



SkillsUSA  
Texas Association,  
Secondary / High School Division, Inc.

# Constitution &

# Bylaws

Amended July 14, 2013

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# SkillsUSA Texas Association, High School/Secondary Division, Inc.

## CONSTITUTION

### ARTICLE I. NAME AND PURPOSES

#### SECTION A - Official Name

The official name of the organization is SkillsUSA, Texas Association, High School/Secondary Division, Inc. DBA SkillsUSA Texas.

#### SECTION B - Purposes

The purposes of this organization are as follows:

1. To unite in a common bond students in Career and Technical Education (CTE) programs in the various high schools of Texas;
2. To provide opportunities for student members to develop leadership abilities through participation in worthwhile educational, social, recreational, and career related activities;
3. To develop through group action the ability of Chapter members to plan together, organize, and carry out worthy club activities and projects;
4. To foster a deep respect for the dignity of work;
5. To promote high standards of work skills, scholarship, trade ethics, and safety;
6. To create among students, faculty members, patrons of the school, and persons in business and industry a sincere interest in and esteem for Career and Technical Education;
7. To develop in the individual wholesome attitudes toward useful citizenship in school and community;
8. To develop a knowledge of industrial organizations and the interdependence of workers.

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### ARTICLE II. DIRECTION AND CONTROL

#### SECTION A - Functions

The functions of this organization are an integral part of the total instructional program of Career and Technical Education in Texas.

#### SECTION B - Authority and Administration

The authority and administration of SkillsUSA Texas affairs, with the advice and counsel of the Texas Education Agency (TEA) Career and Technical Division, the State Advisory Committee and the SkillsUSA Teachers Advisory Committee, shall be vested in the State Board of Directors. Evidence of the counsel shall be a written response to each recommendation sent to the State Board of Directors. The minutes and responses to the recommendations shall be maintained in the SkillsUSA, Texas Association, High School/Secondary Division Inc. state office.

#### SECTION C - Texas Education Agency

The Texas Education Agency shall designate a representative to be present at all meetings of the Board of Directors and at other meetings as set forth within the Constitution and Bylaws of SkillsUSA, Texas Association.

## **SECTION D - SkillsUSA State Advisory Committee**

SkillsUSA, Texas Association operates with the advice and counsel of the SkillsUSA State Advisory Committee. The representation on the SkillsUSA State Advisory Committee shall be as follows:

### **ONE YEAR TERMS**

- a. A Student Member - The SkillsUSA State President;
- b. Teachers - The advisor of the chapter to which the SkillsUSA State President belongs and the advisor of the immediate past SkillsUSA State President;
- c. Current President of a CTE Teacher Organization.

One person should be elected from the one year term members each year to serve as Chair and report to the SkillsUSA Texas Board of Directors during regular scheduled meetings.

### **THREE YEAR TERMS**

- a. A CTE Administrator
- b. A High School Principal;
- c. Two of five industrial members who participate in SkillsUSA but not on the SkillsUSA Texas Board of Directors.

### **NON-EXPIRING TERMS**

- a. Executive Director - person so designated by the State Board of Directors;
- b. Current Chairperson of the State Board of Directors; and TEA Advisor - the person(s) so designated by the TEA - CTE Division.
- c. TIVA Executive Director

**FUNCTIONS** - Functions of the SkillsUSA State Advisory Committee shall include, but are not limited to:

- a. Recommendations for general operating procedures and activities related to SkillsUSA Texas;
- b. Serve as counsel related to the SkillsUSA, Texas Association operational budget;
- c. Recommend professional industrial members to serve on the State Board of Directors (each member to serve a three year term); and
- d. Provide other counsel as requested by the State Director and/or the State Board of Directors.

## **SECTION E - SkillsUSA Texas Teachers Advisory Committee**

SkillsUSA Texas Teachers Advisory Committee members

There shall be a SkillsUSA Texas Teachers Advisory Committee composed of one (1) teacher advisor, elected by his/her peers, from each SkillsUSA district.

