

**Constitution & Bylaws of the
South Dakota Association
of SkillsUSA**

Adopted June 2020

Article I – Official Information

- Section 1. The official name of this organization shall be the South Dakota High School Association of SkillsUSA and may be referred to as South Dakota SkillsUSA.
- Section 2. The colors shall be the same as those adopted by SkillsUSA, Inc. Red and white represent the individual states and clubs. Blue represents the common union of the states and of the clubs. Gold represents the individual, the most important element of SkillsUSA, Inc.
- Section 3. The motto shall be, “Preparing for Leadership in the World of Work.”
- Section 4. The emblem of South Dakota SkillsUSA shall be the same as those adopted by SkillsUSA, Inc.

Article II – Purposes

The purposes of this association are:

To develop progressive leadership in the field of trade, industrial, technical, and health occupations education that is competent, aggressive, self-reliant, and cooperative.

To unite in a common bond without regard to race, sex, religion, creed, or national origin, all students enrolled in trade, industrial, technical, and health occupations education.

To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.

To provide a clearinghouse for information and activities from national to state to local levels.

To provide recognition and prestige through an association of local clubs.

To foster a deep respect for the dignity of work.

To assist students in establishing realistic vocational goals.

To help students attain a purposeful life.

To create enthusiasm for learning.

To promote high standards in trade ethics, workmanship, scholarship, and safety.

To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.

To foster a wholesome understanding of the function of labor and management organizations and a recognition of their mutual interdependence.

To create among students, faculty members, patrons of the school, and persons in industry a sincere interest in and esteem for trade, industrial, technical, and health occupations education.

To develop patriotism through a knowledge of our nation's heritage and a place of democracy.

Article III – Organization

Section 1. The South Dakota High School Association of SkillsUSA is an association of local high school chapters and college chapters of the State of South Dakota operating in accordance with a charter granted by SkillsUSA, Inc.

Section 2. The administration of South Dakota SkillsUSA shall be vested in the State Advisor and Executive Committee.

Section 3. The Executive Committee shall be composed of the duly elected Board of Directors Officers, the State Advisor, the OCTE Representative, and the State Student President.

A. Each member shall be entitled to one vote.

Section 4. A State Board of Directors shall be recommended by the Office of Career and Technical Education (OCTE) representatives for trade and industrial education to provide counsel, advice, and assistance to the state association in carrying out its function.

The membership of this Board shall be: state student president, OCTE program representative for trade and industrial education, a local postsecondary advisor, a local secondary advisor, a high school administrator or student services specialist, a postsecondary technical institute administrator or student services specialist, a representative of

the T & I industry, and a health industry representative or business representative or food service representative. The Board of Directors shall elect a president, vice-president and a secretary from within its membership. The Board of Directors shall meet as needed, but at least on a quarterly basis. Members of the Board of Directors, except the state student president, shall serve a three (3) year term and may be reinstated.

Section 4.1 The State Director/Advisor shall not have voting rights on the board of directors.

The representative from the OCTE shall not have voting rights on the board of directors.

Section 5. Charters shall be issued to local chapters by the State Advisor of South Dakota SkillsUSA and the Executive Committee.

Article IV – Membership

Section 1. Membership of the South Dakota High School Association of SkillsUSA shall consist of the total eligible members of the chartered local club. Members shall hold the same membership status as in their respective local club.

Section 2. A local club must have at least six (6) members and all must be members of the state association and SkillsUSA, Inc. to qualify for a charter.

Section 3. Each local club and state association will be open for membership to all students regardless of race, color, or national origin.

Section 4. Classes of membership which will be recognized by the South Dakota Association of SkillsUSA are:

Active membership: Students enrolled in a coherent series of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades, or industry and who are earning credit toward a high school diploma/certificate or its equivalent.

Professional membership: Persons associated with or participating in the professional development of SkillsUSA as approved by the state association. Such members shall include club advisors, teacher educators, and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as a

national voting delegate, hold national office, or otherwise represent his/her state association in SkillsUSA, Inc.

Associate Membership: Cooperative employers, training station sponsors, advisory council members, and lay persons associated with and contributing to the improvement and development of the organization and vocational trade and industrial education. They are not eligible to hold office or vote.

Honorary Life Membership: Individuals who make significant contributions to the development of SkillsUSA and vocational trade and industrial education whose membership has been approved by the National Executive Council upon the recommendation by the state association. Such membership shall not require payment of either state or national dues. Honorary members shall not vote, hold office, or serve on committees, but shall be eligible to attend all meetings and wear the official emblems of SkillsUSA, Inc.

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

Article V – Voting Delegates

Section 1. The SkillsUSA member shall exercise his/her franchise through voting delegates at state and national meetings.

