

**ARTICLE I—NAME**

The official name of this organization shall be the “SkillsUSA College/Postsecondary Division.”

**ARTICLE II—PURPOSES**

The purposes of this organization are:

- To unite in a common bond without regard to race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression, students who are enrolled in classes with career trade, industrial, STEM and health science objectives.
- To provide leadership for the state associations.
- To provide a clearinghouse for information and activities.
- To provide national recognition and prestige through an association and affiliated organizations.
- To provide a vehicle, national in scope, for organizations to work articulately with trade, industrial, STEM and health science student groups.
- 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 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 industry a sincere interest in 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.
- To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

**ARTICLE III—ORGANIZATION**

Section 1. SkillsUSA is an organization of state associations, each operating in accordance with a charter granted by SkillsUSA Inc.

Section 2. The administration and authority in SkillsUSA affairs will be vested in the SkillsUSA board of directors.

Section 3. The national executive director is the administrator of the national headquarters. The executive director shall be appointed by and responsible to the board of directors for conducting the work of the national program.

**ARTICLE IV—MEMBERSHIP**

Section 1. Membership of SkillsUSA College/Postsecondary Division shall consist of the total eligible members of the chartered state association, territorial or U.S. possession, and members shall hold the same membership status as in their respective state and local organizations.

Section 2. A state association must have at least one college/postsecondary division chapter, and all members of the state association must be members of the national organization to qualify for a charter.

Section 3. Each local chapter and state association shall unite in a common bond without regard to race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

Section 4. SkillsUSA will recognize members only through a state association.

Section 5. A membership year shall be from Aug. 1 through July 31.

Classes of membership which will be recognized are:

**Active**—Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment and who are earning credit toward a diploma/certificate or its equivalent.

**Professional**—Persons associated with or participating in the professional development of SkillsUSA, who pay dues as established by SkillsUSA, will be recognized as professional members.

**Honorary Life**—Individuals who have made significant contributions to the development of SkillsUSA and trade, industrial, STEM and health science education whose membership has been approved by the SkillsUSA board of directors, upon the recommendations of a state association. Such membership shall not require payment of national dues.

**ARTICLE V—NATIONAL OFFICERS**

Section 1. The national officers will be a slate of five, elected at large by the House of Delegates at each annual national meeting and shall serve from Aug. 1 through July 31.

Section 2. A student elected to a national office must remain in active membership status until the completion of the term of office.

Section 3. During the period between national officer elections and training, vacancies in any national office shall be filled by appointment by the president of the board of directors. If a national officer-elect fails to attend national officer training, the officer will forfeit the privileges of being a national officer for that year. Replacements for national offices will continue to follow the National Officer Program Guide, but only before national officer training. Vacancies occurring after national officer training will not be filled.

**ARTICLE VI—QUALIFICATIONS FOR NATIONAL OFFICE**

Section 1. Candidates for national office shall have:

- Active membership status at time of election and through the completion of term in office
- Endorsement of the state association and chapter representing during term in office
- Been selected by their state association as a national officer candidate
- Adhered to all national officer candidate requirements found in the National Officer Program Guide

The board of directors has defined the present active membership status at SkillsUSA and endorsement of the state association as defined in Article IV.

If a student is elected to serve, and is unable to fulfill the obligation, the state may forfeit the right for officer candidates in their division the following year. The board of directors will review the situation, listen to the concerned parties and make the final recommendation/decision.

Section 2. A member who holds an elected position prior to election to a national office may be ex-officio in his or her state or local organization and must vacate the elected position during his or her tenure in national office.

Section 3. Final ballots are cast by the delegates. All voting for national officers shall be by secret ballot.

Section 4. The Nominations Committee shall be comprised of the following individuals:

- National Executive Council members, past or current
- One member of the SkillsUSA board of directors
- One corporate member
- Five regional representatives from the SkillsUSA State Directors Association

Section 5. Each state will be allowed only two candidates for national office per year.

**ARTICLE VII—NATIONAL EXECUTIVE COUNCIL**

Section 1. The College/Postsecondary Division National Executive Council shall consist of the national president, vice president, secretary, treasurer and parliamentarian. The national executive director shall serve in an advisory capacity only, with no voting privileges.

