

SkillsUSA Pennsylvania, Inc  
CONSTITUTION AND  
BYLAWS  
SECONDARY DIVISION  
CONSTITUTION

Revised 2024

## SkillsUSA Pennsylvania, Inc

### CONSTITUTION AND BYLAWS

Revised 1971	Revised 1991	Revised 2004
Revised 1972	Revised 1995	Revised 2005
Revised 1975	Revised 2001	Revised 2009
Revised 1983	Revised 2003	Revised 2024

#### Foreword

At the Fifth Pennsylvania Annual State Leadership Conference, the president appointed a committee to review the Pennsylvania VICA constitution and bylaws and draft proposed revisions in keeping with:

- Changes in the national constitution and bylaws.
- Changes in titles and responsibilities of state office staff.
- Expanding club activities.

The committee's report was presented and approved by the delegates at the Sixth Pennsylvania Annual State Leadership Conference effective April 1973.

At the Ninth Pennsylvania Annual State Leadership Conference, the president appointed a committee to review the Pennsylvania VICA constitution and bylaws and draft proposed revisions in keeping with:

- Changes in the national constitution and bylaws.
- Changes in titles and responsibilities of state office staff.
- Expanding club activities.

The committee's report was presented and approved by the delegates at the Tenth Pennsylvania Annual State Leadership Conference effective April 1977.

At the Seventeenth Annual State Leadership Conference, the president appointed a committee to review the Pennsylvania VICA constitution and bylaws and draft proposed revisions in keeping with:

- Changes in Article II, Board of Directors.

July 4, 1999, VICA's name was officially changed to SkillsUSA-VICA. Pennsylvania received a revised charter at the 1999 National Conference signifying the name change.

Beginning September 1, 2004 the name changed to SkillsUSA.

SkillsUSA Pennsylvania, Inc

## **SECONDARY DIVISION CONSTITUTION**

### **ARTICLE I – NAME**

The official name of this organization shall be the “Pennsylvania Association of Skills USA” and may be referred to as the “SkillsUSA Pennsylvania.”

### **ARTICLE II – PURPOSES**

The purposes of this organization are:

- To assist local SkillsUSA members in their growth and development.
- 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 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 all phases of occupational endeavor including, trade ethics, workmanship, scholarship and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects using 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.

### **ARTICLE III – ORGANIZATION**

- Section 1. SkillsUSA Pennsylvania is an association of local clubs (local chapters) of the State of Pennsylvania operating in accordance with a charter granted by National SkillsUSA.
- Section 2. A Board of Directors will advise and give direction on policies concerning the activities of the association, and the administration of SkillsUSA Pennsylvania shall be vested in the state executive council.
- Section 3. Charters shall be issued to local clubs (local chapters) by the Executive Director of SkillsUSA Pennsylvania.

### **ARTICLE IV – MEMBERSHIP**

- Section 1. Membership in the chapter shall be open to students enrolled in a coherent series of courses or career major that prepares them for further education and/or employment and who are earning credit toward a high school diploma/certificate or its equivalent in (*SCHOOL*) that prepares for future study in a career trade, industrial, STEM or health science pathway.
- Section 2. Deleted
- Section 3. State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.
- Section 4. The membership year shall be from August 1 through July 31.
- Section 5. Classes of membership which will be recognized are:

**Active**—Students enrolled in a coherent sequence of courses or career major that prepares them 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 as approved by a state association. Such members shall include but not be limited to: chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in SkillsUSA.

**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.

- Section 6. A local club (local chapter) must have at least 10 members and all members of the state association must be members of the national organization to qualify for a charter.
- Section 7. SkillsUSA is committed to a learning and working environment free from all forms of discrimination. SkillsUSA prohibits any discrimination, within any program or activity, including on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, gender transition status, national origin, age, disability, genetic information or marital status as required by law. Retaliation against any person who reports or participates as a witness in the investigation of a discrimination and/or harassment complaint is strictly prohibited.
- Section 8. Deleted

## **ARTICLE V – VOTING DELEGATES**

- Section 1. The SkillsUSA member shall exercise his or 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 annual state leadership and skills conference. The number of delegates shall be determined as provided.

### Section 2A. Delegate Calculation Chart

10 - 50 National Registered Members = 1 Delegate  
 51 - 90 = 2  
 91 - 180 = 3  
 181 - 270 = 4  
 271 - 360 = 5  
 361 - 450 = 6  
 451 - 540 = 7  
 541 - 630 = 8  
 631 - 720 = 9  
 721 - 880 = 10  
 881 - 900 = 11

- Section 3. All action taken by voting delegates shall be consistent with the state and national constitution and shall be confirmed by the SkillsUSA Pennsylvania Board of Directors prior to implementation.

