STATE OFFICER
CANDIDACY PACKET

2019-2020
SkillsUSA Wisconsin Executive Director’s Welcome

Being a state officer is one of the highest honors a student can achieve in SkillsUSA. It can also be one of the most rewarding experiences for a student. If you are considering running for a state office be sure you are doing it for the right reasons. Yes, it can lead to a great title, some travel and can look good on a resume, but holding a state office means you agree to take on certain responsibilities and you agree to represent the organization at the state level.

As with any organization, much of its strength lies within its leadership. Leadership potential is what SkillsUSA Wisconsin is looking for. If you are a current SkillsUSA member who; wants to develop strong skills in communication, time management, teamwork, and problem solving; wants to strengthen and practice these skills through applications in real activities which will help others; and is not afraid of hard work and accepting responsibility – then you are definitely the type of person we’re looking for to become a SkillsUSA Wisconsin State Officer Candidate.

SkillsUSA State Officers travel, do public speaking, participate in leadership conferences, help increase SkillsUSA membership, and help develop new SkillsUSA chapters. Being a SkillsUSA officer has many rewards for your hard work.

This packet contains all the information and forms you need to apply to be a Wisconsin SkillsUSA State Officer Candidate. Read through all the materials carefully and completely to help you understand the process and everything you will need to do. If at any time you have questions or need assistance, you can ask your local SkillsUSA advisor, call myself at the SkillsUSA office staff, or call one of the SkillsUSA Wisconsin state officers.

I wish you luck and hope to see you on stage as a NEW SkillsUSA Wisconsin State Officer at the annual State Leadership and Skills Conference.

Sincerely,

Brent Kindred
Executive Director
SkillsUSA Wisconsin
SkillsUSA Wisconsin State Officers
Officer Candidate Application Packet Index

This packet contains all the information and forms you need to apply to be a SkillsUSA Wisconsin State Officer Candidate. Read through all the materials carefully and completely to help you understand the process and everything you will need to do. If at any time you have questions or need assistance, you can ask your local SkillsUSA advisor, call the SkillsUSA Wisconsin office staff, or call one of the current SkillsUSA Wisconsin state officers.

In this packet you will find the following materials:

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SkillsUSA Wisconsin

STATE OFFICER ELECTION PROCEDURES

1) Any SkillsUSA Wisconsin member wishing to run for a SkillsUSA Wisconsin State Officer position must submit the following by the 1st Monday of March:
   (1) Officer Candidate Application Form, (2) Officer Candidate Acceptance of Responsibilities, (3) SkillsUSA Wisconsin Officer Code of Conduct, (4) Officer Candidate Consent Form, (5) Wisconsin Association of SkillsUSA Confidential Medical Information, and (6) Personal Resumé.
   a) A chapter may present two candidates at the time of screening.
   b) Each candidate for screening must complete the six (6) forms mentioned above and acquire all required signatures.
   c) Students should indicate on the “Officer Candidate Application Form” the priority office for which they wish to fulfill.

2) Students must meet the qualifications as stated in the SkillsUSA Wisconsin Constitution and By-Laws.

3) Every student wishing to be a candidate for state office will participate in the Officer Screening Workshop at the SkillsUSA Wisconsin State Leadership and Skills Conference.
   a) Screening will be handled by a nominating committee consisting of State Officers, State Officer Alumni, State Officer Trainer(s) and/or selected SkillsUSA advisors and professional members.
   b) Each prospective officer candidate will complete a test of his or her knowledge of SkillsUSA and parliamentary procedure. Officer Candidates must achieve a satisfactory score on the test in order to run for SkillsUSA Wisconsin State Office.
   c) ALL Candidates will be interviewed.