It shall be the duty and function of the National Executive Council to:

- Advise the board of directors concerning the execution of the decisions of the House of Delegates.
- Conduct business pertaining to the students served.
- Preside over the national meetings and conferences.
- Call special meetings and conferences, subject to the approval of the board of directors.
- Propose and review proposed amendments to the bylaws and recommend legislation to the House of Delegates.
- Create, design or select an emblem, colors, motto, creed, jewelry, apparel and other items to adopt as official property of the organization with approval of the board of directors.

Section 2. An advisor from each of the states that has a national officer shall serve as consultant to the National Executive Council.

Section 3. The National College/Postsecondary Executive Council shall be part of the Joint Executive Council in cooperation with the High School Division officers. The Joint Executive Council shall elect a chair, vice chair and secretary. The officer positions are rotated each year. In even-number years, the chair and secretary are chosen from the High School Division officers. In odd-number years, the chair is chosen from the College/Postsecondary Division officers. The purpose of the Joint Executive Council is to provide coordination between the divisions.

**ARTICLE VIII—HOUSE OF DELEGATES**

Section 1. The College/Postsecondary Division House of Delegates shall consist of two voting delegates from each chartered association, plus an additional delegate for each 500 College/Postsecondary Division members or major fraction thereof. Each delegate shall have one vote and must be present to vote. It shall be the duties and functions of the House of Delegates to:

- Enact bylaws, rules and regulations necessary for carrying out the affairs and activities of the organization.
- Elect national officers of the organization.
- Act upon items of business as requested by the National Executive Council and the board of directors.

Section 2. Student delegates or participants at the national meeting shall be recognized and seated only if they are accompanied by one or more adult advisors from their respective state, territory or U.S. possession who is a registered participant.

**ARTICLE IX—MEETINGS**

Section 1. An annual meeting of SkillsUSA will be held at such time and place as the National Executive Council and board of directors may decide.

Section 2. The National Executive Council, with the approval of the board of directors, shall be empowered to call special meetings.

Section 3. Parliamentary procedures at all meetings will be governed by the current version of *Robert's Rules of Order, Newly Revised*.

**ARTICLE X—VOTING**

Section 1. Members shall exercise their franchise at national meetings or conferences through duly elected representatives or delegates of the chartered state associations.

Section 2. All official delegates and alternates must be certified by the respective SkillsUSA director of each state, territory or U.S. possession to the national executive director not later than June 1 prior to national meeting.

Section 3. Voting on national officers shall be done by secret ballot.

Section 4. Any person elected to a national office must receive a majority number of the votes recorded.

**ARTICLE XI—FINANCES**

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

Section 2. All organization monies from the state associations shall be deposited with the corporate treasurer of the board of directors.

Section 3. Annual dues shall be established and determined by the board of directors, in consultation with the state association directors executive board, and documented by actual “proof of need.”

Section 4. Upon final dissolution or liquidation of SkillsUSA, and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the board of directors for the benefit of students of trade, industrial, STEM and health science education, or be transferred to some recognized educational foundation.

Section 5. The fiscal year of SkillsUSA shall be Sept. 1 through Aug. 31.

**ARTICLE XII—AMENDMENTS**

Section 1. The bylaws may be amended as follows:

- A proposed amendment must be presented in writing to the national executive director 150 days prior to a national meeting.
- The amendments shall be reviewed by the National Executive Council and the board of directors.
- Amendments must be submitted to each state association as soon as possible, but not less than 60 days before the annual meeting of the National Executive Council at the time of the national meeting.
- Amendments must be presented for vote at an official business meeting of the House of Delegates at the national meeting. Amendments to the bylaws shall be adopted upon two-thirds affirmative vote of the House of Delegates.

**ARTICLE XIII—OPERATING POLICIES**

Section 1. Operating policies shall be adopted as determined by the National Executive Council and with final approval by the SkillsUSA board of directors.

Section 2. All business to be brought before the House of Delegates must first be reviewed by the National Executive Council before presentation to the House of Delegates.

**ARTICLE XIV—COMMITTEES**

Section 1. It shall be the responsibility of the national president to appoint national committees and delegates their duties.

Section 2. The national president shall appoint each year, at the national meeting, the following committees:

- Administration
- Training and Program Development
- SkillsUSA Championships and Industrial Relations
- Publications and Public Information
- Conference Management and Support Services

The national president shall appoint ad hoc committees as necessary to conduct the work of the national organization.