

WYOMING SkillsUSA CONSTITUTION AND BYLAWS

ARTICLE 1 – Title

Section 1

The official name of the organization shall be the Wyoming Association of SkillsUSA.

ARTICLE 2 – Purposes

Section 1

The purposes of this organization are:

- To unite in a common bond all students enrolled in trade, industrial, technical, technology and health occupations education.
- To develop leadership abilities through participation in educational, vocational, 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 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 a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school and persons in business and labor a sincere interest in and esteem for trade, industrial, technical, technology and health occupations education.
- To develop patriotism through knowledge of our nation's heritage and the practice of democracy.
- To develop leadership for the local chapters.
- To provide a clearinghouse for information and activities.
- To provide recognition and prestige through an association of local chapters.

ARTICLE 3 – Organization

Section 1

Wyoming Association of SkillsUSA, is an association of local chapters within the State of Wyoming operating in accordance with a charter granted by National SkillsUSA.

Section 2. State Organization

The Wyoming Association is an organization of affiliated local SkillsUSA chapters located within the State of Wyoming which have received charters from the National Association.

Section 3. Local SkillsUSA Chapters

Local SkillsUSA chapters affiliated with the Association may be established in all High School and College/Technical schools and educational institutions within the State of Wyoming which provide systematic instruction in career, trade, industrial, technical and health-related education and occupations. The activities of each local SkillsUSA chapter are encouraged to be conducted as an integral part of the instructional program of career, trade, industrial, technical and health-related education provided by the applicable school or educational institution. Each local high school SkillsUSA chapter affiliated with the Association shall have an advisor who shall be a staff member of the applicable school or educational institution who teaches a course relating to career, trade, industrial, technical or health education and/or occupations. Each local college/technical SkillsUSA chapter affiliated with the Association shall have an advisor who shall be a staff member of the applicable school or educational institution.

Section 4

A chapter is defined as a group of students, high school or college enrolled in any Career and Technical Education Program.

1. Payment of SkillsUSA dues and submitted official rosters by the National SkillsUSA deadline.
2. Elected officers
3. Adopted a Constitution which aligns with the State constitution.
4. Have a calendar of events
5. Have a chapter advisor(s)

These requirements must be met to receive affiliation by the state office.

Section 5. Issuance of Charters

Local schools within the State of Wyoming shall contact the State Director in order to receive information about becoming a chapter. The Association shall issue a charter to the local SkillsUSA chapter upon verification of registration and payment of chapter members. Upon issuance of the charter, the local SkillsUSA chapter shall become an affiliated chapter of the Association. Members of the local SkillsUSA chapter shall meet, organize and adopt chapter Bylaws which shall not conflict with these Bylaws or the Constitution and Bylaws of the National Organization.

Section 6

To sustain state affiliation of local chapters, the local chapter must maintain:

1. A copy of the local Constitution and By-laws. This should be reviewed annually. If any changes are made a copy of revisions needs to be sent to the state office.
2. Submission of Membership roster and dues to the National office by the designated deadline
3. Maintain a calendar of events or activities for the following year.

If the local chapter Constitution is found by the State Board of Directors to be in conflict with the state or national Constitution, or (2) if the local chapter fails to meet the membership deadlines, the chapter will no longer be considered affiliated.

ARTICLE 4 – Membership

Section 1

Each local chapter shall be open for membership to, high school or college students enrolled in Career Technical, Industrial Technology, trade, industrial, and technical or health occupations education. Membership is open to all, regardless of race, color, religion, sex, national origin, or handicap.

Section 2

Wyoming SkillsUSA shall recognize high school members through a chartered chapter and post-secondary students through a chartered chapter or direct membership.

Section 3

Classes of membership which will be recognized by Wyoming SkillsUSA are:

Active Members – Any high school and college student who is currently enrolled in a career technical, trade, industrial, or health occupations education or who has been enrolled in such a program or course within the current school year, shall be entitled to become an active member of his or her locally chartered SkillsUSA chapter or through direct membership. All active members shall be entitled to participate in competitive events and attend programs sponsored and organized by the Association in accordance with guidelines and procedures adopted by the Board of Directors, and shall be entitled to vote at local SkillsUSA chapter meetings. Active members shall annually pay applicable State and National Dues.

Professional Members – persons associated with or participating in the professional development of SkillsUSA as approved by Wyoming SkillsUSA: Such members shall include chapter advisors, teachers, instructional aides, educators and supervisors, also business and industry professionals shall be members of this division. Professional members will pay dues as established by Wyoming SkillsUSA but members will be ineligible to serve as a national voting delegate or hold national office.

Alumni Members – former active SkillsUSA members who wish to continue to support SkillsUSA.

