moving forward
- G. Presides over meetings, making sure they begin on time and follow the order of business as set forth on the agenda
- H. Never interjects personal opinions or dominates the meeting
- I. Has a complete understanding of the matters being discussed and the possible effect of his or her recommendations

- J. Conducts meetings following correct parliamentary procedure and allows ample but not excessive time for discussion
- K. Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized

Section 3. Vice President

- A. As first assistant to the president, should prepare for the office as carefully as the president
- B. Presides at meetings and other functions in the absence of the president
- C. Must be well informed of the issues and skilled in handling the chapter's business
- D. Must be prepared to assume the office of president when necessary
- E. Carries specific responsibilities for program planning, often with help from a program committee, to determine the program topics, secure speakers and arrange for necessary facilities
- F. With the parliamentarian, is responsible for the arrangement of the meeting room as described in this handbook
- G. Assists the president by meeting with committees and assuring that all activities are in keeping with general SkillsUSA chapter practices
- H. Is responsible for a year-end report on the chapter's accomplishments

Section 4. Secretary

- A. Keeps all chapter records for a continuous reference to all that has happened
- B. With the president, sets a tentative agenda of each meeting several days in advance
- C. Advises the president during the meeting about the agenda
- D. Keeps the minutes of each meeting in a permanent book having an alphabetical membership roll and the final copy of the chapter's calendar of activities
- E. Includes in the minutes the name of the chapter; the kind or purpose of meeting; the date, time and place; the name of the presiding officer; the number present; approval of previous minutes; a treasurer's report; reports and actions taken, in order; motions carried or lost; adjournment; and the signature of the presiding officer
- F. Counts votes, unless someone else is appointed
- G. Asks questions if unsure about the wording of a motion or its outcome
- H. At each meeting, reads the minutes of the previous meeting which, when approved, are the official record of the chapter business
- I. Keeps the SkillsUSA constitutions and bylaws at each meeting to be used as a reference
- J. Maintains a complete list of members as well as committees, their members and chairpersons
- K. Chairs the membership committee and calls meetings to order in the absence of the president and vice president
- L. Takes care of chapter correspondence and reads all communications directed to the chapter
- M. Strives to develop skills including listening, interpreting issues, taking concise notes and reporting accurately
- N. Develops good speaking skills so the minutes can be heard and understood

Section 5. Treasurer

- A. Keeps the record of chapter funds
- B. Bills for annual dues
- C. Sends out membership records
- D. Assists in developing the annual budget
- E. Pays all approved bills upon receipt (or, depending on school policy, may only monitor payment)
- F. Records approved expenditures immediately
- G. Maintains accurate records of income and expenses
- H. Prepares financial statements including an annual financial statement, audited by a committee appointed by the president, submitted to the committee at the end of each fiscal year
- I. At the beginning of the year, has an official treasurer's book and the complete records of the

outgoing treasurer

- J. Has a bank book, deposit slips, and a business account checkbook, which lasts longer than a personal checkbook (when allowed by school policy)
- K. Makes a complete inventory of chapter equipment, books and other materials with the assistance of the chapter advisor
- L. Knows all the regulations about handling the chapter's finances as determined by the constitution or bylaws and school policy
- M. Masters a basic knowledge of accounting
- N. Maintains records accurately
- O. Keeps deposit slips as well as an itemized record of deposits
- P. Issues and maintains records of receipts
- Q. Collects, records and deposits funds promptly
- R. Keeps ledgers in cooperation with school authorities (in schools where all funds must be administered by a school treasurer or comptroller)

Section 6. Reporter

- A. Gets news about the chapter before the public
- B. Is able to write, or willing to learn to write, news stories on chapter activities
- C. Does not miss an opportunity to contact the school and local news media
- D. After getting the details about a meeting or program, prepares news releases and distributes them to newspapers and radio and television stations.
- E. Includes the "who, what, when, where, why and how" - the name of the SkillsUSA chapter and the main people involved; a description of the activity and how it affects the community; and the place, date and time
- F. Gets acquainted with local news editors and finds out what they want: fully written stories or just the facts, photos or ample notice to send a professional photographer to events
- G. Avoids playing favorites with competing newspapers and stations
- H. Uses school and community bulletin boards to get the news out
- I. May chair the chapter's information or public relations committees
- J. May collect publicity to display at state and national meetings