### **FUNCTIONS**

Functions of the SkillsUSA Teachers Advisory Committee shall include, but are not limited to:

1. Recommendations for operational strategies, procedures and activities related to competitive activities at the district and state levels;
2. Serve as the Grievance Committee at the Annual State SkillsUSA Championships; and
3. Provide other counsel as requested by the State Director and the State Board of Directors.

## **SECTION F - State Board of Directors**

1. The executive authority of SkillsUSA, Texas Association, High School/Secondary Division, INC. shall be vested in a State Board of Directors consisting of nine professional members.
2. Six professional members shall be elected for three-year alternating terms by the professional membership at the State SkillsUSA Championships. Two members shall represent each SkillsUSA Texas region and no two members may be elected from the same district. Each elected member shall be a currently

certified active teacher of an approved CTE program within Texas. Records providing evidence of professional member's qualifications will be forwarded to the SkillsUSA, Texas Association state office one month prior to each election. These records will be maintained in the SkillsUSA, Texas Association state office and updated as necessary by each elected member. No elected member may serve in any other elected or administrative position representing SkillsUSA Texas, or hold any other position that would be determined as a conflict of interest as set forth in the State Board of Directors Policy, while serving on the State Board of Directors. In the event of a tie vote for the election, or no candidate receiving a majority of votes, a runoff election shall be conducted according to the State Board of Directors Policy.

3. A minimum of three but not more than six members from business and industry shall be recommended by the SkillsUSA State Advisory Committee representing Business and Industry to the SkillsUSA, Texas Association, Inc. State Board of Directors for appointment to alternating three-year terms.
4. An approved TIVA member shall be appointed as an ex-officio, non-voting member for a one year term.
5. The TEA/SkillsUSA Advisor will be an Ex-Officio, non-voting member of the Board of Directors.

### **SECTION G - SkillsUSA District Director**

1. There shall be a District Director for each of the SkillsUSA Texas Districts. Records providing evidence of qualifications will be forwarded to the SkillsUSA, Texas Association state office prior to assuming the active duties of district director.
2. The District Director shall be an active professional member.
3. Functions of the SkillsUSA Texas District Director are to:
  - a. Manage the district funds and budget; evidence to be submitted annually to the state office
  - b. Plan, organize and conduct the District Fall Leadership Training;
  - c. Plan, organize and conduct the District Spring Contests, including awards and officer elections;
  - d. Submit district contest results to the SkillsUSA State Director; and
  - e. Give a district report and conduct a district planning session at the Annual CTE Teacher's Summer Workshop.

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## **ARTICLE III. ORGANIZATION**

### **SECTION A - Local Chapter**

1. A chapter of the SkillsUSA, Texas Association, Inc., may be organized by a class, or section (or combination of two or more classes or sections operated within the same school which is approved to operate and is a designated Career and Technical Course by the Texas Education Agency.
2. National Charters will be issued to a school (Local Chapter) by the SkillsUSA State Director upon receipt of
  - a. a properly executed Petition for Charter;
  - b. A copy of the chapter roster of the members
3. Texas Chapter Numbers will be issued to a class(es) or section(s) by the SkillsUSA State Director upon receipt of:
  - a. Evidence of being a chartered member of the national organization of SkillsUSA;
  - b. A properly executed Petition for Texas Chapter
  - c. A chapter roster of the members(s); and
  - d. Evidence of payment of State and National SkillsUSA dues for all members listed on the roster.
4. Local Executive Committee - In schools, school districts, or communities having more than one SkillsUSA chapter, there may be organized an executive committee with a recommended composition of:
  - a. The advisors of each chapter;
  - b. The presidents of each chapter;
  - c. One faculty representative to be selected by the members;
  - d. Parent representatives; and
  - e. Industrial representatives.

