

# **Wisconsin Association of SkillsUSA**



## **State Constitution & Bylaws**

**CONSTITUTION**  
**of the**  
**WISCONSIN ASSOCIATION OF SKILLSUSA**  
**Secondary School Division**

**ARTICLE I:** The official name of this organization shall be "Wisconsin Association of SkillsUSA, Secondary School Division" and may be referred to as "SkillsUSA."

**ARTICLE II:** The purposes of this organization are:

1. To unite in a common bond all students enrolled in trade, industrial, and technology and engineering education in Wisconsin.
2. To provide leadership for local chapters in Wisconsin.
3. To provide a clearinghouse for information and activities.
4. To provide state-level recognition and prestige through an association and affiliated organizations.
5. To develop leadership abilities through participation in recreational, educational, career development, civic, and social activities.
6. To promote high standards in trade ethics, quality work, scholarship, and safety.
7. To work with technological systems to gain an understanding of how they function.
8. To help students obtain purposeful lives and create an enthusiasm for learning.
9. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.
10. To develop patriotism through a knowledge and understanding of our heritage and the democratic process.
11. To understand the relationship between individuals, society and technology.
12. To explore and enhance personal interests and career opportunities related to technology.
13. To prepare for entry into chosen technology related occupations and develop a basis for continued learning.

### **ARTICLE III: Organization**

Section I. The Wisconsin Association of SkillsUSA is an organization of local associations, each operating in accordance with the charter granted by the Wisconsin Association of SkillsUSA.

Section II. The administrative decisions of Wisconsin SkillsUSA will be vested in the State Superintendent's Technology and Engineering Education Advisory Committee, State Officers, State Alumni Director, State Director, and the State Corporate Member.

### **ARTICLE IV: Membership**

Section I. This state association will consist of the chapters located within Wisconsin secondary schools. The members of SkillsUSA shall be members of the chartered local chapters.

Section II. SkillsUSA will recognize individual membership only through a local chapter. Individual memberships of local chapters will be recognized as active members, professional members, honorary members, and alumni members.

Active Members. Any student who is regularly enrolled in technology and engineering education or a health occupations course is entitled to become an active member of any chartered SkillsUSA chapter. To retain membership, the member must be enrolled in, or have previously completed at least one technology or health occupation education course, and/or follow a planned course of study for a technology and engineering education or health occupations program (including a supervised occupational experience program), the objective of which is establishment in a technical or health occupation. An active member is a student who annually pays dues as established by SkillsUSA. Active membership is required to participate in a SkillsUSA event or activity. Only active members may vote or hold office except the office of State Director, Advisor in the chapter or the State Association.

Alumni. Membership in the SkillsUSA Alumni Association is open to anyone interested in supporting SkillsUSA.

Professional Members. These shall be persons associated with or participating in the development of SkillsUSA. Such members may include teachers, teacher educators, state supervisors, local vocational education coordinators, career and technical education directors, or business representatives. Professional members will pay dues as established by SkillsUSA, but will be ineligible to serve as voting delegates, hold state office, or otherwise represent a local chapter in SkillsUSA.

Honorary Annual Members. This may be awarded to individuals making a contribution to Technology and Engineering Education or Health Education and/or to SkillsUSA, by approval of the Executive Committee, State Superintendent's Technology and Engineering Education Advisory Committee, and the State Advisor.

Honorary Life Membership. Individuals who have made significant contributions to the development of SkillsUSA and technology and engineering and health occupations education whose membership has been approved by the Wisconsin Executive Council upon the recommendation of the State Association at its annual skill contest. Such membership shall not require payment of State dues.

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

#### **ARTICLE V: Voting**

Section I. Each local SkillsUSA chapter shall exercise two electoral votes through two voting delegates at the State Leadership Conference.

#### **ARTICLE VI: Meetings**

Section I. A State Leadership Conference shall be held each year, with the time and place to be selected by the State Superintendent's Technology and Engineering Education Advisory Committee and the State Director. This State Leadership Conference shall be the official state meeting of SkillsUSA. Other official conferences and meetings may be called by the State President with the approval of the State Director.