## **ARTICLE VI – MEETINGS**

- Section 1. An annual state leadership and skills conference shall be held in the spring of each year, and this shall serve as the official annual meeting of

SkillsUSA Pennsylvania. The place and specific dates shall be determined by the state executive director with the consent of the Board of Directors.

Section 2. The state executive council with the approval of the Board of Directors shall be empowered to call special meetings.

## **ARTICLE VII – STATE OFFICERS**

Section 1. The state officers of SkillsUSA Pennsylvania shall be the president, regional vice-presidents, secretary, treasurer, reporter, and parliamentarian.

Section 2. A slate of officers shall be elected by a majority vote of the voting delegates at the annual state leadership and skills conference. Individual offices will be determined after an interview process at the state officer training in June.

## **ARITCLE VIII – DUES**

Section 1. State dues shall be determined at the annual state leadership and skills conference. Dues can be submitted any time during the membership year. To be eligible for state officer candidacy, competitive events and to act as a voting delegate, dues shall be submitted on or before March 1 for all chapters.

Section 2. Compliance with Section 1 constitutes a local chapter.

## **ARTICLE IX – EMBLEMS AND COLORS**

The emblem of SkillsUSA Pennsylvania and its colors shall be the same as those adopted by National SkillsUSA.

## **ARTICLE X – AUDIT**

The financial accounts of SkillsUSA Pennsylvania shall be audited each year by an auditing committee appointed by the President.

## **ARTICLE XI – AMENDMENTS**

Section 1. This constitution may be amended by a two-thirds vote of the authorized delegates to any annual state leadership and skills conference.

Section 2. Only such amendments shall be made as are in keeping with the purposes stated in Article II of this constitution.

## **ARTICLE XII – RULES, REGULATIONS AND BYLAWS**

- Section 1. Such rules, regulations, and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.
- Section 2. No rules, regulations or bylaws shall be adopted which are contrary to this constitution.
- Section 3. In all meetings, Robert’s Rules of Order, revised shall serve as standard procedure.

# **SECONDARY DIVISION BYLAWS**

## **ARTICLE 1 – RULES, REGULATIONS AND BYLAWS**

- Section 1. To implement Article XII, Section I, of the constitution the following rules, regulations and bylaws are recommended for adoption by the executive committee.

## **ARTICLE II – Board of Directors**

- Section 1. The Board of Directors shall advise and give direction on policy concerning the activities of the association.
- a. The Board will consist of the following voting members: six regional teacher/advisors, three regional PACTA representatives (appointed by PACTA), three industry representatives, one university education representative, one PA Youth Development Foundation representative, state officer advisor, and may have up to two members at large. Ex-officio members of the board will be the executive director of SkillsUSA Pennsylvania, the Pennsylvania program specialist of trade and industrial education.
- Section 2. The duties and functions of the Board of Directors shall be:
- a. To establish policies in cooperation with the state executive council.

- b. To advise the state executive council on matters relating to the administration of policies and operation of the association.
- c. To assist the nominating committee in the screening of candidates.
- d. To secure a Charter of Incorporation from the Pennsylvania Secretary of State.

**ARTICLE III – POWERS & DUTIES OF THE STATE EXECUTIVE COUNCIL**

Section 1. The state executive council shall consist of the state president, secretary, treasurer, parliamentarian, reporter, the regional vice-presidents, and the executive director of SkillsUSA Pennsylvania and/or the state officer advisor.

Section 2. The powers and duties of the executive council shall extend to and include, in addition to authority otherwise vested herein, authority as follows:

- a. To conduct business pertaining to the youth served.
- b. Deleted
- c. To prepare and submit to local chapters of this organization rituals for optional opening and closing ceremonies for meetings and for the initiation of new members.
- d. Delete
- e. Delete
- f. Delete
- g. To acquire, improve, maintain, and direct all properties deemed necessary for the improvement and welfare of the association.
- h. To call special meetings and conferences subject to the approval of the Board of Directors.

**ARTICLE IV – STATE OFFICERS**

Section 1. Candidates for a state office shall have active membership status and have the endorsement of their local chapter.

Section 2. Deleted.



- Section 3. All candidates for a state office must file their candidacy forms for office with the executive director by February 1.
- Section 4. The nominating committee consisting of one delegate from each local chapter and representatives of the Board of Directors shall select a slate of officers to place in nomination to the annual state leadership and skills conference delegates. There should be at least one candidate from each region that could serve as a regional vice president.
- Section 5. Voting will be by secret ballot. Ballots not voting for the maximum allotted positions will not be counted.
- Section 6. Deleted.
- Section 7. If for some reason the duly elected president cannot serve his or her tenure of office, a vice-president may be appointed by the executive director of SkillsUSA to assume the office of president.

If any other state officer fails to serve in his or her tenure of office, the state executive director in consultation with the state officer advisor may appoint an individual to fill the vacated office with approval of the Board of Directors.