## **SECTION B - District Chapters**

1. There shall be a district chapter of SkillsUSA Texas for each designated district.
2. Each SkillsUSA Texas District shall adopt a Constitution.
3. The functions of SkillsUSA Texas district chapters are as follows:
  - a. To assist in planning, organizing, and conducting district SkillsUSA meetings;
  - b. To assist in planning, organizing, and conducting chapter and member contests; and
  - c. To study and evaluate proposed amendments to the SkillsUSA Texas Constitution and Bylaws emanating from local chapters and to recommend action to the State Chapter.

## **SECTION C - State Chapter**

1. There shall be a State Chapter composed of the following members:
  - a. State President;
  - b. State Vice-President
  - c. State Vice-Presidents (District Presidents);
  - d. State Secretary;
  - e. State Treasurer;
  - f. State Reporter;
  - g. State Sergeant-at-Arms;
  - h. State Parliamentarian;
  - i. A designee of the State Board of Directors;
  - j. Advisor to the State President;
  - k. Any current National SkillsUSA officers from Texas (ex-officio, non-voting); and
  - l. The State SkillsUSA Director
2. The functions of the State Chapter are:
  - a. To review proposed amendments to the Constitution and Bylaws;
  - b. To nominate national officer candidates;
  - c. To conduct election and installation of state officer slate;
  - d. To conduct the business of the organization at the annual House of Delegates Meeting;
  - e. To conduct general assemblies at the Annual State Leadership and Skill Championships;
  - f. To lead the Texas delegation at the SkillsUSA Championship; and
  - g. To provide leadership for the state organization through participation on national, state, district, and local activities.

## **SECTION D - State Officer Election Committee**

1. There shall be a state officer nominating committee composed of the following members:
  - a. State Chapter;
  - b. District Officers; and
  - c. The State Director shall designate one adult, with no conflict of interest, as an advisor to the committee.
2. Function of the State Officer Nominating Committee Select not more than three candidates for each elected state office to be voted on in the House of Delegates at the State SkillsUSA meeting.

## **SECTION E - National Association**

The official name of the national organization for Career and Technical Education for public school students is SkillsUSA Inc. As a state associate of the national association, SkillsUSA, Texas Association, High School High School/Secondary Division Inc. will comply with the SkillsUSA National Constitution.

## ARTICLE IV. MEMBERSHIP

### SECTION A - Active Member

A local chapter will accept for membership of any student currently enrolled or previously enrolled in a Career and Technical Education (CTE) course approved for SkillsUSA membership by the TEA. 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.

### SECTION B - Alumni Members

Former active members who have legitimately separated from the local schools, in good standing with their chapter, and who have paid their state and national membership dues may maintain their membership in SkillsUSA. Alumni members have all the rights and privileges of active members except the rights to vote, to hold elective office and to participate in district, state, and national contests.

### SECTION C - Honorary Members

Persons engaged in the fields of education, business, and industry that have shown a continuing interest in Career and Technical Education may be elected to honorary membership in SkillsUSA, Texas Association.

### SECTION D - Associate Members

1. **Student Associate Members-** Students enrolled in bona fide high school CTE programs who do not have opportunities to become members of a chapter organized within their own class may be elected to associate membership by a SkillsUSA chapter operating within the same school. In any chapter there shall not be more than one associate member for every two active members. Student Associate members have the same rights and privileges of club membership as active members.
2. **Industrial Associate Members-** Individuals, businesses, corporations, foundations, etc., may become Industrial Associate members through support of the SkillsUSA, Texas Association as specified by the State Executive Committee. Industrial Associate Members have all the rights and privileges of active members except the rights to vote, hold elective offices and to compete in district, state and national contests.

### SECTION E - Professional Members

Individuals of schools engaged in the fields of education, business, or industry interested in CTE and have paid their national membership dues may become professional members. Professional members have all the rights and privileges of active members except the rights to vote for and hold chapter membership elective offices, and to participate in district, state and national SkillsUSA contests.