Section II. Parliamentary Procedure. Roberts Rules of Order, Newly Revised shall be the final authority.

#### **ARTICLE VII: Officers**

Section I. The officer positions shall consist of a President, a Vice President, a Treasurer, a Secretary, a Reporter, and six District Vice Presidents.

- a) The offices of President, Vice President, Treasurer, Secretary, and Reporter will be at large positions. They shall be elected by a majority vote of the voting delegates present at the Delegate Assembly of the State Leadership Conference of Wisconsin Secondary SkillsUSA.
- b) The District Vice Presidents shall include one District Vice President representing each of the Wisconsin Secondary SkillsUSA Districts. The District Vice Presidents shall be elected by a majority vote of the voting delegates present at the Delegate Assembly of the State Leadership Conference from each respective district.
- c) The Executive Committee of the Wisconsin Association SkillsUSA shall consist of the President and the six District Vice Presidents.
- d) The State Officer Team of the Wisconsin Association of SkillsUSA shall consist of all the elected officers.

Section II. In case of a tie vote for any position, the Chair shall allow a five minute caucus for each chapter eligible to vote for that position. Immediately following the caucus, a second vote will be held. If there is a second tie, a speech will be given by the candidates followed by a second caucus and re-vote. In case of a third tie, the State Officers in attendance will vote by secret ballot to break the tie. Any State Officer who is also one of the candidates on the ballot for which there is a tie is not allowed to vote on the tie-breaker.

Section III. Candidates for SkillsUSA offices must complete the procedure for candidacy as set forth by the Executive Committee of SkillsUSA and approved by the State Superintendent's Technology and Engineering Education Advisory Committee.

Section IV. Officers elected at the State Leadership Conference will begin their term of office on June 1 of that year and will continue to hold office until May 31 of the following year.

Section V. If any officer position is vacated prior to the end of its term, the position may be filled through appointment by the Executive Committee provided the candidate meets all prescribed qualifications for the vacant position. If any position has no candidates at the time of elections, that position may be filled the same as a vacated position. The current Executive Committee may not make appointments for the subsequent State Officer Team. If no qualified candidates are found for a vacant position, that position shall remain vacant.

#### **ARTICLE VIII: Advisors**

Section I. The State Consultant for Technology and Engineering Education for the secondary school division will be responsible for this state association as described in the Articles of Incorporation of VICA. Technology and Engineering Education teachers will serve as advisors for each SkillsUSA chapter and take responsibility for the implementation of the SkillsUSA state program of work at the local level. If no technology and engineering education teacher is available or willing to serve as a local advisor, another teacher or a business/industry representative may serve in this capacity.

#### **ARTICLE IX: Finances**

Section I. Local Chapters will be responsible for the collection of state dues according to the number of individual members claimed in each membership classification. The State Superintendent's Technology and Engineering Education Advisory Committee and State Director shall approve any change in the dues formula.

Section II. The State Director, Corporate Member, and the State Superintendent's Technology and Engineering Education Advisory Committee may implement alternative dues structures that will increase the opportunity for membership to a greater number of students while collecting adequate dues to cover the costs of serving those members.

Section III. The State Director, Corporate Member, and the State Superintendent's Technology and Engineering Education Advisory Committee will control all SkillsUSA

finances. The Treasurer, with the help of the Executive Committee, will submit a budget annually to the State Director and the State Superintendent's Technology Education and Engineering Advisory Committee for their consideration.

Section IV. The Wisconsin Association of SkillsUSA will have an independent, third party audit annually. The cost associated with the audit will be of the association. The Department of Public Instruction SkillsUSA staff will administer funds and other assets of the association. Generally accepted accounting principles will be followed relating to revenues, disbursements and financial reports.

Section V. It is recognized that the Wisconsin Department of Public Instruction hire, supervise and compensate the state SkillsUSA Director. The secondary division director will be a consultant at the Wisconsin Department of Public Instruction responsible for technology and engineering education, trade or technical education.

#### **ARTICLE X: Emblems and Colors**

Section I. The official SkillsUSA colors shall be red, white, blue, and gold. Red and white represent the individual states and chapters, blue represents the common union of the states and of the chapters, and gold represents the individual member.