4) Campaigning:
   a) In conjunction with the State Leadership and Skills Conference:
      i) Campaign materials may be posted such that they will cause no permanent damage to any surfaces and can easily be cleaned up without leaving any marks.
      ii) The total cost of the campaign expenses for state officer candidates cannot exceed $50. This includes any items that are donated, purchased, or borrowed using fair market value before taxes. Portfolios and awards should be considered campaign materials and should be included in the cost. Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following items will not be allowed:
         (1) Liquids or gum
         (2) Glass items
         (3) Balloons, frisbees, balls, bubbles or soap
         (4) Items that fly
      iii) No campaign literature of any type may be distributed prior to the completion of officer screening. This regulation prohibits advance conference mailings and posting of campaign literature. SkillsUSA Wisconsin WILL NOT provide bulletin boards. To display materials in respective delegate meeting rooms, candidates are permitted their own 3’ x 2’ free standing display board, (one board per person). Three feet of table space for each candidate will be provided.
      iv) All campaign materials must be removed immediately following completion of the officer elections.
b) State Officer Candidates and their representatives who violate any of these regulations will appear before the nominating committee for disciplinary action which could result in their removal from the ballot.

5) Delegate Assembly Meeting
   a) A platform speech, not to exceed two (2) minutes in length, is to be given by each officer candidate. This may include a candidate’s qualifications, his or her goals for office, or other information directly related to running for or serving as a SkillsUSA Wisconsin State Officer. It is encouraged that the candidate come with a prepared written speech that they have practiced several times with their advisor and/or fellow SkillsUSA chapter members.
   b) Local chapters sponsoring a candidate for state office may express their support after the candidate’s speech (songs, jingles, slogans, or waving of posters and campaign material) not to exceed two (2) minutes in length.
   c) The Delegate Assembly Presiding Officer or supervising advisor may stop a speech or chapter support if they deem the content or delivery to be inappropriate.
The purpose of screening potential officers is to ensure the best possible candidate(s) for inclusion on the SkillsUSA Wisconsin State Officer ballot. Because the state officers will be representing SkillsUSA Wisconsin and all its members and, in some cases, the state teachers of trade, industrial, and technology and engineering education, it is important they have a basic understanding of SkillsUSA, technology education, and vocational education. The screening process allows potential state officers to demonstrate their knowledge of these subjects.

The Officer Screening Workshop procedures are as follows:

1. The potential officers submit all necessary forms with complete information and required signatures to the SkillsUSA Wisconsin state office prior to the deadline date.
2. Candidates who submit all necessary forms accurately completed prior to the deadline will be scheduled for the screening workshop. This workshop will take place on the first day of the SkillsUSA Wisconsin State Leadership and Skills Conference. Check the current year’s conference agenda for the exact time and location.
   NOTE: Candidates will be expected at the workshop - they will not receive confirmation of materials being received or further notice about the workshop. Only candidates who have a deficiency in their application packet will be contacted about correcting the deficiency.
3. All officer candidates will complete the following activities as part of the screening process:
   a. Written test on SkillsUSA knowledge, parliamentary procedure, etiquette, and other relevant topics as determined by the Nominating Committee;
   b. Group interview/activity;
   c. Individual interview.
4. Any candidate who fails to complete the screening process will be notified and removed from the ballot. The candidate’s advisor will also be notified of the removal from the ballot. If a candidate has a time conflict with the screening process they may be excused from the screening process by the Nominating Committee, Supervising Advisor, or Presiding Officer.
The following are questions and topics that may be used by the Nominating Committee as part of the Officer Screening Procedure; other questions and topics may also be used:

1. Explain the relationship of SkillsUSA to technology and engineering classes. Why is SkillsUSA referred to as an ‘intracurricular’ organization?

2. You have been asked to attend a major industrial luncheon and make a presentation on how participation in SkillsUSA can help prepare you as a future employee. Briefly describe what information you would highlight in your remarks.

3. In which technology and engineering education classes (i.e., Small Engines, CAD, Welding, Printing, etc.) are you currently enrolled? In which classes do you plan to be enrolled for the coming school year?

4. What qualities and abilities do you believe are most sought after in new employees being hired by business and industry today?

