



SkillsUSA Washington Secondary Division

Bylaws

Approved 6-2-2015

SkillsUSA Washington Secondary Division Bylaws

ARTICLE I—NAME

The name of the Corporation shall be the SkillsUSA Washington, Secondary Division.

ARTICLE II—PURPOSE AND MEMBERSHIP

Section 1 – In furtherance of the educational purposes of the Corporation set forth in the Certificate of Incorporation, the Board of Directors shall formulate policies and procedures for the issuance of charter(s) by the Corporation to Washington associations formed under the direction of the officials designated as the Executive Board of Directors (defined in V 1a):

Section 2 – SkillsUSA Washington shall be a non-profit professional organization devoted to empowering our members to be world-class workers, leaders and responsible American citizens.

ARTICLE III—BOARD OF DIRECTORS

Section 1 –The direction and management of the affairs, funds, and properties of the Corporation shall be vested in the Board of Directors who shall pursue such policies and guidelines as shall be in accordance with the provisions of the Certificate of Incorporation, these Bylaws, and the laws of the State of Washington.

Section 2 –The Board of Directors of SkillsUSA Washington, Inc. shall consist of the five regional representatives, five or more business and industry representatives, one WAVA representative, one WASTS representative, one Director of SkillsUSA Washington postsecondary, Skilled and Technical Sciences (aka STS) program Supervisor/State Director (non-voting), Executive Director (non-voting), and Alumni representative (non-voting)(board appointed)

- a. At the state conference advisor meeting, advisors shall elect Regional Representative to fill the positions on the Board of Directors. Elections shall be held each year.
- b. In case any member of the Board of Directors shall, by death, resignation, incapacity to act, or otherwise, cease to be a member of the board during his/her term, a successor shall be appointed by the Chairman of the Board of Directors to complete the term of office of the member being replaced.
- c. A single term shall be defined as three years for business and Industry representatives, one year for WASTS and WAVA, Regional representatives, and Alumni representative, term for STS program Supervisor/State Director, and Executive Director are linked to employment.

Section 3 – The following shall be non-voting, *ex-officio*, members of the Board of Directors:

- a. Skilled and Technical Science Program Supervisor representing the Office of Superintendent of Public Instruction, Alumni representative, and SkillsUSA Washington Executive Director.

Section 4 – The state Executive Director shall conduct day-to-day affairs under the general supervision of the STS Program Supervisor and Chair and Board of Directors.

- a. The State Executive Director shall attend meetings as requested by the STS program supervisor or executive board of directors and shall perform other duties as may be assigned to him/her by the STS program supervisor or executive board of directors.
- b. The Executive Director shall be employed/appointed by a three-fourths (3/4) vote of the Executive Board of Directors.

Section 5 –A Regional representative shall appoint a co-representative with approval from the regional teacher committee. A co-representative shall attend the board meetings with full voting privileges in the absence of the regional representative. A co-representative may attend all meetings and activities related to the board of directors at his/her own expense, or the expense of his/her region

ARTICLE IV—MEETINGS OF THE EXECUTIVE BOARD OF DIRECTORS

Section 1 –The Board of Directors shall hold its organizational meeting at the beginning of the membership/fiscal year. It shall also hold other meetings as needed.

Section 3 – Special meetings of the Board of Directors may be called by the chair or by a majority vote of the board members.

Section 4 – A vote of the Board of Directors may be taken by mail, telephone, e-mail or FAX at the discretion of the Chair.

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ARTICLE V—CORPORATION OFFICERS

Section 1 – The officers of the Corporation shall consist of: Chair, Vice Chair, Secretary & Treasurer.

- a. At the organizational meeting of the board, a chair, vice chair, secretary and treasurer shall be elected from the board's membership. These officers of the board of directors comprise the Executive Board and may be elected by majority vote for a two-year term at the organizational meeting. An officer may be elected to successive terms without limits to the number of terms.
- b. The outgoing chair of the board shall preside over the election of the new chair
- c. Once the new chair is elected, he/she shall immediately assume the chair and preside over the election of the other officers, the appointment of committees, and other business of the organization
- d. The board of directors shall, at its discretion, appoint, employ or contract an executive director, certified public accountant, attorney or others as required.

Section 2 – The chair shall exercise general supervision over the affairs of the corporation pursuant to the policies and directives of the board of directors and shall have all powers and duties inherent to the office of chair, including the power and duty of presiding over the meetings of the SkillsUSA Washington, Secondary Board of Directors. The chair or his/her designee shall sign all instruments in the name of and under the seal of the corporation.

Section 3 - Two signatures shall be required for all contracts. Board members may be signers on financial accounts to ensure prompt payment to vendors.