- Section 8. Deleted
- Section 9. Each school shall be limited to one state officer candidate.
- Section 10. Deleted

## **ARTICLE V – DUTIES OF OFFICIALS**

- Section 1. Charters. The president of the state association shall sign all charters granted to local chapters. The other officials of the state association may either sign the charters or have facsimiles of their signatures stamped thereon.
- Section 2. Agent. The president of the state association, with approval of the state advisor, shall act as agent for the state association in determining when local authorities have met the constitutional requirements for the issuance and granting of charters.
- Section 3. All other duties of the officials shall include the usual duties of such officials and members of committees as designed by Robert's Rules of Order, Revised.

## **ARTICLE VI – TERMS OF OFFICE**

Section 1. The elective officials of the state association shall be elected for terms of one year.

## **ARTICLE VII – HOUSE OF DELEGATES**

Section 1. The House of Delegates shall consist of a total number calculated on a base of 300. Each school shall be entitled to one delegate at the annual state leadership conference plus an additional number based on the ratio that the membership of pupils from each local club (local chapter) relates to the aggregate total membership of all pupils in the state organization, which is computed March 1 of each year.

Section 2. Delegates at an annual state leadership and skills conference will be recognized and seated in the delegation.

Section 3. The delegates of the annual state leadership and skills conference are vested with authority to elect the elective officials of the state association, to revise, amend or abolish this constitution or transact any and such other business in conformity with the constitution Article V, Section 3.

## **ARTICLE VIII – MEETINGS AND COMMITTEES**

Section 1. Meetings. The state association shall meet annually in conference at a designated time and place. In the interim between annual state leadership and skill conferences, officials of the state association, as listed in Article III, Section 2, of the constitution, shall serve as executive committee to transact any business of the state association.

Section 2. Honorary Members. The state association shall define, prescribe, and submit to local chapters the general qualifications persons must possess before they can become honorary members of the state association and of local chapters. Honorary members of the state association may be elected at any annual state leadership conference by majority vote of the delegates but may not vote or hold office.

Section 3. Standing Committees. Standing committees, consisting of three or more members, shall be appointed each year by the president from the delegates present at the annual state leadership conference.

1. Nominating committee

## 2. Audit committee

Other committees will meet as determined by need by the Executive Director.

1. Credentials committee
2. Chapter activities committee
3. Constitution committee
4. Membership committee
5. Publications committee
6. Community service committee
7. Resolutions committee
8. Professional development committee
9. Ethics committee

## **ARTICLE IX – RESTRICTIONS UPON LOCAL CHAPTERS**

- Section 1. Constitution and Bylaws. No local chapter may have a constitution or bylaws which conflict with this constitution or any edict, resolve or directive of the state association.
- Section 2. Officers. All local chapters shall have a president, vice-president, treasurer, secretary and reporter and such other officers as the said local chapter desires. Where there is more than one all-day trade, industrial, technical and health occupations education or cooperative training program in a school, each unit or section may organize according to the suggested organizational plan for local clubs (local chapters) having two or more sections found in the Leadership Handbook.

## **ARTICLE X – STATE AND NATIONAL ASSOCIATION DUES**

- Section 1. Each local chapter shall make an annual report to the state association listing the names in full of all classes of membership and shall pay to Nationals the amount of dues as established by the state and national house of delegates. Each local chapter may establish such local dues as are consistent with carrying out the objectives of the organization. It is recommended that local dues should not exceed 25 cents per month.

## **ARTICLE XI – RITUALS**

- Section 1. Delete

**ARTICLE XII – DISTRICT CONTESTS, ANNUAL STATE LEADERSHIP CONFERENCE, NATIONAL CONFERENCE**

Section 1. District contests shall be held throughout the state for the purpose of selecting contestants to the annual state leadership and skills conference. Dates to be determined by and sites selected by the district advisors. The highest placing winners will represent each district in the annual state leadership and skills conference. The exact number for each contest will be determined by the executive director after the total number of contests is known.

**ARTICLE XIII – ADOPTION – AMENDMENTS**

Section 1. These bylaws shall be in immediate effect upon their adoption.

Section 2. These bylaws may be amended only at a meeting of the annual state leadership and skills conference of the state association. All proposals shall be submitted in writing to the executive director of SkillsUSA thirty (30) days prior to the state leadership and skills conference. Copies of the proposed amendments will be disseminated to local clubs (local chapters) so that the membership will be aware of the proposal and send an informed member to serve on the Constitution Committee. To be adopted, such amendments must be passed by a two-thirds majority of the delegates present.

**ARTICLE XIV – FUNDS – AUDIT**

Section 1. All funds received by the state association shall be deposited in a bank to be selected by the elected officials of the state association. All funds shall be disbursed by check and/or credit card, signed by the SkillsUSA Pennsylvania, Inc., Treasurer and countersigned by the comptroller. Quarterly reports will be shared with the Board of Directors.