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## ARTICLE V. OFFICERS

### SECTION A - Section or Local Chapter Officers

1. Each chapter shall have the following officers elected from the active membership:
  - a. President;
  - b. Vice-President;
  - c. Secretary;
  - d. Treasurer;
  - e. Reporter;
  - f. Sergeant-at-Arms; and
  - g. Parliamentarian

2. The duties of these officers shall be in accordance with the duties designated in the Official Guide (SkillsUSA Leadership Handbook). Duties for the sergeant-at-arms are designated as follows:
  - a. Arrange the meeting room and care for chapter equipment;
  - b. Be responsible for the comfort of those present at chapter meetings;
  - c. Attend the door during meetings and welcome visitors;
  - d. Take charge of candidates before and during initiation; and
  - e. Assist with entertainment and refreshments and other details connected with the program.

### **SECTION B - District Chapter Officers**

1. Each chapter shall have the following officers elected in accordance with the district Constitution from the active membership:
  - a. President;
  - b. Vice-President;
  - c. Secretary;
  - d. Treasurer;
  - e. Reporter;
  - f. Sergeant-at-Arms; and
  - g. Parliamentarian
2. The duties of these officers shall be in accordance with the duties designated in the Official Guide (SkillsUSA Leadership Handbook). Duties for the sergeant-at-arms are designated as follows:
  - a. Arrange the meeting room and care for chapter equipment;
  - b. Be responsible for the comfort of those present at chapter meetings;
  - c. Attend the door during meetings and welcome visitors;
  - d. Take charge of candidates before and during initiation; and
  - e. Assist with entertainment and refreshments and other details connected with the program.
3. A vacancy in the office of District President (State Vice-President) shall automatically be filled by the District Vice-President.
4. The local advisor of the District President shall be designated as the District Advisor.

### **SECTION C - State Chapter Officers**

1. The SkillsUSA, Texas Association shall have the following slate of state officers:
  - a. President
  - b. Vice-President at Large
  - c. Secretary
  - d. Treasurer
  - e. Reporter
  - f. Sergeant-at-Arms
  - g. Parliamentarian
  - h. State Vice-President
2. Officer Duties - The duties of the state officer are the same as those listed in the Official Guide (Leadership Handbook) of SkillsUSA. Duties of the sergeant at arms are those listed in Article V, Section A.2.
3. Officer Candidates - Students shall submit a written application to the State Office by the set deadline. The election process will begin at the Annual State SkillsUSA Championships Conference. Students will run at large for the undetermined positions on a slate of seven officers. The position of each state office will be determined by the State Officer Advisory Team with the State Director at the Summer SkillsUSA Leadership Conference held every year. If no Leadership Conference is held, Officer positions will be determined by the State Board of Directors at the advice of the State Advisor. The House of Delegates vote must account for at least 30% of the election process.



4. A State Officer Advisory Team shall consist of:
    - a. State Director or appointee,
    - b. State Officer Team,
    - c. Three SkillsUSA advisors chosen from the registered professional members at the State Championships by the State Director. These advisors will have no officer within the State Chapter and will serve anonymously.
  
  5. Vacancies in State Chapter Offices
    - a. A vacancy in the office of State President shall be filled by State Vice President
    - b. Any other vacancy in the State Chapter shall be filled by the District President serving as State Vice-President for that district. The representatives will be confirmed by the State Chapter, State Director and District Director of the District involved.
  
  6. Removal of a State Officer – Removal of a State Officer may occur as outlined in the State Officer Contract signed by student, advisor, administrator and parent or guardian.
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## **ARTICLE VI. INITIATION**

### **SECTION A - Initiation Ceremonies**

All candidates for membership should be initiated into the SkillsUSA, Texas Association, by being conducted through the regularly prescribed initiation ceremony adopted by the State Chapter.

### **SECTION B - Initiation Teams**

Initiation teams may be selected from local or district chapters for the purpose of initiating candidates into the club. Such members may be composed of active, alumni, associate, honorary, or professional members.

