**SkillsUSA West Virginia Constitution/Bylaws**

**ARTICLE I- Name**

The official name of this organization shall be the West Virginia Association of SkillsUSA and may be referred to as SkillsUSA West Virginia.

**ARTICLE II- Purposes**

The purposes of SkillsUSA West Virginia are:

* To unite in a common bond without regard to race, color, sex, religion, creed, national origin, sexual orientation, or disabilities, as defined by the Americans with Disabilities Act., students who are enrolled in courses with career, trade, industrial, STEM and health science objectives.
* To provide leadership for the local chapters.
* To provide a clearinghouse for information and activities.
* To provide recognition and prestige through an association of local chapters.
* To develop leadership abilities through participation in educational, occupational, civic, recreational and social activities.
* To foster a deep respect for the dignity of work.
* To assist students in establishing realistic career goals.
* To help students attain a purposeful life.
* To create an 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 functions of labor and management organizations and recognition of their mutual interdependence.
* To create among students, faculty members, patrons of the school and persons in industry a sincere interest and esteem for trade, industrial, STEM and health science education.
* To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy.

**ARTICLE III- Organization**

Section 1. The West Virginia Association of SkillsUSA is an association of local chapters in the State of West Virginia operating in accordance with a charter granted by SkillsUSA Inc.

Section 2. The Administration of SkillsUSA West Virginia shall be vested in the State Executive Council composed of the Board of Directors and the Executive Director.

Section 3. Charters shall be issued to local chapters by ~~the State Executive Council of the West Virginia Association of SkillsUSA~~. SkillsUSA Inc.

Section 4. A state Board of Directors composed of nine persons. Board of Directors members from education, industry, and alumni shall be recommended by the SkillsUSA West Virginia Executive Director, and approved by the current Board of Directors. The Board of Directors duties are to provide counsel, establish policy governing SkillsUSA WV, approve the annual budget, approve the program of work, provide advice and assistance to SkillsUSA West Virginia in carrying out its purposes. The nine members will include three industry members, two education administrators/advisors from active chapters, two West Virginia Department of Education Corporate members, one SkillsUSA Alumni member, and the currently elected SkillsUSA state President.

SkillsUSA West Virginia Board of Directors members shall serve for a term of (2) two year term with each seat’s term completing in alternating years.

Two administrator/advisors- Initially, the term for Seat 1 will be (1) one year, and Seat 2 will be a (2) two year term.

Three industry leaders- Initially, Seat 1 will be (1) one year term, Seat 2 will be a (2) two year term, and Seat 3 will be a (3) three year term. Thereafter, all seats will rotate on alternating years with each member serving for three years in a term.

Industry leaders are defined as professionals in any trade or vocation SkillsUSA represents or provides for as well as government.

Section 5. A term is based on the fiscal year- September 1st thru August 31st.

Section 6. From among them the Board of Directors will elect a Chair and Secretary. The Chair is responsible for calling meetings in accordance with the guidelines set forth in this constitution. The Secretary is responsible for keeping records and distributing meeting materials in order to expedite the transaction of business at the meeting. All records are to be kept in accordance with West Virginia and federal law.

Section 7. All regular meetings shall be at the call of the Chair, and the Secretary shall make the meeting assembly known, with at least ~~thirty (30)~~ seven (7) days of notice. All special meetings shall be made at the call of the Chair, or a majority of the members of the meeting assembly, and the Secretary shall make them known, with at least three (3) days of notice.

Section 8. Meetings of the Board of Directors and State Executive Council shall operate under the rules of small board meetings as detailed in Chapter 49 of Robert's Rules of Order’s most up-to-date edition.

Section 9. The State Officers of SkillsUSA West Virginia shall be President, Region 1 Vice President, Region 2 Vice President, Secretary, Treasurer, Reporter, Parliamentarian and Historian. They will be elected at large at the annual State Leadership and Skills Conference by the student membership in accordance with the rules set forth in this constitution.

Section 10. West Virginia is divided into two SkillsUSA regions.