5. What qualities are developed by youth who participate in SkillsUSA? How do you develop these qualities?

6. Describe some SkillsUSA activities.

7. The SkillsUSA motto is "Champions at Work." Describe your activities related to leadership development.

8. Since the SkillsUSA program is designed to prepare people for the business and industrial world, do you think it will help to reduce unemployment? How?

9. People are concerned about students dropping out of school. Do you think technology and engineering education can help reduce this problem? How?

10. Describe your beliefs about the importance of post-secondary training for graduates of high school technology and engineering education programs.

11. Should technology and engineering programs encourage further education beyond high school? Based on your answer, how would this effect the content and activities of the technology education program?

12. Describe ways that business, industry and labor currently work with your school, teachers and/or students to better prepare students for the future? What are some other things that could be done to further benefit students?

13. What technology and engineering classes are you enrolled in for the coming school year?

14. Explain your personal background:

   • How and why are you qualified to run for SkillsUSA Wisconsin state office?
   • What leadership qualities would you bring to SkillsUSA Wisconsin?
   • Describe your previous leadership experiences.
   • What are your plans after graduation from high school?
   • Describe state and local SkillsUSA activities in which you have participated.
   • What are your personal strengths and weaknesses as a leader?
# SkillsUSA Wisconsin

## OFFICER CANDIDATE CHECKLIST

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Form/Task</th>
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<tbody>
<tr>
<td>___________</td>
<td>Identified state office(s) for which I am interested in fulfilling</td>
</tr>
<tr>
<td>___________</td>
<td>Discussed desire to run for office with my advisor and local SkillsUSA chapter - ensured I met all qualifications for the desired offices</td>
</tr>
<tr>
<td>___________</td>
<td>Discussed desire to run for office with my parents/guardians - ensured I had no serious scheduling conflicts with the required activities of a SkillsUSA Wisconsin State Officer</td>
</tr>
<tr>
<td>___________</td>
<td>Completed “Officer Candidate Application Form” (Pages 8-10)</td>
</tr>
<tr>
<td>___________</td>
<td>Completed a personal résumé</td>
</tr>
<tr>
<td>___________</td>
<td>Completed “Officer Candidate Acceptance of Responsibilities” with all required initials and signatures (Page 12)</td>
</tr>
<tr>
<td>___________</td>
<td>Completed “SkillsUSA Wisconsin Officer Code of Conduct” with all required signatures (Page 14)</td>
</tr>
<tr>
<td>___________</td>
<td>Completed “SkillsUSA Wisconsin “Confidential Medical Information” (page 18)</td>
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<tr>
<td>___________</td>
<td>Have read and understand the “Officer Screening Workshop Procedures” (page 3) and have asked for clarification on anything about which I am unclear (asked either my advisor or the state SkillsUSA state office)</td>
</tr>
<tr>
<td>___________</td>
<td>Worked with my advisor and local SkillsUSA chapter on preparing campaign materials</td>
</tr>
<tr>
<td>___________</td>
<td>Worked with my advisor, another teacher, a parent, and/or fellow students to discuss the screening workshop topics and questions ensuring I understand the subjects of each</td>
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<tr>
<td>___________</td>
<td>Dressed in official SkillsUSA attire and arrived on time and prepared for the Officer Screening Workshop</td>
</tr>
<tr>
<td>___________</td>
<td>Prepared and practiced a speech to give during the SkillsUSA Wisconsin State Delegate Assembly</td>
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<tr>
<td>___________</td>
<td>Be enrolled in at least one technology and engineering education course at the time of application, and plan to continue enrollment in one of these fields for the following year.</td>
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Completed forms must be received by 1st Monday of March. Send to:

Ms. Cassie Fabian  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53703
SkillsUSA Wisconsin

OFFICER CANDIDATE APPLICATION FORM

Word process, type, or print all information neatly.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Local SkillsUSA Chapter:</th>
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<tbody>
<tr>
<td>Cell Phone:</td>
<td>School Phone:</td>
</tr>
<tr>
<td>Home Address:</td>
<td>School Address</td>
</tr>
<tr>
<td>Year in School:</td>
<td>Age:</td>
</tr>
<tr>
<td>Email:</td>
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Office Sought:

____ State President
____ State District Vice President #______
____ State Vice President
____ State Secretary
____ State Treasurer
____ State Reporter
____ Middle School Liaison

Candidates should indicate the order of Offices they would like to fulfill. IE: 1,2,3 next to each office.