Section II. The design of the SkillsUSA emblem or symbol will consist of a shield representing patriotism, a torch representing knowledge, orbital circles representing technology, a gear representing the industrial society, and hands representing youth. The design of the symbol shall follow that of National SkillsUSA.

#### **ARTICLE XI: Amendments**

To amend this constitution, proposed amendments must be presented in writing, by a local chapter, to the State President and the State Director at least 90 days prior to the State Leadership Conference. The State President will then present them to the Executive Committee for approval and the State Director will present them to the State Superintendent's Technology and Engineering Education Advisory Committee for their approval.

The state Executive Committee may also propose changes to the constitution through a simple majority vote during Executive Committee meetings at which a quorum of members is present. The State President will then present the proposed changes to the State Director who will present them to the State Superintendent's Technology Education Advisory Committee for their approval.

The State Director will mail the proposed amendments to all active chapters at least 30 days prior to the annual State Leadership Conference. They must be approved by a two-thirds majority of the voting delegates present at the Delegate Assembly Business Meeting of the State Leadership Conference. Amendments will be posted on the SkillsUSA website at least 30 days prior to the annual State Leadership Conference.

## **BYLAWS**

### **ARTICLE I: Qualifications for State Office**

Section I. Only active members will be eligible to hold office in SkillsUSA.

Section II. To be eligible for a state office, candidates must possess a working knowledge of parliamentary procedure, must know the objectives and purposes of the SkillsUSA and must possess the personal characteristics necessary to carry out the duties of the office for which the individual is a candidate. The potential officer candidate must have plans to be in a secondary school Industrial, Technology and Engineering or Health Education program of instruction during the ensuing school year. The individual must have the approval of the Nominating Committee.

Section III. To be eligible for a District Vice President position, the candidate must be a member of a local SkillsUSA chapter which is in that district. The District Vice President must remain an active member of a local SkillsUSA chapter in that district for the duration of his or her term. Becoming inactive in SkillsUSA or moving to a different school which is outside the district for which a person was elected will result in giving up that District Vice President position.

Section IV. Any candidate will be disqualified from candidacy for conduct unbecoming a member or an officer of SkillsUSA.

Section V. The Nominating Committee shall be composed of the Executive Committee along with chapter advisors and professional members designated by the State Superintendent's Technology and Engineering Education Advisory Committee and the State Director.

Section VI. Each local SkillsUSA chapter is eligible to run only two people per available office.

Section VII. No person may hold the same State Officer position more than one term.

### **ARTICLE II: Duties of State Officers**

Section I. President. It shall be the duty of the President of the state association to preside at all business meetings of SkillsUSA; to preside over Executive Committee meetings; to represent the association at all State Superintendent's Technology Education Advisory Committee meetings or designate a representative in his or her absence; to make all necessary committee appointments including the designation of committee chairs; to develop with the Executive Committee a program of work for the ensuing term of the office; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

Section II. District Vice Presidents. District Vice Presidents of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and State Director:

- a) To accept the responsibilities of the President as occasions may demand and be available as necessary in promoting the general welfare of SkillsUSA.
- b) To call the attention of the presiding officer to any error in procedure; to keep possession of the necessary references to check any decision in question; and be available, as necessary, in promoting the general welfare of SkillsUSA.
- c) To assist chapters in their respective districts with organization, public relations, or other activities as appropriate. To represent the concerns of chapters in their districts to the Executive Committee. To promote the establishment of new chapters and the growth of existing chapters in their districts. To act as a liaison between chapters in their district and the state SkillsUSA office.

Section III. Vice President - The Vice President of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and State Director:

- a) Assist the President as needed in the carrying out of his or her responsibilities.
- b) Assume the role and responsibilities of the President when the President is unable to do so and complete the current term of the President if the President is unable to do so.
- c) Chair the state Professional Development Committee.

Section IV. Secretary - The Secretary of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and State Director:

- a) Prepare agendas for all State Officer Team and Executive Committee meetings under the guidance of the President and State Director.
- b) Record the minutes of all State Officer Team meetings and Executive Committee meetings. Compile the minutes for review and approval of the Executive Team. Maintain a record-keeping system for all actions and activities of the State Officer Team, Executive Committee, and all standing committees.
- c) Assist other officers with writing and editing of correspondence, reports, articles, and other written items as needed.
- d) Chair the state Membership Committee.