Section 4 – The vice chair, in the absence or disability of the chair, shall exercise all the duties and powers of the chair in the management of the affairs of the corporation and, at all other times, shall have such duties as may be delegated to him/her by the Board of Directors.

Section 4 – The Secretary shall record minutes and distribute to the board of directors. The secretary will serve as a member of the Executive Board.

Section 5 – The Treasurer shall assist the Executive Director and budget committee in developing an annual budget. The Treasurer will serve as a member of the Executive Board.

Section 5 – The Executive Director shall conduct day-to-day affairs under the general supervision of the Chair and the Executive Board of Directors.

- a. The Treasurer shall chair the audit or financial review committee and shall have the responsibility of working with the SkillsUSA Washington Executive Director on matters dealing with the care and custody of funds, securities, properties, and other assets of the corporation.

ARTICLE VI—PROTECTION OF FUNDS

Section 1 – SkillsUSA Washington shall provide liability insurance and Directors and Officer's insurance.

Section 2 – The funds of the corporation shall be entrusted to the Executive Director, Treasurer, or person(s) designated by the Board of Directors of SkillsUSA Washington, Secondary. All drafts of the corporation will require a co-signature when the amount is over \$1,000 by designated parties and shall be subject to the draft of no other person(s). A financial review committee appointed by the Chair of the Board and chaired by the Treasurer shall convene a financial review annually and ensure an audit takes place every two years.

- a. The Board of Directors shall approve any subsidiary accounts established by SkillsUSA Washington. The Board of Directors shall approve draft signatures for these accounts. A board member may be an additional signer on financial accounts. These accounts shall be audited as part of the annual financial review or audit.
- b. An annual budget for the Board of Directors will be prepared by the SkillsUSA Washington Executive Director, Treasurer and budget committee and approved by the Board of Directors. The budget should be presented and voted on at or before the first annual Board meeting of the fiscal year.
- c. The Executive Director can authorize purchases of \$1000 or less which conform to the approved Budget.
- d. The Board of Directors shall establish annual membership dues.

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ARTICLE VII—COMPENSATION OF OFFICERS AND EMPLOYEES

Section 1 – The Board of Directors shall be empowered to provide compensation to employees and others for services rendered to the corporation.

Section 2 – The Board of Directors for their services, accept expenses for attendance at meetings, conferences, workshops, conventions, or other related activities.

ARTICLE VIII—FISCAL YEAR

Section 1 – The fiscal/membership year of the Corporation shall be September 1 through August 31.

ARTICLE IX—DISTRICT OFFICERS, STATE OFFICERS AND VOTING DELEGATES

Regional Officers

Section 1 - Selection and Election of District Officers:

- a. Each school/campus may nominate two candidates to serve as a state officer.
- b. Candidates may be nominated for a member of the state officer team.
- c. The candidates must be active members with at least one year of school remaining and must remain enrolled in a Skilled and Technical Sciences program.
- d. The candidate must be currently enrolled in the program that is nominating him/her.
- e. Officers will be selected from only those filing for office unless there are fewer than seven candidates.
- f. Members may make nominations from the floor if there are fewer than seven candidates.
- g. Nominations from the floor must be endorsed by an advisor.
- h. An advisor may replace the officer with a student from any school that is in attendance.

State Officers

Section 1 - Selection of State Officers Candidates:

- a. Each school/campus may nominate two candidates for a State Office.
- b. Nomination for must be received in the state office by the designated deadline (Usually March 15). This form may be found on the SkillsUSA Washington website.
- c. Secondary candidates must be a paid member with at least one full year of high school and one year of vocational or CTE instruction remaining.

Campaigning for a State Office

Section 1 - Each candidate will:

- a. Pass a Professional Development Test with a minimum score of 80 percent.
- b. Recite a part of the opening ceremony. Each candidate is free to choose which part he/she wants to recite.
- c. Be interviewed by a selected committee.
- d. At the State Conference, each candidate will be assigned a table for campaign material. Distribution of campaign materials and display of posters are limited to the campaign booth.
- e. During the delegate session, candidates will be kept in a reserved room and be escorted to and from the delegate session.
- f. All candidates will deliver a campaign speech (three minutes maximum).
- g. Candidates must wear official attire.
- h. New officers will be installed during the General Session, and a brief new officer meeting will be held following the conclusion of the Awards Ceremony.

Responsibilities and Duties of State Officers

Section 1 - Each officer must:

- a. Be dedicated to CTE through Skilled and Technical Sciences and SkillsUSA.
- b. Be willing to commit the entire year to State Officer Activities and to properly perform the duties of his/her elected office.
- c. Be willing and able to travel without involvement that creates conflicts at home, work, or school.