Section 2. The accounts of the association shall be audited each year by an auditing committee, which shall report in detail to the annual state leadership and skills conference.

**BOARD OF DIRECTORS  
BYLAWS OF THE PENNSYLVANIA STATE ASSOCIATION  
OF SkillsUSA Pennsylvania, Inc.**

**ARTICLE I - Name**

Section 1: The name of the corporation shall be SkillsUSA Pennsylvania, Inc.

**ARTICLE II - Purposes**

Section 1: In furtherance of the education purposes of the Corporation set forth in the Articles of Incorporation, the Board of Directors of this Corporation shall adhere to the policies established by the Board of Directors of the SkillsUSA, Inc., and, subject to the joint supervision and control of said Board of Directors of SkillsUSA, Inc. and the Pennsylvania State Board of Career and Technical Education, shall supervise the activities of the chartered Pennsylvania student association of the SkillsUSA.

**ARTICLE III - Membership**

Section 1: There shall be two classes of member: adult and student. The adult members of this Corporation shall consist of the adults within the state of Pennsylvania who are members in good standing of the SkillsUSA, Inc. Voting rights of the adult members shall be in accordance with the bylaws of this Corporation. Only members in good standing of this association and the SkillsUSA, Inc. may claim such member privileges and benefits as may be rendered or offered.

Section 2: No person except adult members of the Corporation in good standing shall be entitled to vote at any annual or special meeting of the members. No member shall be in good standing whose dues or fees either to the SkillsUSA, Inc. or this Corporation is in arrears.

Section 3: The Chairman of the Board of Directors may call annual or special meetings of the voting membership of the entire membership of the Corporation at such time and place as the said chairperson may designate. Not less than ten days written notice of such meeting must be given to the members by the Chairperson.

Section 4: At all meetings of the members, presence in person or by proxy for the affirmative vote of a majority of those present or represented by proxy shall be necessary to carry any question.

Section 5: Student members of the student association SkillsUSA shall have the opportunity through participation in its activities for educational experience. Activities include Houses of Delegates, officer elections, constitution, and bylaws establishment. However, student members shall have no *legal* status.

#### **ARTICLE IV - The Board of Directors**

Section 1: The direction and management of affairs, funds and property of the Corporation shall be vested in the Board of Directors, who shall pursue such policies and principles as shall be in accordance with the provision of the Articles of Incorporation, these Bylaws, policy directives promulgated by the Board of Directors of SkillsUSA, Inc., and the laws of the state of Pennsylvania.

Section 2: The Board will consist of the following voting members: six regional teacher/advisors elected by the adult members of the state association; three regional PACTA representatives (appointed by PACTA), three industry representatives, one university education representative, one PA Youth Development Foundation representative, state officer advisor, and may have up to two members at large. Ex-officio members of the board will be the executive director of SkillsUSA Pennsylvania, the Pennsylvania program specialist of career and technical education. The state Board of Director members of SkillsUSA, Inc. shall recommend persons to hold the business and at large positions, to be confirmed by majority vote of the entire board.

Section 3: The Chairperson shall be elected by the entire Board of Directors for a two-year term.

Section 4: All elected members of the Board of Directors shall hold office for three-year terms.

Section 5: If any member of the Board of Directors shall, by death, resignation, incapacity to act, failure to assume the role, or otherwise cease to be a member of the Board during that term, a successor shall be chosen in the same manner as described in Section 2. Two consecutive absences from the Board of Directors' meeting may constitute a member's resignation.

#### **ARTICLE V - Meetings of the Board of Directors**

Section 1: Annual or special meetings of the Board of Directors shall be held at such time and place as the Chairperson of the Board shall designate. Ten days' notice in writing shall be given of all annual or special meetings.

Section 2: A vote of the Board of Directors may be taken by mail ~~facsimile~~, or other electronic media at the discretion of the Chairperson of the Board.

Section 3: At all meetings of the Board of Directors, the presence of at least a majority of the filled seats shall constitute a quorum for the transaction of business.

## **ARTICLE VI - Officers**

Section 1: The officers of the Corporation shall consist of:

Chairperson  
Chair-elect  
Secretary  
Treasurer

each of whom shall also function as officers and members of the Board of Directors.

At the annual organizational meeting of the Board, a Chairperson and a Chair-Elect shall be elected from the Board's membership for a two-year term. The Chairperson may not succeed himself/herself as Chairperson.

The office of Secretary will be a yearly election and end with the term of the Regional Advisor.

If a current Region Advisor is elected to a board officer position, that individual will serve as both the Region Advisor and the office they were elected to. When a Region Advisor is at the end of their three-year term on the Board of Directors, they may run for the position again. If they are reelected by their region, the three-year terms may be consecutive.

The position of treasurer is an appointed position and shall be voted upon by the Board in the event of replacement.