Section V. Treasurer - The Treasurer of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and State Director:

- a) Prepare an annual budget under the guidance of the Executive Committee and the State Director for the approval of the Executive Committee, State Director, and State Superintendent's Technology Education Advisory Committee.
- b) Work with the State Technology Education Program Assistant to maintain records of all income and expenditures of the state association. Keep the Executive Committee informed of the financial situation at all times. Alert the Executive Committee to any problems related to the budget, income, and expenditures.
- c) Assist local chapters with understanding the budget process and financial record keeping as needed.
- d) Chair the state Ways and Means Committee.

Section VI. Reporter - The Reporter of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and State Director:

- a) Develop plans for promoting SkillsUSA at the state level. Assist in fulfilling the state program of work in any areas which relate to promotion or public relations. Ensure all state level activities are publicized to all appropriate media.
- b) Oversee the production of a state SkillsUSA newsletter to include: Solicitation of contributions; overseeing the design and layout; editing content for appearance and format; ensuring coverage of state level activities and select local chapter activities; and soliciting of advertising to cover production costs. The newsletter production schedule will be determined by the Executive Committee and State Director.
- c) Assist local chapters with understanding promotion and public relations and with carrying out activities related to these areas.
- d) Chair the state Public Relations Committee.

Section VII. Immediate Past Officers - Upon completion of their term of office, all state officers will become "Immediate Past Officers" for a period of one year. In this position, they have the opportunity to act as mentors for the new state officers and assist the new state officers in carrying out their duties. They will be encouraged to attend official SkillsUSA functions in this role. With the approval of the State Director a portion of their expenses for attending these functions may be covered by the state association.

- a) To retain the position of "Immediate Past Officer" and be allowed to act in this capacity, the former state officer must continue to be an active SkillsUSA member. This can be as a regular student member, a professional member, or a SkillsUSA Alumni member.
- b) "Immediate Past Officers" will continue to be included in communications from the state office for one year after their term as a state officer..

### **ARTICLE III: The Executive Committee**

The Executive Committee of SkillsUSA will be composed of the six District Vice Presidents and the President and shall meet upon the call of the President or the State Director. It shall be the duty of the Executive Committee, with the approval of the State Director, to plan for the welfare, to represent, and to act for this state association as occasions may demand.

### **ARTICLE IV: Dues**

The membership year shall be from September 1 to August 31. State dues for each membership classification shall be "open-ended," which means that the Executive Committee Shall establish them each year with the approval of the State Superintendent's Technology Education Advisory Committee.

### **ARTICLE V: Amendments**

To amend these bylaws, proposed amendments must be presented in writing, by a local chapter, to the State President and the State Director at least 90 days prior to the State Leadership Conference. The State President will then present them to the Executive Committee for approval and the State Director will present them to the State Superintendent's Technology Education Advisory Committee for their approval.

The state Executive Committee may also propose changes to the bylaws through a simple majority vote during Executive Committee meetings at which a quorum of members is present. The State President will then present the proposed changes to the State Director who will present them to the State Superintendent's Technology Education Advisory Committee for their approval.

The State Director will mail the proposed amendments to all active chapters at least 30 days prior to the annual State Leadership Conference. They must be approved by a two-thirds majority of the voting delegates present at the Delegate Assembly Business Meeting of the State Leadership Conference. Amendments will be posted on the SkillsUSA website at least 30 days prior to the annual State Leadership Conference.

### **ARTICLE VI: Committees**

Section I. The state association shall maintain several standing committees to assist in carrying out the state program of work. The chairs of the committees will be the designated elected state association officer or an active SkillsUSA member appointed by the state Executive Committee. The committee members will be active members of local Wisconsin SkillsUSA chapters appointed by the state Executive Committee and State Director.