They are as follows:

Region 1

Boone Cabell Clay Fayette Greenbriar

Jackson Kanawha Lincoln Logan Mason

McDowell Mercer Mingo Monroe Nicholas

Pocahontas Putnam Raleigh Roane Summers

Wayne Webster Wyoming

Region 2

Barbour Berkeley Braxton Brooke Calhoun

Doddridge Gilmer Grant Hampshire Hancock

Hardy Harrison Jefferson Lewis Marion

Marshall Mineral Monongalia Morgan Ohio

Pleasants Pendleton Ritchie Randolph Taylor

Tucker Tyler Upshur Wetzel Wirt

Wood Preston

Section 11. The Board of Directors, State Executive Council, and State Officers of SkillsUSA West Virginia are three separate meeting assemblies.

**ARTICLE IV-Membership**

Section 1. Membership of the West Virginia Association of SkillsUSA shall consist of the total eligible members of the local chapter; and members shall hold the same membership status (active, alumni, honorary and professional) as in their respective local chapter.

Section 2. To qualify as a chapter: A local chapter must have (1) professional member and at least ten (10) active members. All persons must be members of SkillsUSA West Virginia and SkillsUSA.

Section 3. Each local chapter shall be open for membership to all students without regard to race, color, sex, religion, creed, national origin, sexual orientation, or disabilities, as defined by the Americans with Disabilities Act.

Section 4. The term of SkillsUSA West Virginia membership shall be September 1st through August 31st.

Section 5. Classes of membership recognized by SkillsUSA West Virginia are:

Active Membership:

Middle School- Current 5-8 grade students who are currently enrolled in Career and Technical Educational exploratory programs or a student who plans to pursue a Career and Technical Education pathway. Active members will pay dues as established by SkillsUSA and are eligible to compete and participate at all SkillsUSA middle school events.

Secondary- Current students who have completed or are currently enrolled in a secondary Career and Technical Educational course, or a student who plans to pursue a Career and Technical Education pathway for secondary institutions that do not have an on-site vocational education center. Active members will pay dues as established by SkillsUSA and are eligible to compete, run for state office, and participate at all SkillsUSA events.

Post-Secondary- Current students enrolled in Career and Technical Education courses at a career and technical school, community and technical college, or state university level. Active members will pay dues as established by SkillsUSA and are eligible to compete, run for state office, and participate at all SkillsUSA events.

Professional Membership:

Persons associated with, or participating in, the professional development of SkillsUSA as approved by the state association. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members are not eligible to serve as national voting delegates, hold national office, or otherwise represent the state association in SkillsUSA.

Alumni Membership:

Former active members who are no longer enrolled in Career and Technical Education. Although Alumni members pay dues and may participate at the national level, they are not eligible to serve as national voting delegates, hold national office, or otherwise represent the state association of SkillsUSA. The State Executive Council approves appointments to the National Alumni Coordinating Committee.

State Honorary Life Membership:

Individuals who have made significant contributions to the development of SkillsUSA West Virginia and/or Career and Technical Education whose membership has been approved by the State Executive Council. Such membership shall not require dues by the individual.

**ARTICLE V- Meetings**

Section 1. State Leadership and Skills Conference shall be held each year and ~~shall~~ serve as the official Annual Business Meeting of SkillsUSA West Virginia.

Section 2. The Board of Directors will hold at least four meetings per fiscal year. The Executive Council will hold at least four meetings per fiscal year. These meetings may happen concurrently; however records for each meeting assembly shall be kept separately.

Section 3: Parliamentary procedures at all ~~business~~ meetings will be governed by Robert’s Rules of Order’s most recently revised edition.

**ARTICLE VI- State Officers**

Section 1. The officers of SkillsUSA West Virginia shall be President, Region 1 Vice President, Region 2 Vice President, Secretary, Treasurer, Reporter, Parliamentarian and Historian.

Section 2. State officers, whose qualifications have been approved by the state screening committee, shall be elected by a majority vote of the voting delegates present at the official business meeting. Using this method, combined with the state screening committee scores, eight candidates will be elected as SkillsUSA West Virginia state officers.

Section 3. The term for Officers shall begin upon election at the State Leadership and Skills Conference and conclude upon the election of officers at the next annual State Leadership and Skills Conference.

Section 4. Duties of state officers shall be outlined in the latest version of the national SkillsUSA Leadership Handbook.

Section 5. A student may not serve more than two consecutive terms as a state officer.

Section 6. During the period between state officer elections and officer training, vacancies in any office shall be filled by appointment by the State Executive Director. Vacancies occurring after winter state officer training shall not be filled.

Section 7. A state screening committee composed of a minimum of three: a current state officer, two advisors or professional members. Members of this committee will be appointed by the State Executive Director.