## ARTICLE VII. MEETINGS

### SECTION A - Section or Local Chapter Meetings

1. A minimum of one regular meeting shall be held each six-week school period. The opening and closing ceremonies adopted by the State Chapter shall be used.
2. Other meetings may be called by the President at any time it is deemed advisable. These meetings may be outside the school day or during it, according to the opportunities provided by the local school for chapter meetings.
3. In general, the meetings shall be educational or recreational in nature, or both. Regular meetings should be educational but may be followed by social activities.
4. Guests, such as school officials, teachers, patrons of the school, employers, parents, and others interested in the development of leadership qualities in young people, shall be permitted to attend chapter meetings.

### SECTION B - District Chapter Meetings

1. There shall be two regular district SkillsUSA meetings each school year, which shall be known hereafter as Fall district and Spring district meetings.
  - a. Fall district meeting may include:
    - i. Evaluating club activities of the preceding year;
    - ii. (Planning district activities for the ensuing school year; and
    - iii. Providing educational, social, and recreational activities for member.
  - b. Spring district meeting may include:
    - i. Organization of the District Chapter into a working unit, election of district officers, and appointing working committees;
    - ii. Conducting member and chapter contests; and
    - iii. Providing educational, social, and recreational activities for members present.
2. Time of meetings
  - a. The Fall district meeting shall be held between the opening of school and December 1.
  - b. The Spring district meeting shall be held after January 1, and at least two weeks prior to the date of the Annual State SkillsUSA Championships.

### SECTION C - State Meeting

1. House of Delegates- The House of Delegates at the annual state meeting is vested with the authority to:
  - a. Seat delegates;
  - b. Elect the slate of state officers (except the State Vice-Presidents); and
  - c. Amend the Constitution and Bylaws (See Article X, Section A, for procedure).
2. Time and place - There shall be one Annual State SkillsUSA meeting per year.

### SECTION D - National Meeting

1. SkillsUSA, Texas Association, Inc. will participate in the National meeting as set forth by National SkillsUSA.
2. Voting delegates:
  - a. State officers: Immediate Past President, newly elected Presidents (State Vice-Presidents), Secretary, Treasurer, Reporter, Sergeant-at Arms, and Parliamentarian;
  - b. Others selected from participating contests to the national meeting by the SkillsUSA State Director; and
  - c. The number of official voting delegates is determined by the number of members in the state.

3. Unofficial Delegates: Any member may attend the national meeting, but that member must register for the national meeting through the SkillsUSA State Director.
4. Candidates for national office:
  - a. Candidates for a national office must have one or more years remaining in high school and must meet the national officer qualifications;
  - b. Candidates are selected by the State Chapter at the Annual State SkillsUSA meeting; and
  - c. Candidates for a national office must be accompanied to the national meeting by their local advisor if they are not an official voting delegate.

#### **SECTION E - State Board of Directors**

The State Board of Directors conducts meetings according to the State Board of Directors Policy Manual.

The State Board of Directors will organize and maintain a State Board of Directors Policy manual for the governance, business and related activities of SkillsUSA, Texas Association, Inc.

#### **SECTION F - SkillsUSA State Advisory Committee**

Meetings of the SkillsUSA State Advisory Committee shall be called according to the State Board of Directors Policy Manual.

#### **SECTION G - SkillsUSA Teachers Advisory Committee**

Meetings of the SkillsUSA Teachers Advisory Committee shall be called according to the State Board of Directors Policy Manual.

#### **SECTION H - SkillsUSA District Directors**

Meetings of the District Directors shall be called according to the State Board of Directors Policy Manual.

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### **ARTICLE VIII. CHAPTER FINANCES**

#### **SECTION A - State and National SkillsUSA Dues**

1. Each section or local chapter shall pay state and national SkillsUSA dues for each member (except honorary) listed on the membership roster.
2. The amount of annual state membership dues shall be determined by the recommendation of the State Board of Directors with the approval of a majority of the State House of Delegates.
3. The amount of annual national membership dues shall be determined by the National office.