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- d. Be willing to work to develop into an effective public speaker and to project a desirable image at all times.
- e. Be prompt with all thank-you notes, letters, reports, and other correspondence that is necessary and desirable.
- f. Work to improve their ability to carry on meaningful and conversations with individuals of all ages and walks of life.
- g. Each officer must be willing to seek out and accept evaluation of his/her performance.
- h. Each officer must be willing to keep up to date on current events.
- i. Each officer must forego use of all alcohol, tobacco, and non-prescriptive drugs while involved in any official or unofficial activity while representing SkillsUSA.
- j. Each officer must follow dress code requirements for SkillsUSA Washington activities.
- k. Each officer must serve as a member of the State Officer Team by maintaining a cooperative attitude and by respecting each member.
- l. Each officer must be willing to take and follow instructions as directed by adults charged with responsibility for officer behavior, caretaking, and safety.
- m. Each officer must avoid language, behavior, places, or activities that would raise questions related to moral character or conduct.
- n. Each officer must be willing to place boy/girl friend activities second to fulfilling their officer responsibilities.
- o. Each officer must use proper grammar in speeches and informal conversations.
- p. Each officer must avoid participation in and actively discourage any conversations which belittle or downgrade any member, officer, or adult.
- q. Each officer must maintain acceptable (2.5 or better) grades in both home high school and technology center programs to ensure participation in officer activities.
- r. Each officer must maintain good attendance record at his/her technology center and home high school to ensure his/her ability to participate in officer activities.
- s. Each officer must attend the first Officer Training Session, the Washington State Leadership Conference & Skills Conference the following year, and other conferences/meetings deemed necessary by the executive director.
- t. The majority of expenses incurred while serving as a state officer will be provided or reimbursed by SkillsUSA Washington.
- u. Optional activities include Washington Leadership Training Institute in September, Regional Fall Leadership Conferences, Regional Spring Leadership Conferences, and Regional Skill Contests.

Voting Delegates:

Section 1 - Selection of Voting Delegates:

- a. Each school shall select delegates who shall be considered voting delegates at the regional and state leadership and skills conferences.
- b. The number of secondary delegates shall be two per chartered school plus one for each 50 active secondary members above the first 50, plus one for 100 percent of the total possible membership.

Section 1 - Voting Delegate Instructions:

- a. Voting delegates must attend all delegate sessions and should arrive before each session convenes.
- b. Roll call will be taken at designated delegate sessions. When the name of each school is called, all voting delegates must rise. One member from each delegation will be assigned to be responsible for answering the roll for the respective school. The suggested manner for answering roll is, "(school) is present with (number of) official voting delegates." The voting delegates will remain standing until the presiding officer has finished counting.
- c. After roll call has been completed, a voting delegate may not leave or enter without permission of the presiding officer. No voting delegate will be seated without permission

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given by the presiding officer. Any voting delegate who is absent after roll call has been completed will not be allowed to vote during the delegate session.

Section 1 - The agenda will follow this outline:

- a. Roll Call.
- b. Campaign speeches and answering of problematic question.
- c. Officer reports.
- d. New business (i.e., ballot and/or constitutional amendments)
- e. All motions must be presented in writing to the chair.
- f. Limit of Debate: A delegate will be given a maximum of three minutes to debate each debatable motion the first time he/she is recognized. A delegate will not be recognized to speak a second time on a motion (except for point of clarification) until all delegates wishing to speak have been recognized. A delegate debating a motion the second time shall be limited to one minute. A delegate may debate a motion a maximum of two times.
- g. Voting delegates must stand to be recognized during the business session. When recognized, a voting delegate must give name and chapter before discussing business.
- h. Voting delegates must practice Parliamentary Procedure or be subject to reprimand by the presiding officer.
- i. Voting on district and state officers shall be done by secret ballot.
- j. Delegates are expected to remain professional during all delegate sessions.
- k. Advisors are not allowed to be on the floor or to communicate with delegates during sessions.
- l. An officer candidate may NOT serve as a delegate.

ARTICLE X—PARLIAMENTARY AUTHORITY

Section 1 – The most recently revised *Robert's Rules of Order* shall be the final authority for SkillsUSA Washington, Secondary on all questions of procedure and parliamentary law not covered by the bylaws of this organization.

Section 2 – No rules or regulations shall be adopted which are contrary to SkillsUSA and SkillsUSA Washington Constitutions and Bylaws.

ARTICLE XI—AMENDMENTS

Section 1 – These bylaws may be amended by the affirmative vote of three-fourths (3/4) of a Board of Directors meeting with quorum.