- a. At the annual organizational meeting of the Board, a Chairperson, a Chair Elect, a Secretary, and a Treasurer shall be elected from the Board's membership for a one-year term. The Chairperson may not succeed himself/herself as Chairperson. The Chairperson is elected for a two-year term.
- b. The Board of Directors, as representatives of the state education agency, shall, at their discretion, determine the employment of the state SkillsUSA executive director.

- Section 2: The chairperson shall exercise general supervision over the affairs of the Corporation pursuant to the policies and directives of the Board of Directors and have all powers and duties inherent in the office of the chairperson, including the power and duty of presiding over the meetings of the Corporation and the Board of Directors.
- Section 3: The chair-elect shall, in the absence or disability of the chairperson exercise all the duties and powers of the chairperson in the management of the affairs of the Corporation and shall at all other times have such duties as may be delegated by the Board of Directors.
- Section 4: The secretary shall be charged with the care and keeping of the Corporation records and minutes and shall exercise all duties inherent in the office of secretary.
- Section 5: The treasurer shall have the care and custody of the funds, securities, properties, and other assets of the Corporation in keeping with the state education agency policy, keep accurate books of account and perform such other duties as the Board of Directors may delegate.
- Section 6: The state SkillsUSA executive director shall be the chief staff person for the Corporation, responsible to the state education agency and the state association to conduct the affairs of the Corporation under the general supervision of the chairperson of the Board of Directors. The state SkillsUSA executive director shall sign all instruments in the name of and under the seal of the Corporation, shall attend all meetings of the Board of Directors shall give notice of all meetings of the Corporation and the Board of Directors and shall perform all such other duties as may be assigned by the Board of Directors.

## **ARTICLE VII - Fiscal Year**

- Section 1: The fiscal year of the Corporation shall be September 1 through August 31.

## **ARTICLE VIII - Compensation of Officers and Directors**

- Section 1: The Board of Directors shall be empowered to provide compensation to employees and others for actual services rendered to the Corporation.
- Section 2: The officers and directors of the Corporation, except for the state SkillsUSA executive director, shall not receive any compensation for their services as such officers and directors; but expenses of attendance may be paid to the Board of Directors, according to Corporation policies.



## **ARTICLE IX - Amendments**

Section 1: All recommendations for amendments to the bylaws shall be presented in writing to the Bylaws committee. The committee will present proposed changes to the Board of Directors. The bylaws may be amended by the affirmative vote of two thirds (2/3) of the filled seats of the Board of Directors at any meeting of the Board of Directors.

# **Constitution of the SkillsUSA Pennsylvania Alumni Division**

## **Article I - Name**

The official name of this organization shall be the “SkillsUSA Pennsylvania Alumni Association,” which may be abbreviated to “SkillsUSA Pennsylvania Alumni.”

## **Article II - Purposes**

The purposes of the alumni organization are to:

1. Provide support for the secondary and post-secondary divisions of SkillsUSA at local, state, and national levels.
2. Further the goals and purposes set forth by SkillsUSA.
3. Promote and create esteem in education, business, technical, and industrial communities at all levels.
4. Assist in the leadership, citizenship, and character development of the individual SkillsUSA- members.
5. Foster a deep respect for the dignity of work and provide recognition and prestige for the trade, industrial, technical, and health occupations.
6. Encourage the pursuit of continuous education consistent to the needs of the individual in his or her chosen occupation.
7. Develop citizenship by encouraging active involvement in democratic activities, which affect our work, schools, communities, and, the American way of life.

### **Article III - Organization**

Section 1: The SkillsUSA Pennsylvania Alumni Association is an organization of former secondary, post-secondary, collegiate, and professional SkillsUSA members affiliating with State SkillsUSA Pennsylvania, Inc. through a chartered local organization or through direct membership.

Section 2: The SkillsUSA Pennsylvania Alumni Executive Council will advise and give general direction of policies and procedures concerning the activities of the Alumni Association.

Section 3: The structure of our organization is as follows:

1. Executive Council
2. General Members

Section 4: The Executive Council of SkillsUSA Pennsylvania Alumni Association shall issue charters for local Alumni organizations.

### **Article IV - Membership**

Section 1: Alumni membership shall be open to all eligible persons without regard to race, color, creed, sex, or national origin.

Section 2: The official membership year shall be from September 1st through August 31st.

Section 3: Classes of membership, which will be recognized, are as follows:

1. Active membership:  
These are former secondary, post-secondary, collegiate, and professional SkillsUSA members. These members shall have all rights and privileges to vote or hold an elected office.
2. Associate membership:  
Known as: “friends” of the State SkillsUSA Pennsylvania Alumni Association. These members shall not be able to vote or hold an elected office.
3. Honorary Life membership:  
These are individuals who have made significant contributions to SkillsUSA-VICA and Vocational Education in the state of Pennsylvania. In order to receive this type of membership you must be nominated by one of your peers. Final decision on the membership is voted on by the Executive Council. This membership does not require the payment of annual dues.
4. Lifetime membership:  
This membership is a, one-time, payment that may be purchased by an active member. This membership does not require the payment of annual dues.