Section 4

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

Section 5 – Dues

Membership in local SkillsUSA chapters affiliated with the Association shall be determined on an annual basis. Membership in said local SkillsUSA chapters shall be granted only to those individuals who have fully paid all applicable State and National dues. Each local SkillsUSA chapter shall be responsible for remitting all State and National dues for its members in accordance with applicable procedures adopted by the National Organization and the Board of Directors.

Section 6

The SkillsUSA Board of Directors shall have power to revoke the membership of any member due to:

- a. Violation of the code of conduct established by SkillsUSA
- b. Violation of school or district policies.

The loss of membership can only take place after a hearing, during which the student will be allowed to present their case.

ARTICLE 5 - Meetings

Section 1 – State Conference

A State Leadership and Skills Conference shall be held each year and this shall be the official annual meeting of Wyoming SkillsUSA. The purpose of the Annual Wyoming Leadership and Skills Conference shall be to elect or appoint officers of the Association, to conduct competitive events, to conduct certain business of the Association and to provide leadership and career development training to participating members. Active members of local SkillsUSA chapters affiliated with the Association shall be entitled to attend the Wyoming Leadership and Skills Conference upon payment of the applicable registration fee which shall be determined annually by the Board of Directors.

Section 2 - Other Conferences

The Association may organize and conduct other conferences at the Regional or State level within the State of Wyoming pursuant to policies and procedures established by the Board of Directors. The purpose or purposes of any such additional meeting or conference may be to conduct competitive events, to provide leadership and skills training to members of local SkillsUSA chapters affiliated with the Association or for any other purpose deemed appropriate by the Board of Directors. The time, date and place of any additional meeting or conference shall be designated by the Board of Directors. The Board of Directors shall provide notice of any such additional meeting or conference to all local SkillsUSA chapters affiliated with the Association in the manner required by law.

Section 3 - National Leadership and Skills Conference (NLSC)

The Association shall be represented by voting delegates at each Annual National Leadership and Skills Conference. The number of voting delegates representing the Association at any Annual National Leadership Conference shall be determined in accordance with policies and procedures established by the National Organization. The Board of Directors shall select active members of local SkillsUSA chapters affiliated with the Association to represent the Association as voting delegates at the Annual National Leadership Conference in any manner the Board deems appropriate.

ARTICLE 6 – State Officers

Section 1

The officers of Wyoming SkillsUSA shall be a president, a vice president, a secretary, a treasurer, a parliamentarian, a reporter and a historian.

Qualifications:

1. Each officer must be an active member in good standing of a local SkillsUSA chapter affiliated with the association. Experience as a chapter officer is preferred.
2. State officer candidates shall have at least one full school year remaining in a secondary or post-secondary career technical program.
3. The candidate must complete and submit an application by the deadline date to the Wyoming SkillsUSA State Director.
4. Candidates must complete the SkillsUSA Leadership Test and pass with an 80% or higher. This test is given at the State Leadership and Skills Conference.
5. Candidates will be interviewed during the Wyoming SkillsUSA State Leadership and Skills Conference by an appointed team of persons that have extensive experience with SkillsUSA.

Section 2 - Terms

State officers shall hold office for a term of one year, or until their successors are elected/appointed, and their term of office shall begin with the officer training session held prior to the beginning of school. Students may serve more than one term, but must complete the process outlined in Section 1 each year.

Section 3 - Vacancies

A vacancy in the office of president shall be filled by the vice president.

A vacancy in a state office other than that of president shall be a qualified SkillsUSA member, appointed by the State SkillsUSA Director (or any other representative of the Association designated by the Board of Directors)..

Section 5 – Removal of an officer

The Board of Directors or the State Director shall the power to remove a SkillsUSA state officer from office for any of the following reasons:

1. Conduct unbecoming a SkillsUSA officer.
2. Failure to attend mandatory meetings unless excused.
3. Failure to carry out the duties of their office.
4. The state BOD can meet and dismiss a state officer without cause as outlined by the SkillsUSA Code of Conduct.

This action can take place only after a hearing at which the member or chapter would be allowed to present their case.

OFFICES

Section 6. President.

The President shall preside at all meetings of the Association, including all business meetings and delegate assemblies held during the Association's Annual State Leadership and Skills Conference. Except as otherwise provided in these Bylaws, the President shall appoint the members of all committees and may serve as an ex officio member of all committees. The President shall contact the state director on a monthly basis. The President shall contact all local chapters assigned on a monthly basis. The President shall fulfill all other duties as directed by the Board of Directors and the State SkillsUSA Director.

Section 7. Vice President.

