

## **SkillsUSA New Mexico**

### **CONSTITUTION and BYLAWS**

#### **1.0 ARTICLE I – Name and Purposes**

##### **1.1 Name**

The official name of this organization shall be the SkillsUSA New Mexico Association, and will be commonly referred to as SkillsUSA New Mexico.

##### **1.2 Purposes**

As an association of the national organization (SkillsUSA, Inc.), the purposes of SkillsUSA New Mexico are:

- A. To unite in a common bond without regard to race, sex, religion, creed, national origin or disabilities, as defined by the Americans with Disabilities Act, students enrolled in Career Technical Education or Career Pathways education programs.
- B. To provide leadership for the state organization.
- C. To provide a clearinghouse for information and activities.
- D. To provide national recognition and prestige through an association and affiliated organizations.
- E. To provide a vehicle, national in scope, for organizations to work with Career Technical Education or Career Pathways student groups.
- F. To develop leadership abilities through participation in educational, vocational, service learning, civic, recreational and social activities including community service.
- G. To foster a deep respect for the dignity of work.
- H. To assist students in establishing realistic vocational goals for career pathways.
- I. To help students attain a purposeful life.
- J. To create enthusiasm for learning.
- K. To promote high standards in all phases of occupational endeavor, including ethics, workmanship, service, scholarship and safety.
- L. To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- M. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- N. To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for Career Technical Education or Career Pathways education programs.
- O. To develop patriotism through a knowledge of our nation's heritage and the practice of democracy.
- P. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

## 2.0 **ARTICLE II – Organization**

### 2.11 **Local Chapters**

- A. A local secondary or post-secondary chapter of SkillsUSA New Mexico may be organized by an entire school or institution; a specific department or program area; or individual class(es) which meet the requirements of a Career Technical Education or Career Pathways education program. Schools or institutions consisting of more than one SkillsUSA New Mexico chapter, should organize a local executive committee.
- B. Due to the stated purposes of the organization, a SkillsUSA New Mexico chapter must be directly associated with a student's educational plan and co-curricular in nature.

2.1.2 At a designated state conference, an official charter will be issued to chapters that have been in operation for at least one full school-year by the SkillsUSA New Mexico Office upon verification of:

- A. A chapter roster with a minimum of at least one (1) Advisor and three (3) student Members.
- B. Paid national and state SkillsUSA dues for all members (professional and student) listed on the roster.
- C. A chapter of less than three (3) student members may combine to form a multiple chapter with an identified Advisor and state approval.

### 2.2 **State Organization**

2.2.1 SkillsUSA New Mexico is comprised of all active local secondary and post-secondary chapters within the state boundaries.

2.2.2 The functions of SkillsUSA New Mexico are as follows:

- A. Collaboration and liaison with the national SkillsUSA, Inc. office.
- B. Information and professional development for Career Technical Education or Career Pathways education programs. Various business and industry committees may provide advice and counsel to SkillsUSA New Mexico.
- C. Plan, organize and conduct SkillsUSA New Mexico meetings and events relative to the state purposes.
- D. Public Relations activities to support the operation and purposes of SkillsUSA New Mexico.
- E. Study and evaluate proposed amendments to the SkillsUSA New Mexico Constitution and Bylaws emanating from local chapters and recommend action to the Board of Directors.

## 2.3 **Direction and Control**

- 2.3.1 SkillsUSA New Mexico is a recognized Career and Technical Student Organization (CTSO) and an official state association of SkillsUSA, Inc., (located in Leesburg, VA) and is committed to follow the guidance and structure of the National Office.
- 2.3.2 The functions of this organization are an integral part of the total instructional program of Career Technical Education or Career Pathways education in New Mexico and therefore influenced by the New Mexico Public Education Department.
- 2.3.3 The ultimate direction and control of this organization is vested in the SkillsUSA New Mexico Board of Directors.