Offices will be filled based on the amount of Votes each candidate receives from the voting delegates and their individual qualifications.

Are you a member of SkillsUSA?  
[ ] Yes  [ ] No

Are you enrolled in a course or taking a sequence of courses that will contribute to a trade, industrial, or technical career?  
[ ] Yes  [ ] No

Are you taking sufficient credits and maintaining adequate grades to meet your school's graduation requirements on schedule?  
[ ] Yes  [ ] No

Polo size (mark one):  
[XS] [S] [M] [L] [XL] [XXL]

T-shirt size (mark one):  
[XS] [S] [M] [L] [XL] [XXL]
In each of the boxes, list the requested information in bullet format or describe through narrative:

<table>
<thead>
<tr>
<th>List/Describe your career and leadership plans and goals:</th>
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<table>
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<tr>
<th>List/Describe your technical or occupational experiences (include activities, your role, and length of your involvement):</th>
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<tr>
<th>List/Describe your middle and high school leadership activities (for example offices held or public speaking):</th>
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<tr>
<th>List/Describe any community service projects in which you’ve been involved:</th>
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<tr>
<td>List/Describe any leadership or other awards you’ve won or other activities with which you’ve been involved and from which you’ve learned about leadership, teamwork, and/or responsibility:</td>
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<td>---------------------------------------------------------------------------------------------------</td>
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<tr>
<th>Provide a statement about why you are running for a SkillsUSA Wisconsin State Office:</th>
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<table>
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<tr>
<th>List current and previous technology and engineering courses:</th>
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<table>
<thead>
<tr>
<th>List the technology and engineering courses you have registered for next year:</th>
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</table>
If elected, I will make every effort to fulfill my obligations as a SkillsUSA Wisconsin State Officer as stated in the "Officer Candidate Acceptance of Responsibilities" and to actively serve in office as prescribed in the SkillsUSA Wisconsin Constitution and By-Laws.

Candidate’s Signature ___________________________ Date __________________

SkillsUSA Advisor’s statement regarding the potential of the above named officer candidate and list the technology and engineering course(s) the potential candidate is signed-up for next school year:

__________________________ is a member in good standing of the _______________________.
(candidate) (chapter name)

To the best of my knowledge, all information submitted on, with, or attached to this nomination is factual and exists as presented.

Advisor’s Signature ___________________________ Date __________________

School administrator’s statement regarding the potential of the above named officer candidate (if known):

__________________________ is a student in good standing at _______________________.
(candidate) (school name)

To the best of my knowledge, all information submitted on, with, or attached to this nomination is factual and exists as presented.

Administrator’s Signature ___________________________ Date __________________

Submit a personal resumé with this application
Wisconsin Association of SkillsUSA

OFFICER CANDIDATE ACCEPTANCE OF RESPONSIBILITIES

Name: [ ]
Local SkillsUSA Chapter: [ ]

State Officer Candidate of SkillsUSA Wisconsin: I recognize that the following obligations are a part of an officer's responsibilities and I agree to perform, to the best of my ability, these and other duties of the office to which I may be elected.

1. I agree to participate in the following activities (as assigned):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Location</th>
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<tbody>
<tr>
<td>National Conference (June-optinal)</td>
<td>Government Day (February)</td>
</tr>
<tr>
<td>Summer Training (July or early Aug)</td>
<td>WTEA Spring Conference (March)</td>
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<tr>
<td>Fall Leadership Conf. (Oct/Nov)</td>
<td>State Conf. Rehearsal Day (April)</td>
</tr>
<tr>
<td>District Competitions (December)</td>
<td>Annual State Conference (April)</td>
</tr>
<tr>
<td>Winter Meeting (December)</td>
<td>Monthly Conference Calls</td>
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<tr>
<td>Regional Competitions (Jan/Feb)</td>
<td>School Visits (as assigned)</td>
</tr>
<tr>
<td>Business Visits (as assigned)</td>
<td></td>
</tr>
</tbody>
</table>

2. To become knowledgeable about the State and National SkillsUSA Program of Work; to be able to discuss it with Chapter Officers and others interested.