Section 2. Each chapter shall elect delegates who shall be considered voting delegates at the State Leadership Conference. The delegates shall be from each chapter holding an active charter and the number shall be limited to two (2) per chapter.

Section 3. All voting delegates shall be active members. All voting delegates shall have paid local, state, and national dues. They shall have received approval from their local chapter advisor prior to the State Leadership Conference and have a basic understanding of the SkillsUSA Constitution and SkillsUSA in general.

Article VI – Meetings

Section 1. The South Dakota Association shall hold a delegate assembly at the State Conference and shall be comprised of delegates from local chapters holding an active charter. The time and place will be designated by the State Advisor. The state officers will be elected at this time.

- Section 2. The annual South Dakota SkillsUSA State Leadership Conference and South Dakota Skills Championships shall be held in the Spring. The time and place shall be designated by the State Advisor.
- Section 3. The State Advisor and Executive Committee shall be empowered to call special meetings.
- Section 4. The State Advisor shall be empowered to call a special meeting of the Advisory Committee.
- Section 5. All meetings shall be conducted under the procedures of Robert’s Rules of Order, Revised.
- Section 6. A quorum at the State Leadership Conference and South Dakota SkillsUSA Championships shall constitute two-thirds (2/3) of the voting delegates registered for the conference.

Article VII – State SkillsUSA Club Officers

- Section 1. Officers: The officers of the South Dakota High School Association shall be: president, vice president, secretary, treasurer, reporter, and parliamentarian.
- Section 2. Elections:
- A. The president shall be elected at the annual leadership conference in conjunction with the annual state skills contest.
1. There shall be no more than one presidential candidate per chapter.
 2. The candidate must have her/his advisor’s recommendation.
 3. The candidate must register for candidacy prior to the conference.
 4. Nominations from the floor will not be accepted.
 5. If a candidate is not available, the president will be selected by the interview committee as described in Section 2 C through Section E, at the regular business session of the annual South Dakota High School Association of SkillsUSA delegate assembly.
- B. An interview committee will select the vice president, secretary, treasurer, reporter, and parliamentarian at the regular business session of the annual South Dakota High School Association of SkillsUSA delegate assembly.

- C. There shall be no more than one candidate per office per chapter.
- D. The interview committee will consist of three professionals selected by the state advisor.
- E. The interview committee will interview all candidates for state office and select the officers as they deem best for each office.

Section 3. Term of office: The state officers of South Dakota SkillsUSA shall be elected for a term of one year. The term is to run from one state delegate assembly until the next state delegate assembly.

Section 4. Vacancy of officers:

- A. A vacancy in the office of president shall be filled by the vice president upon the approval of the State Advisor.
- B. Vacancies in the other elected offices shall be replaced by a qualified chapter member from the same school as the former officer subject to the approval of the State Advisor and Executive Council.

Article VIII – Duties of the State Association Officers

Section 1. President: It shall be the duty of the president to preside at meetings, regular and special, as well as meetings of the State Advisor and Advisory Committee. She/he may appoint all standing and special committees with the exception of the Audit Committee.

Section 2. Vice President: It shall be the duty of the vice president to preside in the absence of the president and to perform any other duties regularly delegated to the president, in case of her/his absence or disability.

Section 3. Secretary: It shall be the duty of the secretary to keep an accurate record of all the proceedings of the meetings of the state association and of the State Advisor and Advisory Committee; to read the minutes of the previous meeting; to provide a copy of the minutes to the local chapters; to file a copy of all minutes with the State Association Director; and to perform other duties that may be assigned by the president of the state association.

Section 4. Treasurer: It shall be the duty of the treasurer to work alongside the State Director with an annual financial statement and to perform other duties that may be assigned by the president of the state association.

- Section 5. Reporter: It shall be the duty of the reporter to prepare the necessary news releases and distribute them to the various news media in the district and to keep a record of all district club activities such as meetings of district club officers, contest winners, newspaper art clippings, and other items of interest pertaining to the district club and its members. The reporter's records should be completed and turned over to the incoming reporter within thirty (30) days after the state conference.
- Section 6. Parliamentarian: It shall be the duty of the parliamentarian to advise the presiding officer on points of parliamentary law in order that all business shall be conducted properly.
- Section 7. The State Advisor shall appoint an individual whose sole purpose shall be to read the minutes of the last meeting and should record the minutes of the state delegate assembly.