Section II. Professional Development Committee - The Professional Development Committee will be chaired by the State Vice President. The committee will:

- a) assist with the planning and execution of the annual State Leadership Conference and District Leadership Conferences;
- b) develop proposals for state level professional development activities;
- c) assist with execution of approved state level professional development activities;
- d) assist local SkillsUSA chapters with professional development activities;
- e) develop and update publications to assist local SkillsUSA chapters with professional development activities.

Section III. Membership Committee - The Membership Committee will be chaired by the State Secretary. The committee will:

- a) maintain membership records and analyze membership data to assist with recruitment of new members;
- b) assist with recruitment and start-up of new SkillsUSA chapters;
- c) develop proposals for membership recruitment activities;
- d) assist with execution of approved membership recruitment activities;
- e) assist local SkillsUSA chapters with membership recruitment activities;
- f) develop and update publications to assist local SkillsUSA chapters with membership recruitment activities.

Section IV. Ways and Means Committee - The Ways and Means Committee will be chaired by the State Treasurer. The committee will:

- a) assist with development of a state budget;
- b) assist with finance related record-keeping;
- c) develop proposals for state fund-raising activities;
- d) assist with execution of approved state fund-raising activities;
- e) assist local SkillsUSA chapters with budget and finance related activities;
- f) develop and update publications to assist local SkillsUSA chapters with budget and finance related activities.

Section V. Public Relations Committee - The Public Relations Committee will be chaired by the State Reporter. The committee will:

- a) assist with production of the state newsletter and website;
- b) provide contributions to the state newsletter and website;
- c) assist in solicitation of advertising for the state newsletter and website;
- d) assist with other state promotional and public relations activities;
- e) assist local SkillsUSA chapters with promotion and public relations activities;

- f) develop and update publications to assist local SkillsUSA chapters with promotion and public relations activities.

Section VI. Industry Partnerships/Skills Championships Committee - The chair of the Industry Partnerships/Skills Championships Committee will be appointed by the state Executive Committee. The committee will:

- a) assist in development of business and industry partnerships with Wisconsin SkillsUSA;
- b) as appropriate, assist technical committees with preparations for the Wisconsin SkillsUSA Championships;
- e) assist local SkillsUSA chapters with development of business and industry partnerships;
- f) develop and update publications to assist local SkillsUSA chapters with development of business and industry partnerships.

## **ARTICLE VII: Operating Policies**

Section I. Operating policies shall be adopted as determined by the Wisconsin Executive Committee, State Superintendent's Technology and Engineering Education Advisory Committee, and State Director.

Section II. State Officer Responsibilities. All state officers are required to participate in the following activities if and when they occur unless prior approval to be excused has been given by the Executive Committee or the State Director:

- a) Monthly conference calls
- b) Annual Wisconsin Leadership and Skills Conference
- c) Assigned District Leadership Labs
- d) Career and Technical Student Organization Officer Training Workshop
- e) State Officer Summer Program of Work Meeting
- f) State Officer Winter Meeting
- g) Professional Development Program
- h) Regional Events

Any officer with two or more unexcused absences from the required activities may be removed from office by a majority vote of the Executive Committee. The vacant position will be filled according to the procedures indicated in Article VII, Section V of the Constitution.

Section III. All state officers will share the responsibilities of participating in the following activities if and when they are held:

National Leadership and Skills Conference  
Stout Annual Fall Technology Education Conference  
Wisconsin Technology Education Association (WTEA) Annual Conference  
Officer Membership Tours  
Officer Business and Industry Visits  
Chapter Officer Workshop(s)

CTSO Recognition Program  
Mid-America Leadership Conference  
Wisconsin State Fair Booth  
Legislative Seminar Day

The costs of participating in these activities will be decided upon by the State Director.

All state officers must keep the State Director informed of their activities. This will include filing a monthly activity report with the State President and the State Director. In addition, copies of all official correspondence sent or received should be sent to the State Director in a timely manner.

Section IV. State Officer Duties at state Leadership and Skills Conference. State Officers are responsible for keeping the time of the annual conference open to prepare for and assist in running the conference. Aside from planned official activities, it will be the responsibility of the officers to exhibit leadership by meeting with chapters in attendance and promoting SkillsUSA . State Officers must participate in all General Sessions. State Officers will be assigned other duties during the state conference planning meetings.