3. Observe standards of dress and personal grooming, as well as standards of personal conduct, as established and demonstrated by the National SkillsUSA Officers and the SkillsUSA Wisconsin state staff.

4. To obtain the required clothing for official dress and business casual attire, including a red SkillsUSA blazer. A list of the required clothing will be given to the officers following election.

5. To always wear official SkillsUSA dress when representing SkillsUSA Wisconsin.

6. To avoid expressing personal opinions regarding political or controversial problems when representing SkillsUSA Wisconsin.

7. To maintain full attendance and participation in officer meetings and other prescribed activities of the SkillsUSA Wisconsin.

8. To speak, whenever available, at local SkillsUSA functions upon the invitation of a local chapter and approval of the SkillsUSA Wisconsin Executive Director.

9. To ensure full attendance and participation in the SkillsUSA Wisconsin State Leadership and Skills Conference.

10. To ensure careful preparation of responsibilities for state, district, and local meetings and all activities at which I represent SkillsUSA Wisconsin.

11. To notify the SkillsUSA Wisconsin Executive Director of all invitations to represent SkillsUSA Wisconsin before taking any other action on the invitation.

12. To be responsible and timely in reporting activities conducted as a representative of the Wisconsin Association of SkillsUSA to the State Officer Trainer.

13. To send monthly reports to the SkillsUSA Wisconsin State Officer Trainer.

14. Retain enrollment in a technology and engineering course while serving SkillsUSA Wisconsin in an officer capacity.
I have read and understand the responsibilities of being a SkillsUSA Wisconsin State Officer and agree to abide by these responsibilities if elected.

Candidate’s Signature ____________________________ Date ____________

We have read and understand the responsibilities being accepted by this officer candidate and we agree to support these responsibilities to the greatest degree possible.

Parent’s/Guardian’s Signature ____________________________ Date ____________

Advisor’s Signature ____________________________ Date ____________
SkillsUSA Wisconsin

OFFICER CODE OF CONDUCT

1. I shall not possess or consume any alcoholic beverages, tobacco products, or illegal controlled substances of any kind or in any form.
2. I shall follow established curfew. Curfew means I am quiet and in my assigned room unless I am conducting official business at the instruction of the SkillsUSA Wisconsin staff.
3. I understand that conferences and activities officially begin when I leave home for the event and end when I return home. This code is in effect that entire time.
4. I will always conduct myself in a professional manner as a representative of SkillsUSA.
5. I shall apply appropriate leadership principles at all times.
6. I shall wear appropriate attire at all official functions.
7. I shall immediately remove myself from all situations that could compromise my professional image.
8. I shall refrain from dating fellow State SkillsUSA Officers while I am in office.
9. I shall take extreme care of all property belonging to others. I will take responsibility for damage caused to property or facilities for which I am responsible.
10. I shall keep the SkillsUSA Wisconsin staff or local chapter advisor informed of my whereabouts and activities at all times where the activities are an official function of my office or if I am in his or her charge.
11. I shall be prompt and prepared at all times.
12. I shall carry out my duties and responsibilities to the best of my abilities.
13. I shall attend all official conference activities, unless I receive prior approval from state staff to be absent.
14. I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
15. I shall respect and follow my local school policies.
16. I shall not be engaged in any inappropriate or illicit behavior.
17. I am responsible for reporting any violations of this code of conduct committed by myself or by fellow officers.
18. I will respect my advisor and honor his/her decisions as they relate to my responsibility as an officer.
19. My conduct will be exemplary at all times, during and outside of SkillsUSA functions. Any behaviors contrary to SkillsUSA’s culture of inclusion and diversity will result in disciplinary action.
20. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
21. I will strive to maintain above average grades in all my classes and I will forfeit my office if I receive an ‘F’ on my report card.
22. I will respect the official SkillsUSA dress by not smoking while wearing it.
23. During my time as a SkillsUSA Wisconsin State Officer, I will represent my organization with respect. I will give permission to SkillsUSA to be my Friend/Follow any content I post on social media. I understand these websites will be monitored, and I will be requested to remove offensive material or any material not reflecting SkillsUSA’s culture of inclusion
and diversity. If I fail to do so and post inappropriate or any material contrary to SkillsUSA’s culture of inclusion and diversity, I understand that disciplinary action may be taken by the SkillsUSA Wisconsin Staff. I also understand that my personal e-mail must reflect a professional image, or I will create a new e-mail address of SkillsUSA correspondence.