## **Article V – Executive Council**

### Section 1:

The Executive Council shall be comprised of the following members:

1. President
2. Secretary
3. Treasurer
4. (3) Regional Representatives (1) for each region

### Section 2:

The requirements for becoming an Executive Council member are as follows:

1. Must be an Active dues paying member of the Alumni Association.
2. Must be a member in good standing.
3. Must be a member for at least (1) year prior to running for office.

### Section 2a:

Applications for becoming a member elect must be received no later than January 1<sup>st</sup> of each year.

Section 3:

The terms of office are as follows:

1. Members are elected to serve (1) year terms.
2. Members may not run for more than (4) consecutive (1) year terms unless they are approved by the general membership.
3. Member's term of service runs from conference to conference.

Section 4:

Election of Executive Council members shall be done each year at the annual state alumni meeting held in conjunction with the State SkillsUSA Pennsylvania Skills competition and Leadership conference.

Section 4a:

Voting of new Executive Council members shall be done by mail in votes.

1. It is the responsibility of the Secretary to send out the ballots by March 1<sup>st</sup> of each year.
2. A copy of the member candidate form and their contact information will be provided with the ballots to give information on the candidates.
3. All ballots received by the Secretary will be counted and verified at the annual state meeting.

Section 5:

Executive Council members shall meet at least twice a year other than the state Alumni meeting.

**Article VI - Voting**

Section 1:

All Alumni members that are eligible to vote may exercise their right during all official Alumni meetings.

Section 2:

Absentee ballots will be provided on an as needed basis for members not able to attend an official meeting.

**Article VII - Meetings**

Section 1:

The Annual State Skills Competition and Leadership Conference shall serve as the annual meeting of the SkillsUSA Pennsylvania Alumni Association.

Section 2:

The President on an as needed basis shall call special Alumni meetings.

**Article VIII - Finances**

Section 1:

All Moines received from dues, donations, corporate sponsors, and fund-raising activities shall be forwarded to the Alumni Treasurer for deposit into the Alumni account.

Section 2:

State membership dues shall be set by the Executive Council each year.

Section 3:

The fiscal year for the SkillsUSA Pennsylvania Alumni Association shall be from September 1st through August 31st of each year.

Section 4:

Lifetime memberships may be purchased at a one-time fee of \$100.00. Lifetime Memberships are offered to members who wished to be billed once rather than pay an annual fee. Life Memberships shall be open to all eligible persons, regardless of race, sex, creed, color, or natural origin.

Money generated through a Lifetime Membership will be used for projects that will be voted on by the Alumni Council. These projects will further the development of the organization. Much advancement can be brought about by project demonstrations. Our main goal is to promote and provide support for the secondary and post-secondary divisions of Skills-USA at local, state, and national levels.

Section 5:

Upon final dissolution of the Alumni Association and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be turned over to the state of Pennsylvania.

## **Article IX - Audit**

### Section 1:

The accounts of the state Alumni Treasurer shall be audited at the end of each fiscal year by the state Board Treasurer.

## **Article X - Amendments**

### Section 1:

This constitution may only be amended by a (2/3) majority vote.

## **Article XI - Rules, Regulations, and By-laws**

### Section 1:

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

### Section 1a:

No such rules, regulations, or by-laws shall be adopted which are contrary to this constitution.

### Section 2:

In all meetings, Robert's Rules of Order, Newly Revised shall serve as standard procedure of conducting meetings.

## **PENN STATE SkillsUSA–VOCATIONAL INDUSTRIAL CLUBS OF AMERICA**

### **COLLEGIATE CONSTITUTION AND BYLAWS**

#### **ARTICLE I – NAME**

Section A. The official name of this organization shall be The Pennsylvania State University Skills USA–Vocational Industrial Clubs of America, Beta Chapter.

Section B. The common name shall be “Penn State SkillsUSA, Beta Chapter.”

#### **ARTICLE II – PURPOSES**

Section A. The purposes of the Penn State SkillsUSA, Beta Chapter shall be to:

- Provide a vehicle to work articulately with trade, industrial, technical and health occupations students, teachers and related organizations.