In the absence of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions upon the President. The Vice President also shall assist the President in promoting and developing SkillsUSA and the Association. The Vice President, in cooperation with the rest of the officer team, shall develop and implement a plan for increasing membership at High School institutions. The Vice President shall be responsible for all travel arrangements for the state officer team. The Vice President shall contact the President on a monthly basis. The Vice President shall contact all assigned local chapters on a monthly basis, and shall fulfill all other duties as directed by the Board of Directors and the State SkillsUSA Director.

Section 8. Secretary.

The Secretary shall keep accurate minutes of all business meetings and delegate assemblies held during the Association's Annual State Leadership and Skills Conference and all other meetings and conferences sponsored by the Association and, in general, perform all duties incidental to the office of Secretary. The Secretary shall contact the Vice President on a monthly basis. The Secretary shall contact all assigned local chapters on a monthly basis, and such other duties as from time to time may be assigned to him or her by the State SkillsUSA Director and the Board of Directors.

Section 9. Treasurer.

The Treasurer shall account for all expenses of the State Officer team. The Treasurer shall contact the Vice President on a monthly basis. The Treasurer shall contact all assigned local chapters on a monthly basis. The Treasurer shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.

Section 10. Reporter.

The Reporter shall communicate regularly with representatives of the media to promote the activities and accomplishments of the Association and its members. The Reporter shall contact the Vice President on a monthly basis. The Reporter shall contact all assigned local chapters on a monthly basis. The Reporter shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.

Section 11. Historian.

The Historian shall be responsible for compiling and maintaining materials and records relating to the accomplishments and history of the Association and its members. The Historian shall contact the Vice President on a monthly basis. The Historian shall contact all assigned local chapters on a monthly basis. The Historian shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.

Section 12. Parliamentarian.

The Parliamentarian shall advise the President on the orderly conduct of business in accordance with these Bylaws and the current edition of Robert's Rules of Order, Newly Revised. The Parliamentarian shall contact the Vice President on a monthly basis. The Parliamentarian shall contact all assigned local chapters on a monthly basis. The Parliamentarian shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.

Section 13. State SkillsUSA Executive Director.

The State SkillsUSA Executive Director shall, in general, be responsible for the overall growth and curriculum development of the Association, and shall oversee and coordinate the Association's activities and programs. The State SkillsUSA Executive Director, among other things, shall serve as a liaison between the Board of Directors and the Wyoming Department of Education. In addition, the State SkillsUSA Executive Director may perform those duties and responsibilities as assigned by the Board of Directors in cooperation with the Wyoming Department of Education..

Section 14. State SkillsUSA Executive Secretary.

The State SkillsUSA Executive Secretary, if required by the Board of Directors, shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The State SkillsUSA Executive Secretary shall have responsibility for all funds of the Association; the receipt of all monies due and payable to the Association from any source whatsoever; the deposit of all such monies in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; and, in general, shall perform all the duties as from time to time may be assigned to him or her by the Board of Directors.

ARTICLE 7 – State Board of Directors

Section 1 Powers and Duties

The management of the affairs, funds and property of SkillsUSA Wyoming shall be vested in the SkillsUSA Wyoming Board of Directors, which shall pursue policies and principles in accordance with the provisions of the Wyoming Association of SkillsUSA, Inc.'s certificate of incorporation, these by laws and applicable law.

Section 2 - Membership

The board shall be made up of 11 members that are:

- Chapter Advisors
- CTE Curriculum Directors
- Representatives of WACTE
- Representatives from business or industry
- Persons affiliated with the school district or system

Appointments to the board shall be made without regard to race, color, religion, sex, national origin, handicap, or age.

The State Director and Executive Secretary are non-elected/non-voting officers that are also on the board. This board shall have the right to make official Wyoming SkillsUSA policy, is the final authority in the formulation of SkillsUSA policy and shall make final determination of any discrepancies under this constitution. All chapters will receive notification of changes in policy.

Section 3 - Term

Board members shall serve a term of three years. Each will serve a staggered term to maintain consistency of established board. Board members initial term would be 3 years with the opportunity of additional terms with approval of majority of the board.

Section 4 – Chairperson

The Board of Directors shall annually choose a Vice-Chairperson. The Chairperson and Vice-Chairperson shall each serve a one-year term. Unless the Board determines otherwise, the Vice-Chairperson shall assume the duties of the Chairperson upon the expiration of the Chairperson's term. The Vice-Chairperson also shall assume the duties of the Chairperson in the Chairperson's absence. All candidates for Vice-Chairperson must have a minimum of two years remaining in his or her term on the Board.