Section V. Delegate Assemblies at state conference. A current State Officer who is a candidate for an office in the upcoming year cannot act in a state officer role during the Delegate Assemblies.

Section VI. Local Chapter Relations. If there is a request for the presence of a State Officer for an official function of a local SkillsUSA chapter, it shall be honored if:

- a) the requesting chapter is willing to pay the expenses of the officer and his or her advisor;
- b) there is a State Officer and advisor available; and
- c) the officer's local school, advisor, parents and Wisconsin SkillsUSA State Director approve the activity;
- d) the Executive Committee may authorize the use of state SkillsUSA funds to cover expenses under certain circumstances. This would include visits and presentations to potential new SkillsUSA chapters.

Section VII. Fellowship Policy. The Wisconsin SkillsUSA Executive Committee shall communicate with the membership through a member newsletter, a website, and through mailings from the state SkillsUSA office . The Executive Committee will determine the frequency and form of communications.

Section VIII. Budget. It is the responsibility of the Executive Committee to establish an operating budget on an annual basis following the advice of the State Director of the state association. This budget will support and directly relate to the state Program of Work (P.O.W.).

Section IX. State Officer's Expenses. Any state officer representing Wisconsin SkillsUSA in state approved activities shall be reimbursed at the following rates:

Meals	State Rate - breakfast (if travel commences before 6:00 a.m.) State Rate- lunch (if travel commences before 10:30 a.m.) State Rate - dinner (if return is after 7:00 p.m.)
Lodging	Wisconsin State Rate
Postage	Any mailing costs which are a result of official correspondence - officers may request materials be mailed from the state office.
Travel	Wisconsin State Rate (lower of the two state rates)
Phone Calls	Not considered reimbursable unless special permission has been received in advance of placing call.

These expenses will be paid on official business for the association with prior approval of the State Director. Each claim must be submitted with receipts and a Wisconsin SkillsUSA expense claim form.

Section X. Supplies. The obligation of monies to maintain the operation of the state association on a regular and orderly basis should be approved by the Executive Committee. It is also permissible for the State Director of the association to obligate monies in the interests of the association outside of the respective Program of Work without pre-approval for an amount not in excess of \$3000. The Department of Public Instruction will provide funding for printing, postage, general office supplies, and reimburse the state director(s) for travel, miles and meals at current state rates.

Section XI. Mid-America Leadership Conference. Funding the travel and registration expenses for the Mid-America Leadership Conference will be an annual decision between the state officers, executive committee and the State Director.

Section XII. National Officer Candidate from Wisconsin. Possible national officer candidates for the upcoming year must complete the same screening process as state officer candidates. The candidates' advisors should also be screened. The screening will take place at the annual state conference. Official nominations for candidates should be made at the delegate assembly of the state conference. An annual budget of \$100 will be available to assist Wisconsin candidates campaign at a national conference.

A general chapter announcement will be developed by the Executive Committee and sent to all Wisconsin chapters on or about January 15 detailing the opportunities and procedures for becoming a national officer candidate.

Section XIII. State Officer's Participating at the National Leadership and Skills Conference (NLSC). New State Officers may attend the NLSC as voting delegates. Their registration fee\* will be paid in full by the state association. Any former State Officers from the immediate preceding year may attend the NLSC as facilitators to assist new State Officers and help with the Wisconsin delegation's functions/participation. A comprehensive plan of activities will be outlined and approved by the State Director prior

to the NLSC . The plan will include the description of the respective activity and a specific breakdown of each officer's responsibilities. Registration fees do not include lodging, food and travel.

\*Registration will be paid for the aforementioned by Wisconsin SkillsUSA upon fulfilling obligations at Nationals.

Section XIV. Procedure for issueing Charters to Chapters.

Chapters shall apply through the State Director for affiliation with the Wisconsin Association of SkillsUSA. Forms will be provided by SkillsUSA. Such applications shall have all required signatures. The following mateials shall accompany the application for chapter charter:

- a) A copy of the annual program of work
- b) A complete list of members
- c) A list of chapter officers
- d) A copy of the local constitution
- e) Application for chapter charter form.