#### **SECTION B - State SkillsUSA Funds**

1. The State Board of Directors with the State Director shall develop a proposed line item yearly budget.
2. The financial records may be audited each year by a committee appointed by the State Board of Directors, consisting of three SkillsUSA advisors, one from each Texas SkillsUSA region. A Certified Public Accountant will also audit the financial records each year.

## ARTICLE IX. PUBLICATIONS

### SECTION A - Official Publication

The newsletter or journal known as the SkillsUSA, Texas Association News will be the official publication of the SkillsUSA, Texas Association. It shall be published periodically under the supervision of the State Director.

### SECTION B - Other Publications

No other publications, journals, newsletters, or publicity, other than for local consumption, shall be released by any section or local chapter.

### SECTION C - Editing

Prior to publication all copies submitted to the official publication by section or local chapters shall be approved by the State Director or his or her designee.

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## ARTICLE X. AMENDMENTS

The Constitution of SkillsUSA, Texas Association, can be amended according to either of two procedures (Procedure 1 OR Procedure 2) as set forth in the following sections:

### SECTION A - Amendments by House of Delegates (Procedure 1)

1. A proposed amendment to the Constitution shall originate at a district SkillsUSA House of Delegates meeting and be referred to the State Board of Directors.

AND

2. Upon two-thirds majority affirmative vote of the State Board of Directors the proposed amendment is referred to the State Chapter and the House of Delegates.

THEN

3. Upon a two-thirds majority affirmative vote of the House of Delegates, the proposed amendment to the constitution is adopted.

### SECTION B - Amendments by State Chapter (Procedure 2)

1. A proposed amendment to the Constitution may originate from the floor of the House of Delegates at an Annual SkillsUSA, Texas Association meeting.

AND

2. If approved by a two-thirds majority affirmative vote of assembled delegates, the proposed amendment is referred to the State Board of Directors and the State Chapter.

THEN

3. Upon a two-thirds majority affirmative vote of the State Board of Directors the proposed amendment is adopted.



SkillsUSA  
Texas Association,  
High School Division, Inc.

# By-Laws

# SkillsUSA Texas Bylaws

As Amended August 18, 2011

## **ARTICLE I. PROCEDURE FOR ISSUING CHARTERS**

- A. Charters are issued numerically in the order in which the Petition for Charter form is received by the State Office.
- B. The Charter number originally issued to a dormant or nonexistent local chapter shall not be reissued to any other chapter.

## **ARTICLE II. DUES**

- A. The state shall be the same as National dues per member per year.
- B. State members must also be members of National SkillsUSA. National membership dues are determined by National SkillsUSA. (Refer to Article XIII Membership.)

## **ARTICLE III. INITIATIONS**

- A. No candidate for initiation shall 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.
- B. No activities on the part of the SkillsUSA members which may be construed as hazing will be permitted.

## **ARTICLE IV. VOTING**

- A. Each local chapter shall have at least one voting delegate.
- B. Each local chapter shall be represented at state meetings by official delegates who shall do the voting for their respective chapter. Each local chapter shall have one voting delegate and an additional voting delegate for each ten or any fraction thereof, members who have paid their state and national dues.
- C. Representation and voting at the National Skills USA Leadership Conference will be by the new state officers elected prior to the national meeting plus other voting delegates as designated by the State Director.

## **ARTICLE V. CONTESTS AND AWARDS**

The State and District Chapter or a duly designated committee may:

- A. Set up such chapter and member contests, as it deems advisable and practical.
- B. Designate awards for member and chapter contests winners.
- C. Designate certain of its members to serve on an award committee to contact donors.