## 3.0 **ARTICLE III – Membership**

- 3.1 Membership in SkillsUSA New Mexico shall consist of the total eligible members of the chartered local chapters and members shall hold the same membership status in their respective local chapter.
  - 3.1.1 A local chapter must have and maintain at least one (1) Advisor and three (3) student members, and all members of the state association must be members of the national organization to qualify for a charter.
  - 3.1.2 Each local chapter and state association shall be open for membership to all students regardless of race, sex, religion, creed, national origin or disabilities as defined by the Americans with Disabilities Act.
- 3.2 Classes of membership which will be recognized by SkillsUSA New Mexico are:
  - A. **ACTIVE MEMBERSHIP:** Students enrolled in secondary or post-secondary courses offered in Career Technical Education or Career Pathways education, and meeting the requirements of the State Plan for Career Technical Education.
  - B. **PROFESSIONAL MEMBERSHIP:** Any person associated with, or participating in, the professional development of SkillsUSA New Mexico as approved by SkillsUSA New Mexico. Such members shall include chapter advisors, instructors, teachers, educators, parents, representatives of business and industry, counselors, and administrators. Professional members will pay dues established by SkillsUSA New Mexico, but will be ineligible to serve as National Voting Delegates, hold national office of compete in events conducted by SkillsUSA New Mexico.
  - C. **ALUMNI:** Former students, educators and other friends of SkillsUSA who meet the annual requirements into the SkillsUSA Alumni and Friends Association.
  - D. **HONORARY LIFE MEMBERSHIP:** Individuals who have made significant contributions to the development of SkillsUSA New Mexico and Career Technical Education or Career Pathways education, whose membership has been

approved by the National Executive Council upon the recommendation of SkillsUSA New Mexico. Such membership shall not require payment of national dues.

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

#### 4.0 **ARTICLE IV – Funding**

##### 4.1 **Revenue**

Funding for the operation of SkillsUSA New Mexico shall be derived from professional and student membership dues, conference registration fees, interest on investments, and contributions. It may also come from grants, in-kind services and other sources according to IRS 501(c) 3 guidelines.

##### 4.2 **Budget**

The New Mexico State Director shall provide a quarterly review of all budgets and expenditures of revenues defined in 4.1.

##### 4.3 **Audit**

There shall be an audit of financial records by a Certified Public Accountant, or other appropriate source, annually or whenever deemed necessary by the Board of Directors.

#### 5.0 **ARTICLE V – Symbolism, Ceremonies, and Official Supplies**

5.1 SkillsUSA New Mexico, by affiliation with SkillsUSA, Inc., adopts the Motto, the Pledge, the Creed, the Colors, the Symbols, and the Ceremonies of SkillsUSA as outlined in the latest edition of the official SkillsUSA Leadership Handbook.

5.2 SkillsUSA New Mexico, by affiliation with SkillsUSA, Inc., recognizes the National SkillsUSA Store as the official supplier of all official items of jewelry, wearing apparel and paraphernalia.

#### 6.0 **ARTICLE VI – Meetings and Conferences**

##### 6.1 **Local Chapters**

A minimum of one (1) local chapter meeting shall be held per semester, tri-mester or quarter to conduct business. Other meetings may be called by the President or the Advisor of the chapter at any time he/she deems it advisable to do so.

## 6.2 **State Conference**

There shall be at least one (1) annual state conference to be held at a time and place recommended by the Board of Directors, and in accordance with the calendar of the New Mexico Activities Association. Other meetings/workshops/training sessions may be called by the New Mexico State Director at any time he/she deems it advisable to do so.

- 6.2.2 The state conference shall be devoted to:
- A. Conducting leadership and skill competitions and events.
  - B. Providing educational and/or service and social activities for members present.
  - C. Election of Secondary and Post-secondary State Officers.
  - D. Other business as necessary.

## 6.3 **Leadership Development Conference**

There shall be a State (fall) Leadership Development Conference. Exact date(s) to be determined by the New Mexico State Director, in coordination with the Board of Directors. These dates should be coordinated with the New Mexico Activities Association.

## 6.4 **National Conferences and Meetings**

Expenses of selected officers and delegates to national conferences and meetings may be paid by SkillsUSA New Mexico, in whole or in part, as determined by the Board of Directors.

## 7.0 **ARTICLE VII – SkillsUSA New Mexico Board of Directors**

- 7.1 The administration of all the affairs, property, and business of SkillsUSA New Mexico shall be vested in the Board of Directors within the limitations of the Constitution and Bylaws.
- 7.2 The membership on the Board of Directors as provided in the Bylaws.
- 7.3 Robert’s Rules of Order – Newly Revised, shall govern all SkillsUSA New Mexico meetings, if consistent with this Constitution and Bylaws.