24. If other situations arise that are not covered by the Code of Conduct for SkillsUSA Wisconsin State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on SkillsUSA Wisconsin.

Having read and understood completely the “SkillsUSA Wisconsin Officer Code of Conduct” of SkillsUSA Wisconsin I do hereby agree to follow the procedures and practices described whenever I represent SkillsUSA Wisconsin individually or as part of the SkillsUSA Wisconsin State Officer Team. I fully understand my responsibilities as a SkillsUSA Wisconsin State Officer and will, to the best of my ability, apply myself for the purpose of my assignment and uphold, at all times, the finest qualities of a person representing SkillsUSA Wisconsin.

Candidate’s/Officer’s Signature ____________________________ Date ________________

Advisor’s Signature ____________________________ Date ________________
SkillsUSA Wisconsin
OFFICER CANDIDATE CONSENT FORM

<table>
<thead>
<tr>
<th>Name:</th>
<th>Local SkillsUSA Chapter:</th>
</tr>
</thead>
</table>

It is necessary for officers to attend meetings at various times and in various cities during the year. This will require time off from school as well as from jobs. It is therefore necessary that all officers’ parents, school administrators, and chapter advisors are aware of and agree to assist the student in meeting this requirement. It is each officer’s responsibility to ensure that involvement in such activities does not have any significant negative effects on their performance in school or at work.

**Parent's/Guardian’s Agreement**
I understand the responsibilities of a SkillsUSA Wisconsin State Officer and if ________ is elected to a SkillsUSA Wisconsin State Office, I will assist in any way possible for him/her to attend all necessary functions.

Parent’s/Guardian’s Signature ___________________________ Date ______________

**School Administrator’s Agreement**
I understand the responsibilities of a SkillsUSA Wisconsin State Officer and if ________ is elected to a SkillsUSA Wisconsin State Office, I will assist in any way possible for him/her to attend all necessary functions. I will also assist in any way possible for his/her advisor to attend functions whenever necessary.

Administrator’s Signature ___________________________ Date ______________

**Advisor’s Agreement**
I understand the responsibilities of a SkillsUSA Wisconsin State Officer and if ________ is elected to a SkillsUSA Wisconsin State Office, I will assist in any way possible for him/her to attend all necessary functions. I also understand that as his/her advisor, I may be asked to serve in various state level capacities and I will try to fulfill such requests whenever possible.

Parent’s/Guardian’s Signature ___________________________ Date ______________

**Candidate’s Agreement**
If elected, I agree to accept the responsibilities of that office and plan to remain in school, maintain satisfactory academic standing, and make expected progress toward graduation.

Candidate’s Signature ___________________________ Date ______________

**Employer Notice**
If elected, I will support __________________________ obligations to the SkillsUSA organization by granting release time from work when given two weeks’ notice.