## **ARTICLE VI. FINANCES**

- A. All SkillsUSA, Texas Association funds shall be deposited in a bank designated by the State Board of Directors.
- B. All funds shall be disbursed by check requiring two signatures or electronic transfer not to exceed \$625.00 according to approved budget. Three members of the finance committee will be appointed by the board annually to serve as designated signature holders of accounts (elected each September).
- C. A financial report of the previous fiscal year shall be posted on the official website or sent by request.
- D. All books and records of SkillsUSA, Texas Association, may be inspected by any member, advisor, or committee person.
- E. Nonpayment policy - Outstanding invoices
  - Invoices that remain unpaid for 90 days
    - Chapters will be unable to attend any district, state or national event unless full payment is received for that event in the appropriate office at least ten days prior to the time of the event.

## **ARTICLE VII. FISCAL YEAR**

The fiscal year of the SkillsUSA, Texas Association, shall commence on the first day of September in each year and shall end on the thirty-first day of August of the next calendar year.

## **ARTICLE VIII. QUORUM**

- A. The official voting delegates representing sections or local chapters shall constitute a majority of delegates present at the State House of Delegates meeting.
- B. Representation from at least six section or local chapters shall constitute a quorum at district meetings.
- C. A majority of members designated as State Chapter members shall constitute a quorum of the State Chapter.
- D. A majority of the State Board of Directors shall constitute a quorum.

## **ARTICLE IX. EMBLEM AND EQUIPMENT**

- A. The wearing of SkillsUSA, Texas Association, Inc. emblems purchased independently of a garment shall conform to the following standards:
  - a. Emblem shall not be worn on any article of clothing other than the official clothing approved by National SkillsUSA.
  - b. Emblems should not be worn on any items of clothing not specifically mentioned in this Bylaw.
- B. Each chapter shall acquire the equipment necessary to carry on an effective program of work. Such equipment shall include:
  - a. SkillsUSA Leadership Handbook;
  - b. Ceremonial emblem;
  - c. American Flag;
  - d. Chapter banner;
  - e. Charter, pledge, creed, and motto, (framed);
  - f. Treasurer's and secretary's record book;
  - g. Reporter's publicity and scrapbook; and
  - h. Gavel or hammer and anvil.

## **ARTICLE X. OFFICER QUALIFICATIONS**

All members running for SkillsUSA Texas Association High School Division offices must have the following qualifications:

- A. Grades - a transcript of the immediate past semester must be submitted with the application for all offices:
  - a. Presidents, State Vice-Presidents and Secretaries - a grade average of 80 for the past semester.
  - b. All other officers must have a passing grade for the past semester in each class.
- B. Character - must be of good character as shown by an appropriate official communication from the local school administrator.
- C. Speech - must be able to deliver a message before an audience in an effective manner.
- D. Initiative - must be capable of performing the duties of the office for which elected.
- E. Reliability - must be honest and dependable.
- F. Knowledge - all officer candidates should be able to:
  - a. explain the concepts for SkillsUSA, Texas Association as written in the Constitution and Bylaws and in the SkillsUSA Leadership Handbook;
  - b. say their part in all ceremonies;
  - c. describe the SkillsUSA objectives;
  - d. describe SkillsUSA activities;
  - e. explain the concepts and general contents of the SkillsUSA Contest Rule Book;
  - f. describe the duties of the office they seek, as outlined in the SkillsUSA Official Guide (SkillsUSA Leadership Handbook);
  - g. describe the definition and purpose of Trade and Industrial Education;
  - h. describe the types of programs offered in secondary schools for Trade and Industrial Education; and
  - i. explain and demonstrate the use of parliamentary procedure.

## **ARTICLE XI. AMENDMENTS**

- A. The Bylaws for the Constitution may be amended by a two-thirds (2/3) vote by the Board of Directors.
- B. Amendments to the Bylaws must be reported to all local chapters at the next annual SkillsUSA Texas Association High School Division meeting.

## **ARTICLE XII. MEMBERSHIP**

- A. All chapters are encouraged to organize and submit memberships on or prior to October 31.
- B. Membership will be accepted all year. However, any membership applications postmarked after February 1 will not be eligible to compete in district, state, or national contests.

(See Article II SECTION F)