Section 8. State officers shall be elected as a slate of the eight highest scores from voting delegates and state screening committee scores. The offices shall be determined at the conclusion of officer training by vote of the officers and State Executive Director and State Officer Trainer.

Section 9. No chapter may have more than two officers elected to the current state officer team.

~~Section 10. Only one postsecondary officer shall be a member of the state officer team.~~

**ARTICLE VII- Candidate Qualifications**

Section 1. Candidates for state office must apply by the due date as established by the State Executive Director.

Section 2. The candidate must be an active paid member of a local chapter, in possession of an active charter, and enrolled in a Career and Technical Education course. The candidate must enroll in a Career and Technical Education program during the school year in which they hold office, or they become ineligible.

**ARTICLE VII- Voting**

Section 1. SkillsUSA West Virginia members shall exercise their franchise through voting delegates at state and national meetings.

Section 2. Each chapter shall elect delegates who shall be considered voting delegates at the official Annual Business Meeting. The number of delegates per chapter will be determined as follows;

1. One delegate for the chartered chapter
2. One delegate for each 20 registered members, or a major fraction thereof.
3. Each state officer is an official voting delegate.

Section 3. Delegates to the National Conference will be alternated among the state officers and/or state officers elect.

**ARTICLE VIII- Finances**

Section 1. Chapters shall be responsible for annual national and state dues according to the number of individual members claimed in each membership classification.

Section 2. All organization monies shall be deposited by the State Executive Director or SkillsUSA West Virginia Board Treasurer.

Section 3. Annual state dues shall be established and determined by the State Executive Council and shall be payable before February 1st of each school year.

Section 4. Upon final dissolution or liquidation of SkillsUSA West Virginia and after the discharge or satisfaction of all outstanding obligations; the remaining assets shall be transferred to the West Virginia Department of Education.

Section 5. The fiscal year of SkillsUSA West Virginia shall be September 1st - August 31st.

## **ARTICLE IX- Removal From Office**

Section 1. In accordance with the SkillsUSA code of conduct, pledge, constitution, and in the interest of maintaining the integrity, trust, and functioning aspects of the organization, should a member of the organization’s leadership violate these governing values and documents they shall be eligible for removal prior to the expiration of their term of service.

Section 2. This procedure shall be carried out at a special meeting explicitly called for such a purpose, at which no other business may be transacted. The meeting call shall make these terms clear and known. The Chair may call the meeting or a majority of the meetings assembly. In the event the Chair or Secretary is the member accused a temporary Chair or Secretary may be elected for the special meeting.

Section 3. The member to be removed has the right to be present at said meeting and shall be allowed to speak and present evidence to the contrary of the claims leading to the call for removal. This rule may be absolved if the member in question utilizes it to bad faith by a majority vote of the meeting assembly.

Section 4. After debate, a secret ballot shall be cast, with the Chair announcing the votes. If 2/3rds of the membership vote in the affirmative on the question of removal then the member is immediately removed from their leadership post. No further actions, motions, or punishments will be in order at this special meeting. If 2/3rds of the membership vote in the negative on the question of removal then no further action is to be considered in order at this special meeting. The meeting will then adjourn.

Section 5. Each meeting assembly shall be responsible for the removal of its own leadership via these procedures.

**Article X- Electronic Meetings**

Section 1. Meetings may be conducted through use of internet meeting services designated by the Chair that support both public and anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the meeting assembly, or by the Organization, to govern them, which may include any reasonable limitations on, and requirements for, members’ participation, provided they do not inhibit a member’s rights to attend and participate in such meetings. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

## **ARTICLE XI- Amendments**

Section 1. This Constitution may be amended by a two-thirds vote of the authorized delegates at any official Annual Business Meeting.

Section 2. Only such amendments made aligned with the purposes stated in this constitution shall be considered in order.

Section 3. Proposed amendments must be submitted in writing to the SkillsUSA West Virginia Executive Director at least 60 days prior to the official Annual Business Meeting.

Section 4. Such rules and regulations are deemed necessary for the proper conduct of this organization. No rules or regulations shall be adopted which are contrary to this constitution.

*Ratified- February 19,1996*

*Revised - March 16, 1991, February 20,1991; December 5,1991*

*Amended- March 13, 1992; April 27, 1994; March 8, 2013; (Date Affirmed)*