Employer’s Signature ___________________________ Date ______________
SkillsUSA Wisconsin
CONFIDENTIAL MEDICAL INFORMATION

Name ____________________________________________
Address ________________________________________________________________________________
City, State, ZIP __________________________________________________________________________
Home Telephone ____________________________ Work Telephone ____________________________
Cell Phone_______________________________ Date of birth ___/___/____________

I hereby agree to release SkillsUSA Wisconsin, its representatives, agents, servants, and employees from liability for any injury to me resulting from any cause whatsoever occurring at any time while carrying out officially assigned travel or business for SkillsUSA Wisconsin.

The SkillsUSA Wisconsin staff, assistants and/or designees are authorized to administer and/or obtain, routine or emergency diagnostic procedures and/or routine or emergency medical treatment for me as deemed necessary in medical judgment.

I agree to indemnify and hold harmless SkillsUSA Wisconsin and said assistants and designees for any and all claims, demands, and actions, rights of action and/or judgments by or on my behalf arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

NOTE: All persons under legal age must have a parent or guardian sign this form. Participants should have an insurance card on their person at all times. A copy of this card should be attached to this form. **All participants must sign this form.**

Candidate’s Signature ____________________________ Date _____________

Parent’s/Guardian’s Signature ____________________________ Date _____________
CONFIDENTIAL MEDICAL INFORMATION (CONT.)

Applicant Name ____________________________________________________________
(Please print or type) Parents or Guarantor
Father’s Name ___________________________ Mother’s Name _______________________
Address _______________________________ Address ______________________________
City, State, ZIP _________________________ City, State, ZIP _________________________
Phone (___) ___________________________ Phone (___) ___________________________
E-mail _________________________________ E-mail _______________________________

Guarantor ______________________________
Address _______________________________ City, State, ZIP _________________________
Phone (___) ___________________________ E-mail _________________________________

Employer of Insured ________________________________________________________
Address _______________________________ City, State, ZIP _________________________
Phone (___) ___________________________ Email _________________________________

Emergency Contact Person: _________________________________________________
Address _______________________________ City, State, ZIP _________________________
Phone (___) ___________________________ E-mail _________________________________

List all medications currently taking: List any known drug allergies: List any physical restrictions: List any dietary restrictions:

Important: A copy of the medical insurance card must accompany this form—(both sides).
Family insurance company and address: _______________________________________
Plan/Group/Policy Number ________________________________
Policy Holder’s name and Social Security Number (optional): ______________________

Complete this section only if student DOES NOT HAVE INSURANCE
This confirms that (name) ______________________does not have insurance at this time. This will grant a representative from SkillsUSA Wisconsin to obtain any medical treatment necessary in the event that I cannot be reached.

Parent’s/Guardian’s Signature ___________________________ Date _________________
SkillsUSA Wisconsin Constitution
ARTICLES AND SECTIONS RELATED TO ELECTION AND RESPONSIBILITIES OF STATE OFFICERS

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.

SkillsUSA Wisconsin Bylaws
ARTICLES AND SECTIONS RELATED TO ELECTION AND RESPONSIBILITIES OF STATE OFFICERS

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.
ARTICLE I (cont.)

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. To be eligible for an At Large or District Vice President position, the candidate must be entering grades 9-12 for the following school year.

Section V. To be eligible for the Middle School Liaison position, the candidate must be entering grades 7-8 for the following school year.

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

Section VII. The Nominating Committee shall be composed of the State Officer Team along with chapter advisors and professional members designated by the State Superintendent's SkillsUSA Advisory Council and the State Director.

Section VIII. Each local SkillsUSA chapter is eligible to run only one candidate per available office.

Section IX. No person may hold the same State Officer position more than one term. The exception will be made for the middle school liaison position where a member may hold that position up to two terms if no other middle school member runs for this office.

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 State Officer Team meetings; to represent the association at all State Superintendent’s SkillsUSA Advisory Council 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 State Officer Team 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. Middle School Liaison - The Middle School Liaison of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

a) To assist middle school chapters with organization, public relations, or other activities as appropriate.
b) To promote the establishment of new middle school chapters and the growth of existing middle school chapters.
c) To act as a liaison between middle school chapters and the state SkillsUSA office.

Section VIII. 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 or Activities 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.