Section 7. Parliamentarian

- A. Is the chapter authority and consultant to the president on procedural matters
- B. Has a working knowledge of parliamentary law and gives opinions based on it, not on personal feelings
- C. Must be able to gain the confidence of others, since he or she may be called on to settle controversial issues
- D. Calls attention to any errors in procedure, but has no authority to enforce ideas or rulings
- E. Parliamentary law is quite simple and logical if learned in an orderly manner and a little at a time. Essential references are Robert's Rules of Order, Newly Revised; the Skills USA Leadership Handbook; and Skills USA's national, state and local constitutions

Article XVII—Advisors

Section 1. When selecting an advisor, the following factors will be considered:

- A. The UT Dallas faculty or staff person must have the time to devote to SkillsUSA and will take the role seriously
- B. Will have a clear understanding of SkillsUSA's purpose
- C. Has knowledge or skills related to the mission/purpose of SkillsUSA
- D. Shares some of the same interests as SkillsUSA, and who has previously interacted with the leadership of SkillsUSA; and
- E. Has a reasonable length of time to consider her or his decision

Section 2. The role of an advisor. An advisor should:

- A. Recognize and support participation in student organizations for its contribution to the educational and personal development of students;
- B. Attend mandatory risk management training session;
- C. Work with student organizations but not dictate the group's programs or activities;
- D. Be frank in offering suggestions, considerations or ideas, and discussing possible consequences;
- E. Be well informed about the plans and activities of the organization;
- F. Attend some meetings and consult frequently with the organization's officers;
- G. Know the goals and directions of the organization;
- H. Help the organization evaluate its progress;
- I. Be aware of the constitution and bylaws of the organization and help with interpretation, if applicable;
- J. Provide a source of continuity within the organization and be familiar with the organization's history;
- K. Be familiar with university policies and procedures and help the organization comply with them;
- L. Be aware of the general financial condition of the organization, and encourage good record keeping;
- M. Help train and develop the leadership skills of new officers;
- N. Be prepared to deal with major problems or emergencies within the organization; and
- O. Monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.

Section 3. The organization's responsibilities to the advisor. The organization should:

- A. Notify the advisor of all meetings and events;
- B. Consult your advisor in the planning of all activities;
- C. Consult her or him before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken;
- D. Understand that although the advisor has no vote that she or he should have speaking privileges;
- E. Remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor;
- F. Talk over any problems or concerns with the advisor;
- G. Acknowledge the advisor's time and energy are donated, and express appreciation;
- H. Be clear and open about your expectations for your advisor's role; and
- I. Evaluate your advisor and give appropriate feedback at the end of each semester.

Article XVIII—Officer Absences and Officer Meetings

Section 1. Members of the Executive Council are expected to be active SkillsUSA members, and are allowed three excused absences per academic year for regular meetings. Members of the Executive Council must notify the entire leadership team of their planned absence at least 48 hours prior to the meeting. Regular Meetings of the membership shall be held at the discretion of the leadership team each academic term, excluding summer. Officer meetings shall be held at least twice a year, or as deemed fit by the Officers.

Section 2. Special meetings may only be called by the President.

Article XIX— Chapter Voting

Section 1. Only members of the Executive Council may vote, except for the election of new Officers as specified in Article XVI, Section 8.A.

Section 2. A quorum of at least four Officers must be present for any voting to be valid.

Article XX— Dissolution

Section 1. Distribution Upon Dissolution. Upon termination or dissolution of **UT Dallas SkillsUSA Chapter**, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any

corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving organization.

Section 2. The organization to receive the assets of **UT Dallas SkillsUSA Chapter** hereunder shall be selected at the discretion of a majority of the Executive Council, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against **UT Dallas SkillsUSA Chapter**, by one (1) or more of its Executive Council which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court, upon finding that this section is applicable, shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Texas.

Section 3. In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to **UT Dallas SkillsUSA Chapter**, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Texas to be added to the general fund.

Article XXI—Enabling Clause

This Constitution shall go in effect on date upon approval of two-thirds vote in favor by all present voting members.

Article XXII—Signature Line / Block

The signatures below indicate that we, as Officers, approve this document.

Chief Organization Officer/ President's Name: _____ Date_____

Chief Financial Officer/ Treasurer's Name: _____ Date_____

Secretary's Name: _____ Date_____