- Promote unity and common purpose to remove all vestiges and biases in vocational trade, industrial, technical and health occupations education.
- Provide support and services for the secondary and postsecondary divisions and affiliates of the Skills USA–Vocational Industrial Clubs of America at the local, state and national levels.
- Further the goals and purposes of the Skills USA–Vocational Industrial Clubs of America through the Penn State Workforce Education and Development program, activities and services in trade, industrial, technical and health occupations.
- Develop competent leadership through participation in educational, vocational, civic, recreational and social activities.
- 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.
- Assist in the development of competencies for leadership, citizenship and character development of all individual SkillsUSA members as well as advisors.
- Provide a resource center for information and activities.
- Develop patriotism through knowledge of our nation’s heritage and the practice of DEMOCRACY.
- Foster a deep respect for the dignity of work and provide recognition and prestige for the trade, industrial, technical and health occupations.
- Encourage the pursuit of continuous education consistent to the needs of the individual selected career objectives.
- Develop citizenship by encouraging active involvement in democratic activities, which affect our work, schools, communities and the American way of life.
- Create enthusiasm for learning for the attainment of a purposeful life.

### ARTICLE III – ORGANIZATION

Section A. Penn State SkillsUSA, Beta Chapter shall operate in accordance with the University rules and regulations governing student organizations.

- The administration and authority of Penn State SkillsUSA, Beta Chapter affairs will be vested in the local Executive Council, consisting of the chapter officers and advisor.

Section B. Penn State SkillsUSA, Beta Chapter is an organization affiliating with National SkillsUSA, Inc., through the Pennsylvania Association of SkillsUSA.

Section C. The administration and authority of Penn State SkillsUSA, Beta Chapter affairs are to be vested in the Pennsylvania Association of SkillsUSA.

#### ARTICLE IV – MEMBERSHIP

Section A. Membership in Penn State SkillsUSA, Beta Chapter shall be open to all members of the University community, including faculty, undergraduate and graduate students and administrators.

Section B. Membership classifications shall be:

- Active or Professional Membership is available to full-time registered students, faculty and staff associated with teacher education programs of trade, industrial, technical and health occupations.
- Associate membership is available to employers and laypersons associated with, and interested in, the improvement and development of the organization and vocational trade, industrial, technical and health occupations education. They are not eligible to hold office or vote.
- Honorary – Individuals who have made significant contributions to the development of SkillsUSA and vocational trade, industrial, technical and health occupations education whose membership has been recommended by the local chapter. Such membership shall not require payment of State or National dues. They are not eligible to hold office or vote.

Section C. Penn State SkillsUSA, Beta Chapter membership shall be open to all eligible persons without regard to race, color, creed, sex or national origin at all levels of the organization.

Section D. The membership year shall be from September 1 through August 31.

#### ARTICLE V – EXECUTIVE COUNCIL

Section A. The Executive Council of the Penn State SkillsUSA, Beta Chapter shall be President, Vice-President, Secretary, Treasurer, Parliamentarian and Reporter.

Section B. Officers shall be elected by a majority vote of the active membership at an annual meeting designated for that purpose and shall serve from the annual installation



in May until the next installation of officers. Two weeks' notice of the annual meeting shall precede that meeting.

Section C. Should the Presidency be vacated, the Vice-President shall succeed him/her and the Vice-Presidency filled by election. Unexpired terms in any other of the offices shall be filled by appointment by the Executive Council upon approval by the active membership.

Section D. No local officer shall serve more than one term of office in the same capacity.

Section E. Candidates for office must have active membership status and at least one full school year remaining in the undergraduate program at Penn State.

Section F. All candidates for office must file their candidacy for office with the Executive Council no later than ten days prior to the date of the annual election meeting, which shall be held during the sixth week of each Spring Semester.

Section G. The president shall be the official delegate to the National Collegiate Association. If the president is a National Collegiate Association officer, then the vice president shall serve in this capacity. Other national delegates shall be elected by the active membership.

Section H. The president shall be the chapter's official representative on the Pennsylvania SkillsUSA Board of Directors.

Section I. The Executive Council has the power to remove from office an individual who is not fulfilling the duties of that office. This must be approved by a majority vote of Executive Council and a two-thirds majority vote of the active membership at a regular scheduled membership meeting.

- Notice of removal from office must be forwarded to the total membership at least one week prior to said action scheduled at a regular membership meeting.

## ARTICLE VI – MEETINGS

Section A. Meeting dates and locations shall be determined by the Executive Council with the approval of a majority of the active members. Adequate advance notice of all meetings will be given to the membership.

Section B. The local Executive Council shall be empowered to hold a special meeting, subject to prior notification of one week by the president.

Section C. Parliamentary procedures at all meetings will be governed by Robert's Rules of Order, revised in all cases not covered by this Constitution.

Section D. Attendance of fifty percent of the active members at any meeting shall constitute a quorum for the conduct of business.

## ARTICLE VII – VOTING

Section A. Penn State SkillsUSA, Beta Chapter members shall exercise their franchise through voting delegates at national conferences, where appropriate.

Section B. All active Penn State SkillsUSA, Beta Chapter members shall have the right to cast their votes concerning all chapter business and election of chapter officers.