## 8.0 **ARTICLE VIII – Amendments**

- 8.1 Amendments to the Constitution and Bylaws shall be proposed in writing to the New Mexico State Director, at least (30) calendar days prior to a meeting of the House of Delegates assembly. All proposed amendments shall also be submitted to the Board of Directors. Final approval of all House of Delegates Assembly actions will be made by the Board of Directors.

8.2 SkillsUSA New Mexico reserves the right to amend, alter, or repeal any provisions contained in this constitution in the manner hereinafter prescribed. All rights and powers conferred herein on members of the Board of Directors and the membership in general are granted subject to those reservations:

- A. Only such amendments shall be made as are in keeping with the purposes stated in Article I, paragraph 1.2 of this Constitution.
- B. Proposed amendments must be presented in writing to the Board of Directors no later than thirty (30) calendar days prior to a meeting of the House of Delegates assembly.
- C. Upon a majority affirmative vote of the Board of Directors, the proposed amendment is submitted as a ballot by the State Executive Director to the House of Delegates assembly for ratification.
- D. Upon a majority affirmative vote on the ballots returned from the House of Delegates assembly, the proposed amendment is adopted.

8.3 The membership of the House Delegates assembly of SkillsUSA New Mexico shall be determined as provided in the Bylaws.

## 9.0 **ARTICLE IX – Grievances and Appeals**

### 9.1 **Grievance Procedure**

9.1.1 A written letter must be submitted to the New Mexico State Director by an established deadline. The Board of Directors will make a determination of the appeal, and notify all parties of the action to be taken within thirty (3) calendar days.

9.1.2 If said letter, 9.1.1 above, is postmarked within five (5) business days after receipt of notification of violation from the local SkillsUSA New Mexico chapter, it shall be timely. Failure to appear by the local SkillsUSA New Mexico Advisor within the time specified is a waiver of any right to appeal.

### 9.2 **New Mexico Activities Association Appeal Procedure**

9.2.1 If aggrieved by the determination of SkillsUSA New Mexico, the student and/or school shall have a right to appeal that decision to the Review Board of the New Mexico Activities Association (NMAA). If appealed, such appeals shall be heard de novo. Such appeal shall be initiated by a letter from the school. Such a letter shall request the decision to be reviewed by the NMAA Review Board, sent to the NMAA Executive Director and the NM State Director of SkillsUSA New Mexico, within five (5) business days after notification is received of the determination of the original grievance. If such letter of request is postmarked within five (5) days after receipt of notification, it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.

9.2.2 New evidence will not be allowed unless not in existence at the time of the decision by the Board of Directors or which, although in existence at the time, was not discovered, although diligence was exercised.

10 **ARTICLE X – Bylaws**

10.1 Bylaws consistent with this Constitution may be adopted.

10.2 Bylaws may be amended at any regular House of Delegates Assembly.

## SkillsUSA New Mexico

### BYLAWS

#### 1.0 Membership

1.1 Membership in SkillsUSA New Mexico shall consist of eligible members as defined in the Constitution and includes the classes of membership as stated in Article III of the Constitution.

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

#### 2.0 Officers

##### 2.1 Local Officers

- A. Each local chapter shall have a minimum of the following officers elected from the active membership: President, Vice-President, and Secretary/Reporter/Treasurer. A Parliamentarian, Historian and Chaplain may also be elected. Varieties of these positions may be voted upon by the local membership and submitted to the SkillsUSA New Mexico Office for acceptance.
- B. The duties of these officers shall be in accordance with the duties designated in the official SkillsUSA Leadership Handbook.