Section 5 - Duties

It shall be the duty and function of the State Board of Director to conduct business pertaining to the students they serve. The responsibilities of the BOD shall include, but shall not be limited to the following:

- a. Maintaining general direction and control over the affairs of the Wyoming SkillsUSA, and ensuring that established policies are enforced.
- b. Establishing and developing policies for the sound management and operation of Wyoming SkillsUSA.

- c. Provide advice and direction to the State Director to carry out the policies, curricular programs and goals of Wyoming SkillsUSA and to ensure the financial viability of Wyoming SkillsUSA.
- d. Consult with the State Director and officers to plan and coordinate competitions, conferences and other activities of Wyoming SkillsUSA

Section 6 - Vacancies

Should there be a vacancy of a board member, the position will be filled by appointment from the majority of the remaining board members. A Board member appointed to fill a vacancy shall serve for the un-expired term of his or her predecessor in office.

Two consecutive absences from the Wyoming Association of SkillsUSA board of directors meeting without reasonable cause, as determined by the President and Vice President shall constitute a member's tacit resignation.

Section 7. Regular Meetings.

The State Board of Directors shall hold at least two meetings. One shall take place in the fall and a second meeting in advance of the State Leadership Conference. The Board of Directors shall be empowered to call special meetings with the approval of the State SkillsUSA Director.

Section 8. Special Meetings.

Special meetings of the Board of Directors may be called by, or at the request of, the State SkillsUSA Director, the State SkillsUSA President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Wyoming, as the place for holding any special meeting of the Board of Directors called by them.

Section 9. Quorum.

A majority of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 10. Manner of Acting.

The act of a majority of the Directors present at a meeting where a quorum exists shall be the act of the Board of Directors, unless the act of a greater number is required by law or these Bylaws.

Section 11. Compensation.

Directors shall not receive any stated salaries for their services but, by resolution of the Board, Directors may be reimbursed for certain expenses.

Section 12. Non-Liability of Directors.

The Directors shall not be liable for the debts, liabilities or other obligations of the Association.

Section 13. Action Without Meeting.

Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing or by e-mail, setting forth the action so taken, shall be acknowledged by all of the Directors entitled to vote with respect to the subject matter thereof.

Section 14. Telephone Conference.

Directors may participate in a meeting through the use of conference telephone or similar communications equipment so long as all Directors participating in such meeting can hear one another. Participation in a meeting pursuant to this Section shall constitute presence in person at the meeting.

ARTICLE 8 – Finances

Section 1 - Dues

Dues shall be determined by the Wyoming Association of SkillsUSA Board of Directors. State dues shall be payable in accordance with the National SkillsUSA directives and policies.

Section 2 – Executive Secretary Duties

Dues and/or contributions shall be paid to Wyoming SkillsUSA as per National SkillsUSA policy. The Executive Secretary duties shall be:

- a. To receive all contributions from donating individuals, business organizations or foundations.
- b. To see that all money of the State Association shall be deposited in a bank under an account known as “Wyoming SkillsUSA”.
- c. To pay or have paid all bills incurred by the State Association.
- d. To submit a financial records of the State Association.
- e. To submit a financial report of the condition of the State Association at regular intervals to the Board of Directors.
- f. To have a recognized bookkeeping system set up and have the accounts kept in order and once a year an internal audit shall be made by persons selected by the Board of Directors. A professional external audit will be conducted every five years or at the request of the Board of Directors.

ARTICLE 9 – Standing Committees

Standing Committees – There may be the following standing committees appointed by the Chairman and their duties shall be as follows:

- a. The Contests Committee – Shall review the contests of Wyoming SkillsUSA and shall make suggestions for improvement of rules, methods and procedures. Members shall initiate new activities to further meet the objectives of SKILLSUSA.
- b. Membership Committee – Coordinate statewide membership activities for all SkillsUSA chapters.

- c. Public Information Committee – Shall work with the State SkillsUSA Director to suggest and implement public information programs for Wyoming SkillsUSA.

Ad hoc Committees can be established as needed.

ARTICLE 10 – Amendments

Section 1 –

The constitution may be amended as follows:

- a. All proposed amendments to this Constitution shall be submitted in writing to the State Board of Directors within 30 days of the annual advisors meeting
- b. Any amendments shall be voted on by the board and needs a 2/3 vote for passage. If the State Board of Directors passes the proposed amendment or an amended form of the amendment, it shall become effective immediately.

Section 2

Such rules, regulations and policies as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 3

No rules, regulations or policies shall be adopted which are contrary to this Constitution.

Section 4

The combined Board of Directors shall have the right and authority to formulate, adopt and enforce Wyoming SKILLSUSA rules, regulations and policies for situations that are not covered by this Constitution.

Approved: September, 2011

Reviewed: September 2013

Reviewed: September 2015