Section C. Voting on business matters shall be conducted by ballot, a show of hands, or by “ayes” and “nays” at the discretion of the president.

Section D. Voting on officers and honorary positions shall be done by ballot.

Section E. Active Penn State SkillsUSA, Beta Chapter members who are absent from a business meeting may cast their votes through an absentee ballot for the election of officer(s) as specified in the bylaws.

## ARTICLE VIII – ADVISOR

Section A. All full-time and affiliate faculty members of the Program of Workforce Education and Development at The Pennsylvania State University shall be eligible to be a chapter faculty advisor.

Section B. A liaison faculty advisor will be elected annually by the Penn State SkillsUSA members in good standing. This individual will be elected at the annual election meeting to coordinate the advising responsibilities of the chapter with the Program of Workforce Education and Development, College of Education, The Pennsylvania State University; the Bureau of Vocational and Adult Education in PDE; and the National SkillsUSA Headquarters.

## ARTICLE IX – FINANCES

Section A. No member shall be required to join the State or National organizations as a condition of local chapter membership. Any member may join the State and/or National organizations through the local chapter, if they so desire, by paying additional dues as required.

Section B. Upon final dissolution or liquidation of the Penn State SkillsUSA, Beta Chapter and after the discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets shall be used by the Executive Council for the benefit of students of vocational trade, industrial, technical or health occupations or be transferred to some recognized educational foundation.

Section C. The fiscal year of the Penn State SkillsUSA, Beta Chapter shall be September 1 through August 31.

Section D. Local chapter dues shall be \$2.00 per organizational year.

Section E. All funds shall be deposited in the ASA office.

## ARTICLE X – AMENDMENTS

Section A. The constitution and bylaws may be amended as follows:

- A proposed amendment must be presented in writing to the president thirty days prior to the meeting at which the amendment is to be voted on.
- The amendment shall be reviewed by the local Executive Council and submitted to the members at least twenty days prior to the meeting at which it is to be voted on.
- It must then be presented for vote at an official business meeting of the local membership. Amendments to the constitution and bylaws shall be adopted upon two-thirds affirmative vote of the local membership and subject to approval by the University student legislative body.
- All amendments shall be subject to the approval of the USG Supreme Court.

## ARTICLE XI – BYLAWS AND OPERATING POLICIES

Section A. Bylaws shall be adopted by a two-thirds majority vote of the local club membership.

Section B. Operating policies shall be determined by the Executive Council and approved by the membership.

Section C. Voting as specified in Article VII, Section F, shall be accomplished as follows:

- The absent active member shall, in writing, submit his/her vote to the President through any other active member in attendance at the meeting.
- The absent active member's ballot shall be counted with other ballots cast.

Section D. All amendments to these bylaws shall be subject to the approval of the USG Supreme Court.

## **POLICY OF THE UNITED STATES DEPARTMENT OF EDUCATION FOR CAREER AND TECHNICAL EDUCATION STUDENT ORGANIZATIONS**

The United States Department of Education maintains a close relationship with ten vocational student organizations and welcomes their cooperation and support in strengthening programs of vocational-technical education. Recognizing that the past performance and future potential of these ten organizations are compatible with the overall purposes and objectives of education today, the United States Department of Education strongly endorses their objectives and seeks to involve their thinking in the improvement of vocational-technical education.

In view of this, these policies represent the position of the United States Department of Education.

1. The United States Department of Education recognizes the educational programs and philosophies embraced by the following vocational student organizations as being an integral part of vocational-technical education instructional programs:

DECA – An Association of Marketing Students  
FBLA – Future Business Leaders of America  
FCCLA – Family, Career and Community Leaders of America  
FFA – An Association of Agriculture Education Students  
HOSA – Health Science Technology Education  
PYFA – Pennsylvania Young Farmers Association  
SkillsUSA – Champions at Work  
TSA – Technology Student Association

2. The United States Department of Education recognizes the concept of total student development as being necessary for all vocational-technical education students to assume successful roles in society and to enter the labor market.
3. The United States Department of Education will facilitate technical and supportive services to assist vocational student organizations through State agencies in their efforts to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, overcome sex and race discrimination and stereotyping and serve students of special populations.
4. The United States Department of Education recognizes the responsibility for vocational-technical programs and related activities, including vocational student organizations, rests with the State and local education agencies.
5. The United States Department of Education approves of Federal and State grant funds for vocational-technical education to be used by the States to give leadership and support to these vocational student organizations and activities directly related to established vocational-technical education instructional

programs at all levels under provisions of approved State plans for vocational technical education.

The responsibility for instructional programs and related activities rests with the States and localities. It is our belief that increased efforts on the part of State education agencies to recognize and encourage the growth and development of these vocational student organizations are highly important and deserve the support of all leaders in American education.

These policies represent the position of the United States Office of Education and its bureaus and divisions concerned with vocational and technical education.