##### 2.2 State Officers

- A. The State Officers of SkillsUSA New Mexico shall be a President, a Secretary/Reporter, and four (4) Regional Vice Presidents elected for one year terms for both secondary and post-secondary divisions.
- B. Eligible students may serve in an elected office to two (2) terms only in each secondary and post-secondary division.
- C. A vacancy in the office of State President shall automatically be filled, first by the State Secretary/Reporter, then by the State President's Regional Vice President.
- D. A vacancy in an office other than State President shall be filled through appointment by the New Mexico State Director with confirmation by the Board of Directors.
- E. A candidate for State Office must file for the office with the New Mexico State Director at least three (3) weeks prior to the election. The letter filing for office shall be signed by the candidate, the local chapter President, local Advisor, and school Principal or Director. A secondary candidate for State Office must have one or more years remaining in high school, be regularly enrolled in an approved Career Technical Education or Career Pathways education program, be an active SkillsUSA New Mexico member and meet the academic standards of the New Mexico Activities Association. A post-secondary candidate for State Office must



have two or more semesters remaining before graduation, and must be regularly enrolled in a program or classes pursuing a certificate or degree in an approved Career Technical Education program and be an active SkillsUSA New Mexico member.

- F. There shall be a state officer screening committee comprised of a minimum of three (3) of the following: Advisors, Alumni, Business/Industry Representatives, State Education Representatives, current State Officers other than the level of office being screened, as directed by the New Mexico State Director.
- G. Secondary and Post-secondary State Officers shall all be elected at the annual Spring Conference.
- H. A maximum of three (3) state officer candidates may be elected from, or representing a chapter.
- I. The screening committee will narrow the candidates to no more than three (3) for each office.
- J. Campaign materials may not be displayed or distributed until approved by the screening committee. Non-compliance of this rule may disqualify a candidate.

### 3.0 **Dual Offices**

Individuals may be permitted to hold a local and a state office, a local and a national office, or a state and a national office.

### 4.0 **Dues**

- 4.1 State dues shall be that as assessed by the Board of directors and approved by the House of Delegates. National dues shall be that as assessed by the Board of directors of SkillsUSA, In., and approved by the National House of Delegates.
- 4.2 Membership rosters, with payment covering National and State dues for all student and professional members, shall be sent to SkillsUSA, Inc. and shall be due on November 15 (initial roster). Additional names may be added for contest eligibility until February 1<sup>st</sup>.

### 5.0 **House of Delegates**

- 5.1 The House of Delegates shall consist of two (2) voting delegates from each active chapter, plus one additional delegate for each 30 members or major fraction (15) thereof.

Example:	Active Section	(3 members) . . . . .	2 delegates
	Membership	15 – 45 . . . . .	add 1 delegate
		46 – 76 . . . . .	add 1 delegate
		77 – 120 . . . . .	add 1 delegate

Each delegate shall have one vote and must be present to vote.

- 5.2 No state delegates shall be recognized or seated unless they are sponsored by one or more adult Advisors from their respective local chapter at the state meeting or as covered by a written proxy and acknowledged by a specific Advisor.
- 6.0 **Board of Directors**
- 6.1 The SkillsUSA New Mexico Board of Directors shall have the power to:
- A. Conduct the operation of SkillsUSA New Mexico in the absence of an identified Executive State Director.
  - B. Revoke the official charter of any chapter for cause.
  - C. Plan and monitor meetings of the House of Delegates Assembly.
  - D. Approve the appointment of State Officers as necessary.
  - E. Establish dates for State conferences, meetings, training, etc.
  - F. Plan and implement the NM SkillsUSA (fall) Leadership Conference.
- 6.2 The Executive Officers of the Board of Directors shall be comprised of a President (Chair person), vice-President (Vice Chair person or Co-Chair person) and a Secondary/Reporter. Elections to these positions will be conducted annually, following the SkillsUSA New Mexico (spring) State Leadership and Skills Conference. Executive officers may be re-elected for sequential terms.
- 6.3 The Board of Directors shall be comprised of the following:
- A. SkillsUSA New Mexico State Director
  - B. Secondary and Post-secondary State Officer Presidents
  - C. Advisors to Secondary and Post-secondary State Officer Presidents
  - D. Immediate Past Post-secondary State Officer President
  - E. Educational representatives to represent the state's four (4) regions as determined in the Policy and Procedures and nominated by the Board of Directors.
  - F. Secondary and post-secondary student and professional educational representatives.
  - G. Business and Industry Partners, Alumni and others deemed necessary as determined by the New Mexico State Director and confirmed by the board of directors.
- 6.4 Any Board of Directors member who misses two (2) or more meetings may be removed from the Board unless justifiable circumstances exist.