Article IX – Committees

- Section 1. Standing Committees: The standing committees of the state association may include the following: Legislative Qualifications, Public Relations, Auditing, and Activity Program.
- A. Legislative Committee: The legislative committee shall be composed of five (5) members appointed by the president from those members recommended by local chapter sponsors and/or local faculty members. It shall be the duty of this committee to review and prepare proposed legislative changes and to present these recommendations to the members of South Dakota SkillsUSA at the annual State Leadership Conference.
- B. Qualifications Committee: The qualifications committee shall be composed of one (1) delegate from each chapter. This committee shall study and review the qualifications of all candidates for state office prior to voting. The committee must make its report to the business session of the annual state delegate assembly.
- C. Public Relations Committee: The public relations committee shall be composed of five (5) members and two (2) advisors appointed by the president who are interested in South Dakota SkillsUSA. It shall be the duty of this committee to stimulate and foster interest in public affairs and to devise ways to broaden the contacts and the service of the association within the state.

D. Auditing Committee: The auditing committee shall be composed of four (4) members (any three [3] of which shall constitute a quorum.) These members shall be the Trades & Industry Program Specialist or some person designated by her/him, the state treasurer, as well as the local faculty member supervising the treasurer, who shall serve as chairman of this committee. It shall be the duty of this committee to audit outgoing treasurer's records and report those findings to the Leadership Conference.

E. Activity Program Committee: The activity program committee shall be composed of five (5) members (one [1] from each district) and three (3) chapter advisers. It shall be the duty of this committee to review and evaluate the program of activities, make recommendations to the State Advisor and advisory committee and to make suggestions for student involvement in these activities.

Section 2. The Advisor and Executive Committee: The members of the advisory and executive committee as set forth under Article III, Section 3 and Section 4, shall meet at a time and place designated by the state association advisor. The duties of this committee shall be:

A. To further the objectives of the state association.

B. To manage and control the business of the association and to handle all routine business, and to set state association dues.

C. To serve in the capacity of Delegate Assembly Committee and Leadership Conference Committee.

D. To act in the capacity of consultant for standing committees or special committees.

E. To ascertain how many delegates from each local chapter shall attend the State Leadership Conference and National Leadership and Skills Conference.

F. To determine the reimbursement policies of official business transactions by the state association, such as: travel to the State Leadership Conference, to state committee meetings, instructional meetings, meals and lodging, and travel expenses to the National Leadership and Skills Conference.

G. The president may appoint other committees as deemed necessary, subject to the approval of the State Advisor and advisory committee.

Article X – Local Chapter Charters

- Section 1. The state association shall grant to a local chapter a charter (upon receipt and approval by the State Advisor and Executive Committee of a chapter constitution and club plan for the year,) provided this is received and adhered to during the current year.
- Section 2. Charters for local chapters shall remain in force so long as they carry out the provisions of this constitution.
- Section 3. The charter of local chapters may be revoked upon failure to remit dues to the state association as set forth in Article XII or failure to carry out the club plan as approved.
- Section 4. The secretary of the state association shall cause to be publicized and distributed to all local chapters in South Dakota a list of chartered chapters with designated officers and membership by the last day of February.
- Section 5. A chapter which has had its charter revoked may only be reinstated through favorable action of the State Advisor and advisory committee upon special application for reinstatement.

Article XI – Dues

- Section 1. Annual dues shall be set by the State Advisor and Executive Committee.
- Section 2. All dues shall be submitted to the state association accompanied by the chapter invoice which shall be supplied to local chapters from the state association.
- Section 3. Time of payment: South Dakota SkillsUSA annual dues shall be submitted to the State Association on or before the date provided on the invoice. National dues shall be submitted on or before the date on the invoice. Those who are late must take their case to the State Advisor and the advisory committee.

Article XII – Receipts and Disbursements

- Section 1. The State Advisor shall receive, protect, and disburse all dues and other monies of the organization.

Section 2. All dues and other monies received by the state association shall be deposited in an account convenient to the institution operating the State Advisor position.

Section 3. All disbursements shall be made by check, having the signature of the State Advisor and/or a designated person.

Article XIII – Audit

Section 1. The accounts of the outgoing treasurer shall be audited each year at the annual summer face-to-face meeting by the Finance & Industry Support committee and report its findings to the last business session.

Article XIV – Amendments

Section 1. This constitution may be amended only at local meetings of the annual State Leadership Conference of the State Association.

Section 2. Proposed amendments shall be presented in writing to the State Advisor and Executive Committee thirty (30) days prior to the opening session of the annual State Leadership Conference. All proposed amendments will be studied by the state officers who shall in turn submit them to the State Leadership Conference with recommendations. No proposed amendment to this constitution shall be adopted unless passed by a two-thirds (2/3) vote of the delegates present.

Section 3. Only such amendments shall be made as are in keeping with the purposes set forth in Article II of this constitution.